

9. ACADEMIC PROGRAMS

Title: Academic Programs (Undergraduate and Graduate School Records)

Date: 1904 – on-going

Quantity: 16.5 cubic feet, 20 linear feet (47.5 document boxes)

Collection Number: 9 (A-E)

Restrictions

Access:

Access to the collection is unlimited. Researchers are allowed to view all pieces of the collection. The archive is open by appointment only. Call the Reference Librarian at (617) 879-2222 to make an appointment.

Copyright:

Requests to publish material from the collection should be submitted to the Library Director.

Administrative Information

Acquisition:

The collection was the donation of Wheelock alumnae, faculty, and staff.

Processing Information:

The collection was re-processed and updated by Abigail Blachly in 2004. The collection was initially organized by Theresa B. Davitt. The collection was rearranged based on archival principles. Accession correspondence as well as inquiries into information from the archives was removed from the collection. Acidic materials such as newsprint were photocopied onto acid-free paper and then discarded unless the original had some intrinsic value.

Historical Note

Lucy Wheelock founded the Wheelock Kindergarten Training School in Boston, Mass., in 1888. In 1941 the School became Wheelock College and awarded the Bachelor of Science in Education degree. In 1952 Wheelock was approved to grant the Master of Science degree. The first

Bachelor of Social Work degree was awarded in 1983. Additionally, a continuing education division was created in 1975 and an A.S. degree was approved in 1973.

In 1976 there were three undergraduate majors (teaching, special education and teaching in hospitals). There were eight master's degree programs and a C.A.G.S. program. The Center for International Education and Leadership was established in 1991 with the efforts of Professor Joan Bergstrom, graduating students with Master's degrees in Education in Singapore. The Center for International Education, Leadership and Innovation expanded to include a Master's Program in Education in Bermuda in 1996. In 2007, the Centre for International Education expanded again, offering a Bachelor of Science degree in Early Childhood Education in Singapore. The Associate in Science Degree Program was terminated in 1995, with its last students to graduate in May of 1996.

In 2003 Wheelock offered three baccalaureate degrees in teaching, child life and social work. The graduate division offers an M.S. in Arts & Sciences, Family Studies and Education as well as a Masters of Social Work and a C.A.G.S.

Scope and Content

The Academic Programs Collection consists of the records of the undergraduate and graduate schools at Wheelock College. The collection is organized into four main categories, Undergraduate; Graduate; Undergraduate/Graduate; and A.S. Degree Programs. The first two categories are each divided into three series: Organization and Administration; Programs; Syllabi. It includes calendars, schedules, minutes, correspondence, memoranda, brochures, syllabi, class material, annual reports, reports, catalogs, lists, enrollment statistics, newsletters, news clippings, student lists, handbooks and other documents on the undergraduate and graduate programs offered by Wheelock College, Wheelock School and the Wheelock Kindergarten Training School.

A. Undergraduate School

I. Organization and Administration

II. Undergraduate Programs

- 1. Arts and Sciences**
- 2. Child Life**
- 3. Education**
- 4. Professional Studies**
- 5. Social Work**

III. Undergraduate Syllabi

B. Graduate School

I. Organization and Administration

II. Graduate Programs

- 1. Child and Family Studies**
- 2. Education**
- 3. Human Development**
- 4. Social Work**

5. Professional Programs

III. Graduate Syllabi

C. Undergraduate/Graduate

D. A.S. Degree Programs

E. Off-Campus Programs

I. Center for International Education, Leadership, and Innovation

II. Off-Campus Program Syllabi

Series Description

A. Undergraduate School

The first series, Organization and Administration, contains calendars and schedules, memos, minutes from work and planning groups. The second series, Undergraduate Programs contains information regarding the five undergraduate majors at Wheelock, Arts and Sciences, Child Life, Education, Professional Studies, and Social Work. This series includes student teaching handbooks, field practicum manuals, course descriptions, sample exams, committee and program notes, pamphlets and brochures. Of particular note is the final series, Undergraduate Syllabi, which contains syllabi from 1984 to the present.

B. Graduate School

The first series, Organization and Administration contains calendars, materials from the Graduate Study Committee, the graduate committee files of Elizabeth A. Liddle, enrollment statistics and lists of students, proposals for expansion, curriculum and academic policy committee, programs and brochures. The second series, Graduate Programs, contains information regarding the graduate programs at Wheelock: Child and Family Studies, Education, Human Development, Social Work, and Professional Programs. These materials include handbooks, newsletters, special education grant materials, a feasibility study by Dr. Patricia Hogan and the "Masters Candidacy Evaluative Criteria" for social work and education, and 1981 Summer Training Institute materials. The third series, Graduate Syllabi, contains syllabi from 1984 to the present.

C. Undergraduate/Graduate

This series contains materials for various graduate and undergraduate programs at Wheelock, including Curriculum Committee recommendations, the Middle School licensure program, Massachusetts teacher certification, and practicum evaluations.

D. A.S. Degree Programs

This series contains information regarding the Associate of Science Degree, a program in existence at Wheelock only from 1973 until 1996.

E. Off-Campus Programs

The first series, Center for International Education, Leadership, and Innovation, contains information about the Center's programs in Singapore and Bermuda. Materials included are memoranda, clippings, flyers, brochures, and a graduation program from the 1999 RTRC

graduation ceremony in Singapore. The second series, Off-Campus Program syllabi, contains syllabi from 2003 to the present.

Cataloging Entries

The following catalog entries provide controlled subject access to the collection. All these entries are searchable in the Wheelock College Library's online catalog to find materials of related interest.

Wheelock, Lucy, 1857-1946.
Wheelock College.
Wheelock School.
Wheelock College. Center for International Education, Leadership, and Innovation.
Universities and colleges--Massachusetts.
Teachers colleges--Massachusetts.
Early childhood education.
Teachers--Training of.
Child care.
Calendars.
Boston (Mass.)--Education.

Container List

* Please note: Boxes are numbered within each series.

9A. UNDERGRADUATE SCHOOL

Box 1

Series I: Organization and Administration

- Semester calendars, 1971-1972, 1991-1996
- "The Writing Proficiency Exam" pamphlet, ca. 1987
- Wheelock College Curriculum Flowchart, n.d., tentative schedule for new curriculum, 1990-1993
- Minutes of the Non-Western Culture Requirement Workgroup, Sept. 1990.
- Letter from T. Perry regarding "Reading Period", November 1990
- Plans for Restructuring Depts. in Undergraduate Faculty Memorandum, August 1991
- Math, Science and Technology Strategic Planning Group, 1992-1993
- Vice Presidents' Experimental Course Sequence, Spring 2000

Series II: Undergraduate Programs

Subseries 1: Arts and Sciences

- Arts Major, 1989, ca. 2001

- Arts Major – Announcement of slide lecture by Judith Still on the life and works of her father, William Grant Still, ca. 1990
- Motion for Formation of Science/Mathematics Major to be Implemented Sept. 1990
- Mathematics/Science major, ca. 2001, 2009
- History – Colombia Course, Dr. John Ahlin, 1973
- Human Development major, 1989, ca. 2001
- Liberal Arts Major and Minor pamphlets, n.d.
- Humanities major, ca. 1989-2001
- Whalenet
- American Studies major, ca. 2001
- Communications and Media Literacy Major, added January 2009

Subseries 2: Child Life

- Child life

Subseries 3: Education

- Wheelock Kindergarten Training School General Instructions for Observation and Practice, ca. 1904?
- Wheelock School. Sample exams, 1925, 1939-1940, n.d.
- Wheelock School. Courses of study, 1925, n.d.
- Certificate in Early Childhood Education, Prospectus, 1968
- Early Education Programs, Mrs. Helen Maley / Martha's Vineyard Community Services, Inc., 1969-1973
- Early Education Programs Martha's Vineyard Community Services, Inc. – Correspondence, 1972-1974
- "Teacher Education Department Annual Report, 1970-71."
- Redesign Committee, 1972/73
- Special Education Program, 1974, 1978-1980
- Teaching Children with Special Needs, 1977
- Teach Us, junior year in Boston, 1992-1995
- Early Childhood concentration, 1993

Box 2

- Cooperative Student Teacher Centers Proposed, 1961- 1962
- Handbook of Information on Student Teaching at Wheelock College, pre-1968
- Handbook of Information on Student Teaching at Wheelock College, ca 1968
- Student Teaching Handbook, 1986
- Student Teaching Handbook, 1994 (2 copies)
- Guidelines for Cooperating Teachers, September 1975
- Early Childhood Care and Education, Program Requirements, ca. 2001

Subseries 4: Professional Studies

- Partnerships: Building Community Program
- Recommended Changes in the Professional Studies Curriculum, 1989

- Professional studies, 1984, 1989

Subseries 5: Social Work

- Proposal for Part Time Program in Social Work, 1992
- “Social Work Field Practicum Manual 1983-1984” (2 copies)
- Social work major, Degree Requirements, ca. 2001
- School of Social Work Professional Development Day – Professional Development and Continuing Education – March 27, 2009

Series III: Undergraduate Syllabi

- **Undergraduate Syllabi for Spring 1984-Summer 1999 are now available in digital format. Syllabi beginning in the Fall of 1999 to the present have been retained in their original paper format, and are housed in the archives.**

Box 3

- Fall 1999- Spring 2000

Box 4

- Fall 2000 (ART-SPP)

Box 5

- Fall 2000 (SWK-VIS)
- Spring 2001
- Summer 2001

Box 6

- Fall 2001

Box 7

- Spring 2002
- Summer 2002
- Fall 2002 (AST – PSC)

Box 8

- Fall 2002 (SWK-VIS)
- Spring 2003
- Summer 2003
- Fall 2003

Box 9

Last revised 01.08.09

- Spring 2004
- Fall 2004

Box 10

- Spring 2005
- Summer 2005
- Fall 2005

Box 11

- Spring 2006
- Summer 2006
- Fall 2006
- Spring 2007
- Summer 2007
- Fall 2007

Box 11a

- Spring 2008
- Summer 2008
- Fall 2008

9B. GRADUATE SCHOOL

Box 1

Series I: Organization and Administration

- Semester calendars
- Catalog Draft, 1953?
- Graduate Study Committee, 1963-68
- Graduate Study Committee Guiding Policies, 1964
- Graduate Study Comm. & Graduate Program Report to President Conner, 1964
- Graduate Study Committee, 1971-72
- Graduate Study Committee, 1972-73
- Graduate Study Committee, 1973-74
- Graduate School files from Elizabeth A. Liddle, Director. Graduate Program, ca. 1965-71
- Enrollment Statistics, 1966-1978; Lists of Students, 1969-70, 1972-73
- “A Modest Proposal for the Expansion of the Graduate School”
- Graduate School Curriculum and Academic Policy Committee, 1989, 1992-1993
- Jean Krasnow, memorandum
- RTL Task Force

- Graduate School departments and programs

Box 2

Series I. continued.

- Graduate program brochures
- Strategic Planning Report, Graduate School Recommendations, 1991-1993
- Graduate School Action Plan, 1995
- Wheelock College Graduate School Fact Book, 1997,
- Graduate Assessment at Wheelock College, 2006

Series II: Graduate Programs

Subseries 1: Child and Family Studies

- Graduate Child Life Handbook

Subseries 2: Education

- Wychmere workshop, Cape Cod, 1964
- Teaching Young Children with Special Needs Newsletter. v.1,no.1 Winter 1979; v.1,no.2 Spring 1979; v.2,no.1 Winter 1980; v.2,no.2 Spring 1980;v.3,no.1 Winter 1981; v.3,no.2 Spring 1981; v.4,no.1 Winter 1982
- Teaching Young Children with Special Needs Grant, 1981
- Human Scale Institute. Take Charge Newsletter, 1984
- Merrimack Valley Area Master's in Early Childhood, 1990
- Clinical Master's Program, Draft #6, Feb. 27, 1991
- Off Campus Learning program

Subseries 3: Human Development

- Human Development and Family Studies Master's Degree Programs

Subseries 4: Social Work

- Feasibility Study Proposed M.S.W./M.Ed. Program Prepared by Dr. Patricia Hogan, November 1993

Subseries 5: Professional Programs

- Summer School, Summer Institutes and Colloquia brochures and clippings, 1962 -
- Summer Training Institute, Meeting the Unique Needs of Young Culturally Diverse Special Needs Students and Their Families, Participants Manual, 1981
- Summer Training Institute, Module 1: Cross-cultural communication and awareness of one's own culture, 1981
- Summer Training Institute, Module 2: Consequences of cultural fits and misfits, 1981
- Summer Training Institute, Module 3: The Decision-making process, 1981
- Summer Training Institute, Module 4: Parent and Community Involvement, 1981
- Summer Training Institute, Module 5: Networks: Strategies for Change, 1981
- Summer Training Institute, Module 6: Workbook, 1981

Box 3

Subseries 5 continued.

- Focus: an interdisciplinary newsletter sponsored by the birth to seven grant, 1984
- Advanced Seminars in Child Care Administration, 1991 – 1997
- Community Leader Program, 1995
- Advanced Seminars for Early Childhood Leaders, 2003 –
- Summer Institutes, 2003
- Professional Development Institutes, 2004
- Wheelock College - Master's Candidacy Evaluative Criteria
- Wheelock College - Master's Candidacy Evaluative Criteria
- Wheelock College - Master's Candidacy Evaluative Criteria
- Master of Social Work Clippings

Series III: Graduate Syllabi

*** Graduate Syllabi for Spring 1984-Fall 1999 is now available in digital format. Syllabi beginning in the Spring of 2000 to the present have been retained in their original paper format, and are housed in the archives**

Box 4

- Spring 2000
- Summer 2000
- Fall 2000 (LPA 701-PRA 636)

Box 5

- Fall 2000 (PRA-SWK)
- Spring 2001
- Summer 2001
- Fall 2001
- Spring 2002

Box 6

- Summer 2002
- Fall 2002
- Spring 2003
- Summer 2003
- Fall 2003

Box 7

- Spring 2004
- Summer 2004

- Fall 2004
- Spring 2005
- Summer 2005

Box 8

- Fall 2005

9C. UNDERGRADUATE/GRADUATE

Box 1

- Outcomes for the Undergraduate and Graduate Programs Leading to Certification for Early Childhood Teacher (N-3), Elementary Teacher (1-6), and Teacher of Students with Special Needs (N-9)
- UG Curriculum Committee recommendations
- Hospitalized Child in England Program
- Weekend college brochures
- Middle School licensure program
- Juvenile Justice Task Force
- Massachusetts teacher certification
- Summer Provisional Teacher Certification Program
- Practicum evaluations
- Class of 2002 Institutional Outcomes Assessment, June 2003

9D. A.S. DEGREE PROGRAMS

- A.S. Degree Program for Adult Learners in Early Childhood Education
- A.S. Degree Curriculum Revisions

9E. OFF-CAMPUS PROGRAMS

Box 1

Series I: Center for International Education, Leadership, and Innovation

- Center for International Education, Leadership, and Innovation, **Folder 1**

Subseries 1. Diploma Program in Early Childhood Care and Education, Singapore

- Cohort #1, 1994-1995, External Evaluation
- Cohort #2, 1995-1996, External Evaluation
- Cohort #3, 1996-1997, External Evaluation
- Cohort #4, 1997-1998, External Evaluation
- Cohort #5, 1998-1999, External Evaluation
- Cohort #6, 1999-2001, External Evaluation
- Cohort #7, 2000-2002, External Evaluation
- Cohort #8, 2001-2003, External Evaluation
- Cohort #9, 2002-2003, External Evaluation

- Cohort #10, 2002-2003, External Evaluation
- Graduation Materials, 1997, 1999, 2004
- “Nurturing the Thinking Child”
- Student Handbooks – Application

Box 2

Series II: Off-Campus Program Syllabi

Subseries 1. Bermuda

- Fall 1996
- Spring 1997
- Summer 1997,
- Fall 1997
- Summer 1999
- Fall 1999
- Spring 2000
- Summer 2000
- Fall 2000
- Summer 2001
- Summer 2001
- Fall 2001
- Spring 2002

Box 3

- Fall 2002
- Fall 2003
- Spring 2004
- Summer 2004
- Fall 2004
- Spring 2005
- Summer 2005

Box 4

Subseries 2. Singapore

- Summer 1991
- Fall, 1991
- Summer 1992
- Spring 2002
- Summer 2002
- Fall 2002
- Spring 2003
- Summer 2003
- Spring 2004
- Summer 2004

- Spring 2005
- Summer 2005