

THE
Pacific Lutheran Academy
AND
Business College

Parkland, Washington

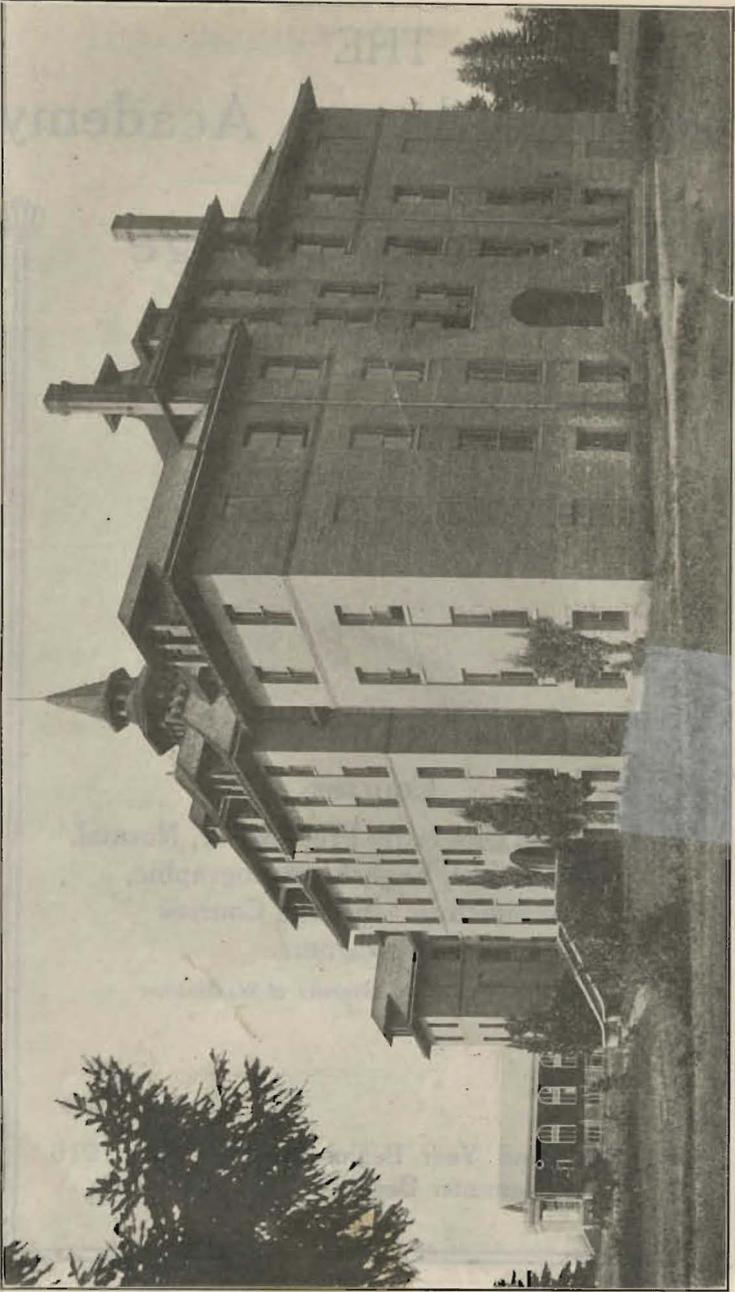
August, 1916

Courses

College and University Preparatory, Normal,
Commercial, English, Stenographic,
Architecture. Special Courses
for Foreigners.

Fully Accredited by University of Washington

Twenty-Second Year Begins September 25, 1916
Second Semester Begins January 29, 1917



MAIN BUILDING, WITH GYMNASIUM TO THE LEFT

M.S.

ARCHIVES
Pacific Lutheran University

Faculty During School Year 1915 - 1916

N. J. HONG, A. B., Principal
English, Latin, Psychology, Pedagogics.

J. U. XAVIER, A. B., Assistant Principal
General History, Latin, Greek, Zoology, Bible.

P. J. BARDON, B. S., A. B.
Algebra, Arithmetic, Physical Geography, American History.

T. M. DROTNING, A. B.
History, English, Physiology, Director of Band, Chorus, and
Orchestra.

O. J. STUEN, A. M.
Mathematics, Physics, German, Norse.

INGA D. HONG
Shorthand, Typewriting, English Composition, Reading.

THEODORA ALFSEN, B. Mus.
Piano, Voice, Harmony, History of Music.

MADGE ELLIOTT
Bookkeeping, Arithmetic, Correspondence, Rapid Calculation.

HAZEL JACOBSON
Physical Culture, Reading, German.

E. B. ELLINGSON
Architectural Drawing.

OLOF BULL
Violin.

The Pacific Lutheran Academy

The Pacific Lutheran Academy is an institution which aims, by a thorough, systematic instruction on a Christian foundation, to prepare young men and women for some useful work in life. It will therefore be its constant endeavor to promote the highest intellectual development of its students, and to surround them with such influences as will fit them for their duties in life. Instruction in the fundamental truths of the Bible forms an integral part of all courses offered by the school.

SCOPE OF THE WORK

The Pacific Lutheran Academy prepares its students for entering any first-class college or school of science. But many students after leaving the grammar or high school do not wish to go to college. However, they desire to do advanced work in a new environment, and under competent instructors, in those subjects which best meet their tastes and needs. The Pacific Lutheran Academy offers them the opportunity to do this. There are classes to suit all, the backward as well as the advanced.

LOCATION

The Pacific Lutheran Academy is located at Parkland, a beautiful suburb of the city of Tacoma, in a region remarkable for the beauty and grandeur of its scenery. To the west are seen the snow-clad ranges and peaks of the Olympic Mountains, while to the east and south lie the rugged foothills and broken ranges of the Cascade Mountains, and towering far above the surrounding peaks, rises the majestic cone of Mount Tacoma, or Rainier, with its mantle of eternal snow, a vision of unspeakable beauty and sublimity, whether seen in the rosy glow of the morning, in the full glare of noonday, or in the brilliant tints of the setting sun.

AN IDEAL PLACE FOR STUDENTS

In healthfulness Parkland and vicinity can scarcely be surpassed. Situated midway between the Cascade Range and the Pacific Ocean, it enjoys the blending of the invigorating mountain breezes with the softer air from the ocean, and has a mild, equable temperature throughout the whole year. Pure air, pure water, good drainage, and excellent opportunity for outdoor exercise at all seasons, make it an almost ideal place for students.

THE MAIN BUILDING

The main building, erected at a cost of \$100,000, is a massive five-story brick structure, 190 feet long and 82 feet wide. It is supplied with modern conveniences, has a water and electric light plant of its own, and is designed to accommodate about 200 students.

DORMITORIES

The main building has been partitioned off into two parts. One of these is used as a ladies' dormitory and the other is occupied by the young men. The rooms are light, airy, and comfortable.

THE GYMNASIUM

The Pacific Lutheran Academy has one of the finest gymnasium buildings on the Pacific Coast. It is a two-story structure, 50x100 feet. The upper story has a clear floor space for games and exercises of about 50x80 feet, exclusive of the stage and dressing rooms. It is also provided with a running track, built according to the latest models.

OUR TEACHERS

While the Pacific Lutheran Academy has superior advantages in the way of location and buildings, it realizes that these are not the most essential factors of a good school. The teachers make the school. The Academy has therefore spared no efforts to secure teachers who are graduates of institutions of repute, and who have had successful experience in school work.

OUR STUDENTS

Our students come from homes representing the most varied occupations and conditions of life. A few come from wealthy homes, but the majority are young men and women of moderate, or even slender, means. Many of them have to support themselves while attending school, and practically all have been accustomed to hard work. They come to the school, bringing with them rugged energy, habits of economy and industry, and an intense desire to learn and to improve themselves, and it is unnecessary to add that they invariably succeed.

College Preparatory Department

This department offers thorough preparation for college, and provides a fairly complete course of practical education for those who cannot enter college. It embraces several groups or courses, requiring, as nearly as possible, the same amount of work. These courses correspond very closely to those offered by the high schools of the state, and furnish the necessary preparation for entering the University of Washington or any first-class college or school of science. Those who desire to prepare for entering Luther College or Park Region Luther College or other Lutheran colleges will find no difficulty in obtaining the required preparation in this course.

REQUIREMENTS FOR GRADUATION

To graduate from any of these courses a student must have earned sixteen units, the term unit being the equivalent of five recitations per week, in periods of not less than forty-five minutes, in one branch of study, for a school year of not less than thirty-six weeks. The sixteen units must include the following combinations:

- 3 units of English.
- 2 units of mathematics (or 3 if desired).
- 3 units selected from one of the following groups (or 2 units if 3 units of mathematics have been selected):
 - (a) Latin and Greek (not less than two units of Latin or one of Greek will be counted).
 - (b) History: Ancient, Medieval and Modern, American, Civics.
 - (c) Norwegian, German (at least two units of one language; not less than one unit in any language will be counted).
 - (d) Physical Geography, Physiology, Zoology, Physics (not less than one unit will be counted in Physics).
- 2 units in subjects represented in above groups (a)-(d).
- 1 unit of Bible study.
- 5 units of the following subjects, excluding those already selected from above groups:
 - 16 English (4), Latin (4), Mathematics (3), Greek (2), General History (2), American History and Civics (1), German (4), Norwegian (4), Physics (1), Physical Geography (1), Physiology ($\frac{1}{2}$), Zoology ($\frac{1}{2}$), Public School Music ($\frac{1}{2}$), Bible Study (2), Bookkeeping (2), Stenography (2), Commercial Arithmetic ($\frac{1}{2}$), Psychology ($\frac{1}{2}$), Music (4).

Graduates of any of these courses may enter the University of Washington or any first-class college without examination.

TIME REQUIRED

To complete a course in four years, a student must earn four units a year. To complete it in three years, he must earn a little more than five, and this a bright young student can easily do under the more favorable conditions for study and recitation offered by the Pacific Lutheran Academy.

WHO ARE ADMITTED

Graduates of the public schools and graduates of private or parochial schools are admitted without examination.

Students who have completed one or more branches in a high school, normal school, academy, or other institution of recognized standing, will receive full credit therefor, and will be admitted to advanced standing on presenting the proper credentials.

TIME TO ENTER

The best time to enter is at the beginning of the school year, September 25, or at the beginning of the second semester, January 29. Students will, however, be received at any time, and will be placed where they can do the most effective work.

The Normal Department

In spite of the fact that our State supports several schools for the special training of teachers, the Pacific Lutheran Academy has been called upon to prepare many young men and women, who are now engaged in the public schools of this and neighboring states, and so successful has been the work of our graduates and students in this line, that we have felt encouraged not only to continue the work in this department, but also to extend it from time to time.

The course covers a period of three years, and embraces all branches required for a First Grade Certificate in the State of Washington.

Normal Course

FIRST YEAR

Reading, Grammar, Penmanship, Orthography and Punctuation, Geography, Arithmetic.

SECOND YEAR

Algebra, Physical Geography, English Literature, Music, Physiology and Hygiene.

THIRD YEAR

English Literature, Physics, Psychology, Theory and Art of Teaching, State Manual.

PAROCHIAL SCHOOL TEACHERS

Students who wish to fit themselves for teaching in the Lutheran parochial or Sunday schools will be given special work in Bible study, catechetics, and Norwegian grammar and literature in addition to the branches required for a public school certificate.

The Business Department

Commercial Course

BOOKKEEPING

COMMERCIAL ARITHMETIC

GRAMMAR

BUSINESS WRITING

READING

SPELLING

TYPEWRITING

RAPID CALCULATION

BUSINESS ENGLISH

COMMERCIAL LAW

FORM WRITING

CORRESPONDENCE

SCOPE OF WORK

This course is designed to prepare young men and young women for the active duties of the business world by giving them a practical knowledge of the laws, usages and practices of trade and commerce. There is probably no other course of the same length and cost which even approaches a business training course in its value to young people.

DEMAND FOR TRAINED HELP

The rapid expansion of commercial and manufacturing employments creates a strong demand for young people, well trained in business methods and needs.

TIME REQUIRED

A student who has a good elementary knowledge of reading, spelling, arithmetic and grammar can complete this course in from six to nine months.

WHAT IS TAUGHT

The student is taught the following very important things: A good business handwriting; how to construct grammatical sentences, and to arrange them into paragraphs; a knowledge of punctuation; how to write a business letter that will command attention;

how to use the typewriter; how to compute all kinds of practical arithmetical problems with rapidity and accuracy; a knowledge of business law; how to draw up contracts, deeds, and business documents; a thorough knowledge of bookkeeping; system, neatness, and order.

INDIVIDUAL PLAN

The work in bookkeeping is carried on according to the so-called individual plan. There are no classes, as ordinarily understood, experience having demonstrated the extreme difficulty of classing together students differing widely in age, mental ability, and preparation.

ENTER ANY TIME

With the individual plan it is possible for students to enter at any time, take up such work as they need, and progress as rapidly as their abilities will allow. In this way, the bright, energetic student, with a good preparation, will not be retarded by his slower and less active fellow-student, and the slow, plodding student will not be hurried along in his attempt to keep pace with the brighter or more active members of the class.

ACTUAL BUSINESS FROM THE START

The course is based on Sadler's Budgets. It is simple and systematic, as well as comprehensive. Easy transactions are first taken up, and, step by step, the student advances to more difficult work. In this way Sadler's three-budget course is mastered, giving the student a complete view of the principles employed in the various kinds of bookkeeping. From first to last the course is one of actual business practice.

THE STENOGRAPHIC COURSE

SHORTHAND
GRAMMAR
TYPEWRITING
SPELLING
PENMANSHIP

READING
CORRESPONDENCE
COMPOSITION
OFFICE WORK
FORM WRITING

SHORTHAND

The uses of shorthand and typewriting have been greatly extended during the last fifteen or twenty years, and at the present time many opportunities for advancement are offered to competent stenographers. The modern business office is not fully equipped

without one or more stenographers. Every court of justice has its official reporter, and in the convention, the assembly, the legislature and other gatherings, the art of shorthand is useful and necessary. In the civil service there is constantly increasing demand for competent male stenographers at a good salary. To the college student, shorthand is of inestimable value in making reports of addresses and lectures, and to the lawyer, the lecturer, the clergyman, and the teacher, the art is a valuable assistant.

TYPEWRITING

Typewriting occupies a very prominent place in this course, and is, in fact, an inseparable part of it. Students are required to devote from two to three hours a day in systematic practice on the typewriter.

From the very beginning, students are taught the proper fingering of the keys, the cleaning, oiling, and adjusting of the machine, the proper form and arrangement of letters, legal documents, manifolding, mimeographing, and the like.

MODERN EQUIPMENT

An ample supply of L. C. Smith typewriters of the latest model is kept on hand for the use of students. The school has also an Edison commercial phonograph, and two Edison mimeographs, which the students are taught to operate.

ADVANCED COURSE IN SHORTHAND

This course has been designed for the benefit of graduates and others who require special training for responsible positions, where high speed and great accuracy are required. It will include a thorough review of the principles, and a careful drill in legal forms, advanced phrasing, court reporting, tabulating, mimeographing, specifications, filing, and the like. Students in this course will be required to make verbatim reports of sermons, lectures, addresses, etc.

PRACTICAL COURSE IN ARCHITECTURE

This course aims to be of assistance to carpenters, mechanics or others who desire to obtain a working knowledge of drawings, but who lack the time and means to pursue a complete course in architecture at a university or technical school.

ARCHITECTURAL DRAWING.—In this course students are given extensive practice in making drawings of all kinds of frame structures, such as residences, barns, stores, apartment houses, and

public buildings, with the necessary details and specifications. Also plans and specifications of bridge and trestle work, as well as concrete and brick work.

STRENGTH OF MATERIALS.—The rules for the design and construction of common beams, braces, girders, and trusses are here presented in such a simple manner that they can readily be understood by any ordinary person.

THE STEEL SQUARE.—Considerable attention is given to instructing and training the student in the many uses of the steel square.

The English Department

This has been called the English Department for want of a better name. Young men and women who have been deprived of the advantages of an education, and thus seriously handicapped in their work, will here find an excellent opportunity to make up much of what they have lost.

The work in this department corresponds, in a general way, to that pursued in the seventh and eighth grades of the public schools. While elementary in its nature, the instruction is not designed for children, but for **young men and women**. The greatest care is taken that a student may learn to read well, to spell correctly, to write a good hand, and to be thorough in arithmetic.

Students will be admitted to this course **without examination**. Suitable classes will be provided for all, even those who are most ignorant and backward. Age is no hindrance. No student has ever been refused admission because he was too old, or knew too little.

To accommodate those who can attend but a few weeks at a time, the school year has been divided into four terms, of nine weeks each. The cost of tuition, board and room is only \$50.00 per term of nine weeks. This brings it within the reach of all.

SPECIAL CLASS FOR FOREIGNERS

Another feature of the English department is the special course for foreigners. The academy receives into this special course foreign born men and women of all ages. A student at the age of fourteen is not too young, nor is one of forty too old. The one who has just arrived from Europe, and who is unable to speak a single word of English, will here find suitable classes; and he who has acquired some knowledge of the language will also get the instruction he

needs. A special course in the history and civil government of the United States has been arranged for the benefit of this class of students. This work, besides preparing the student for American citizenship, will provide excellent training in the use of the English language.

TIME TO ENTER

The best time to enter is at the beginning of the school year, September 25. The next best time is at the beginning of one of the terms, November 27, January 29, or April 4.

The Music Department

The Pacific Lutheran Academy recognizes the great importance of music as a means of culture and refinement, and aims to furnish high-grade instruction at a very moderate price.

SPECIAL ADVANTAGES

The musical education received in the Academy has many advantages over that gained through private instruction. The musical atmosphere of the school, and the stimulus resulting from the close and frequent contact with others engaged in similar work, cannot but exert a powerful influence for good upon the student. Furthermore, the close personal supervision of the teachers during practice periods, the regular term recitals, the musical library, and many opportunities for public performances and concerted playing, make it possible for a student to make far greater progress here than would be possible under a private teacher.

Special normal classes will be arranged for those who desire to fit themselves for teaching music.

COURSES IN MUSIC

Strong courses, under competent teachers, are offered in Piano, Organ, Harmony, Voice, Violin, and History of Music, at prices less than one-half of those charged by private teachers of similar talent and experience.

SPECIAL OFFER

A student who has paid the required tuition fees in any of the regular departments (College Preparatory, Normal, Business and English) for a period of thirty-six weeks may, on the payment of

\$6.00 additional, become a member of the class in Fundamental Music Training and receive class instruction in piano, one lesson a week, during the thirty-six weeks for which he is registered. This is an excellent opportunity to make a start. It places music within the reach of all.

MUSICAL ORGANIZATIONS

These consist of the Band, the Chorus, the Orchestra, and the Boys' and Girls' Glee Clubs. Their aim is to cultivate in the students a taste for good music, and teach them how to render it.

A fee of \$1.00 per year entitles the student to membership in any or all of these organizations, as well as free admission to all concerts given by them. Instruction is given without extra cost.

Band instruments may be rented for the small sum of \$2.00 per year. Prospective students who play band or orchestra instruments are requested to bring them along. Several concerts are given each year. Open air concerts and picnic excursions are a feature of the spring term.

General Information

Young men and young women who are willing and able to do the work required and to obey the rules of the school will be admitted to any course, upon paying the regular tuition and other required fees.

TIME TO ENTER.—The best time is at the beginning of the first semester, when new classes are organized. Students will be received at any time, however, and will generally find classes adapted to their needs.

COST OF TUITION

One week	\$ 2.00
9 weeks	15.00
12 weeks	20.00
18 weeks	28.00
36 weeks	45.00

This includes instruction in any branches offered by the school except music.

COST OF TUITION, BOARD AND ROOM

One week	\$ 7.00
9 weeks	50.00
12 weeks	67.00
18 weeks	95.00
36 weeks	180.00

This includes instruction in any branches offered by the school except music. It also includes room in the Academy Dormitory and plain but substantial board, well prepared and served.

From this it will be seen that it is cheaper to attend school than to pay for board and lodging at a hotel.

MUSIC TUITION.—Piano, Harmony, Voice:

Single lessons (private)	\$ 1.00
Per semester, 18 lessons (private)	15.00
Per semester, 18 weeks (class instruction), 2 lessons per week	9.00
Violin, per lesson (private)	1.00
Violin, per semester, 18 lessons (private).....	15.00

OTHER FEES.—

Medical fee, per semester	\$ 1.00
Library fee, per semester50
Indemnity fee (refunded at end of term if no damage is done to room)	3.00
Athletic fee, per semester.....	1.50
Athletic fee, per year	3.00
Typewriter rent, per semester	3.00

PIANO RENT.—

One hour daily, per month	\$ 1.00
Two hours daily, per month	1.50
Three hours daily, per month	2.00

ROOMS.—The rooms are heated by steam, lighted by electricity and furnished with chairs, tables, bedsteads, mattresses and wardrobes. Students furnish their own towels, bedclothes, floor rug, and any article of luxury that may be desired. Each room has two occupants.

BOOKS.—The necessary text books and stationery may be bought at the Academy book store at reasonable prices.

GENERAL REGULATIONS

Only such rules have been adopted as have been found necessary for the promotion of the highest interest of the students. The school, on admitting students, does so with the express understanding that they will cheerfully comply with the rules and regulations of the school in every respect, and will deport themselves as befits Christian ladies and gentlemen.

All students are required to be present at the daily devotional exercises held in the chapel.

All students are required to pursue some line of Bible study at least one semester of each year during their stay at school, unless specially excused by the principal.

A student who neglects his work, who wilfully disobeys the rules which are laid down for the government of the school, is not wanted, and will not be retained in the institution, and if expelled, forfeits the tuition and room rent paid.

SELF SUPPORTING STUDENTS

The question is often asked: Can a student work his way through the Pacific Lutheran Academy?

That depends largely upon the student. From one-third to one-half of our students earn a considerable part of their expenses, and a large number are absolutely dependent upon themselves. A young person who has saved \$75.00 to \$100.00 can safely make a start. The Pacific Lutheran Academy is anxious to attract self-supporting students. The principal of the Academy invites correspondence from such students, and assures them he will consider it a privilege to assist them in every possible way.

HOW TO REACH PARKLAND

Parkland is a suburb of Tacoma, one of the large railroad centers and ocean ports on the Pacific Coast. On arriving in Tacoma take the Spanaway car, ride to Parkland, and walk one block to the Academy. Here leave checks for baggage, and the school will see to it that same is properly delivered.

TWENTY-SECOND YEAR BEGINS SEPTEMBER 25

This institution is no experiment. It will begin its twenty-second year September 25, 1916. It is fully accredited by the University of Washington, where its students take a high rank.

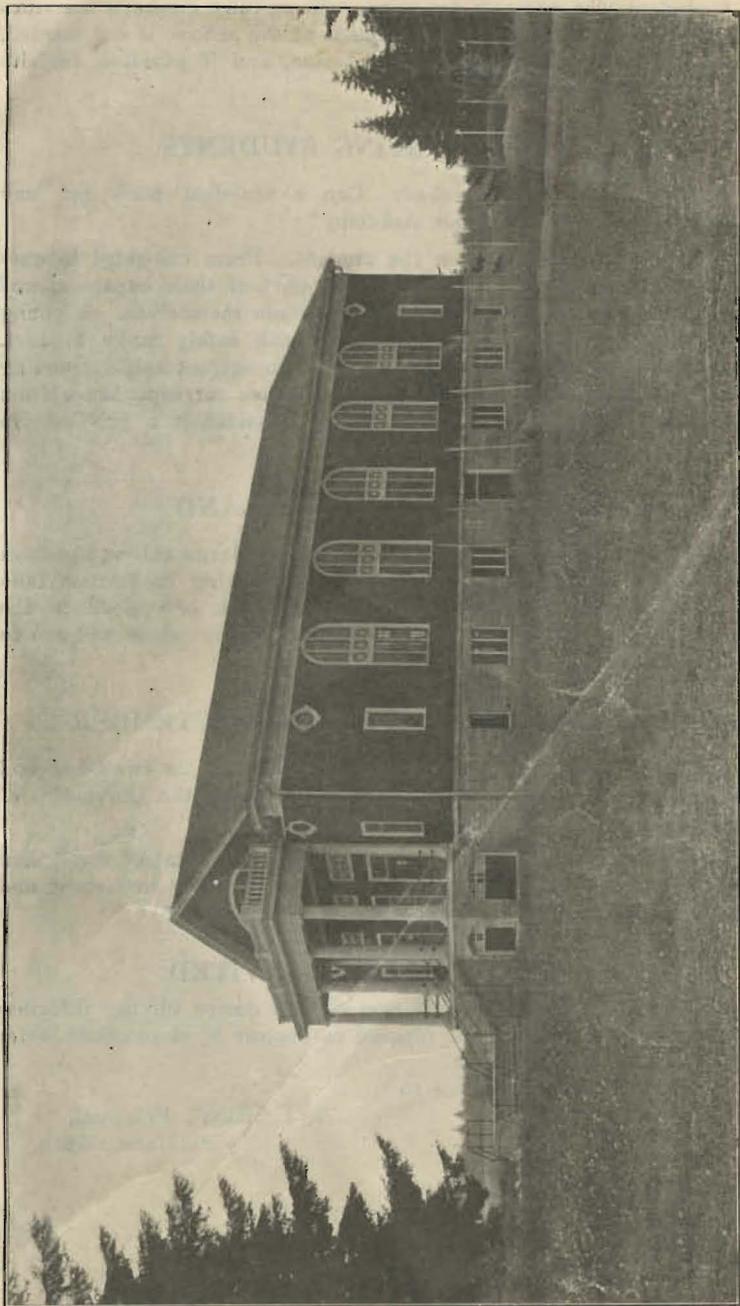
During the past twenty-one years it has had a total of more than 2,000 students, a large number of whom are holding important and well-paid positions on the Pacific Coast.

CORRESPONDENCE INVITED

If you are interested in our courses and desire further information about them, we shall be pleased to answer by a personal letter any inquiries you may make.

Address all correspondence to

N. J. HONG, Principal,
Parkland, Wash.



THE NEW GYMNASIUM