



## International Language Center Rinancial Report

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APR 6 1959

Financial Report on Operation of Language Center  
Fall Semester 1958-59

Receipts

Student fees 290 (a) \$5.	1450.
Grant from CGIS	1000.
outside users - fees	421

~~2871~~

2871.

Night school registrations 3342.70

6,214.70

Disbursements

Capital expenditure

earphones	50.
tape	400.
cabinet	68
master studio	250
replacement	
units	330
slide project.	20
permanent equip-	
ment	35.
rewiring	135.

1288.

1288.

supplies, including tubes, parts, etc. 164.23

salaries for student assistants 916.29

~~2368.52~~  
2368.52

School disbursements

Refunds and supplies	128.52
Salaries	3300.

3428.52

5797.04

leaving a credit balance of \$417.66

Note: No fees were collected from students during the summer session of 1958. A salary was paid a student assistant to operate the center during the ~~summer~~ summer and that amount is not included in the items above. However, the fees from outside users during the summer are included in the receipts.

*Note that Night school deficit was only \$84.82*

SOUTHWESTERN AT MEMPHIS  
INTERNATIONAL LANGUAGE CENTER

The International Center on the balcony of the William Neely Mallory Memorial Gymnasium consists of a reading room for International Studies, class rooms, offices and a language laboratory.

The International Language Center consists of special booths equipped with especially adapted tape recorders which permit the students to listen to a recording made by native speakers and to record his own voice. He can stop, repeat, erase, and correct his speech in comparison with the "master" voice. All students in modern foreign languages spend one hour or more each week, as well as one hour in a "live" situation with a native speaker. There is a semester fee of \$5 for this laboratory work.

In addition to the languages given as regular courses, fifteen other languages are available for individual study and a limited conversational ability in them may be achieved by spending a few hours each week in the center, with credit being offered in the sophomore tutorial plan.

The Language Center also offers night classes for adults, afternoon classes for children, individual study for adults, and training programs for public school teachers of language. These are made available, on demand, at a modest fee, when there is a group of ten persons or more for the class.

In a liberal arts college the practical aspect of learning to speak a language as a tool is only a part of our program, for learning to read the language, the reading of literary works, and a knowledge of another people and their culture are more important. However, the language laboratory is a tremendous aid in achieving the objective of learning to understand the spoken language and to speak it.

In the language laboratory at Southwestern, groups of eight or less in a given course are scheduled daily from 8 A.M. to 3 P.M., at which time an advanced student in the language acts as monitor, listening to the work of the students, and making notes in a notebook for the later perusal of the professors. The center is open from 3 to 9 P.M. for individual student work and for adults from the community.

The laboratory is so wired that at the master position in the front of the room, the monitor can switch from one booth to another, listening to the work of the student. It is also wired to send sound to any one booth or any combinations of booths, so that the monitor can make corrections or suggestions, or special material can be sent from microphone, phonograph, tape recorder or radio. This setup is also used in the duplication of tapes: sufficient number of tapes is made to have a tape for each booth in the materials current in the various courses.

## SOUTHWESTERN AT MEMPHIS

### INTERNATIONAL LANGUAGE CENTER

The visitors to our center who are interested in setting up language laboratories in their own institutions have asked so many questions about types of equipment and costs that the following memorandum is made available for their use:

We narrowed our choice of equipment to one of the following:

Electronic Laboratories 1818 M St. NW, Washington 6, D.C.  
individual unit \$265. (including headphones and microphone)  
Magnetic Recording Industries, 126 Fifth Ave., New York 11, N.Y.  
individual unit \$233. (including headphone and microphone)

There is not a great deal of difference, except the former is a little neater and more unified. We bought the latter, however, principally because we could get immediate delivery on it, and not on the former.

Booths may be purchased at \$75-100. We made our own however, in the college carpenter shop at about \$25 each. A local lumber yard in Memphis has the specifications and offers to make them for \$25 each, delivered assembled in Memphis, or knocked down for shipment FOB Memphis. They are made of plywood, with acoustic tile in the upper part, wooden shelf for installation, and a front hinged panel which opens down.

The equipment was installed by Professor Embry, but he recommends that if possible you secure the services of an experienced technician, such as Mr. Robert Barringer, c/o Melody Music Shop, 4964 Poplar, Memphis, who is an expert in taperecorders and record players, and since working on repair and maintenance of our center is quite familiar with the language laboratory and its operation.

It is suggested that all interested in the installation and use of a language laboratory secure from the Supt. of Documents, Washington, D.C., the pamphlet Foreign Language Laboratories in Schools and Colleges at \$0.35.

The ordinary taperecorder will not do the job properly in a language laboratory:--you want a machine which can record and play back on two channels. The tapedecks of the machines above are made by Viking of Minneapolis, which also makes an excellent amplifier. This equipment can be purchased direct from them at a considerable saving. However, it requires an adaptation by making a switch. This is simple and inexpensive.

If the institution does not have the money to install binaural (dual channel recorders) in each booth, they can put in a microphone, a headphone set and a small preamplifier at about \$35 per position and send sound to the various positions from one tape recorder in the master position. These preamplifiers could be replaced one by one by recorders as funds permitted.