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# CORNELL UNIVERSITY OFFICIAL PUBLICATION

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*New York State College of Home Economics*  
*Announcement of the Department of*

## Hotel Administration

1938-39



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Monthly in September, October, and November

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## THE UNIVERSITY CALENDAR FOR 1938-39

1938

### FIRST TERM

Sept. 19, <i>Monday</i> ,	Entrance examinations begin.
Sept. 26, <i>Monday</i> ,	Registration of new students.
Sept. 27, <i>Tuesday</i> ,	Registration of old students.
Sept. 29, <i>Thursday</i> ,	Instruction begins at 8 a. m.
Oct. 20, <i>Thursday</i> ,	Last day for payment of tuition for the first term.

Nov. 24-26

*Thanksgiving Recess.*

Dec. 21, *Saturday*,

Instruction ends at 12.50 p.m.

1939

### *Christmas Recess*

Jan. 5, <i>Thursday</i> ,	Instruction resumed at 8 a.m.
Jan. 11, <i>Wednesday</i> ,	Founder's Day.
Jan. 28, <i>Saturday</i> ,	Instruction ends.
Jan. 30, <i>Monday</i> ,	Term examinations begin.

### SECOND TERM

Feb. 10, <i>Friday</i> ,	Registration of all students.
Feb. 13, <i>Monday</i> ,	Instruction begins at 8 a.m.
Mar. 6, <i>Monday</i> ,	Last day for payment of tuition for the second term.

Apr. 1, *Saturday*,

Instruction ends at 1 p.m.

*Spring Recess.*

Apr. 10, *Monday*,

Instruction resumed at 8 a.m.

May —, *Saturday*,

*Spring Day Recess.*

June 5, *Monday*,

Term examinations begin.

June 13, *Tuesday*,

End of term examinations.

June 19, *Monday*,

Commencement.

## CORRESPONDENCE

Correspondence concerning admission (see page 24) and adjustment of credentials should be addressed to Director of Admissions, Cornell University, Ithaca, New York.

Correspondence concerning the content of hotel courses should be addressed to Professor H. B. Meek, Cornell University, Ithaca, New York.

Correspondence concerning credit, on the hotel-practice requirement, for hotel experience should be addressed to the Chairman, Hotel-Practice Committee, Cornell University, Ithaca, New York.

# COURSE IN HOTEL ADMINISTRATION

## STAFF OF ADMINISTRATION

Edmund Ezra Day, S.B., A.M., Ph.D., LL.D., President of the University.  
Livingston Farrand, A.B., M.D., L.H.D., LL.D., President Emeritus.  
Carl Edwin Ladd, Ph.D., Dean of the Colleges of Agriculture and Home Economics.  
Cornelius Betten, Ph.D., D.Sc., Director of Resident Instruction, and Dean of the University Faculty.  
Lloyd R. Simons, B.S., Director of Extension and Professor of Extension Teaching.  
Flora Rose, B.S., M.A., D.Ped., D.Sc., Director of the College of Home Economics.  
Howard Bagnall Meek, Ph.D., in charge of Hotel Courses.  
Cedric Hay Guise, B.S., M.F., Professor in Personnel Administration in charge of Admissions.  
Willard Waldo Ellis, A.B., LL.B., Librarian.  
George Wilson Parker, Bursar.

## STAFF OF INSTRUCTION

(This list includes only those members of the instructing staff who are directly engaged in giving courses regularly taken by students of Hotel Administration.)

Bristow Adams, B.A., Professor in Extension Service, Editor, and Chief of Publications.  
Beulah Blackmore, B.S., Professor of Home Economics.  
Mrs. Jessie Austin Boys, M.S., Assistant Professor of Home Economics.  
Arthur Wesley Browne, Ph.D., Professor of Inorganic Chemistry.  
Alice Marguerite Burgoin, M.S., Assistant Professor of Home Economics and Assistant Manager of the Cafeteria.\*  
Henry Arthur Carey, A.B., LL.B., Lecturer in Hotel Administration.  
Mac A. Chamberlin, Supervising Steward, Hotel Statler, Inc., Lecturer in Hotel Administration.  
Charles Edward Cladel, M.S., Instructor in Hotel Accounting.  
John Courtney, M.S., Assistant Professor of Hotel Accounting.  
Durries Crane, Palmer House, Chicago, Illinois, Lecturer in Hotel Administration.  
Joseph Alma Dye, Ph.D., Assistant Professor of Physiology.  
Oscar Diedrich von Engeln, Ph.D., Professor of Physical Geography.  
Donald English, B.S., M.B.A., Professor of Economics and Accounting.  
George Abram Everett, A.B., LL.B., Professor of Extension Teaching.  
Arthur E. Fox, C.P.A., Horwath & Horwath, Lecturer in Hotel Accounting.  
George Raymond Hanselman, M.E., M.S., Assistant Professor of Administrative Engineering.  
Katharine Wyckoff Harris, B.S., Professor of Home Economics and Manager of the Cafeteria.  
Eva Elizabeth Hill, B.Ed., Instructor in Institution Management and Assistant Manager of the Cafeteria.  
Robert Byron Hinman, Ph.D., Professor of Animal Husbandry and Animal Husbandman in the Experiment Station.  
Mrs. Anne Hoke, formerly Supervisor, Huyler's Restaurants, New York City.  
Paul Thomas Homan, Ph.D., Professor of Economics.  
Myron Slade Kendrick, Ph.D., Assistant Professor of Rural Economy.  
Mrs. Nita Collier Kendrick, B.S., Instructor in Hotel Administration (first term).  
John A. Klugherz, Front-Office Manager, Waldorf-Astoria, New York, Lecturer in Hotel Administration.  
Albert Emil Koehl, B.S., Swafford and Koehl, Chicago and New York, Lecturer in Hotel Administration.  
Albert Washington Laubengayer, Ph.D., Professor of Inorganic Chemistry.

\*On leave first term.

Daniel H. McCarriagher, LL.B., Operator-Receiver of the Hotels Stuyvesant and Westbrook, Buffalo, Lecturer in Hotel Administration.  
 Terrell Benjamin Maxfield, B.A., C.P.A., Lecturer in Hotel Accounting.  
 Howard Bagnall Meek, Ph.D., Professor of Hotel Administration.  
 Mrs. Lois Farmer Meek, B.S., Instructor in Hotel Administration.  
 Royal Ewert Montgomery, Ph.D., Professor of Economics.  
 Charles McCammon Mottley, Ph.D., Assistant Professor of Limnology and Limnologist in the Experiment Station.  
 Guy Brooks Muchmore, A.B., Assistant Professor of Public Speaking.  
 William Reuel Needham, B.S., President, Needham and Grohmann, New York City, Instructor in Hotel Administration.  
 Floyd Reece Nevin, Ph.D., Instructor in Biology.  
 Paul Martin O'Leary, Ph.D., Professor of Economics.  
 Jacob Papish, Ph.D., Professor of Chemistry.  
 Helen Margaret Park, B.A., Instructor, Department of Household Art (first term).  
 George Eric Peabody, M.S., Professor of Extension Teaching.  
 Frank Ashmore Pearson, Ph.D., Professor of Prices and Statistics.  
 Frank Harrison Randolph, B.A., M.E., Professor of Institutional Engineering.†  
 Harold Lyle Reed, Ph.D., Professor of Economics and Finance.  
 Juan Estevan Reyna, E.E., M.A., Assistant Professor of Drawing.  
 Dorothy Roberts, B.S., Instructor in Institution Management.  
 Charles Inglehart Sayles, M.E.E., Assistant Professor of Institutional Engineering.  
 Mrs. Dorothy Fessenden Sayles, B.S., Instructor in Hotel Administration.  
 Cecil D. Schutt, Instructor in Animal Husbandry.  
 R. Lauriston Sharp, Ph.D., Instructor in Anthropology.  
 John H. Sherry, A.B., LL.B., Lecturer in Hotel Administration.  
 Dean Franklin Smiley, A.B., M.D., Professor of Hygiene.  
 Charles K. Swafford, A.B., Swafford and Koehl, New York and Chicago, Lecturer in Hotel Administration.  
 Edward Andrews Tenney, Ph.D., Assistant Professor of English.  
 Louis Toth, C.P.A., Assistant Professor of Hotel Accounting.  
 Thomas Broadhead Tracy, M.E., Instructor in Institutional Engineering.  
 Allan Hosie Treman, A.B., LL.B., Instructor in Hotel Law (second term).  
 Joseph Dommers Vehling, formerly Food Editor, *Hotel Bulletin* and *The Nation's Chefs*, Lecturer in Hotel Administration.  
 Russell Halderman Wagner, Ph.D., Assistant Professor of Public Speaking.  
 Herbert August Wichelns, Ph.D., Professor of Public Speaking.  
 Andrew Leon Winsor, Ph.D., Professor of Rural Education.  
 Julian Laurence Woodward, Ph.D., Assistant Professor of Sociology.  
 Paul Work, Ph.D., Professor of Vegetable Crops.

#### VISITING LECTURERS, 1937-38

Semy Ernest, Director of Purchases, National Hotel Management Company, New York City.  
 Walter L. Gregory, Vice-President, Palmer House Company, Chicago, Illinois.  
 John L. Horgan, Managing Director, Hotel Victoria, New York City.  
 Joseph P. McGinn, Manager, Hotel Kirkwood, Des Moines, Iowa.  
 Frank Monahan, Director of Research, New York World's Fair 1939, Inc., New York City.  
 Glenwood J. Sherrard, Managing Director, Parker House, Bellevue and Somerset, Boston, Massachusetts.  
 Donald C. Swenson, Vice-President in charge of Foods, Knott Hotels Company, Pittsburgh, Pennsylvania.  
 Heaton I. Treadway, Manager, Red Lion Inn, Stockbridge, Massachusetts.  
 L. G. Treadway, President of Treadway Service, Williamstown, Massachusetts.  
 Frank J. Wiffler, Secretary, National Restaurant Association, Chicago, Illinois.  
 Henry B. Williams, Assistant Manager, The Waldorf-Astoria, New York City.

†On leave second term.

## DEPARTMENT OF HOTEL ADMINISTRATION

The course in Hotel Administration at Cornell University, the first of its kind anywhere, was established in 1922 at the request of the American Hotel Association. The members of that Association, notably Frank A. Dudley and the late E. M. Statler, and others, have provided financial support, have found places in their organizations for the students and graduates, and have on many occasions endorsed the curriculum.

Any program of higher education has two major responsibilities to its students: (1) to fit them for effective work in the economic society of the future in order that they each may justly claim from that society a reasonable standard of living, and (2) to provide them with an adequate cultural background against which to perceive and enjoy the living so earned. These requirements are met in formal education for the business of hotel operation. The business provides good opportunities for well-trained men and preparation for work in it involves the study of so wide a variety of subject matter as to approximate a liberal education.

The hotel is a complex institution; its operation calls for a wide range of skills, for the use of a variety of products in a large number of processes. The guest must be received with cordiality and service, he must be provided with a warm, well-lighted, well-decorated, comfortably furnished room, and served with appetizing, wholesome food wisely bought, properly stored, and skillfully prepared; he must have at his disposal conveniences of every type, check rooms, public spaces, public stenographers, radios, and exhibition spaces. A curriculum adequate to prepare one for the direction of those operations, and for the provision of those services and equipments, must draw upon nearly every branch of human knowledge. As a consequence, the prospective hotel operator studies drawing, physics, chemistry, biology, engineering, vegetable crops, meat products, dietetics, food preparation, bacteriology, textiles, decoration, law, psychology, personnel management, advertising, and public speaking, all in addition to the subjects ordinarily studied in preparation for business management. Each subject is entered by the student with the same focusing interest: how does this material relate to hotel operation? Breadth of training is obtained without dissipation of interest. The graduate should be a well-educated and a socially useful individual.

Looking beyond graduation the student may further expect his training institution to assume some responsibility for an introduction into his professional field. Through the help of its strong alumni body, the Cornell Society of Hotelmen, and through the close co-operation of the leaders of the hotel business, the Department of Hotel Administration is able to give its former students extensive placement support, and has maintained since its inception its unique record of placing all its men immediately after graduation.

## DESCRIPTION OF COURSES\*

Except for some general University courses regularly taken by hotel students and included in the list for their convenience, the courses described herein are arranged especially for hotel students, in many cases given by hotel executives. Many other courses are open, as free electives, to hotel students; courses in the sciences, in the languages and literature, in economics, history, and government, in music, in aesthetics, and in philosophy; courses in engineering, architecture, medicine, and law. For full information regarding these offerings reference may be made to the announcements of all the colleges.

### ACCOUNTING

For the exclusive use of the students of hotel accounting, the department has four practice laboratories. These are furnished and equipped with a complete inventory of hotel office and computing machinery, including among other items room, key, and information racks, a front-office posting machine, a food checking machine, and various types of adding and calculating machines. Hotel students also have free access to a complete set of statistical machines, including an eighty-column and a forty-column tabulating machine, and sorting, coding, and verifying machines.

**Accounting** (Hotel Accounting 81). First term. Credit four hours. Required. Lecture, M 9, Room 3 M 13; or M 10, Room G 62. Practice, M W F 8-9.50. M W F 11-12.50; T Th 8-9.50; or T Th 11-12.50 and S 10-11.50. Room 278. Assistant Professor COURTNEY.

The fundamental principles of accounting. The balance sheet and the profit and loss statement. The books necessary to maintain a double-entry system of accounting. Controlling accounts. Adjusting and closing a set of books. Partnerships and corporations. Fixed assets, depreciation, amortization, bonds, sinking funds, and reserved. Analysis of statements. Fee for materials, \$1.50.

**Hotel Accounting** (Hotel Accounting 82). Second term. Credit four hours. Required. Prerequisite, General Accounting 81. Lecture, M 9, Room 3 M 13; or M 10, Room G 62. Practice, M W F 8-9.50; M W F 11-12.50; T Th S 8-9.50, or T Th 11-12.50 and S 10-11.50. Room 278. Assistant Professor COURTNEY.

Accounting and control of income in hotels. Special methods for controlling room and restaurant income. Relation of accounting procedure to front-office practice. The transcript, the comptroller's report. The specialized journals used in hotels. The summary entries at the end of the month, the adjusting and closing entries and the final closing of the books.

Practice includes the study of a small hotel of less than 50 rooms. This involves the recording of the incorporation of the company, the purchase of land, the construction period, the preopening period, the transactions of the first month of operation, and the closing of the books and the preparation of statements and reports during and at the end of the first month. This is followed by a problem that involves the keeping of books of a 400-room hotel. Fee for materials, \$2.50.

**Tea Room and Cafeteria Accounting** (Hotel Accounting 85). First or second term. Credit three hours. For institution-management students only. Lecture, T 8. Room 3 M 13. Practice, W F 1.40-4. First term, Room 278; second term, West Bailey. Assistant Professor COURTNEY.

An elementary course in simple accounting using as illustrative material the accounting records of the cafeteria and the tea room. Cash and credit transactions, check-book and deposit records, journal and ledger entries. Trial balances, profit and loss statements, and balance sheets. Fee for materials furnished, \$3.

**Restaurant Cost and Sales Analysis** (Hotel Accounting 87). Second term. Credit two hours. For institution-management students only. Lecture, M 12. Room G 62. Practice, S 8-9.50. Room 121. Mr. CLADEL.

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\*Unless otherwise indicated, classes are held in Martha Van Rensselaer Hall.

An elementary course in food and beverage cost accounting designed to acquaint the student with practical systems of food and beverage control used in establishments of varying size. Fee for materials furnished, \$3.

**Hotel Accounting** (Hotel Accounting 181). First term. Credit three hours. Required. Prerequisite, Hotel Accounting 81 and 82 and hotel experience. Lecture, T Th 9, or W F 10, Room 3 M 13. Practice, T 8-9.50, 11-12.50, or 2-3.50. West Bailey. Assistant Professor COURTNEY and Mr. CLADEL.

Accounting and control of income in hotel. Special methods for controlling room and restaurant income. Relation of accounting procedure to front-office practice. The transcript, the controller's report. The specialized journals used in hotels. The summary entries at the end of the month, the adjusting and closing entries, and the final closing of the books. Fee for materials furnished, \$2.50.

**Hotel Accounting** (Hotel Accounting 182). Second term. Credit three hours. Required. Prerequisite, Hotel Accounting 181 and ten points of hotel-practice credit. Lecture, W F 9, Room 3 M 13; or T Th 11, Room 3 M 13. Practice, Th 8-9.50, 11-12.50, or 2-3.50. West Bailey. Assistant Professor COURTNEY and Mr. CLADEL.

A continuation of Hotel Accounting 181. Preparation of profit and loss statement and balance sheets with supporting schedules. The Uniform System of Accounts for Hotels as recommended by the American Hotel Association. Classification of expenses and income. The six-column journal and columnar operating ledger. The summarizing, adjusting, and closing of the books, and the preparation of monthly and annual statements. Profit and loss adjustments. Fee for materials furnished, \$2.50.

**Auditing** (Hotel Accounting 183). First term. Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 182. Lecture, F 12. Room 339. Practice, Th 8-9.50, 11-12.50, or 2-3.50. West Bailey. Assistant Professor COURTNEY and Mr. CLADEL.

Preparation of audit working papers. Balance-sheet audit. Detailed audit. Internal control in general. The auditor's report. Fee for materials furnished, \$2.

**Food and Beverage Control** (Hotel Accounting 184). Second term. Credit three hours. Hotel elective. Prerequisite, thirty points of hotel-practice credit. Lecture, F 12. Room 339. Practice, T Th 8-9.50, T 11-12.50, and S 8-9.50 or M 2-3.50 and S 10-11.50. West Bailey. Assistant Professor COURTNEY and Mr. CLADEL.

Principles of food and beverage control, cost analyses, sales analyses, adjustments to inventory. Daily report and summary to date. Special item control. Food checking as distinguished from food control. Interpretation of food and beverage reports. Preparation of food and beverage reports. Preparation of food and beverage reports for a typical month from actual figures of a moderate-sized hotel, using various contrasting systems of control as found in the industry. Fee for materials furnished, \$2.

**Hotel Accounting Problems** (Hotel Accounting 185). Second term. Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 183 and forty points of hotel-practice credit. W 11-1. West Bailey. Mr. FOX and Assistant Professor COURTNEY.

Incorporating the hotel owning and operating companies. Financing bond issues and discounts. Accounting provisions in hotel leases and management contracts. Installation of hotel accounting systems. Fee for materials furnished, \$2.

**Interpretation of Hotel Financial Statements** (Hotel Accounting 186). Second term. Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 183 and forty points of hotel-practice credit. W 1.40-4. Room 278. Mr. FOX and Assistant Professor COURTNEY.

Study and discussion of hotel balance sheets and profit and loss statements. Typical balance sheet and operating ratios of representative hotels. Fee for materials furnished, \$2.

**Tax Computation** (Hotel Accounting 187). First term. Credit two hours. Hotel elective. Should be taken with or following Hotel Accounting 183. Pre-

requisite, Hotel Accounting 182. Lecture, W 12. Room 339. Practice, T 2-3.50. West Bailey. Mr. CLADEL.

Survey of income-tax legislation. State and federal taxes to which hotels are subject. Preparation of the hotel's income-tax return, using the Uniform System of Accounts. Preparation of income-tax returns for the individual, the partnership, and the corporation.

The normal tax, surtax, and undistributed profit tax. The capital stock tax, excess-profits tax, capital gains tax. Tax on admission and dues. Estate and gift taxes. The Federal Retirement and Unemployment Tax. The New York State Unemployment tax. Workmen's Compensation Insurance.

**Front-Office Procedure** (Hotel Accounting 188). Second term. Credit one hour. Hotel elective. Open to juniors and seniors, and to lower classmen by permission. Th 2-4. Room 339. Mr. KLUGHERZ.

A study of the physical layout of equipment in the hotel front office, of the procedure used in registering and checking out guests and of keeping the accounts of guests.

**Problems in Hotel Analysis** (Hotel Accounting 189). First or second term. Credit to be arranged at time of registration. Hotel elective. Registration limited. Permission to register required. Seminar course for graduate students or seniors in Hotel Administration. May be repeated. Room 277. Assistant Professor COURTNEY.

Application of statistical methods to problems in hotel analysis. Each student will solve one or more problems. Fee for materials furnished, \$3.

**[Budgeting** (Hotel Accounting 281). First term. Credit two hours. Hotel elective. Mr. MAXFIELD.] Not given in 1938-39.

Procedure for financial and operating control in hotels through use of budgets.

**Accounting Machines in Hotels** (Hotel Accounting 288). First or second term. Credit one hour. Hotel elective. Four lectures or demonstrations during the term. One practice period a week. Hours to be arranged. Room 277. Assistant Professor COURTNEY.

Discussion of the place of accounting machines in hotels and restaurants. Practice with a cash register front-office posting machine; posting charges and credits and performing the duties of the night auditor. Practice with calculators. Food and beverage checking.

**Cost Accounting** (Industrial Engineering 3147). First or second term. Credit two hours. Assistant Professor HANSELMAN.

A detailed study of manufacturing cost systems dealing with order costs, process costs, and standard costs.

**Accounting Theory and Problems** (Economics 26). Throughout the year. Credit two hours a term. Prerequisite, Accounting 82 or its equivalent. T Th 10. Goldwin Smith 329. Professor ENGLISH.

A critical study of the fundamental principles underlying accounting procedure. The solution of typical problems in corporate consolidation, reorganization, and liquidation, and in other special fields.

**Statistics\*** (Agricultural Economics 111). First term. Credit three hours. Lecture, M 8. Agricultural Economics Building 125. Laboratory, M 1.40-4. Agricultural Economics Building 140 and 125. Professor PEARSON.

A study of the principles involved in the collection, tabulation, and interpretation of agricultural and marketing statistics. Analysis of statistical problems with an 80-column tabulating machine. Fee for materials furnished, \$3.

**Statistics** (Agricultural Economics 112). Second term. Credit three hours. Prerequisite, Agricultural Economics 111. Lecture, M 8. Agricultural Economics Building 125. Laboratory, M 1.40-4. Agricultural Economics Building 140. Professor PEARSON.

A continuation of course 111. A study of the application of probable error, sampling, gross, partial, and multiple-correlation, curve fitting to problems in this field. Methods of using 80-column tabulating equipment for multiple-correlation analysis. Fee for materials furnished, \$3.

\*Will satisfy the requirement of elective work in economics.



**Prices\*** (Agricultural Economics 115). Second term. Credit three hours. Open to juniors, seniors, and graduate students. Lectures, T Th 9. Laboratory, W 1.40-4. Agricultural Economics Building 25. Professor PEARSON.

A study of prices of farm products in relation to agricultural and industrial conditions. Fee for materials furnished, \$3.

## ADMINISTRATION

**Orientation** (Hotel Administration 1). First term. Credit one hour. Required. T Th 10. Agricultural Economics Building 225. A course designed to orient students in the life of the University and in the work of the Department of Hotel Administration. Professor WINSOR.

**[Tourism** (Hotel Administration 56). Second term. Credit one hour. Hotel elective. Open to all students. Lectures on the volume and distribution of travel. Mr. ———.] Not given in 1938-39.

**[History of Hotels and Inns** (Hotel Administration 58). Second term. Credit two hours. Hotel elective. Professor WINSOR.] Not given in 1938-39.

A study of the development of the hotel as an institution and a business.

**Hotel Operation** (Hotel Administration 151). First term. Credit two hours. Required. Prerequisite, Economics 1, Hotel Accounting 82, and thirty points of hotel-practice credit. M W 10. Agricultural Economics Building 125. Professor MEEK.

A study of a few of the hotel manager's major problems of operating policy, including those of location, of rates, of appraisal, and of the relations of his institution to the general public and the hotel industry.

**Special Hotel Problems** (Hotel Administration 153). Second term. Credit two, three, or four hours. Hotel elective. Prerequisite, Hotel Administration 151 and sixty points of hotel-practice credit. Open to a limited number of seniors in hotel administration. Those wishing to register should consult the instructor during the preceding semester to obtain permission to enroll and to confer regarding problems chosen for special study. Hours to be arranged. Professor MEEK.

A seminar course devoted to the study of special problems arising in the management of hotels.

**Lectures on Hotel Management** (Hotel Administration 155). First and second term. Credit one hour. Hotel elective. Open to all classes. To be taken for credit every year. A series of lectures given by non-resident speakers prominent in the hotel and allied fields. F 2-4. Plant Science 233. Under the direction of Professor MEEK.

**Law of Business** (Hotel Administration 171). First term. Credit three hours. Required. Open to juniors and seniors. M W F 8. Plant Science 143. Mr. TREMAN.

An elementary course on the law of business.

**Law as Related to Innkeeping** (Hotel Administration 172). Second term. Credit two hours. Hotel elective. Best taken after course 171. M 2-4. Room 3 M 13. Mr. SHERRY.

A consideration of the legal problems of the inn-keeper.

**[Hotel Financing** (Hotel Administration 174). Second term. Credit one hour. Hotel elective. Open only to juniors and seniors who have had either Hotel Accounting 183 or Corporation Finance 31. Mr. MCCARRIAGHER.] Not given in 1938-39.

A discussion of the methods and problems of hotel financing with special reference to the conditions leading to, and operation under, receivership.

**Hotel Public Relations** (Hotel Administration 176). First term. Credit one hour. Hotel elective. Recommended for juniors and seniors. Should follow Hotel Administration 178. Alternate Saturdays, 10-12. Room G 62. Mr. NEEDHAM.

A study of the methods and channels through which the hotel may obtain favorable public recognition.

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\*Will satisfy the requirement of elective work in economics.

**Hotel Promotion** (Hotel Administration 178). Second term. Credit one hour. Hotel elective. Recommended for juniors and seniors but open to sophomores. Alternate Mondays, 2-4. Room 3 M 13. Messrs. SWAFFORD and KOEHL.

A discussion of the fundamentals of sales promotion, with special attention to the various mediums profitably used by hotels.

**Hotel Advertising** (Hotel Administration 179). Second term. Credit one hour. Hotel elective. Prerequisite, Hotel Administration 178. Laboratory fee, \$5. Alternate Mondays, 11-1. Room 339. Messrs. SWAFFORD and KOEHL.

A study of the preparation of advertisements, with emphasis on the preparation of the copy, upon the layout, the typography, and the illustration.

**Fire and Inland Marine Insurance** (Hotel Administration 196). First term. Credit three hours. Hotel elective. Open to juniors and seniors. T Th S 8. Room 339. Mr. CAREY.

A study of fire and inland marine insurance, including such topics as the form of the policy, insurable interest, the risk assumed, improving and rating property, use and occupancy, rent and leasehold, explosion insurance, adjustment of loss, co-insurance, appraisals.

**Liability, Compensation, and Casualty Insurance** (Hotel Administration 197). Second term. Credit three hours. Hotel elective. Open to juniors and seniors. T Th S 8. Room 339. Mr. CAREY.

A study of liability, compensation, and casualty insurance, the scope of the coverage, and analysis of the policies. Application of the laws of negligence.

**Psychology for Students of Hotel Administration** (Rural Education 114). First term. Credit three hours. Required. Open to sophomores, juniors, and seniors. Lectures, M W F 8. Comstock 245. Professor WINSOR.

A study of the methods and problems of general psychology.

**Personnel Administration** (Rural Education 119). Second term. Credit three hours. Hotel elective. Open to sophomores, juniors, and seniors. Prerequisite, Rural Education 114 or its equivalent. Lectures, M W F 8. Plant Science 233. Professor WINSOR.

A study of the problems of human relations in industry. The methods and problems of recruitment, selection, placement, maintenance, organization, and government of employees are analyzed with particular reference to the hotel industry.

**Seminar in Personnel Administration** (Rural Education 219). Second term. Credit two hours. Hotel elective. Open to qualified seniors and graduates. Th 4.15-6. Comstock 145. Professor WINSOR.

**Industrial Hygiene** (Hygiene 5). First term. Credit two hours. Prerequisites, Hygiene 1 and 2. T Th 12. Stimson, Histology lecture room. Registration at Hygiene Office, Old Armory. Assistant Professor GOULD.

Factory sanitation, ventilation, and illumination; occupational poisoning and disease; factory legislation; accident prevention; fatigue in industry; preventive medicine in industry under the N.R.A.

**Mental Hygiene** (Hygiene 8). First term. Credit two hours. Prerequisites, Hygiene 1 and 2. Section 1, M F 11. Boardman. Assistant Professor ROSE. Section 2, W F 2. Stimson, Histology lecture room. Dr. STELLE. Section 2, only, repeated in second term.

The relationship of the structure of the total personality to environmental maladjustment as evidenced by physical and social behavior; a discussion of the more common personality difficulties and the rôle of insight in the prevention of these.

**Mental Hygiene** (Hygiene 9). Second term. Credit two hours. Prerequisites, Hygiene 1, 2, and 8. M F 11. Boardman. Assistant Professor ROSE.

A study of the social applications of psychiatry to child guidance, juvenile delinquency, the problem of crime, and the care of the psychotic.

## ECONOMICS

**Modern Economic Society** (Economics 1). First or second term. Credit five hours. Required. Not open to freshmen. Daily except S 8 9 10 11 or 12. Professor O'LEARY.

A survey of the existing economic order, its more salient and basic characteristics, and its operation.

In the first term the enrollment is limited. Students should register, if possible, on the first day of registration. Assignment to sections is made on registration days at Goldwin Smith 260.

**Modern Economic Society** (Economics 2a). First term. Credit three hours. Not open to freshmen. M W F 8 9 10 or 11 or T Th S 8 9 or 11. Professor O'LEARY.

**Modern Economic Society** (Economics 2b). Second term. Credit three hours. Prerequisite, Economics 2a. M W F 8 9 10 or 11 or T Th S 8 9 or 11. Professor O'LEARY.

Courses 2a and 2b have together the same content as course 1 and may be substituted for it. Enrollment is limited and students should register, if possible, on the first day of registration. Assignment to sections is made on registration days in Goldwin Smith 260.

**Money and Banking\*** (Economics 11). First or second term. Credit three hours. Prerequisite, Economics 1 or its equivalent. Enrollment limited. Students should register with the Department of Hotel Administration. M W F 10. Goldwin Smith C. Professor REED.

An introductory study of the history and theory of money, followed by brief discussions of banking operations and banking institutions.

**Central Banking and Monetary Policy\*** (Economics 12). Second term. Credit three hours. Prerequisite, Economics 11. M W F 11. Goldwin Smith 142. Professor REED.

Problems of credit management, with particular reference to the operation of the Federal Reserve Banks. The main theme is treated in such a way that some attention can be devoted to problems of bank administration.

**Financial History of the United States\*** (Economics 13). Second term. Credit three hours. Prerequisite, Economics 11. T Th S 10. Goldwin Smith 142. Professor O'LEARY.

A study of developing financial institution problems, and legislation from 1700 to 1900. Monetary, banking, and public-finance problems are dealt with against the changing background of American economic organization.

**Trade Fluctuations\*** (Economics 15). First term. Credit three hours. For seniors and graduate students. Prerequisite, Economics 11. M W F 11. Goldwin Smith 142. Professor REED.

A study of the causes and effects of trade recessions and revivals, with an introduction to the methods of general forecasting.

**Corporation Finance\*** (Economics 31). First or second term. Credit three hours. Advised. Prerequisite, Accounting 82 and Economics 1. M W F 9. Goldwin Smith 142. Professor O'LEARY.

A study of the financial practices of business corporations in the United States. Types of corporate securities, the exchange of such securities for capital funds, determination and administration of corporate incomes, financial difficulties and corporate reorganizations, and the relation of corporate practices to the functioning of the American economic system.

**Public Control of Business\*** (Economics 32a). First term. Credit three hours. Prerequisite, Economics 1 or its equivalent. T Th S 10. Goldwin Smith 264. Professor HOMAN.

An examination of the economic and legal foundations of public control, with special reference to the anti-trust laws and public-utility regulation.

**Public Control of Business\*** (Economics 32b). Second term. Credit three hours. Prerequisite, Economics 32a or the consent of the instructor. T Th S 10. Goldwin Smith 264. Professor HOMAN.

\*Will satisfy the requirement of elective work in economics.

A continuation of course 32a, with special reference to recent developments in the field of public control. Fee, in lieu of textbook, \$2.

**Transportation\*** (Economics 34). First term. Credit three hours. Prerequisite, Accounting 82 and Economics 1. T Th S 9. Goldwin Smith 256. Professor O'LEARY.

Public policy concerning methods of organization and administration of transportation.

**Taxation\*** (Agricultural Economics 138). Second term. Credit three hours. Open to juniors and seniors. Prerequisite, Economics 1 or the equivalent. M W F 11. Agricultural Economics Building 25. Assistant Professor KENDRICK.

A study of the principles and practices of public finance with emphasis on taxation. Among the topics examined are: the growth of public expenditure; the changing pattern of federal, state, and local taxation; general property, personal income, inheritance, business, commodity, and motor-vehicle taxation; the incidence of taxation; relations among taxing units; and the problem of developing a system of taxation. Fee for materials furnished, \$2.

**Labor Conditions and Problems\*** (Economics 41). First term. Credit three hours. Prerequisite, Economics 1 or the equivalent. Professor MONTGOMERY.] Not given in 1938-39.

An introduction to the field of Labor Economics and a survey of the more basic labor problems growing out of modern economics arrangements.

**Trade Unionism and Collective Bargaining\*** (Economics 42). Second term. Credit three hours. Prerequisite, Economics 41 or the consent of the instructor. M W F 10. Goldwin Smith 256. Professor MONTGOMERY.

A study of the origins, philosophic bases, aims, and policies of trade unions and collective bargaining in selected industries. In 1939 the first four weeks of the course will be devoted to a rapid survey of some of the problems ordinarily treated in Economics 41.

**Introduction to Social Science** (Economics 50a). First or second term. Credit three hours. First term, T Th 9 and an hour to be arranged. Goldwin Smith C. Second term, T Th 10 and an hour to be arranged. Goldwin Smith C. Dr. SHARP and Mr. \_\_\_\_\_.

A study of man's social and cultural origins and of the factors determining his organic evolution and cultural development. Fee, in lieu of textbook, \$1.50.

**Introduction to Social Science** (Economics 50b). First or second term. Credit three hours. Prerequisite, Economics 50a. First term, M W F 2. Goldwin Smith 256. Second term: M W F 10 or 12. T Th S 9 or 11. Rooms to be announced. Assistant Professor WOODWARD and Mr. \_\_\_\_\_.

The social development of the human personality; the behavior of crowds, nations, social classes, and publics; the social organization of the rural and the urban community.

**Commercial Geography** (Geology 206). Second term. Credit three hours. Prerequisite, Economics 1. Lectures, M W F 9. McGraw, Geology Lecture Room. Professor VON ENGELN.

The geographic factors affecting production and distribution of commodities, historically and in modern times. Natural geographic regions in relation to their past and prospective exploitation. Nature of city sites and the geographic conditions of city growth, organization, and functioning.

A number of other courses in economics, statistics, and sociology, are open to hotel students. See the announcements of the College of Arts and Sciences, Department of Economics, and of the College of Agriculture, Departments of Agricultural Economics and Farm Management and of Rural Social Organization.

## ENGINEERING

Especially for the use of students in hotel engineering, the department has equipped three laboratories furnished with engineering apparatus typical of hotels. Among the more important items of equipment are a 35-horsepower steam engine

\*Will satisfy the requirement of elective work in economics.

directly connected to a 20-kilowatt electric generator; a steam-driven boiler feed pump; a centrifugal pump (capacity 150 gallons per minute) with a 3-horsepower induction motor; a 5-horsepower slide-valve steam engine; a 10-kilowatt motor-generator set, alternating current to direct current; a 2-kilowatt direct-current generator; two 1-horsepower direct-current variable-speed motors; a 3-horsepower wound rotor motor; ventilating-fan testing apparatus, capacity 1000 cubic feet per minute; a steam radiator, especially equipped for testing; a return-line vacuum-heating pump; coal analysis equipment; flue-gas analysis apparatus; miscellaneous pieces of typical plumbing equipment; lighting fixtures and wiring devices; light meters; and shafting, pulleys, and belting.

**Mechanical Drawing** (Hotel Engineering 2). First or second term. Credit three hours. Required. Lecture, M 8. East Roberts 222. Laboratory, M W 1.40-4 and W 8-10.20, or T 1.40-4 and S 10.30-12.50. Sibley 303. Mr. TRACY.

A study of projections, including plans and elevations of equipment and structures, and emphasizing the interpretation and use of graphic representation. Laboratory fee, 50 cents.

**Mechanical Drawing** (Drawing 2). First or second term. Credit three hours. May be substituted for Hotel Engineering 2. T 1.40-4 and S 8-10.20. Additional practice periods to be arranged to suit the schedule of the student. Dairy Industry Building, Fourth floor. Assistant Professor REYNA.

Students must apply at the time of registration regarding materials required. Laboratory fee, 50 cents.

**Introductory Hotel Engineering** (Hotel Engineering 160). First term. Credit four hours. Required. Prerequisite, Hotel Engineering 2. Lectures, M W F 11. East Roberts 222. Laboratory section assigned at registration. Assistant Professor SAYLES.

The application of the fundamentals of physical science, especially mechanics of solids and mechanics of fluids and heat, to such hotel equipment as kitchen machines, laundry apparatus, and plumbing equipment. Food-service planning is also included. Laboratory fee, \$5.

**Mechanical Service Equipment** (Hotel Engineering 161). Second term. Credit four hours. Required. Prerequisite, Hotel Engineering 160. Lectures, M W F 10. East Roberts 222. Laboratory section as assigned. Assistant Professor SAYLES and Mr. TRACY.

The application of the fundamentals of physical science, especially electricity, sound, and light, to hotel communication systems and illumination practice. Attention is also given to vacuum cleaning, graphic charts, and fire protection. Laboratory fee, \$5.

**Hotel Power Plants, Lectures** (Hotel Engineering 162a). First term. Credit two hours. Required. Prerequisite, Hotel Engineering 161 and thirty points of hotel-practice credit. Lectures, W F 9. East Roberts 222. Professor RANDOLPH.

Typical hotel power plants with their main units and accessories. Fuels, combustion, boilers, steam engines, pumps, lubricators, and heat-saving equipment. The separate units are considered with their effects on the operation of the plant as a whole.

**Hotel Power Plants, Laboratory** (Hotel Engineering 162b). First term. Credit two hours. Required, but 163b may be substituted. Taken with or after course 162a. Recitation, M 9. East Roberts 222. Laboratory section as assigned. Professor RANDOLPH and assistants.

Laboratory tests, experiments, and demonstrations, together with field trips, to cover representative equipment of the hotel's steam power plant. Laboratory fee, \$5.

**Hotel Auxiliary Equipment, Lectures** (Hotel Engineering 163a). Second term. Credit two hours. Required. Prerequisite, Hotel Engineering 162a. Lectures, W F 9. East Roberts 222. Assistant Professor SAYLES.

Heating and ventilation system of hotels and other buildings. Refrigeration, air conditioning, and electrical machinery, including generators, motors, and control devices.

**Hotel Auxiliary Equipment, Laboratory** (Hotel Engineering 163b). Second term. Credit two hours. Hotel elective or may be substituted for 162b. Taken

with or after 163a. Recitation, M 9. East Roberts 222. Laboratory sections as assigned. Assistant Professor SAYLES and assistants.

Laboratory experiments, tests, and inspection trips covering heating and ventilating equipment, refrigeration plants, electric motors, generators, and elevators. Laboratory fee, \$5.

**Hotel Planning** (Hotel Engineering 164). First term. Credit three hours. Hotel elective. Open to a limited number of seniors with the consent of the instructor. Prerequisite, Hotel Engineering 163a. Hours to be arranged. Professor RANDOLPH.

Planning the layout for a proposed hotel, emphasizing floor plans and the selection and arrangement of the equipment in the various departments. Determination of different engineering costs. Materials fee, \$3.

**[Hotel Engineering Problems** (Hotel Engineering 165). Second term. Credit one hour. Hotel elective with the consent of the instructor. Prerequisites, Hotel Engineering 162b and 163b. Professor RANDOLPH.] Not given in 1938-39.

The discussion and solution of practical problems involving the selection, use, and revision of mechanical and electrical equipment in hotels. Cases are based on actual problems encountered. Costs are given primary consideration.

**Hotel Structures and Maintenance** (Hotel Engineering 166). First term. Credit two hours. Hotel elective. Prerequisite, Hotel Engineering 2. Lectures, T Th 11. East Roberts 222. Assistant Professor SAYLES.

Materials and methods of building construction; specification and repair of furniture; the usual methods employed by the trades in the alteration of hotel structures. Materials fee, \$1.

**Building Costs** (Hotel Engineering 167). Second term. Credit one hour. Hotel elective. Prerequisite, Hotel Engineering 166. T 1.40-4. Stone Hall 102. Assistant Professor SAYLES.

The customary procedure in estimating various building costs for structures, alterations, repairs, and decorations, including the excavation, foundation, building, and finishing operations.

## FOOD PREPARATION

Through the courtesy of the New York State College of Home Economics, hotel students have access to and the use of an exceptionally fine series of modern laboratories and laboratory kitchens for the study of foods and food preparation. Especially noteworthy are two of the laboratory kitchens, one for a cafeteria dining room serving from 1,200 to 10,000 meals a week, the other for tea, restaurant, and function dining rooms. These kitchens and dining rooms are completely equipped with the most modern units, many of them in duplicate and triplicate: electric and gas ranges; three different types of steamers and steam-jacketed kettles, electric and gas; mixers of various sizes; choppers; grinders; potato and apple peelers; bread and meat slicers; dish conveyors; dish washers; and glass washers. These give the student an opportunity to use and to analyze a wide range and variety of kitchen equipment.

**Food Preparation** (Foods and Nutrition 11). First or second term. Credit three hours. Required. Lecture, M 12. Room G 62. Practice: W F 8-10.20 or 10.30-12.50. Rooms 352 and 358. Mrs. MEEK, Mrs. SAYLES, and Mrs. KENDRICK.

The underlying principles involved in the preparation of the various types of foods. The practice periods are designed to develop skill in preparing food in small quantities, and an appreciation of the details and manipulation required to produce products of the highest standard. Laboratory fee, \$18.

**Food Preparation** (Foods and Nutrition 12). First or second term. Credit three hours. Required. Prerequisite, Foods and Nutrition 11 or its equivalent. Lecture, M 12. Room 3 M 13. Practice, T Th 8-10.20 or 10.30-12.50. Room 352. Assistant Professor BOYS.

Opportunity is offered in this course for experience in the preparation of dishes adapted to hotel service, such as canapés, entrées, salads, sea foods, and special meat dishes. Laboratory fee, \$20.

[**Food Selection: Dietetics, Elementary Course** (Food Preparation 18). First or second term. Credit one hour. Hotel elective.] Not given in 1938-39.

**Quantity Food Preparation, Elementary Course** (Institution Management 105). First or second term. Credit two hours. Required. Registration limited to ten students a section. Prerequisite, Foods and Nutrition 12 or equivalent experience. Practice: first term, T or Th 2-5.45; second term, T 2-5.45 or S 8.15-12. Cafeteria. Miss \_\_\_\_\_.

Laboratories consist of quantity cooking in the cafeteria kitchen in the preparation of meals for approximately two hundred patrons. Some emphasis is given to standard procedures and technics and to an understanding of the use and operation of institution kitchen equipment. Laboratory fee, \$5.

**Quantity Food Preparation and Catering, Advanced Course** (Institution Management 113). First or second term. Credit four hours. Registration subject to the approval of the Department of Institution Management. Limited to ten students. Conference hours each week by appointment. Special catering assignments require 45 to 50 hours in addition to scheduled laboratory. Discussion, W 4. Green Room. Laboratory, T 9-1.30. Green Room. Assistant Professor BURGOIN and Miss ROBERTS.

Practice in organization of work, requisition and purchase of food supplies, making of menus, calculation of costs, supervision of service, and preparation of food for one luncheon each week, and banquets or other catering projects as assigned. Laboratory fee, \$8.

**Quantity Food Preparation: Principles and Methods** (Institution Management 115). First or second term. Credit four hours. May be substituted for Institution Management 105, and when so substituted satisfies also two hours of the hotel-electives requirement. Registration limited to eighteen students. Prerequisite, Foods and Nutrition 12, or equivalent experience. Practice, T Th 8-1.30. Cafeteria. Professor HARRIS, Assistant Professor BURGOIN, and Miss HILL.

Laboratories consist of large-quantity cooking in the cafeteria kitchen, in the preparation of meals for several hundred patrons. The laboratories are supplemented by discussion periods to provide an opportunity to review principles and discuss procedures. Some emphasis is also given to standard technics, basic formulae, and menu planning, and to an understanding of the operation and use of institution kitchen equipment. Students are expected to have lunch in the cafeteria on laboratory days. Provision is made for this in the fee charged. Laboratory fee, \$12.

**Hotel Stewarding** (Hotel Administration 118). First term. Credit one hour. Hotel elective. Open to sophomores, juniors, and seniors. Alternate Mondays, 2-4. Room 3 M 13. Mr. CHAMBERLIN.

[**History of the Culinary Art** (Hotel Administration 120). First term. Credit one hour. Hotel elective. Open to all students. Mr. VEHLING.] Not given in 1938-39.

An outline of the history of human food and drink in the western hemisphere, based on the primary sources.

**Catering** (Hotel Administration 122). First term. Credit one hour. Hotel elective. Recommended for juniors and seniors but open to sophomores. Seven Mondays 2-3.50. Mr. CRANE.

An outline of the organization, operation, and problems of the food department of the hotel.

[**Advanced Catering** (Hotel Administration 123). First term. Credit one hour. Hotel elective. Prerequisite, Hotel Administration 122. Mr. CRANE.] Not given in 1938-39.

A seminar for the discussion of catering problems.

**Hotel Menu Planning** (Hotel Administration 124). Second term. Credit one hour. Hotel elective. Enrollment limited to twenty-five. Lecture, alternate Saturdays, 8-9.50. Amphitheatre. Mrs. HOKE.

A discussion of the principles of menu planning for the various types of commercial dining rooms, with attention to the dietetic cost and promotional aspects.

[**Bacteriology** (Bacteriology 5). First term. Credit three hours. (Given in alternate years.) Hotel elective. Mr. ———.] Not given in 1938–39.

The sanitary aspect of food handling; food preservation and food infections; water and milk supplies; sewage disposal; disinfection and sterilization; general sanitation.

For description of courses dealing with milk and the manufacture of milk products, butter, cheese, and ice cream, refer to the announcement of the College of Agriculture, Department of Dairy Industry.

**Grading and Handling Vegetable Crops** (Vegetable Crops 12). First term. Credit three hours. Hotel elective. Lectures, T Th 10. East Roberts 222. Laboratory, T W or Th 1.40–4. East Roberts 223, Vegetable greenhouses, and East Ithaca gardens. Professor WORK.

Geography of vegetable production and distribution. Factors of environment, culture, and handling as affecting quality, condition, and marketing of vegetable crops. Harvesting, grades and grading, packing, shipping-point and terminal-market inspection, transportation, refrigeration, and storage are discussed with reference to the various crops. A two-day trip is required; maximum cost, \$8. Laboratory fee, \$2.50.

For information regarding other courses in Vegetable Crops, refer to the announcement of the College of Agriculture, Department of Vegetable Crops.

**Meat and Meat Products** (Animal Husbandry 91). First or second term. Credit two hours. Required. Open to sophomores, juniors, and seniors. Laboratory assignments must be made at the time of registration. Lecture, M 8. Wing B. Laboratory period, M or T 1.40–4. Laboratory sections limited to ten students. Wing B and Meat Laboratory. One required trip to Buffalo stock yards and slaughterhouses. Professor HINMAN and Mr. SCHUTT.

A course in wholesale and retail buying, cutting, curing, and preparation of meats. Laboratory fee, \$2.

**Meat Cutting** (Animal Husbandry 93). First or second term. Credit one hour. Prerequisite, Animal Husbandry 91 or 92. Enrollment limited to five students a section. Laboratory and lecture period, T Th or S 8–10.30. Meat Laboratory and Meat Lecture Room. Professor HINMAN and Mr. SCHUTT.

A course dealing with the principles and practice of meat selection, cutting, and wrapping. Laboratory fee, \$2.

Note also courses 90 and 92 announced by the College of Agriculture, Department of Animal Husbandry.

**General Chemistry** (Chemistry 102). Throughout the year. Credit three hours a term. Both terms of the course must be completed to obtain credit unless the student is excused by the department. Open only to those students who do not offer entrance chemistry. Lecture, Th or F 11. Baker, Main Lecture room. Recitation, one hour a week, to be arranged. Laboratory, M T W Th or F 1.40–4. Professors BROWNE and LAUBENGAYER and assistants.

This course deals with the fundamental laws and theories of chemistry and the properties of the more common elements and their compounds. Deposit, \$11 each term.

**General Chemistry** (Chemistry 104). Throughout the year. Credit three hours a term. Both terms of the course must be completed to obtain credit unless the student is excused by the department. Prerequisite, entrance credit in chemistry. Lecture, M or T 11. Baker, Main Lecture room. Recitation, one hour a week, to be arranged. Laboratory, M T W Th or F 1.40–4. Professor PAPISH and assistants.

This course deals with the fundamental laws and theories of chemistry and the properties of the more common elements and their compounds.

**General Biology** (Biology 1). Throughout the year. Credit three hours a term. Not open to students who have had both Zoology 1 and Botany 1. If Biology 1 is taken after either Zoology 1 or Botany 1, credit two hours a term. Lectures, M W 9 or 11. Roberts 392. Laboratory, one period a week. Roberts 301 or 302. Assistant Professor MOTTLEY, Dr. NEVIN, and assistants.

Students must report to the biology laboratory, Roberts Hall 302, at the time of registration, for assignment to laboratory section.



An elementary course intended to give a cultural background for students planning to major outside of the animal and plant sciences. The course deals with the organization of representative types of plants and animals and takes up the principles of nutrition, growth, behavior, reproduction, heredity, and evolution. Laboratory fee, \$3.50 a term.

**Human Physiology** (Biology 303). First or second term. Credit three hours. M W F 10. Stimson Amphitheatre. Assistant Professor DYE.

This course is designed for students who desire a general knowledge of the physiological processes of the human body.

## HOUSEKEEPING

**Hotel Furnishing and Decorating** (Household Art 35). Second term. Credit two hours. Hotel elective. Advised for juniors. Limited to twenty students. Lecture and laboratory, T Th 11-1. Room 408. Miss PARK.

Deals with the essentials of decoration and furnishing applied to hotel problems. A trip to Syracuse or another near-by city is required. Laboratory fee, \$7.50.

**Hotel Textiles** (Textiles 51). Second term. Credit two hours. Hotel elective. Not open to freshmen. T 2-2.50 and Th 2-3.50. Room 216. Professor BLACKMORE.

The main purpose of the course is to provide an opportunity for the students to become familiar with fabrics used in hotels. Scientific data are brought to bear upon the choice of fabrics for specific uses. The course includes brief discussions of the opinions of hotel housekeepers concerning the selection of fabrics and how they may be expected to wear. A two-day trip during the month of May (probably May 9 and 10) is included for visiting three or more manufacturing plants. Estimated cost of materials and trip expenses, \$10. Laboratory fee, \$5.

[**Hotel Housekeeping** (Textiles 51a). Second term. Credit one hour. Hotel elective. Open to upperclassmen. Miss ———.] Not given in 1938-39.

A discussion of the organization and operation of the housekeeping department, with special reference to job duties and the purchasing of supplies and equipment.

## LANGUAGE AND EXPRESSION

**Introductory Course in Composition and Literature** (English 2). Throughout the year. Credit three hours a term. Required. May not be entered the second term. M W F 8 9 10 11 or 12, or T Th S 8, 9, 10 or 11. Rooms to be announced. Messrs. GUSTAFSON, JONES, LIPA, MAURER, MOORE, MYERS, SALE, TENNEY, THOMPSON, WIENER, E. C. WILSON, L. C. WILSON, and others.

The course, open to freshmen who have satisfied the entrance requirements in English, is a training in the reading and writing of English. All those who elect this course must apply as follows for assignment to sections: the first term at the Drill Hall; the second term at Martha Van Rensselaer Hall G 62. Registration is in charge of Assistant Professor TENNEY.

**Introductory Course in Composition and Literature** (English 2a). Second term. A repetition of the first term of English 2. T Th S 8. Goldwin Smith 142.

**Public Speaking** (Public Speaking 1). First or second term. Credit three hours. Accepted for required expression. Not open to freshmen. M W F 9 10 11 or 12 or T Th S 9 10 or 11. Professor WICHELNS, Assistant Professors MUCHMORE and WAGNER, and Messrs. STINE, BARNES, and HABERMAN.

Planned to give the fundamentals of speech preparation and to develop simple and direct speaking. Study of principles and constant practice; readings on public questions; conferences. Students with special vocal problems are advised to confer with Assistant Professor THOMAS before registering for course 1. Fee for materials, \$2.

Students must enroll on registration day at Goldwin Smith 21.

**Public Speaking** (Public Speaking 2). Second term. Credit three hours. Pre-requisite, Public Speaking 1. M W F 11. Professor WAGNER. M W F 9 or 12. Assistant Professor MUCHMORE. Goldwin Smith 120.

Practice in the composition and delivery of speeches for various occasions, in formal and informal group discussion, and in parliamentary procedure; study of problems of interest and persuasion. The '86 Memorial Prize in original oratory is awarded in connection with this course.

Students must enroll on registration day at Goldwin Smith 21.

**Oral and Written Expression** (Extension Teaching 101). First or second term. Credit two hours. Open to juniors and seniors. Accepted for required expression. The number in each section is limited to twenty-four students. Students should consult Professor PEABODY for assignment to sections. Lectures and practice: first term, M F 11, W F 10, or T Th 11, Roberts 131; M W 9, or T Th 9 or 10, Roberts 492; second term, M W 9 or T Th 9, Roberts 492, or T Th 11, Roberts 131. Criticism, by appointment, daily, 8-1. Professors EVERETT and PEABODY and Messrs. PHILLIPS, GOODRICH, and BARNUM.

Practice in oral and written presentation of topics in agriculture, with criticism and individual appointments on the technic of public speech. Designed to encourage interest in public affairs, and, through demonstrations and the use of graphic material and other forms, to train for effective self-expression in public.

**Oral and Written Expression** (Extension Teaching 102). Second term. Credit two hours. Prerequisite, course 101, of which course 102 is a continuation. A part of the work of course 102 consists of a study of parliamentary practice. Lectures and practice, W F 10, T Th 9, T Th 10, or M F 11. Roberts 131. Criticism, by appointment, daily 8-1. Professors EVERETT and PEABODY and Messrs. PHILLIPS, GOODRICH, and BARNUM.

**Agricultural Journalism** (Extension Teaching 15). First term. Credit three hours. Open only to those who have passed the required hours in English with an average grade of 80 or better. Accepted for required expression. T Th S 10. Roberts 392. Professor ADAMS.

**French, First Course for Beginners** (French 1). Throughout the year. Credit six hours on completion of the course. Advised. M W F 12 or T Th S 8.

Students with first-year entrance French should enter the course the second term. The T Th S section is designed particularly to develop a reading knowledge of French.

**French, Second Course** (French 3). First term. Credit six hours. Prerequisite, French 1 or second-year entrance French. Daily, 8.

**French, Second Course** (French 3a). Throughout the year. Credit six hours on completion of the course. Prerequisite, French 1 or second-year entrance French. M W F 10 or 11 or T Th S 9.

This course is the same in content as French 3.

**Freshman French: Reading and Composition** (French 6). Throughout the year. Credit six hours on completion of course. Prerequisite, French 3 or third-year entrance French. M W F 8 9 10 or 12 or T Th S 9 or 10.

A wide selection of courses in composition and in the literatures of the English and other languages is open to hotel students. For details, refer to the announcement of the College of Arts and Sciences.

## UNIVERSITY REQUIREMENTS

All new students must present themselves to the medical advisers for a thorough physical examination during the first year. Such examinations are repeated thereafter as there are indications that they are needed. Seniors are required to make an appointment during the registration days of their last term of residence for a physical examination. They will receive an analysis and evaluation of the past health record, present health status, and a suggested program for future health care.

**Hygiene** (Hygiene 1). First term. Credit one hour. Required. One lecture-recitation each week with preliminary and final examination.

Sections for men: Professor SMILEY.

Sections for women: Assistant Professor EVANS.

Students must report for registration and assignment to sections, the men at the Old Armory, the women at Sage Gymnasium.

**Hygiene** (Hygiene 2). Second term. Credit one hour. Required. One lecture-recitation each week with preliminary and final examination.

Sections for men: Professor SMILEY.

Sections for women: Assistant Professor EVANS.

Students must report for registration and assignment to sections, the men at the Old Armory, the women at Sage Gymnasium.

**Basic Course** (Military Science and Tactics 1). Required. The complete course covers two years. Every able-bodied male student (unless an alien), a candidate for a baccalaureate degree, who is required to take five, six, seven, eight, or more terms in residence (or the equivalent in scholastic hours), must take, in addition to the scholastic requirements for the degree, one, two, three, or four terms, respectively, in the Department of Military Science and Tactics. M T W or Th 1.40-4.10 p.m. New York State Drill Hall.

The requirements in Military Science and Tactics must be completed in the first terms of residence; otherwise the student will not be permitted to register again in the University without the consent of the University Faculty.

The course of training is that prescribed by the War Department for Senior Division Units of the Reserve Officers' Training Corps for basic students. Instruction is offered in Infantry and Field Artillery. For details concerning the course, see the Announcement of the Department of Military Science and Tactics.

**Physical Training for Men Excused from Drill (Freshmen)** (Physical Training 1). Throughout the year, three periods a week. Class and squad work and prescribed exercises. Mr. O'CONNELL and assistants.

**Physical Training for Men Excused from Drill (Sophomores)** (Physical Training 2). Throughout the year, three periods a week. Class and squad work and prescribed exercises. Mr. O'CONNELL and assistants.

**Physical Training for Men (Juniors and Seniors)** (Physical Training 3). Building-up and corrective exercises, as prescribed by the medical examiners. Mr. McBRIDE.

**Boxing, Wrestling, and Fencing** (Physical Training 4). Instruction 3-6 daily except Saturday. Mr. O'CONNELL and Mr. COINTE.

**Physical Education for Women** (Physical Training 6) (Freshmen). Throughout the year. Three periods a week. Misses BATEMAN, CANFIELD, ATHERTON, BARROW, and THORIN.

**Physical Education for Women** (Physical Education 7) (Sophomores) Throughout the year. Misses BATEMAN, ASHCROFT, ATHERTON, BARROW, and THORIN.

The program consists of six weeks of outdoor sports in fall and spring: Archery, baseball, canoeing, field hockey, golf, soccer, tennis, volleyball. Indoor classes in badminton, basketball, fencing, folk, tap, and modern dancing, golf, individual gymnastics, riflery, swimming, and volleyball.

## STUDENT ACTIVITIES

Students enrolled in the four-year course in Hotel Administration are members of the Cornell University undergraduate body. As such they participate in all the customary student activities; they represent the University on athletic teams, are members of the musical clubs, and hold office on the boards of student publications; and they are eligible to membership in the social fraternities and the appropriate honorary fraternities. They also conduct among themselves a number of special enterprises in addition to those of the University as a whole. Every student is a member of the Cornell Hotel Association. Upperclassmen who distinguish themselves in student projects win membership in Ye Hosts, the honorary organization. Ye Hosts act as a reception committee for the new students and for visiting hotelmen.

Under the auspices of the Cornell Hotel Association teams are organized to represent the hotel course in intramural sports, a predominant feature of Cornell athletic activity. The Association is responsible for the Ezra Cornell Hotel-for-a-Day, a project in connection with which the students organize and finance a hotel operating company, take over one of the University buildings, and open and run it as a hotel for a day with all the appropriate ceremony. They plan, prepare, and serve without assistance an elaborate "opening" dinner attended by leading hotelmen.

Each year a group of upper-class students is taken to New York City to attend the convention of the New York State Hotel Association, to visit the National Hotel Exposition, and to make a tour of inspection of metropolitan hotels. Groups also attend the Midwest Hotel Exposition in Chicago, the New England Hotel Exposition in Boston, and the New Jersey Hotel Exposition in Atlantic City. The students participate in social functions associated with the conventions. With the Alumni organization and the Cornell Society of Hotelmen, they entertain at smokers the hotelmen who are attending the convention.

## PLACEMENT SERVICE

In cooperation with the Cornell Society of Hotelmen the office of the hotel department maintains an active and aggressive placement service to assist students in obtaining hotel jobs during the summer and to assist graduates in making contacts for permanent positions. A feature of the placement work is the development, through the annual Ezra Cornell opening, the attendance at hotel conventions, and similar functions, of numerous contacts between students and hotelmen. As a result, the students and new graduates have an extensive acquaintance among prospective employers.

Favored as it is by the endorsement of the American Hotel Association, the hotel department and its work is known to all important hotelmen; many of whom contribute instruction either directly or

through members of their staffs. Consequently, Cornell hotel graduates have been well received in the industry. Many of the graduates have themselves already attained posts of sufficient importance to enable them to place some of their younger associates. Despite the fact that the hotel business was severely hit by the depression, positions have consistently been immediately available for all graduates. In the year 1935-36, 159 permanent positions were referred to the placement office, and in 1936-37, about 225. In the past few years the percentage of employment has ranged around 98 and 99. Occasionally, at the close of resort seasons, it has dropped to 95 or 96; at three times it has actually reached 100.

The first Cornell hotel class graduated in 1925 with ten members. May 1, 1938, there were 334 living graduates. On the average they have been out less than six years, they are 27 years old, and they are earning, including a fair cash value of maintenance, about \$70 a week. Eighty per cent are employed in hotel, restaurant, club, or allied work, twenty per cent are managers or chief executives, twelve own or lease their own properties, and five operate chains of three or more hotels ranging up to 1800 rooms in 5 hotels. Average reported earnings, including a fair cash value of maintenance, range from \$35 a week for men in their first year out to \$140 a week for those in the oldest class, that of 1925.

For many years this annual announcement has carried a complete list of the graduates with their positions. The list is now too long for inclusion here. There follows instead a list of managerial positions held by Cornell hotel graduates, with the year of graduation.

## MANAGERIAL POSTS HELD BY GRADUATES

### HOTELS

- Amberg, E. L., '32, Hotel Marie Antoinette, New York City.  
 Arbogast, Mrs. J. B., '30, Proprietor, Sawhill Lodge, Tofte, Minnesota.  
 Baker, K. W., '29, Manager, The Lee House, Washington, D. C.  
 Batchelder, W. P., '34, Manager, Hotel Washtenaw, Ypsilanti, Michigan.  
 Bentley, L. V., '33, Manager, Molly Pitcher Hotel, Carlisle, Pennsylvania.  
 Bevier, R. H., '32, Manager, Hotel Fairmont, Fairmont, West Virginia.  
 Binns, J. P., '28, Vice-President, Cambridge Realty Co., operating the Radisson, Leamington, and West, Minneapolis, the Lee House in Washington, D. C., the St. James, Stephen Girard, Royal, and McAlpin Hotels, Philadelphia, and the Wayne Hotel, Wayne; Vice-President of The William Penn and Fort Pitt Hotels, Pittsburgh, Pennsylvania.  
 Boggs, R. H., '26, Manager, Hotel Kennewood, Elizabethtown, Pennsylvania.  
 Bovard, W. T., '26, Summer: Manager, Graystone Inn, Roaring Gap, North Carolina. Winter: Manager, Riomar Club, Vero Beach, Florida.  
 Bright, T. M., '27, Manager, The New Albany Hotel, Albany, Georgia.  
 Brush, R. M., '34, Manager, Basin Harbor Lodge, Vergennes, Vermont.  
 Buddenhagen, A. E., '27, Manager, Hotel Touraine, Buffalo, New York.  
 Burdge, E. E., '30, Manager, The Anthony-Wayne, Hamilton, Ohio.  
 Coppage, E. W., '33, Manager, Aberdeen Hotel, Longport, New Jersey.  
 Crandall, J. M., '25, Manager, Hotel Sinton, Cincinnati, Ohio.  
 Davis, W. N., '31, Manager, The Riverbank Court Hotel, Cambridge, Massachusetts.  
 Dayton, H. L., '28, Manager, Hotel Gordon, and President, Dayton Hotels Company, Albany, Georgia.

- DeVeau, T. C., '27, Manager, Empire Hotel, New York City.  
 Fry, A. G., '38, Resident Manager, Hotel Ausable Chasm, Ausable Chasm, New York.  
 Gibbs, L. C., '26, Supervisor, Hotel Division, New York Life Insurance Company, New York City.  
 Gorman, W. P., '33, Manager, Penn Alto, Altoona, Pennsylvania.  
 Hahn, L. E., '33, Manager, The Admiral Hotel, Minneapolis, Minnesota.  
 Hartnett, P. F., '34, Manager, Cornish Arms Hotel, New York City.  
 Hodges, R. C., '35, Manager, Huron Hotel, Ypsilanti, Michigan.  
 Hunt, A. C., '29, Supervisor, Hotel Division, Metropolitan Life Insurance Company, New York City.  
 Jennings, C. A., '25, Manager, The Elton Hotel, Waterbury, Connecticut.  
 Kemmotsu, K., '28, Manager, Tokyo Railway Hotel, Tokyo, Japan.  
 Levy, L. H., '30, Manager, Hotel Claridge, Memphis, Tennessee.  
 Lewis, R. W., '30, Manager, Capitol Hotel, Frankfort, Kentucky.  
 McGinn, J. P., '31, Manager, The Kirkwood Hotel, Des Moines, Iowa.  
 MacLennan, A. H., '26, Manager, Hotel Royal Connaught, Hamilton, Canada.  
 MacNab, R. B., '36, Manager, Baxter Hotel, Bozeman, Montana.  
 Marchand, H. J., '25, Manager, Hotel Whittier, Haverhill, Massachusetts.  
 Martin, T. W., '32, Manager, The Shenandoah, Martinsburg, West Virginia.  
 Merrick, A. B., '30, Manager, The Roger Smith, White Plains, New York.  
 Miller, E. N., '27, Manager, Hotel Bennett, Binghamton, New York.  
 Moon, H. V., '30, Pisga National Forest Inn, Chandler, North Carolina.  
 Munns, R. B., '27, Manager, Arlington Hotel, Oil City, Pennsylvania.  
 Muntz, W. E., '33, Owner-Operator, New Richmond Hotel, Seattle, Washington.  
 Pew, R. H., '33, Hotel Minisink, Port Jervis, New York.  
 Reynolds, H. E., '25, Manager, The George Wythe Hotel, Wytheville, Virginia.  
 Rose, R. A., '30, Manager, Point O'Woods Inn, Long Island, New York.  
 Sayles, C. I., '26, Manager, Star Lake Inn, Star Lake, New York.  
 Schmidt, G. H. W., '38, Manager, Pittsford Inn, Pittsford, Vermont.  
 Shields, W. W., '33, Manager, Hotel Pontiac, Oswego, New York.  
 Smith, J. B., '31, Manager, The Broadmoor, Colorado Springs, Colorado.  
 Taft, A. V., '26, Manager, The Whiteface Mountain House, Wilmington, New York.  
 Tiffany, R. C., '36, Manager, Park Hotel, Lockport, New York.  
 Trier, R. C., '32, Manager, Stratford Arms Hotel, New York City.  
 Vestal, R. B., '35, Manager, Doucoff Hotel, Douglas, Georgia.  
 Vinnicombe, E. J., jr., '33, Manager, Hotel Puritan, Boston, Massachusetts.  
 Welt, H. E., '34, Manager, Hotel McLure, Wheeling, West Virginia.  
 Williams, R. W., '35, Manager, Haverford Court Hotel, Haverford, Pennsylvania.

## CLUBS

- Boyer, M., '35, Manager, Onondaga Golf and Country Club, Fayetteville, New York.  
 Bullock, J. A., '32, Manager, Wanakah Country Club, Hamburg, New York.  
 Coats, C. C., '33, Manager, University Club, Syracuse, New York.  
 Corwin, C. D., jr., '35, Manager, Moraine Country Club, Dayton, Ohio.  
 Harrington, A. A., '30, Manager, University Club, St. Louis, Missouri.  
 Irving, F. J., '35, Manager, Minneapolis Club, Minneapolis, Minnesota.  
 Jackson, H. S., '32, Manager, Montclair Golf Club, Montclair, New Jersey.  
 Ketterer, V. M., '37, Manager, Carranor Hunt and Polo Club, Perrysburg, Ohio.  
 Love, R. E., '30, Manager, The Pennsylvania Club, New York City.  
 Merwin, E. O., '36, Manager, Montclair Athletic Club, Montclair, New Jersey.  
 Miller, W. H., '38, Manager, IBM Club, Endicott, New York.  
 Mullane, J. A., '35, Manager, Westport Yacht Club, Westport, New York.  
 O'Rourke, J. C., '32, Manager, Llanerch Country Club, Manoa, Pennsylvania.  
 Pentecost, W. I., '33, Manager, Scranton Club, Scranton, Pennsylvania.  
 Pollock, R. L., '31, Manager, Casper Country Club, Casper, Wyoming.  
 Ramage, E. D., '31, Manager, Shaker Heights Country Club, Shaker Heights, Ohio.

Rumble, J. R., '36, Manager, University Club, Columbus, Ohio.  
 Sanborn, A. F., '37, Manager, University Club, Albany, New York.  
 Slack, J. L., '26, Manager, University Club, Pittsburgh, Pennsylvania.  
 Snowden, C. C., '33, Manager, Brookville Country Club, Long Island, New York.  
 Traub, F. G., '31, Manager, Elmira City Club, Elmira, New York.  
 Turner, F. M., '33, Manager, Billings Golf and Country Club, Billings, Montana.  
 Tyo, R. E., '27, Manager, University Club, Cleveland, Ohio.  
 Watson, E. B., '28, Manager, Women's City Club, Oakland, California.  
 Westfall, H. E., '34, Manufacturer's Country Club, Oreland, Pennsylvania.

#### RESTAURANTS

Allison, N. T., '28, Manager, Stouffer's Restaurant, Detroit, Michigan.  
 Babcock, J. L., jr., '36, Manager, Levy Brothers Department Store Restaurant, Elizabeth, New Jersey.  
 Blankinship, W. C. B., '31, Manager Stouffer's Restaurant, Cleveland, Ohio.  
 Dunlap, A. W., '25, Supervisor, Operators' Quarters, New Jersey Bell Telephone Company, Newark, New Jersey.  
 Durham, L. G., '31, Manager, Philco Restaurant, Philadelphia, Pennsylvania.  
 Faber, E. C., '28, Manager, Faber's Bakery, Buffalo, New York.  
 Gillette, C. J., '28, Manager, Gillette's Cafeteria, Ithaca, New York.  
 Gillette, K. P., '28, Manager, Gillette's Cafeteria, Elmira, New York.  
 Hanlon, C. L., '26, Manager, Horn and Hardart Baking Company, Philadelphia, Pennsylvania.  
 Herb, H. G., '31, Manager, Stouffer's Restaurant, Philadelphia, Pennsylvania.  
 Hougén, R. T., '35, Food Manager, George DeWet, Inc., Chicago, Illinois.  
 Steinberg, R. W., '29, Manager, Stouffer's Restaurant, New York City.  
 Swenson, D. C., '28, Vice-President in charge of foods, Knott Hotels Corporation, Pittsburgh, Pennsylvania.  
 Terwilliger, E., '28, Manager, Stouffer's Restaurant, Detroit, Michigan.  
 Villepigue, A. H., '27, Proprietor, Villepigue's Inn, Sheepshead Bay, New York.  
 Wegner, N. E., '27, Manager, Bishop Cafeteria, Rockford, Illinois.

#### DORMITORIES AND UNIONS

Clement, C. A., '28, Manager, Dining Room, Haverford College, Haverford, Pennsylvania.  
 Minah, T. W., '32, Manager, Dining Rooms, Faunce House, Brown University, Providence, Rhode Island.  
 Shaw, M. R., '34, Manager, Dining Rooms, Willard Straight Hall, Ithaca, New York.  
 Waldron, J. H., '34, Manager, Temple University Dining Halls, Philadelphia, Pennsylvania.  
 Whiting, E. A., '29, Assistant Director, Willard Straight Hall, Cornell University, Ithaca, New York.  
 Wigle, Miss A. F. E., '37, Manager of Kitchens, Skidmore College, Saratoga Springs, New York.  
 Williams, Miss G., '32, Manager, Alumni Residence Hall, New York State College for Teachers, Albany, New York.

## ADMISSION

Admission to the Course in Hotel Administration is granted to the prospective student who meets:

- A. The regular academic entrance requirements of the College, and
- B. The more personal requirements of the department.

### A. ACADEMIC REQUIREMENTS

Fifteen units of secondary-school subjects are required for entrance; of these, three must be in English, three in one foreign language, or two in each of two foreign languages, one in history, one in elementary algebra, and one in plane geometry. (Of the foreign languages, French should be offered, if possible.)

The remaining units may be chosen from the acceptable secondary-school units named in the following list. The figure in parenthesis following each subject indicates its value in entrance units and shows the maximum and the minimum amount of credit allowed in the subject. A unit represents five prepared recitations a week for one year in a study.

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| <ol style="list-style-type: none"> <li>1. English, 4 years. . . . . (3)</li> <li>2. 1st to 3d Year Greek. . . . . (1, 2, 3)</li> <li>3. 1st to 4th Year Latin. . . . . (1, 2, 3, 4)</li> <li>4. 1st to 4th Year German (1, 2, 3, 4)</li> <li>5. 1st to 4th Year French. (1, 2, 3, 4)</li> <li>6. 1st to 4th Year Spanish. (1, 2, 3, 4)</li> <li>7. 1st to 3d Year Italian. . . . . (1, 2, 3)</li> <li>8a. Ancient History. . . . . (½-1)</li> <li>8b. European History . . . . . (½-1)</li> <li>8c. English History. . . . . (½-1)</li> <li>8d. Am. History and Civics. . . . . (½-1)</li> <li>9a. Elementary Algebra. . . . . (1)</li> <li>9b. Intermediate Algebra. . . . . (1)</li> <li>9c. Advanced Algebra. . . . . (½)</li> <li>9d. Plane Geometry. . . . . (1)</li> <li>9e. Solid Geometry. . . . . (½)</li> </ol> | <ol style="list-style-type: none"> <li>9f. Plane Trigonometry. . . . . (½)</li> <li>10. Physics. . . . . (1)</li> <li>11. Chemistry. . . . . (1)</li> <li>12. Physical Geography . . . . . (½-1)</li> <li>13. Biology*. . . . . (1)</li> <li>13a. General Science. . . . . (1)</li> <li>14. Botany*. . . . . (½-1)</li> <li>14a. Zoology*. . . . . (½-1)</li> <li>15. Bookkeeping† . . . . . (½-1)</li> <li>16. Agriculture, Home Econ.†. . . . . (½-4)</li> <li>17. Drawing. . . . . (½-1)</li> <li>18. Manual Training. . . . . (½-1)</li> <li>19. { Any high-school subject or<br/>subjects not already used<br/>and acceptable to the Uni-<br/>versity. } (½-2)</li> </ol> |
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A candidate may obtain credit against the academic requirements for admission to the College in one of four ways or some combination of them.

1. By passing, in the required subjects, the Cornell University entrance examinations.
2. By passing, in the required subjects, the examinations of the College Entrance Examination Board.
3. By passing the necessary Regents examinations.
4. By presenting an acceptable school certificate.

High-school and other preparatory work is appraised by the Director of Admissions. Credentials should be sent to him at Morrill Hall, Ithaca, New York.

\*If an applicant has counted Biology (1), he may not also offer Botany (½) or Zoology (½).

†An applicant may offer not to exceed four units in vocational subjects under numbers 16, 18, and 19, combined. Bookkeeping may not be offered together with more than one of the subjects listed under 16, 17, and 18.



## B. PERSONAL REQUIREMENTS

As the number of candidates for admission who can meet the academic requirements described under A is in excess of the capacity, the Faculty attempts to choose through a Committee on Admission those likely to profit most by the instruction offered. Prospective students in Hotel Administration who are able to, or expect to be able to, meet the academic requirements of the College should therefore present to the Director of Admissions, on blanks provided by him, evidence of their personal qualifications for admission to the hotel course. The committee will consider all available evidence with regard to scholarship, character, seriousness of purpose, and fitness for hotel work, and on the basis of this evidence will select the applicants to be admitted. To obtain prompt and favorable consideration, the prospective student should make application for admission as soon as he is certain that he wishes to specialize in hotel work, in any event not later than August 1 for September, nor January 1 for February, admission. The course is open to both men and women. As in other courses in the University, students must be at least sixteen years of age.

## SUPPLEMENTARY RULES GOVERNING ADMISSION

1. Every candidate for admission must deposit \$25 with the Treasurer. A check, draft, or order should be payable to Cornell University and should be sent to The Office of Admissions, Cornell University. The deposit must be made not later than August 1 if the candidate is to be admitted in September and not later than January 1 for admission in February.

If the candidate matriculates, the deposit will be credited to his account, \$10 for the matriculation fee and \$15 as a guarantee fund, which every undergraduate student is required to maintain and which is to be refunded upon his graduation or permanent withdrawal, less any indebtedness to the University.

If admission is denied a candidate, the deposit is refunded in full at any time.

A candidate may withdraw the application for admission, but a charge of \$10 is regularly made for accrued expenses unless the application is withdrawn and a refund of the deposit in full is claimed before the due date, which is August 1. If an application is not withdrawn until after the due date, but is withdrawn before August 31, the \$10 charged for accrued expenses is deducted and \$15 of the deposit is refunded. No refund is made to an applicant who withdraws the application after August 31.

In the case of applications for admission in February, a withdrawal after January 1 incurs the regular charge of \$10, and no refund is made for withdrawal after January 31.

2. Every candidate for matriculation must submit to the Director of Admissions a satisfactory certificate of vaccination against smallpox, preferably not later than August 1 if he is to be admitted in September, or not later than January 1 if he is to be admitted in February. It will be accepted as satisfactory only if it certifies that within the last five years a successful vaccination has been performed or three unsuccessful attempts at vaccination have been made.

3. Every candidate for admission must file with his application at the office of the Director of Admissions either a certificate of good moral character or, if he has attended some other college or university without graduating from it, a certificate of honorable dismissal from it.

## REQUIREMENTS FOR GRADUATION

Students regularly enrolled in the courses in Hotel Administration are candidates for the degree of bachelor of science.

The requirements are the completion, with a general average grade of seventy, of one hundred and twenty hours, required and elective, as set forth below; the completion, before the last term of residence, of sixty points of hotel-practice credit as defined on page 30; and the completion, during the first terms of residence, of the University requirement in military science and tactics (page 19).

A suggested program of courses arranged by years appears on pages 27 and 28. The specifically required courses, there indicated, account for seventy-six of the total of one hundred and twenty hours. From the list of hotel electives (page 29), some combination of courses the credit for which totals at least twenty hours is also to be taken. The remaining twenty-four hours may be earned in courses chosen at will, with the approval of the adviser, from courses offered by any college of the University, provided only that the customary requirements for admission to the courses chosen are met.

## COLLEGE GRADUATES

A number of college graduates looking forward to executive positions in the hotel field have found it possible to arrange attractive one-year or two-year programs of study in the specific hotel courses. Such students enter as undergraduates with advanced standing, and their schedules are specially arranged to fit the individual's preparation and aims. The amount of time necessary to meet the degree requirements varies with the student's previous study and hotel experience, but should ordinarily not exceed two years. College students planning to study hotel administration after graduation should seek hotel experience during the summer months and are advised to consult the Department of Hotel Administration regarding their undergraduate programs.

## SPECIAL STUDENTS

Persons of maturity who are engaged in hotel work and wish supplementary training may, with the approval of the Committee on Admissions, enroll as special students without satisfying the formal entrance requirements and without candidacy for the degree.

## ADVANCED STANDING

With the approval of the Committee on Admissions students may be admitted to the hotel course with advanced standing from other institutions of collegiate grade. To such students credit will ordinarily be given, against the specific degree requirements, for those courses for which substantially equivalent work has been done. For that portion of the student's work not applicable to the specific requirements, credit will ordinarily be given against the requirement of 120 hours. Such students will be held, in common with the others, for the completion of the hotel-practice requirement before the last term of residence. For an appraisal of standing, credentials should be submitted to the Director of Admissions, Morrill Hall, Ithaca, New York.

# THE HOTEL ADMINISTRATION CURRICULUM\*

(Grouped according to years)

## THE FRESHMAN YEAR

### SPECIFICALLY REQUIRED

	<i>Credit in hours</i>
Orientation ( <i>Hotel Administration</i> 1).....	1
Accounting ( <i>Hotel Accounting</i> 81 and 82).....	8
Elementary Composition and Literature ( <i>English</i> 2).....	6
General Chemistry ( <i>Chemistry</i> 102 or 104).....	6
Food Preparation ( <i>Foods and Nutrition</i> 11).....	3
Food Preparation ( <i>Foods and Nutrition</i> 12).....	3
Mechanical Drawing ( <i>Hotel Engineering</i> 2).....	3
Hygiene.....	2

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32

### ADVISED ELECTIVES

†Lectures on Hotel Management ( <i>Hotel Administration</i> 155).....	1
†Hotel Textiles ( <i>Textiles</i> 51).....	2
General Biology ( <i>Biology</i> 1).....	6
French according to preparation.....	
†Tourism ( <i>Hotel Administration</i> 56).....	1
†History of the Culinary Art ( <i>Hotel Administration</i> 120).....	1

## THE SOPHOMORE YEAR

### SPECIFICALLY REQUIRED

	<i>Credit in hours</i>
Hotel Accounting ( <i>Hotel Accounting</i> 181 and 182).....	6
Modern Economic Society ( <i>Economics</i> 2a and 2b).....	6
Psychology (Rural Education 114).....	3
Introductory Hotel Engineering ( <i>Hotel Engineering</i> 160).....	4
Mechanical Service Equipment ( <i>Hotel Engineering</i> 161).....	4
Quantity Food Preparation: Elementary Course ( <i>Food Preparation</i> 105)	2
Meat and Meat Products ( <i>Animal Husbandry</i> 91).....	2

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27

### ADVISED ELECTIVES

†Lectures on Hotel Management ( <i>Hotel Administration</i> 155).....	1
†Food Selection: Dietetics, Elementary Course ( <i>Food Preparation</i> 18)...	1
†Hotel Furnishing and Decoration ( <i>Household Art</i> 35).....	2
†Hotel Housekeeping ( <i>Hotel Textiles</i> 51a).....	1
†Grading and Handling Vegetable Crops ( <i>Vegetable Crops</i> 12).....	3
†Meat Cutting ( <i>Animal Husbandry</i> 93).....	1
†Quantity Food Preparation, Advanced Course ( <i>Institution Management</i> 113).....	3
†Quantity Food Preparation: Principles and Methods ( <i>Institution Man- agement</i> 115).....	4
†Hotel Stewarding ( <i>Hotel Administration</i> 118).....	1
†History of the Culinary Art ( <i>Hotel Administration</i> 120).....	1
†Catering ( <i>Hotel Administration</i> 122).....	1
Elementary Organic Chemistry ( <i>Chemistry</i> 365).....	3
†Hotel Structures and Maintenance ( <i>Hotel Engineering</i> 166).....	2
†Food and Beverage Control ( <i>Hotel Accounting</i> 184).....	3
†Front Office Procedure ( <i>Hotel Accounting</i> 188).....	1
Building Costs ( <i>Hotel Engineering</i> 167).....	1
†Bacteriology ( <i>Bacteriology</i> 3).....	3
Human Physiology ( <i>Physiology</i> 303).....	3

See also those of the freshman year.

\*See pages 6 to 18, for detailed description of courses.

†Hotel elective. Twenty hours of courses so marked are to be taken.

## THE JUNIOR YEAR

### SPECIFICALLY REQUIRED

	<i>Credit in hours</i>
Hotel Operation ( <i>Hotel Administration</i> 151) . . . . .	2
Hotel Power Plants, Lecture ( <i>Hotel Engineering</i> 162a) . . . . .	2
Hotel Power Plants, Laboratory ( <i>Hotel Engineering</i> 162b) . . . . .	2
Hotel Auxiliary Equipment, Lecture ( <i>Hotel Engineering</i> 163a) . . . . .	2
An elective course in economics* . . . . .	3
An elective course in expression: . . . . .	3
Public Speaking ( <i>Public Speaking</i> 1)	
Agricultural Journalism ( <i>Extension Teaching</i> 15)	
Oral and Written Expression ( <i>Extension Teaching</i> 101 and 102)	—

### ADVISED ELECTIVES

†Lectures on Hotel Management ( <i>Hotel Administration</i> 155) . . . . .	1
†Hotel Menu Planning ( <i>Hotel Administration</i> 124) . . . . .	1
†Auditing ( <i>Hotel Accounting</i> 183) . . . . .	2
†Interpretation of Hotel Financial Statements ( <i>Hotel Accounting</i> 186) . . . . .	2
Budgeting ( <i>Hotel Accounting</i> 281) . . . . .	2
†Tax Computation ( <i>Hotel Administration</i> 187) . . . . .	2
†Personnel Administration ( <i>Rural Education</i> 119) . . . . .	3
†Hotel Financing ( <i>Hotel Administration</i> 174) . . . . .	1
†Hotel Public Relations ( <i>Hotel Administration</i> 176) . . . . .	1
†Hotel Promotion ( <i>Hotel Administration</i> 178) . . . . .	1
†Hotel Advertising ( <i>Hotel Administration</i> 179) . . . . .	1
†Fire and Inland Marine Insurance ( <i>Hotel Administration</i> 196) . . . . .	3
†Liability, Compensation, and Casualty Insurance ( <i>Hotel Administration</i> 197) . . . . .	3
†History of Hotels and Inns ( <i>Hotel Administration</i> 58) . . . . .	2
†Hotel Auxiliary Equipment, Laboratory ( <i>Hotel Engineering</i> 163b) . . . . .	2
Hotel Engineering Problems ( <i>Hotel Engineering</i> 165) . . . . .	1
Money and Banking ( <i>Economics</i> 11) . . . . .	3
Financial History of the United States ( <i>Economics</i> 12) . . . . .	3
Trade Fluctuation ( <i>Economics</i> 15) . . . . .	3
Corporation Finance ( <i>Economics</i> 31) . . . . .	3
Introduction to Social Science ( <i>Economics</i> 50a and 50b) . . . . .	6
Statistics ( <i>Agricultural Economics</i> 111) . . . . .	3
Commercial Geography ( <i>Geology</i> 206) . . . . .	3

See also those of the freshman and sophomore year.

## THE SENIOR YEAR

	<i>Credit in hours</i>
Law of Business ( <i>Hotel Administration</i> 171) . . . . .	3
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	3

### ADVISED ELECTIVES

†Advanced Catering ( <i>Hotel Administration</i> 123) . . . . .	1
†Lectures on Hotel Management ( <i>Hotel Administration</i> 155) . . . . .	1
†Special Hotel Problems ( <i>Hotel Administration</i> 153) . . . . .	2, 3, or 4
†Hotel Accounting Problems ( <i>Hotel Accounting</i> 185) . . . . .	2
†Hotel Planning ( <i>Hotel Engineering</i> 164) . . . . .	3
†Law as Related to Innkeeping ( <i>Hotel Administration</i> 172) . . . . .	2
†Problems in Hotel Analysis ( <i>Hotel Accounting</i> 189) . . . . .	2 or 3
†Seminary in Personnel Administration ( <i>Hotel Administration</i> 219) . . . . .	2
Cost Accounting ( <i>Economics</i> 25) . . . . .	2
Accounting Theory and Problems ( <i>Economics</i> 26) . . . . .	3
Public Control of Business ( <i>Economics</i> 32a and 32b) . . . . .	6
Taxation ( <i>Agricultural Economics</i> 138) . . . . .	3
Labor Conditions and Problems ( <i>Economics</i> 41) . . . . .	3
Trade Unionism and Collective Bargaining ( <i>Economics</i> 42) . . . . .	3
Accounting Machines in Hotels ( <i>Hotel Accounting</i> 288) . . . . .	1

See also those of the earlier years.

NOTE. A total of one hundred and twenty hours of credit is required, seventy-six of them specifically, as indicated above. Of the remainder, at least twenty hours are to be from the hotel electives (marked with a dagger).

\*The requirement in elective economics may be satisfied by any course in economics beyond Economics 1 or by Agricultural Economics 111 or 115.

†Hotel elective. Twenty hours of courses so marked are to be taken.

## HOTEL ELECTIVES

*Credit  
in hours*

Bacteriology ( <i>Bacteriology</i> 3).....	3
Grading and Handling Vegetable Crops ( <i>Vegetable Crops</i> 12).....	3
Hotel Furnishing and Decoration ( <i>Household Art</i> 35).....	2
Hotel Textiles ( <i>Textiles</i> 51).....	2
Hotel Housekeeping ( <i>Textiles</i> 51a).....	1
Food Selection: Dietetics, Elementary Course ( <i>Food Preparation</i> 18) ..	1
Meat Cutting ( <i>Animal Husbandry</i> 93).....	1
Quantity Food Preparation and Catering, Advanced Course ( <i>Institution Management</i> 113).....	4
Quantity Food Preparation: Principles and Methods ( <i>Institution Management</i> 115).....	4
Hotel Stewarding ( <i>Hotel Administration</i> 118).....	1
History of the Culinary Art ( <i>Hotel Administration</i> 120).....	1
Catering ( <i>Hotel Administration</i> 122).....	1
Advanced Catering ( <i>Hotel Administration</i> 123).....	1
Hotel Menu Planning ( <i>Hotel Administration</i> 124).....	1
Tourism ( <i>Hotel Administration</i> 56).....	1
History of Hotels and Inns ( <i>Hotel Administration</i> 58).....	2
Special Hotel Problems ( <i>Hotel Administration</i> 153).....	2, 3, or 4
Lectures on Hotel Management ( <i>Hotel Administration</i> 155).....	1
Law as Related to Innkeeping ( <i>Hotel Administration</i> 172).....	2
Hotel Financing ( <i>Hotel Administration</i> 174).....	1
Hotel Public Relations ( <i>Hotel Administration</i> 176).....	1
Hotel Promotion ( <i>Hotel Administration</i> 178).....	1
Hotel Advertising ( <i>Hotel Administration</i> 179).....	1
Auditing ( <i>Hotel Accounting</i> 183).....	2
Food and Beverage Control ( <i>Hotel Accounting</i> 184).....	3
Hotel Accounting Problems ( <i>Hotel Accounting</i> 185).....	2
Interpretation of Hotel Financial Statements ( <i>Hotel Accounting</i> 186)...	2
Tax Computation ( <i>Hotel Accounting</i> 187).....	2
Front-Office Procedure ( <i>Hotel Accounting</i> 188).....	1
Problems in Hotel Analysis ( <i>Hotel Accounting</i> 189).....	2 or 3
Budgeting ( <i>Hotel Accounting</i> 281).....	2
Accounting Machines in Hotels ( <i>Hotel Accounting</i> 288).....	1
Fire and Inland Marine Insurance ( <i>Hotel Administration</i> 196).....	3
Liability, Compensation, and Casualty Insurance ( <i>Hotel Administration</i> 197).....	3
Personnel Administration ( <i>Rural Education</i> 119).....	3
Seminary in Personnel Administration ( <i>Hotel Administration</i> 219).....	2
Hotel Auxiliary Equipment, Laboratory ( <i>Hotel Engineering</i> 163b).....	2
Hotel Planning ( <i>Hotel Engineering</i> 164).....	3
Hotel Engineering Problems ( <i>Hotel Engineering</i> 165).....	1
Hotel Structures and Maintenance ( <i>Hotel Engineering</i> 166).....	2
Building Costs ( <i>Hotel Engineering</i> 167).....	1

## HOTEL-PRACTICE REQUIREMENT

To meet the hotel-practice requirement, each student must complete *before the last term of residence* three summer periods (or their equivalent) of supervised employment on approved jobs in approved hotels. For purposes of administration this requirement is also stated as *the completion, before the last term of residence, of at least sixty points of hotel-practice credit, where the point of credit is so defined that the normal summer's work of about ten weeks, with all the required\* notices, reports, and other supervision, counts for twenty points.* For exceptionally good types of experience, good workmanship, and excellent reports, excess credit is given; while for poor experience, poor workmanship, or poor or tardy reports, less than normal credit is allowed.

Credit for hotel experience is estimated on the basis of reports filed by the students, by the department's coordinator, and by the employers. A limited amount of credit (up to forty-five points) may be earned before entering college. Therefore, students who expect to be employed at hotel work before entering Cornell University and who wish to count that work against the hotel-practice requirement should apply before beginning work or as soon thereafter as possible to the Committee on Hotel Practice for instructions. Not more than forty-five points of practice credit may be earned in any one hotel.

Each student enrolled in the hotel course is expected to spend his summer vacation periods at approved hotel work, and failure to do so without the express permission of the Hotel-Practice Committee renders him liable to dismissal or discipline. Plans for the summer should be made definite only after a study of the Hotel-Practice Instructions and consultation with the Chairman of the Committee. Formal application for credit must be filed on or before the first day of classes following the completion of the period of experience.

Since hotel experience is a prerequisite for most of the special hotel courses, it is distinctly to the student's advantage to satisfy the hotel-practice requirement early in his career. Attention is called especially to the fact that the practice requirement must be satisfied before the last term of residence. Students are not permitted to complete their academic work prior to the completion of their hotel practice.

Although the supervised practice is an essential part of the student's program, the College does not guarantee summer positions. Through the department's numerous contacts with the hotel industry a limited number of desirable openings are available for students of high promise. Other students are assisted in finding work, and, ordinarily, men of reasonable ability should have no difficulty in making arrangements.

On July 1, 1937, more than 99 per cent of the undergraduates were placed for summer training, and a substantial number of positions remained unfilled.

To illustrate the type of experience for which practice credit is given, a few of the jobs held previously by Cornell hotel students are listed:

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\*As set forth in the Hotel-Practice Instructions supplied on request.

Front office clerk, Star Lake Inn, Star Lake, New York.  
Resident manager, Summit House, Mt. Washington, Vermont.  
Front clerk, The Commodore, New York City.  
Relief clerk, Southern Hotel, Columbus, Ohio.  
Storeroom man, Villepigue's Inn, Sheepshead Bay, New York.  
Waiter, Garrison Lodge, Pleasant Valley, New York.  
Assistant auditor, The Bannock, Pocatello, Idaho.  
Desk clerk, Manitowoc Hotel, Manitowoc, Wisconsin.  
Front clerk, The Tavern, Saint Albans, Vermont.  
Dishwasher, Leland House, Schroon Lake, New York.  
Utility man, Hotel Radisson, Minneapolis, Minnesota.  
Maintenance man, The Castleton, New Castle, Pennsylvania.  
Food checker, The Cape Codder, Falmouth, Massachusetts.  
Relief clerk, Hotel Statler, Boston, Massachusetts.  
Assistant pantry man, Hotel Mahopac, Mahopac, New York.  
Baker, LaCourt Hotel, Grand Junction, Colorado.  
Room clerk, Leland House, Schroon Lake, New York.  
Storeroom man, William Penn Hotel, Pittsburgh, Pennsylvania.  
Elevator operator, The Lexington, New York City.  
Bus boy, Hotel Claridge, Atlantic City, New Jersey.  
Assistant steward, Ithaca Hotel, Ithaca, New York.  
Receiving clerk, Essex County Country Club, West Orange, New Jersey.  
Rack clerk, The New Yorker, New York City.  
Salad man, Hotel Wellington, New York City.  
Auditor, Grand View Hotel, Lake Placid, New York.  
Assistant waiter, Ritz-Carlton, Atlantic City, New Jersey.  
Night auditor, Hotel Vendig, Philadelphia, Pennsylvania.  
Clerk, Hanson's Hotel, Deposit, New York.  
Bus boy, Hotel Montrose, Cedar Rapids, Iowa.  
Storeroom man, Hotel Gibson, Cincinnati, Ohio.  
Salad man, Basin Harbor Lodge, Vergennes, Vermont.  
Storeroom clerk, Hollenden Hotel, Cleveland, Ohio.  
Steward, Gordon-Bennett Hotel, Wildwood, New Jersey.  
Night clerk, Hotel Biscayne, Ocean City, New Jersey.  
Waiter captain, Curtis Hotel, Minneapolis, Minnesota.  
Room service waiter, Stevens Hotel, Chicago, Illinois.  
Room clerk, Lake Placid Club, Lake Placid, New York.  
Room clerk, Lafayette Hotel, Asbury Park, New Jersey.  
Assistant steward, Glen Springs Hotel, Watkins Glen, New York.  
Night clerk, Hotel Gould, Seneca Falls, New York.  
Bellman, Hotel Uncas, Uncas-on-Lake-George, New York.  
Chef, The Mohawk, Old Forge, New York.  
Desk clerk, Ten Eyck Hotel, Albany, New York.  
Assistant manager, Camp Fulton, Old Forge, New York.  
Storekeeper, Richmond-Leland Hotel, Richmond, Indiana.  
Assistant manager, Indianapolis Country Club, Indianapolis, Indiana.  
Assistant chef, Monroe Golf Club, Pittsford, New York.  
Restaurant cashier, The Barclay, New York City.  
Front clerk, The Sagamore, Lake George, New York.  
Kitchen relief man, Hotel Utica, Utica, New York.  
Front clerk, Hotel Nansemond, Ocean View, Virginia.  
Assistant steward, Vanderbilt Hotel, New York City.  
Room service checker, Governor-Clinton Hotel, New York City.  
Front clerk, Gilman Hot Springs Hotel, San Jacinto, California.  
Room clerk, Hotel Irwin Cobb, Paducah, Kentucky.  
Bus boy, Hotel Mayard, Lake George, New York.  
Night manager, Cortland Hotel, Kokomo, Indiana.  
Relief clerk, Hollenden Hotel, Cleveland, Ohio.  
Bellman, The Lexington, New York City.  
Dishwasher, Stevens House, Lake Placid, New York.

## EXPENSES

A detailed statement regarding fees and expenses will be found in the *General Information Number*, which will be sent to all applicants. The chief items are briefly referred to here.

The charge for tuition is \$400,\* payable in installments of \$220 at the beginning of the first term and \$180 at the beginning of the second term; but a student enrolled only for the second term of the academic year is required to pay tuition at the rate of the first term. The installment for one term becomes a liability at once when the student registers.

A matriculation fee of \$10 is required of every student upon entrance to the University. It is included in the deposit fee.

An administration fee of \$5 a term is charged each student in the State Colleges.

An examination-book fee of \$1 is required of every student at entrance to pay for the examination books furnished to the student throughout his course. The charge is made against the student's deposit fee.

All students pay a health and infirmary fee of \$6 at the beginning of each term, and a physical recreation fee of \$4 a term.

A Willard Straight Hall membership fee of \$5 a term is required at the beginning of each term. Its payment entitles the student to a share in the common privileges afforded by the operation of Willard Straight Hall, subject to regulations approved by the Board of Managers of the Hall.

A graduation fee of \$10 is payable by candidates for the degree of bachelor of science at least ten days before the degree is conferred.

Laboratory fees to cover the cost of materials vary with the subjects taken. They may average \$25 a term, more in the earlier and less in the later terms.

## SELF-SUPPORT

A study of student budgets suggests that \$1000 a year is necessary for the student who meets all his expenses in cash. Of this amount, about \$500 is required for tuition, fees, books, and supplies; about \$175 for room; about \$250 for board; and \$75 for incidentals. This is to be considered a minimum. For comfortable living, more is required. Clothing, transportation, and fraternity dues are not included.

The student who wishes to be partially self-supporting can, however, ordinarily earn his room or his meals, reducing the school-year budget to \$650 or \$800. Many earn more, but the sacrifice in time and energy, the drain on class-room work, especially the first year, is heavy for any but the more capable students. Savings from summer earnings can usually be counted on for from \$100 to \$150.

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\*Any tuition or other fee may be changed by the Board of Trustees to take effect at any time without previous notice.



In 1936-37, fifty-two per cent of the seniors were employed, and earned during the school year an average of \$450; forty-four per cent of the juniors and sophomores earned an average of \$275; and twenty-seven of the freshmen earned about \$150. These amounts are all in addition to summer earnings. They are all averages. In each class the top earnings were about twice the average. Therefore, it may be concluded that a fairly bright student, willing to make some sacrifices, will require from his savings or from his family about \$850 his first school year, about \$600 his next two school years, and about \$400 his last year. These amounts may be further reduced by loans, scholarships, and assistantships, some of which can be counted on in the last two years by a good student. A few exceptionally capable young men do still better.

### SCHOLARSHIPS

The following scholarships are available for students in Hotel Administration. They are awarded, on application, to students in need of financial aid, and who in respect of superior character, interest, and scholarship, give evidence of being worthy recipients.

As the number of worthy candidates for scholarship assistance is large, the scholarships are frequently divided, and customarily the awards go rather to upperclassmen, who have proved their merit in the classroom and while on hotel practice, than to freshmen or other new students.

Applications for scholarships are to be filed at the office of the Director of Resident Instruction before June 1 of the preceding year on blanks available at the office.

*The Horwath and Horwath Scholarship*, founded by the accounting firm of Horwath and Horwath of New York City, entitles the holder to \$200 for the year, payable in two installments, and recognizes particularly scholarship in the field of accounting.

*The International Stewards Association Scholarships*, established by the International Stewards Association, entitles the holders to \$100 each year, payable in two installments, and is renewable at the option of the Faculty. In the award of this scholarship preference will be given, where equitable, to members or children of members of the Association.

*The Savarins Scholarship*, established in 1927 by The Savarins, Incorporated, L. M. Boomer, President, entitles the holder to \$200 for the year, payable in two installments, and recognizes particularly scholarship in subjects related to the restaurant department.

*The New Jersey State Hotel Association Scholarships*, supported by annual grants from the New Jersey State Hotel Association, entitles the holder to \$200 for the year. In the award preference is given to residents of New Jersey.

*The Pennsylvania State Hotel Association Scholarship* entitles the holder to \$100 a year, payable in two installments. In the award preference is given to residents of Pennsylvania.

*The Harris, Kerr, Forster & Company Scholarship*, established by the firm of accountants of that name, is supported by an annual grant of \$200, and is awarded to worthy students of promise in the accounting field.

*The National Hotel Management Company Scholarship*, established by that company, is supported by an annual grant of \$250, and is open to employees and sons and daughters of employees of the National Hotel Management Company, Incorporated.

*The Needham and Grohmann Scholarship*, established by the advertising agency of that name, entitles the holder to \$100 a year, and recognizes particularly scholarship in the field of hotel advertising.

*The McCarriagher Scholarships*, supported by annual grants from Daniel H. McCarriagher, are awarded on the basis of need and merit, and entitle the holders to \$100 a year, payable in two installments.

*The Hotel Ezra Cornell Fund* was established in 1935 by a donation from the profits of the 1935 Hotel Ezra Cornell. The principal or income may be used for scholarship or loan assistance.

*The Knott Hotels Corporation Scholarship*, established by that company, is supported by an annual grant of \$500, and is open to employees and sons and daughters of employees of the Knott Hotels Corporation.

*The A. E. Stouffer Scholarships*, established by The Stouffer Corporation, entitles the holder to \$200 for the year payable in two installments, and recognizes particularly scholarship in subjects related to the restaurant department.

*The American Hotel Association Scholarship*, established by that association, is supported by an annual grant of \$300.

*The Nathan Straus-Duparquet Scholarship*, established by Nathan Straus-Duparquet, Inc., is supported by an annual grant of \$200, and recognizes particularly promise in the fields of hotel and restaurant planning.

*The New York State Hotel Association Scholarship*, established by a grant from that association, provides a stipend of \$500 a year for the holder of which \$250 is an outright gift and \$250 is a loan. In the award preference is given to residents of New York State.

*The Partridge Club Scholarship*, established by the Partridge Club of New York, Inc., is supported by an annual grant of \$400 a year. The award is open to a needy student under 21 years of age, a citizen of the United States, and a resident of the metropolitan New York area.

The above scholarships have been established especially for hotel students and are open exclusively to them. Hotel students, if residents of New York State, are also eligible for a number of general University scholarships described in detail in the *General Information Number*. Among these are the 150 Cornell Tuition Scholarships, amounting to \$200 a year for four years, awarded annually after a

competitive examination to pupils of the public schools of New York State; and the 750 State University Scholarships, amounting to \$100 a year.

#### ASSISTANTSHIPS

Upper-class students, ranking high in scholarship, are eligible for appointment as student assistants. These positions carry an annual stipend of from \$400 to \$500, and represent excellent experience opportunities.

#### LOANS

Cornell University has two loan funds for worthy students—the F. W. Guiteau Student Loan Fund and The Women Students' Loan Fund. Applications for loans from these funds are received by the Secretary of the University, Morrill Hall, Ithaca, New York.

The Cornell Society of Hotelmen, the organization of the graduates of Hotel Administration, has a fund used to aid worthy students of Hotel Administration who are in need of temporary financial assistance. Application may be made through the Secretary of the Society, Assistant Professor John Courtney, Martha Van Rensselaer Hall G 103.

#### SUMMER SHORT COURSES

To meet the needs of those who are actively engaged in hotel work but who may be able to spend a week or more in study, the Department of Hotel Administration offers a series of short unit courses during the six weeks beginning June 26, 1939. They are either one, two, or three weeks in length and cover such topics as Hotel Operation, Hotel Promotion, Personnel Methods, Quantity Food Preparation, Hotel Stewarding, Menu Planning, Hotel Accounting, Interpretation of Hotel Statements, Hotel Engineering and Maintenance, Hotel Housekeeping, and Hospital Management.

Detailed information will be furnished on request.

## CORNELL UNIVERSITY OFFICIAL PUBLICATION

This series of pamphlets is designed to give prospective students and other persons information about Cornell University. No charge is made for the pamphlet unless a price is indicated after its name in the list below. Requests for pamphlets should be addressed to the Secretary of the University at Ithaca. *Money orders should be made payable to CORNELL UNIVERSITY.*

The prospective student should have a copy of the  
*General Information Number*

and a copy of one or more of the following Announcements:

*Announcement of the Graduate School.*

*Announcement of the Medical College.*

*Announcement of the Law School.*

*Announcement of the College of Arts and Sciences.*

*Announcement of the College of Architecture.*

*Announcement of the College of Engineering.*

*Announcement of the New York State College of Agriculture.*

*Announcement of the Two-Year Courses in Agriculture.*

*Announcement of the Winter Courses in the College of Agriculture.*

*Announcement of the Courses in Wild-Life Conservation and Management.*

*Announcement of the Farm Study Courses.*

*Program of the Annual Farm and Home Week.*

*Announcement of the New York State College of Home Economics.*

*Announcement of the Course in Hotel Administration.*

*Announcement of the New York State Veterinary College.*

*Announcement of the Graduate School of Education.*

*Announcement of the Summer Session.*

*Annual Report of the President.*

Special departmental announcements, a list of prizes, etc.

*Directory of the University.* Price, postpaid, 25 cents.

Correspondence regarding the Cornell University Official Publication should be addressed to

THE SECRETARY, CORNELL UNIVERSITY,  
ITHACA, NEW YORK.