

# CORNELL UNIVERSITY OFFICIAL PUBLICATION

Volume XXVII

Number A

New York State  
College of Home Economics  
Announcement of the Department of  
**Hotel Administration**  
for 1935-36

Ithaca, New York  
Published by the University  
August 15, 1935

## THE UNIVERSITY CALENDAR FOR 1935-36

1935		FIRST TERM
Sept. 16,	<i>Monday,</i>	Entrance examinations begin.
Sept. 23,	<i>Monday,</i>	Registration of new students.
Sept. 24,	<i>Tuesday,</i>	} Registration of old students.
Sept. 25,	<i>Wednesday</i>	
Sept. 26,	<i>Thursday,</i>	Instruction begins at 8 a.m.
Oct. 18,	<i>Friday,</i>	Last day for payment of tuition for the first term.
Nov. 28-Dec. 1		Thanksgiving recess.
Dec. 21,	<i>Saturday,</i>	Instruction ends at 12.50 p.m.
1936		} Christmas recess.
Jan. 6,	<i>Monday,</i>	
Jan. 11,	<i>Saturday,</i>	Instruction resumed at 8 a.m.
Jan. 25,	<i>Saturday,</i>	Founder's Day.
Jan. 27,	<i>Monday,</i>	Instruction ends.
Feb. 5,	<i>Wednesday,</i>	Term examinations begin.
Feb. 6,	<i>Thursday,</i>	Term ends.
		A holiday.
SECOND TERM		
Feb. 7,	<i>Friday,</i>	Registration of all students.
Feb. 10,	<i>Monday,</i>	Instruction begins at 8 a.m.
Mar. 2,	<i>Monday,</i>	Last day for payment of tuition for the second term.
Mar. 28,	<i>Saturday,</i>	Instruction ends at 1 p.m.
Apr. 6,	<i>Monday,</i>	Instruction resumed at 8 a.m.
May —,	<i>Saturday,</i>	Spring Day, a holiday.
June 1,	<i>Monday,</i>	} Spring recess
June 9,	<i>Tuesday,</i>	
June 15,	<i>Monday,</i>	Term examinations begin.
		End of term examinations.
		Commencement.

## CORRESPONDENCE

Correspondence concerning admission (see page 20) 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

Livingston Farrand, A.B., M.D., L.H.D., LL.D., President of the University.  
Albert Russell Mann, A.M., D.Sc., D.Agr., LL.D., Provost of the University.  
Carl Edwin Ladd, Ph.D., Dean of the Colleges of Agriculture and Home Economics.  
Cornelius Betten, Ph.D., D.Sc., Director of Resident Instruction.  
Lloyd R. Simons, B.S., Director of Extension and Professor of Extension Teaching.  
Flora Rose, B.S., M.A., D.Ped., Director of the College of Home Economics.  
Howard Bagnall Meek, Ph.D., in charge of Hotel Courses.  
Olin Whitney Smith, B.S., Secretary of the Colleges of Agriculture and Home Economics.  
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.  
Dane Lewis Baldwin, M.A., Instructor in English.  
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, LL.B., Lecturer in Hotel Administration.  
George Walter Cavanaugh, B.S., Professor of Agricultural Chemistry.  
Peter Walter Claassen, Ph.D., Professor of Biology.  
Charles Edward Cladel, B.S., Instructor in Hotel Accounting.  
John Courtney, M. S., Assistant Professor of Hotel Accounting.  
Durries Crane, Vice-President in charge of food, National Hotel Management Company, New York, Lecturer in Hotel Administration.  
Oscar Diedrich von Engeln, Ph.D., Professor of Physical Geography.  
George Abram Everett, A.B., LL.B., Professor of Extension Teaching.  
Katharine Wyckoff Harris, B.S., Professor of Home Economics and Manager of the Cafeteria.  
Robert Byron Hinman, Ph.D., Assistant Professor of Animal Husbandry and Assistant Animal Husbandman in the Experiment Station.  
John A. Klugherz, Front-Office Manager, Waldorf-Astoria, New York, Lecturer in Hotel Administration.  
Albert Emil Koehl, B.S., Restaurant Sales Manager, Hotel New Yorker, New York City, Lecturer in Hotel Administration.  
Albert Washington Laubengayer, Ph.D., Assistant Professor of Inorganic Chemistry.  
W. Randolph Leber, M.E., Supervising Steward, Hotels Statler, Inc., Lecturer in Hotel Administration.  
Daniel H. McCarriagher, LL.B., Operator-Receiver of the Hotels Stuyvesant and Westbrook, Buffalo, Lecturer in Hotel Administration.  
Howard Bagnall Meek, Ph.D., Professor of Hotel Administration.  
Mrs. Lois Farmer Meek, B. S., Instructor in Hotel Administration.  
Grace Evelyn Morin, M.A., Professor of Home Economics.  
Paul Martin O'Leary, Ph.D., Assistant Professor of Economics.  
Ann Owens, Executive Housekeeper, Sherry Netherland Hotel, New York, Lecturer in Hotel Administration.  
George Eric Peabody, M.S., Assistant 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.  
 Charles Inglehart Sayles, B.S., Instructor in Institutional Engineering.  
 Mrs. Dorothy Fessenden Sayles, B.S., Instructor in Hotel Administration.  
 Cecil D. Schutt, Instructor in Animal Husbandry.  
 Dean Franklin Smiley, A.B., M.D., Professor of Hygiene.  
 Ernest N. Smith, A.B., Executive Vice-president, American Automobile Association, Lecturer in Hotel Administration.  
 Clifford Nicks Stark, Ph.D., Professor of Bacteriology and Bacteriologist in the Experiment Station.  
 Charles K. Swafford, A.B., Vice-president in charge of sales, National Hotel Management Company, New York, Lecturer in Hotel Administration.  
 Louis Toth, C.P.A., Horwath and Horwath, Assistant Professor of Hotel Accounting.  
 Allan Hosie Treman, A.B., LL.B., Instructor in Hotel Law (second term).  
 Joseph Dommers Vehling, Food Editor, *Hotel Bulletin* and *The Nation's Chefs*, Lecturer in Hotel Administration.  
 Herbert August Wichelns, Ph.D., Professor of Public Speaking.  
 Andrew Leon Winsor, Ph.D., Assistant Professor of Rural Education.  
 Paul Work, Ph.D., Professor of Vegetable Crops.  
 Felix Lessing Yerzley, M.E., Instructor in Institution Engineering.

#### VISITING LECTURERS, 1934-35

R. H. Christenberry, General Manager, Hotel Roosevelt, Pittsburgh, Pennsylvania.  
 Paul Cordey, Hotel New Yorker, New York City.  
 Lincoln G. Dickey, Executive Director, New York Convention and Visitors Bureau, New York City.  
 Louis Ergas, Horwath and Horwath, New York City.  
 H. N. Findlay, Findlay Associates, New York City.  
 John L. Horgan, Manager, Edison Hotel, New York City.  
 J. S. Keleher, General Sales Manager, Kenwood Mills, Albany, New York.  
 William Keplinger, Carrier, New York City.  
 Raymond J. Kief, Ex-president of the International Stewards' and Caterers' Association, and Executive Assistant Manager, Hotel Statler, Cleveland, Ohio.  
 H. Alexander MacLennan, Manager, Hotel General Brock, Niagara Falls, Ontario.  
 Irving A. Medlar, Editor, Mid-West Hotel Reporter, and Secretary, Northwestern Hotel Association, Omaha, Nebraska.  
 Edward Ramage, Manager, University Club, Rochester, New York.  
 John V. Smeallie, Educational Director, Mohawk Carpet Mills, Utica, New York.  
 William A. Stead, International President, Hotel Greeters of Americans, and Manager, Hotel Royal Connaught, Hamilton, Ontario.  
 Seymour Weiss, Vice-president, American Hotel Association, and Managing Director, Hotel Roosevelt, New Orleans, Louisiana.

## DEPARTMENT OF HOTEL ADMINISTRATION

The course in Hotel Administration at Cornell University was established in 1922 at the request of the American Hotel Association. The members of that Association, notably the late E. M. Statler, 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: 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 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 it involves an acquaintance with so wide a variety of subject matter as to constitute 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 delve into 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; namely, how does this material relate to hotel operation? Breadth of training is obtained without dissipation of interest. After this training the graduate should be a well-educated and a socially useful individual.

Looking beyond his graduation the student may further expect his training institution to assume some responsibility for his introduction into his professional field. Through the help of its strong alumni body, the Cornell Society of Hotelmen, and through the close cooperation 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 throughout the depression its unique record of placing all its men immediately after graduation.

# DESCRIPTION OF COURSES\*

## ACCOUNTING

**Accounting** (Hotel Accounting 81). First term. Credit four hours. Required. Lecture, M 10. Room 117. Laboratory, M W F 8-9.50, M W F 11-12.50, or T Th S 8-9.50. Room 278. Assistant Professor COURTNEY.

The fundamental principles of accounting, the balance sheet, the profit and loss statement, the books necessary to maintain a system of accounting, specialized journals, adjusting and closing a set of books. Fee for materials furnished, \$1.50.

**Accounting** (Hotel Accounting 82). Second term. Credit four hours. Required. Prerequisite, Hotel Accounting 81. Lecture, M 10. Room 117. Laboratory, M W F 8-9.50, 11-12.50, or T Th S 8-9.50. Room 278. Assistant Professor COURTNEY.

A continuation of Hotel Accounting 81, concerning itself with partnership, corporation, controlling, accounts, purchasing, and stock control. Balance-sheet valuation with a view to correlating the underlying principles of the accepted procedure of general accounting with the specialized applications to the hotel field discussed later in Hotel Accounting 181 and 182. Fee for materials furnished, \$1.50.

**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. Laboratory, W F 2-4.20. Room 278. 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 5. Laboratory, Th 2-4.20. Room 278. Mr. CLADEL.

An elementary course in food-cost accounting to acquaint the student with typical percentages of gross profit on cost, inventory control, and food-revenue control. 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, W F 10. Room 339. Laboratory, T 8-9.50, 11-12.50, or 2-3.50. Dairy Building 412. Assistant Professor COURTNEY and Mr. CLADEL.

Hotel accounting and control of income in general. Special methods for controlling room and food income. Relation of accounting procedure to front-office practice. The specialized journals used in hotels. The transcript, the controller's report, 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 11. Room 339. Laboratory, Th 8-9.50, 11-12.50, or 2-3.50. Dairy Building 412. 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. Special forms of the general ledger. The columnar income and expense ledger. The six-column journal. The closing of the books and the preparation of the monthly and annual statements. Profit and loss adjustments. Fee for materials furnished, \$2.50.

\*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 literatures, 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.

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

**Hotel Accounting, Advanced** (Hotel Accounting 183). First term. Credit two hours. Required. Prerequisite, Hotel Accounting 182. Lectures, W F 12. Room 3 M 13. Laboratory, Th 8-9.50, 11-12.50, or 2-3.50. Dairy Building 412. Assistant Professor COURTNEY and Mr. CLADEL.

Preparation of the income-tax return. Petty cash. Receiving and purchase record. The payroll. The work-sheet and adjustments. Asset accounts. Liability accounts. Depreciation rates. Depreciation by revaluation as applied to china, glassware, silver, and linen. Amortization of bond discount. Earned surplus and capital surplus. Dividends. Balance-sheet audit. Detail audit. Internal control. Fee for materials furnished, \$2.

**Food and Beverage Control** (Hotel Accounting 184). Second term. Credit two hours. Hotel elective. Prerequisite, thirty points of hotel-practice credit. Lecture, F 12. Room 339. Laboratory, T 8-9.50, 11-12.50, or 2-3.50. Dairy Building 412. Assistant Professor COURTNEY and Mr. CLADEL.

Principles of food control, cost analysis, sales analysis, adjustments to inventory. Daily report and summary to date. Special item controls. Food-revenue control. Preparation of monthly food reports. Interpretation of food reports. Preparation of food-control report for a typical month from actual figures, daily figures of a moderate-sized hotel. 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. Room 278. Assistant Professors TOTH and 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. Assistant Professors TOTH and 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. Prerequisite, Hotel Accounting 182. Lecture, W 12. Room 3 M 13. Laboratory, T 2-3.50. Dairy Building 412. Mr. CLADEL.

Survey of income-tax legislation. State and federal taxes to which hotels are subject. Preparation of income-tax returns for the individual, the partnership, and the corporation. The capital-stock tax. The excess-profits tax. The gift tax. Excise taxes.

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

**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. 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.

**Cost Accounting** (Economics 25). First term. Credit two hours. Prerequisite, Economics 21b. Th 2-4. Goldwin Smith 329. Professor ENGLISH.

The purpose and methods of determining manufacturing costs.

**Accounting Theory and Problems** (Economics 26). Second term. Credit three hours. Prerequisite, Economics 21b, or its equivalent. M W F 9. 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.

## ADMINISTRATION

**Orientation** (Hotel Administration 1). First term. Credit one hour. Required. T Th 10. Roberts 131. A course designed to orient students in the life of the University and in the work of the Department of Hotel Administration.

**Tourism** (Hotel Administration 56). Second term. Credit one hour. Hotel elective. Open to all students. Lectures on the volume and distribution of travel. Mr. SMITH.] Not given in 1935-36.

**History of Hotels and Inns** (Hotel Administration 58). Second term. Credit two hours. Hotel elective. Professor WINSOR.] Not given in 1935-36.

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. W F 10. Room G 62. 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). First or 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). Second term. Credit one hour. Hotel elective. Open to all classes. May 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 as Related to Innkeeping** (Hotel Administration 171). Second term. Credit three hours. Required. Open to juniors and seniors. M W F 8. Roberts 392. Mr. TREMAN.

An elementary course on law, with special reference to the problems of the hotelman.

**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 1935-36.

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. Best follows Hotel Administration 178. Alternate Saturdays, 8-10. Room G 62. Mr. NEEDHAM.

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

**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 G 62. Mr. SWAFFORD.

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. Mr. SWAFFORD.

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 two hours. Hotel elective. Open to juniors and seniors. T Th 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 two hours. Hotel elective. Open to juniors and seniors. T Th 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. Stone 102. Assistant 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. Stone 102. Assistant 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. Stone 203. Assistant Professor WINSOR.

## 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 12. Assistant 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 11 or T Th S 8 9 11. Assistant Professor O'LEARY.

Courses 2a and 2b have 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.

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

**Money and Banking\*** (Economics 11). First or second term. Credit three hours. Prerequisite, Economics 1 or its equivalent. M W F 10. Goldwin Smith C. Professor REED.

A study of the history and theory of money and banking.

Enrollment limited.

**Financial History of the United States\*** (Economics 12). Second term. Credit three hours. Prerequisite, Economics 11. T Th S 10. Goldwin Smith 142. Assistant Professor O'LEARY.

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

**The Federal Reserve System\*** (Economics 14). First term. Credit three hours. Prerequisite, Economics 11. For seniors and graduate students. M W F 11. Goldwin Smith 142. Professor REED.

**Trade Fluctuations\*** (Economics 15). Second term. Credit three hours. Prerequisite, Economics 11 and 14. 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.

\*Will satisfy the requirement in elective economics.

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

A study of the financial problems of the business corporation from the points of view of the management, of the investor, and of the public.

**Collective Control of Private Enterprise** (Economics 32a). First term. Credit three hours. Prerequisite, Economics 1 or its equivalent. T Th S 10. Goldwin Smith 142. 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.

**Collective Control of Private Enterprise** (Economics 32b). Second term. Credit three hours. Prerequisite, Economics 32a or the consent of the instructor. T Th 10. Goldwin Smith 256. Professor HOMAN.

Recent developments in the field of collective control, with special reference to the National Recovery Administration and the Agricultural Adjustment Administration. 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. Assistant Professor O'LEARY.

Public policy concerning methods of organization and administration of transportation.

**Statistics\*** (Agricultural Economics 111). First term. Credit three hours. Open to juniors, seniors, and graduate students. Lecture, M 8. Agricultural Economics Building 125. Laboratory, M 1.40-4. Agricultural Economics Building 140 and 240. Professor PEARSON.

A study of the principles involved in the collection, tabulation, and interpretation of agricultural and marketing statistics. Analysis of statistical problems with 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.

**Prices\*** (Agricultural Economics 115). Second term. Credit three hours. 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.

**Commercial Geography** (Geology 206). Second term. Credit three hours. Prerequisite, Economics 1. Lectures, M W F 10. McGraw, Geology Lecture Room. Professor VON ENGELN and Mr. RAPPENECKER.

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.

## ENGINEERING

**Mechanical Drawing** (Hotel Engineering 2). First or second term. Credit three hours. Required. M T W 2-4.20. Mr. YERZLEY.

A course including a study of architect's plans and elevations of hotels and other institutions and the layouts of machinery in such buildings. Laboratory fee, \$1.

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

A study of illumination, elementary mechanism, plumbing, and vacuum cleaning. Laboratory fee, \$5.

\*Will satisfy the requirement in elective economics.

**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 assigned at registration. Professor RANDOLPH and Mr. SAYLES.

Kitchen equipment, laundries, and communication systems. Graphical representation, fire-extinguishing equipment. 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 and Mr. SAYLES.

Steam boilers and their auxiliaries; representative types, properties of steam, fuels, combustion, firing methods, boiler testing; various types of steam engines; lubrication; pumps and their applications; testing of apparatus.

**Hotel Power Plants, Laboratory** (Hotel Engineering 162b). First term. Credit two hours. Required. Must accompany course 162a. Recitation, M 9. East Roberts 222. Laboratory section assigned at registration. Professor RANDOLPH and Mr. SAYLES.

Laboratory fee, \$5.

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

Heating and ventilation; mechanical refrigeration systems; electrical machinery; elevators.

**Hotel Auxiliary Equipment, Laboratory** (Hotel Engineering 163b). Second term. Credit two hours. Required. Must accompany course 163a. Recitation, M 9. East Roberts 222. Laboratory section assigned at registration. Professor RANDOLPH and Mr. SAYLES.

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. Must accompany or follow courses 163a and 163b. Hours to be arranged. Professor RANDOLPH.

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

**Hotel Structures and Maintenance** (Hotel Engineering 166). First term. Credit two hours. Hotel elective. Prerequisite, Drawing 2 and ten points of hotel-practice credit. Lectures, T Th 11. East Roberts 223. Mr. 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.

**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 Building, Fourth floor. Assistant Professor REYNA.

Laboratory fee, \$1.

## FOOD PREPARATION

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

This course presents the underlying principles involved in the preparation of the various types of foods. The information given enables the student to acquire a skill in preparing food in small quantities, and to develop 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. (Not given first term 1935-36.) 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 canapes, 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 1935-36.

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**Bacteriology** (Bacteriology 5). First term. Credit three hours. Hotel elective. Lectures, M W F 11. Dairy Building 119. Professor STARK.

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

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**Grading and Handling Vegetable Crops** (Vegetable Crops 12). First term. Credit three hours. Hotel elective. Laboratory assignment must be made at the time of registration. Lectures, T Th 10. East Roberts 222. Laboratory, T W or Th 1.40-4. East Roberts 232. 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; approximate cost, \$9. Laboratory fee, \$2.

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**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. Animal Husbandry Building B. Laboratory period, M or T 1.40-4. Laboratory sections limited to ten students. Animal Husbandry Building B and Meat Laboratory. One required trip to Buffalo stock yards and slaughter houses. Assistant 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. Enrollment limited to five students a section. Laboratory and lecture period, W or S 8-10.30. Animal Husbandry Meat Laboratory and Meat Lecture Room. Assistant Professor HINMAN and Mr. SCHUTT.

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

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**Quantity Food Preparation, Elementary Course** (Institution Management 105). First or second term. Credit two hours. Required. Registration limited to ten students. Prerequisite, Foods and Nutrition 12 or equivalent experience. Practice, Th 1.40-5.30. Cafeteria. Mrs. SAYLES.

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, \$7.

**Quantity Food Preparation and Catering, Advanced Course** (Institution Management 113). First or second term. Credit three hours. Registration subject to the approval of the Department of Institution Management. Limited to nine students. Conference hours, each week by appointment. Special catering assignments throughout the term. Discussion, M 4. Green Room. Laboratory, T 9-1.30. Assistant Professor BURGOIN.

Each group is responsible for 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. During the term students are assigned special catering problems. 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 fourteen students. Prerequisite, Foods and Nutrition 12. Practice, T Th 8-1.30. Cafeteria. Professor HARRIS and Assistant Professor BURGOIN.

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.

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**Hotel Stewarding** (Hotel Administration 118). First term. Credit one hour. Hotel elective. Open to sophomores, juniors, and seniors. Alternate Mondays, 2-4. Room 339. Mr. LEBER.

**History of the Culinary Art** (Hotel Administration 120). First term. Credit one hour. Hotel elective. Open to all students. Mr. VEHLING.] Not given in 1935-36.

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

**Catering** (Hotel Administration 122). Second term. Credit one hour. Hotel elective. Recommended for juniors and seniors but open to sophomores. Mr. CRANE.] Not given in 1935-36.

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

**Advanced Catering** (Hotel Administration 123). Second term. Credit one hour. Hotel elective. Prerequisite, Hotel Administration 122. Mr. CRANE.] Not given in 1935-36.

A seminar for the discussion of catering problems.

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**General Chemistry** (Chemistry 101). First or second term. Credit three hours. Required. Lectures, M W F or T Th S 11. Baker, Main Lecture Room. Professor BROWNE and Assistant Professor LAUBENGAYER.

**General Chemistry** (Chemistry 105). First or second term. Credit three hours. Required. Recitation, one hour a week, to be arranged. Laboratory sections: M F 1.40-4, T Th 1.40-4, or W 1.40-4 and S 8-10.20. Baker 150. Professor BROWNE, Assistant Professor LAUBENGAYER, and assistants.

Chemistry 101 and 105 must be taken simultaneously unless permission is obtained by the student from the Dean of his college and from the Department of Chemistry to take either course alone. Deposit, \$20.

**Elementary Organic Chemistry** (Chemistry 365). Second term. Credit three hours. Prerequisite, Chemistry 101 and 105. Lectures, M W 11. Conference, F 11. Baker 207. Laboratory, M or T 1.40-4. Baker 250. Dr. CONNOR and assistants.

**Elementary Chemistry of Food Products** (Chemistry 830). Second term. Credit two hours. Prerequisite, Chemistry 101. W F 10. Baker 377. Professor CAVANAUGH.

Lectures. The chemical composition, physical and physiological properties, sources, and methods of manufacture of the principal food products.

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**General Biology** (Biology 1). Throughout the year. Credit three hours a term. First term prerequisite to second. 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. One practice period a week. Roberts 301 and 302. Professor CLAASSEN, Dr. NEVIN, and assistants.

An elementary course designed to acquaint the general student with the main ideas of biology through selected practical studies of the phenomena on which biological principles are based. Laboratory fee, \$3.50 a term.

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

This course is designed primarily for students who are familiar with the first principles of biology and chemistry and who are in a position to understand the general physiological processes presented, and for those who desire a general knowledge of the physiological processes as applied to 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 9-11. Room 408. Professor MORIN and Assistant Professor SCIDMORE.

This course deals with the essentials of decoration and furnishing applied to hotel problems. In connection with this course a trip to Syracuse or another near-by city is required. Laboratory fee, \$7.50.

**Hotel Textiles** (Textiles 51). First term. Credit two hours. Hotel elective. Lecture, W 2; practice F 2-4. 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 fabric selection. Methods of advertising are interpreted and evaluated. Estimated cost of materials, \$1. Laboratory fee, \$7.50.

**Hotel Housekeeping** (Textiles 51a). First term. Credit one hour. Hotel elective. Open to upperclassmen. Miss OWENS.] Not given in 1935-36.

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

**English: Elementary Composition and Literature** (English 1). Throughout the year. Credit three hours a term. Required. M W F 8 9 10 11 12, and T Th S 8 9 10 11. Rooms to be announced. Messrs. BALDWIN, ADAMS, FINCH, GIDDINGS, HARRIS, LIPA, MYERS, TRACY, and WILSON.

Open to upperclassmen who have satisfied the entrance requirements in English. Students who have not taken the course in the first term may enter in the second term.

A study of composition in connection with the reading of representative works in English literature.

Students who elect English 1 must apply for assignment to sections: first term, September 23, 24, or 25 at the Drill Hall; second term, February 7 at Roberts 292.

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

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; drills.

**Public Speaking** (Public Speaking 2). First or second term. Credit three hours. Prerequisite, Public Speaking 1. First term, M W F 9. Assistant Professor MUCHMORE. Second term: M W F 10 or 11, Professor WICHELNS; M W F 9 or 12, Assistant Professor MUCHMORE. Goldwin Smith 120.

A continuation of course 1, with attention to the problem of persuasion.

The '86 Memorial Prize is awarded in connection with this course.

**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. Fernow 210. Professor ADAMS.

**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 Assistant 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, Plant Science 143, T Th 10, Roberts 292; second term, M W 9, Plant Science 143, T Th 11, Roberts 131. Criticism, by appointment, daily, 8-1. Professor EVERETT, Assistant Professor PEABODY, and Messrs. PHILLIPS and \_\_\_\_\_.

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. Professor EVERETT, Assistant Professor PEABODY, and Messrs. PHILLIPS and ———.

**French, Elementary Course** (French 1). Throughout the year. Credit six hours on completion of the course; upperclassmen, four hours. Advised. M W F 12.

This course is continuous throughout the year, and no credit is allowed for the first term alone. Students with first-year entrance French should enter the course the second term.

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

**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 12 or T Th S 9 10.

## 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 also receive a complete physical examination with 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 examination and final.

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 examination and final.

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.

**Practical and Theoretical Training** (Military Science and Tactics 1). Throughout the year. 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. Three hours a week, 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.

**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 as a result of the physical examination required of all students in the University. Mr. ALLEN.

## 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. They are eligible to membership in the social fraternities and the appropriate honorary fraternities. They conduct 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 their work 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, open it, 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. The students participate in social functions associated with the convention. With the Cornell Society of Hotelmen they entertain at an elaborate smoker the hotelmen who are attending the convention. These activities introduce the students to the hotel industry and provide opportunities for contacts.

## 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 New York trip, the annual Ezra Cornell opening, and similar functions, of numerous contacts between students and hotelmen. As a result, the employing hotel operator has an extensive acquaintance among prospective applicants.

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. As a result Cornell hotel graduates have been very 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.



Cornell University is the only institution providing a completely integrated program of instruction and practice preparing young men for work in the hotel industry. Through its graduates and through its friends in the hotel industry it has unusual channels for the placement of graduates. Despite the fact that the hotel industry has been severely hit by the depression, Cornell graduates have found positions readily. All of the graduates of June, 1932, 1933, and also of 1934, were placed within a week of commencement. In the year closing March 31, 1934, 135 permanent positions were referred to the placement office. On May 1 less than 1 per cent of the graduates were without placement.

#### POSITIONS HELD BY ALUMNI\*

- Allio, S. W., jr., Hotel Division, Metropolitan Life Insurance Company, New York City.
- Allison, N. T., Manager, Stouffer Pittsburgh Lunch, Pittsburgh, Pennsylvania.
- Amberg, E. L., Room clerk, The Park Side, New York City.
- Angevine, D. C., Manager, Dearborn Inn, Dearborn, Michigan.
- Asai, S. L., Steward, Hotel Statler, Boston, Massachusetts.
- Baker, K. W., Supervising Manager of Green's Hotel, The Gladstone Hotel, and Hotel Vendig, Philadelphia, Pennsylvania.
- Bartley, M. C., Manager, Black River Valley Club, Watertown, New York.
- Benway, L. L., Hotel Division, Metropolitan Life Insurance Company, New York City.
- Bevier, R. H., Manager, Hotel George Wythe, Wytheville, Virginia.
- Binns, J. P., Manager, Claridge Hotel, Atlantic City, New Jersey.
- Bizal, J. A., Assistant Manager, Hotel Lafayette, Buffalo, New York.
- Blankinship, W. C. B., Manager, Stouffer Restaurant, Pittsburgh, Pennsylvania.
- Boggs, R. H., Manager, Hotel Kennewood, Elizabethtown, Pennsylvania.
- Bovard, W. T., Summer: Manager, Eseeola Inn, Linville, North Carolina.  
Winter: Manager, Riomar Golf Club, Vero Beach, Florida.
- Bowdish, A. V., Manager, Bear Mountain Inn, Bear Mountain, New York.
- Bright, T. M., President, Bright Hotels Corporation, Albany, Georgia.
- Brown, C. A., Executive Manager, Hotel Martin, Utica, New York.
- Buddenhagen, A. E., Assistant Manager, The Lycoming, Williamsport, Pennsylvania.
- Bullock, J. A., Manager dining room, University Club, Rochester, New York.
- Burdge, E. E., Promotion Manager, Hotel Lincoln, New York City.
- Buthorn, W. F., Steward, LaCourt Hotel, Grand Junction, Colorado.
- Cladel, C. E., Instructor in Hotel Accounting, Cornell University, Ithaca, New York.
- Clarenbach, E., jr., Assistant Manager, Hotel Medford, Milwaukee, Wisconsin.
- Claycomb, R. O., Assistant Manager and Auditor, Penn-Alto Hotel, Altoona, Pennsylvania.
- Clement, C. A., Restaurant Manager, Chalfonte-Haddon Hall, Atlantic City, New Jersey.
- Coats, C. C., Manager, University Club, Syracuse, New York.
- Cole, J. W., Catering Manager, Hotel Pennsylvania, Philadelphia, Pennsylvania.
- Copp, B. F., Purchasing Agent, Stouffer Restaurants, Cleveland, Ohio.
- Coppage, E. D., Marlborough-Blenheim Hotel, Atlantic City, New Jersey.
- Courtney, J., Assistant Professor of Hotel Accounting, Cornell University, Ithaca, New York.
- Crandall, J. M., Manager, The Harrisburger, Harrisburg, Pennsylvania.
- Davis, N. M., President, Chainway Stores, Toronto, Canada.
- Davis, R. E., Assistant Manager, Wequetonsing Hotel, Wequetonsing, Michigan.
- Davis, W. N., Manager, Riverbank Court Hotel, Cambridge, Massachusetts.
- Dayton, H. L., Manager, Hotel Gordon, Albany, Georgia.

\*Of the 232 living graduates of the hotel course 230 were employed in the hotel or in general business on May 31. As the complete list is too long for inclusion here, the list of those graduated up to June 1933 who were in hotel work May 31 is given here with their positions.

- Deveau, T. C., Manager, Empire Hotel, New York City.  
 Dill, H. F., Clerk, Arlington Hotel, Washington, D. C.  
 Dunlap, A. W., Supervisor of operators' quarters, New Jersey Bell Telephone Company, Newark, New Jersey.  
 Dunnack, G. B., Clerk, Hotel Stone Haven, Augusta, Maine.  
 Estey, N. R., Reception Manager, Berkeley-Carteret, Asbury Park, New Jersey.  
 Faber, E. C., Manager, Faber's Bakery, Buffalo, New York.  
 Fisk, W. W., Head waiter, Hotel Curtis, Minneapolis, Minnesota.  
 Gainey, J. W., Steward, Arlington Hotel, Binghamton, New York.  
 Gibbs, L. C., Hotel Division, New York Life Insurance Company, New York City.  
 Gillette, C. J., Manager, Gillette's Cafeteria, Ithaca, New York.  
 Gillette, K. P., Manager, Gillette's Cafeteria, Elmira, New York.  
 Gorman, W. P., Manager, Hotel Marie Antoinette, New York City.  
 Grohmann, H. V., Partner, Needham and Grohmann, Hotel Advertising, New York City.  
 Hanlon, C. L., Manager, Horn & Haddon Baking Company, Philadelphia, Pennsylvania.  
 Harrington, A. A., Manager, University Club of Buffalo, Buffalo, New York.  
 Hellman, E. A. C., Auditor, The Commander Hotel, Cambridge, Massachusetts.  
 Herb, H. G., Assistant Manager, Stouffer Restaurant, Detroit, Michigan.  
 Hess, M. W., Chalfonte-Haddon Hall, Atlantic City, New Jersey.  
 Holding, R., Assistant Manager, Hotel Wellington, Albany, New York.  
 Howard, K. E., Restaurant Manager, The Myer Emporium, Melbourne, Australia.  
 Hunt, A. C., Hotel Division, Metropolitan Life Insurance Company, New York City.  
 Jackson, H. S., Steward, Fitkin Memorial Hospital, Neptune, New Jersey.  
 Jackson, M. W., Manager, Food Control, Savarin Restaurants, New York City.  
 Jennings, C. A., Manager, The Elton Hotel, Waterbury, Connecticut.  
 Jones, N. R., Clerk, The Roger Smith Hotel, Stamford, Connecticut.  
 Kemmotsu, K., Manager, Tokyo Railway Hotel, Tokyo, Japan.  
 Knapp, H. J., Treasurer, Reliance Property Management, Inc., New York City.  
 Knauss, L. R., Room clerk, The Minisink, Port Jervis, New York.  
 Knipe, J. R., Cashier, Chalfonte-Haddon Hall, Atlantic City, New Jersey.  
 Koehl, A. E., Sales Manager, Hotel Lexington, New York City.  
 Levy, L. H., Manager, Hotel Claridge, Memphis, Tennessee.  
 Lewis, R. W., Manager, Plaza Hotel, Harrisburg, Pennsylvania.  
 Littlefield, N. D., Hotel Van Rensselaer, New York City.  
 Lodge, W. H., Food supervisor, Pennsylvania Industrial School, Huntingdon, Pennsylvania.  
 Love, H. B., Banquet Steward, Hotel Essex, Newark, New Jersey.  
 Love, R. E., Manager, Timber Point Country Club, Great River, Long Island, New York.  
 McAllister, A. J., Promotion Department, The Palmer House, Chicago, Illinois.  
 McGinn, J. P., Manager, The Kirkwood, Des Moines, Iowa.  
 McKay, G. V., Sales Representative, Hobart Manufacturing Company, New York City.  
 MacLennan, H. A., Manager, The General Brock, Niagara Falls, Ontario.  
 Marchand, H. J., Manager, Oneida Hotel, Oneida, New York.  
 Martin, T. W., jr., Manager, The Berkeley, Martinsburg, West Virginia.  
 Merrick, A. B., Assistant Manager, Stouffer Restaurant, Philadelphia, Pennsylvania.  
 Metzger, H. C., Assistant Manager, Stouffer Restaurant, Detroit, Michigan.  
 Meyer, Carrie, Cafeteria Manager, Macy and Company, New York City.  
 Milks, R. C., Traveling Auditor, American Hotels Corporation, New York City.  
 Minah, T. W., Assistant Manager, Hotel Hemenway, Boston, Massachusetts.  
 Miner, F. L., Assistant Manager, The Monterey Hotel, Asbury Park, New Jersey.  
 Moon, H. V., Manager, Roger Smith Hotel, Stamford, Connecticut.  
 Morris, A. E., Traveling Auditor, American Hotels Corporation, New York City.  
 Morrison, J. A., Assistant Director, New York Convention and Visitors Bureau, New York City.  
 Mosso, C. G., Steward, Herald Square Hotel, New York City.  
 Munns, R. B., Manager, General Brodhead Hotel, Beaver Falls, Pennsylvania.

- Munson, C. O., Credit Department, The Palmer House, Chicago, Illinois.
- Needham, W. R., Partner, Needham and Grohmann, Hotel Advertising, New York City.
- Newcomb, J. L., Assistant Manager, Eseeola Inn, Linville, North Carolina.
- Nolin, J. H., Auditor, Commodore-Perry Hotel, Toledo, Ohio.
- Oehlschlaeger, F. J., Manager, Philadelphia Cornell Club, Philadelphia, Pennsylvania.
- Olsen, A. L., Assistant Deputy Administrator, The National Recovery Administration, Washington, D. C.
- O'Rourke, J. C., Manager, Llanerch Country Club, Llanerch, Pennsylvania.
- Parlette, B. A., Assistant Manager, The Hotel Auditorium, Cleveland, Ohio.
- Pew, R. H., Clerk, The VanCurler, Schenectady, New York.
- Probes, D. J., Room clerk, Williamsburg Inn, Williamsburg, Virginia.
- Ramage, E. D., Manager, University Club, Rochester, New York.
- Ray, F. D., Manager, Hotel Bossert, Brooklyn, New York.
- Redington, R. E., Assistant Manager, The Martinique, New York City.
- Reed, W. T., Steward, The Mayflower, Washington, D. C.
- Reynolds, H. E., Auditor, Lowry Hotel, St. Paul, Minnesota.
- Ries, H. M., Proprietor, Chestney's Restaurant, New York City.
- Rose, R. A., Manager, Hotel Essex, Newark, New Jersey.
- Sayles, C. I., Instructor in Hotel Engineering, Cornell University, Ithaca, New York.
- Shanley, E. M., Manager, Greensburg Country Club, Greensburg, Pennsylvania.
- Shea, J. L., Convention Department, Waldorf-Astoria, New York City.
- Sherwood, H. A., Front office, The Stevens Hotel, Chicago, Illinois.
- Slack, J. L., Manager, University Club, Pittsburgh, Pennsylvania.
- Smith, H. A., Manager, Cleveland Club, Cleveland, Ohio.
- Smith, J. B., Manager, The Broadmoor Hotel, Colorado Springs, Colorado.
- Smith, M. C., Manager, The Little Hotel, 33 West 51st Street, New York City.
- Smith, Ray, jr., Assistant Manager, Hotel Pfister, Milwaukee, Wisconsin.
- Stearns, R. M., Accounting Department, Vick Chemical Company, Philadelphia, Pennsylvania.
- Steinberg, R. W., Manager, Stouffer Restaurant, Philadelphia, Pennsylvania.
- St. Laurent, G. C., Consulting Engineer, Harris, Ken, Foster & Company, New York City.
- Swenson, D. C., Supervisor of Food Service, Knott Hotels Company, Pittsburgh, Pennsylvania.
- Taft, A. V., Manager, The Anthony Wayne, Hamilton, Ohio.
- Terwilliger, E., Night Manager, Stouffer Restaurant, Pittsburgh, Pennsylvania.
- Timmerman, R. L., Room clerk, The Netherland Plaza, Cincinnati, Ohio.
- Trier, R. C., Clerk, Roger Smith Hotel, White Plains, New York.
- Tyo, R. E., Manager, University Club, Cleveland, Ohio.
- Villepigue, A. H., Proprietor, Villepigue's Inn, Sheepshead Bay, New York.
- Ward, H. G., Room clerk, The Netherland Plaza, Cincinnati, Ohio.
- Watson, E. B., Manager, Berkeley Women's City Club, Berkeley, California.
- Watson, Mrs. Hilda, Manager, Encina Commons, Stanford University, California.
- Wegner, N. E., Manager, Bishop-Stoddard Cafeteria, Rockford, Illinois.
- Whiting, E. A., Assistant Director, Willard Straight Hall, Cornell University, Ithaca, New York.
- Wicks, Miss M., Cafeteria Manager, New York Telephone Company, New York City.
- Williams, H. B., Assistant Manager, The Waldorf-Astoria, New York City.
- Williamson, H. J., Accounting Department, Hotel New Yorker, New York City.

## 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 list of 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.

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. English, 4 years. . . . . (3)</li> <li>2. 1st to 3rd 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> </ol> | <ol style="list-style-type: none"> <li>9e. Solid Geometry. . . . . (½)</li> <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>14. Botany* . . . . . (½-1)</li> <li>14a. Zoology* . . . . . (½-1)</li> <li>15. Bookkeeping†. . . . . (½-1)</li> <li>16. Agriculture, Home Econ.† (½-1)</li> <li>17. Drawing. . . . . (½-1)</li> <li>18. Manual Training. . . . . (½-1)</li> <li>19. { Any High School subject<br/>or subjects not already<br/>used and acceptable to<br/>the University. } (½-2)</li> </ol> |
|---|--|

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. This 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 to an undergraduate course 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 small-pox, 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 to an undergraduate course 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.

## 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. Credentials should be submitted to the Director of Admissions, Morrill Hall, Ithaca, New York, for adjustment of credits.

## 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, but should ordinarily not exceed two years. College students planning to study hotel administration after graduation 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.

## 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 27; and the completion, during the first terms of residence, of the University requirement in military science and tactics (page 15).

The specifically required courses given in the statement of the curriculum by years, on pages 24 and 25, account for eighty-one of the total of one hundred and twenty hours. From the list of hotel electives below, some combination of courses the credit for which totals at least eighteen hours is also to be taken. The remaining 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 regular requirements for admission to the courses chosen are met.

A suggested program of courses arranged by years appears on pages 24 and 25.

### HOTEL ELECTIVES

	<i>Credit in hours</i>
Bacteriology ( <i>Bacteriology</i> 5).....	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>Institu- tion Management</i> 113).....	3
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
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
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
Food and Beverage Control ( <i>Hotel Accounting</i> 184).....	2
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
Fire and Inland Marine Insurance ( <i>Hotel Administration</i> 196)....	2
Liability, Compensation, and Casualty Insurance ( <i>Hotel Administration</i> 197).....	2
Personnel Administration ( <i>Rural Education</i> 119).....	3
Seminary in Personnel Administration ( <i>Hotel Administration</i> 219)...	2
Hotel Planning ( <i>Hotel Engineering</i> 164).....	3
Hotel Structures and Maintenance ( <i>Hotel Engineering</i> 166).....	2

# THE HOTEL ADMINISTRATION CURRICULUM\*

(Grouped according to years)

## THE FRESHMAN YEAR

### SPECIFICALLY REQUIRED

	Credit in hours
Orientation ( <i>Hotel Administration</i> 1) . . . . .	1
Accounting ( <i>Hotel Accounting</i> 81 and 82) . . . . .	8
Elementary Composition and Literature ( <i>English</i> 1) . . . . .	6
General Chemistry ( <i>Chemistry</i> 101 and 105) . . . . .	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
	<hr/>

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### 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
Elementary Organic Chemistry ( <i>Chemistry</i> 365) . . . . .	3
Elementary Chemistry of Food Products ( <i>Chemistry</i> 830) . . . . .	2

## THE SOPHOMORE YEAR

### SPECIFICALLY REQUIRED

	Credit in hours
Hotel Accounting ( <i>Hotel Accounting</i> 181 and 182) . . . . .	6
Modern Economic Society ( <i>Economics</i> 2a and 2b) . . . . .	6
Psychology ( <i>Rural Education</i> 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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### 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
†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
†Hotel Structures and Maintenance ( <i>Hotel Engineering</i> 166) . . . . .	2
Human Physiology ( <i>Physiology</i> 303) . . . . .	3
†Bacteriology ( <i>Bacteriology</i> 5) . . . . .	3

See also those of the freshman year.

\*See pages 6 to 15, for detailed description of courses.

†Hotel elective. Eighteen 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 ( <i>Hotel Engineering</i> 162).....	4
Hotel Auxiliary Equipment ( <i>Hotel Engineering</i> 163).....	4
Advanced Hotel Accounting ( <i>Hotel Accounting</i> 183).....	2
An elective course in economics (see note below).....	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)	
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### ADVISED ELECTIVES

†Lectures on Hotel Management ( <i>Hotel Administration</i> 155).....	1
†Food and Beverage Control ( <i>Hotel Accounting</i> 184).....	2
†Interpretation of Hotel Financial Statements ( <i>Hotel Accounting</i> 186)	2
†Tax Computation ( <i>Hotel Administration</i> 187).....	2
†Front-Office Procedure ( <i>Hotel Accounting</i> 188).....	1
†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).....	2
†Liability, Compensation, and Casualty Insurance ( <i>Hotel Administration</i> 197).....	2
†History of Hotels and Inns ( <i>Hotel Administration</i> 58).....	2
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
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 as related to Innkeeping ( <i>Hotel Administration</i> 171).....	3
	—
	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
†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
See also those of the earlier years.	

NOTE. A total of one hundred and twenty hours of credit is required, eighty of them specifically, as indicated above. Of the remainder, at least eighteen 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.

# THE HOTEL ADMINISTRATION CURRICULUM\*

(Grouped according to subject matter)

Accounting	{	†General Accounting (6)
		†Elementary Hotel Accounting (6)
		†Advanced Hotel Accounting (3)
		†Food Control and Cost Accounting (2)
		†Hotel Accounting Problems (2)
		†Interpretation of Hotel Financial Statements (2)
		†Problems in Hotel Analysis (2)
		†Tax Computation (2)
		Modern Economic Society (6)
		Money and Banking (3)
		Business Management (3)
		Commercial Geography (2)
		†Tourism (1)
Administrative Policies	{	†Hotel Operation (2)
		†Front-Office Procedure (1)
		†Special Hotel Problems (2)
		†Psychology (3)
		†Personnel Administration (3)
		†Seminar in Personnel Administration (2)
		†Law as Related to Innkeeping (3)
		†Hotel Financing (1)
		†Insurance (4)
		Public Speaking (6)
		News Writing (3)
		†Hotel Public Relations (1)
		†Hotel Promotion (1)
Engineering	{	†Hotel Advertising (1)
		†Lectures by Visiting Hotel Men (1)
		Corporation Finance (3)
		†Mechanical Drawing (3)
		†Introductory Hotel Engineering (4)
		†Mechanical Service Equipment (4)
		†Hotel Power Plants (4)
		†Hotel Auxiliary Equipment (4)
		†Hotel Planning (3)
		†Hotel Maintenance (2)
		Meat and Meat Products (2)
		†Meat Cutting (1)
		Chemistry of Food Products (2)
Food	{	†Food and Sanitary Bacteriology (3)
		Human Physiology (3)
		†Food Preparation (3)
		†Advanced Food Preparation (3)
		†Hotel Cookery (3)
		†Catering (3)
		†Advanced Catering (1)
		†Hotel Stewarding (1)
		†Food Selection (1) (Menu Planning)
		†History of the Culinary Art (1)
		Grading and Handling Vegetable Crops (3)
		The Organized Exchanges and Speculation (3)
		†Hotel Textiles (2)
Food Purchasing	{	†Hotel Decoration and Furnishing (2)
		†Hotel Housekeeping (1)
		†History of Hotels and Inns (2)
		English, French, Biology
		Human Physiology, Hygiene, Elementary Chemistry
		Literature, History, Philosophy
		Government, Economics, Music
Housekeeping	{	
General	{	

\*The numbers in parentheses indicate the credit in semester hours. See pages 6 to 15 for detailed description of courses.

†Specially arranged for hotel students

## 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 at 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. Not more than forty-five points of practice credit may be earned in any one hotel.

Credit for hotel experience is estimated on the basis of reports filed by the students 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.

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.

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 or women of reasonable ability should have no difficulty in making arrangements.

Despite general unemployment 95 per cent of the students were placed during the summer of 1934.

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:

Front clerk, The Commodore, New York City.

Bellman, Thousand Island Country Club, Alexandria Bay, New York.

Relief clerk, Hotel Cheltenham, Buffalo, New York.

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

Relief clerk, Southern Hotel, Columbus, Ohio.  
Night clerk, The Watson House, Niagara Falls, 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.  
Assistant chef, The Shawhan Hotel, Tiffin, Ohio.  
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.  
Front clerk, Essex and Sussex, Spring Lake Beach, New Jersey.  
Assistant steward, Ithaca Hotel, Ithaca, New York.  
Receiving clerk, Essex County Country Club, West Orange, New Jersey.  
Mail clerk, The New Yorker, New York City.  
Salad man, Hotel Wellington, New York City.  
Auditor, Grand View Hotel, Lake Placid, New York.  
Room clerk, Thousand Island Country Club, Alexandria Bay, New York.  
Assistant waiter, Ritz-Carlton, Atlantic City, New Jersey.  
Assistant manager, The Clifton, Niagara Falls, New York.  
Clerk, Hanson's Hotel, Deposit, New York.  
Bus boy, Hotel Montrose, Cedar Rapids, Iowa.  
Storeroom man, Hotel Gibson, Cincinnati, Ohio.  
Reception manager, Aldon Hotel, Berlin, Germany.  
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.  
Salad man, The Mohawk, Old Forge, New York.  
Steward, Hotel Westminster, Alexandria Bay, New York.  
Clerk, Camp Fulton, Old Forge, New York.  
Storekeeper, Richmond-Leland Hotel, Richmond, Indiana.  
Assistant manager, Indianapolis Country Club, Indianapolis, Indiana.  
Storeroom keeper, Thousand Island Country Club, Alexandria Bay, New York.  
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.  
Room clerk, Hotel Irwin Cobb, Paducah, Kentucky.  
Bus boy, Hotel Mayard, Lake George, New York.  
Night manager, Courtland Hotel, Kokomo, Indiana.  
Relief clerk, Hollenden Hotel, Cleveland, Ohio.  
Bellman, The Lexington, New York City.  
Dishwasher, Stevens House, Lake Placid, New York.  
Storeroom man, Leland House, Schroon Lake, New York.  
Room inspector, Netherland Plaza, Cincinnati, Ohio.  
Information clerk, The New Yorker, New York City.  
Relief clerk, The Rathburn, Elmira, New York.  
Storeroom man, Hotel Alms, Cincinnati, Ohio.  
Food checker, Fort Pitt Hotel, Pittsburgh, Pennsylvania.  
Assistant night clerk, Sagamore Hotel, Rochester, 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 any 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 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.

## 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 April 15 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.

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

*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 Scholarship*, supported by annual grants from the New Jersey State Hotel Association, entitles the holder to \$300 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. 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 \$500, 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.

## 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 small fund that may be 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.

## PRIZES

*The Ahrens Travel-Study Award*, arranged by the Ahrens Publishing Company, consists of \$100 in cash, a trip abroad and return, with transportation paid both ways, and a guarantee of work in one or more foreign hotels for the summer. The award is made for the best single research project completed each year under prescribed conditions.

*The W. I. Hamilton Essay Prize* was established by the author of *Hotel Service* from the royalties of that series of manuals to provide a cash prize of \$50 for the best essay relating to labor and personnel problems in hotels.

## 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 22, 1936. 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, Hotel Accounting, Interpretation of Hotel Statements, Hotel Engineering and Maintenance, Hotel Housekeeping, and Hospital Management.

Detailed information will be furnished on request.

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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.*

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*Program of the Annual Farm and Home Week.*

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

*Announcement of the Department of Hotel Administration.*

*Announcement of the New York State Veterinary College.*

*Announcement of the Graduate School of Education.*

*Announcement of the Department of Chemistry.*

*Announcement of the Summer Session.*

*Annual Report of the President.*

Special departmental announcements, a list of prizes, etc.

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