

CORNELL UNIVERSITY OFFICIAL PUBLICATION

Volume XXV

Number D

New York State
College of Home Economics
Announcement of the Department of
Hotel Administration
for 1934-35

Ithaca, New York
Published by the University
June 15, 1934

THE UNIVERSITY CALENDAR FOR 1934-35

1934		FIRST TERM
Sept. 17,	<i>Monday,</i>	Entrance examinations begin.
Sept. 24,	<i>Monday,</i>	Registration of new students.
Sept. 25,	<i>Tuesday,</i>	} Registration of old students.
Sept. 26,	<i>Wednesday</i>	
Sept. 27,	<i>Thursday,</i>	Instruction begins at 8 a.m.
Oct. 19,	<i>Friday,</i>	Last day for payment of tuition for the first term.
Nov. 29-Dec. 1		Thanksgiving recess.
Dec. 22,	<i>Saturday,</i>	Instruction ends at 12.50 p.m. } Christmas recess.
1935		
Jan. 7,	<i>Monday,</i>	Instruction resumed at 8 a.m. }
Jan. 11,	<i>Friday,</i>	Founder's Day.
Jan. 26,	<i>Saturday,</i>	Instruction ends.
Jan. 28,	<i>Monday,</i>	Term examinations begin.
Feb. 6,	<i>Wednesday,</i>	Term ends.
Feb. 7,	<i>Thursday,</i>	A holiday.
SECOND TERM		
Feb. 8,	<i>Friday,</i>	} Registration of all students.
Feb. 9,	<i>Saturday,</i>	
Feb. 11,	<i>Monday,</i>	Instruction begins at 8 a.m.
Mar. 4,	<i>Monday,</i>	Last day for payment of tuition for the second term.
Mar. 30,	<i>Saturday,</i>	Instruction ends at 1 p.m. }
Apr. 8,	<i>Monday,</i>	Instruction resumed at 8 a.m. }
May —,	<i>Saturday,</i>	Spring Day, a holiday. } Spring recess
June 3,	<i>Monday,</i>	Term examinations begin.
June 11,	<i>Tuesday,</i>	End of term examinations.
June 17,	<i>Monday,</i>	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., Instructor in 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.
Homer Jay Hotchkiss, A.M., M.M.E., Instructor in Engineering Drawing.
John A. Klugherz, Front-Office Manager, Waldorf-Astoria, New York, 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 (first term).
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 (second term).
 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.

VISITING LECTURERS, 1933-34

Lucius M. Boomer, President, The Waldorf-Astoria Corporation, New York City.
 Everett D. Burdge, Advertising Manager, Hotel Lincoln, New York City.
 W. J. Forster, Harris, Kerr, Forster, and Company, Accountants, New York City.
 R. M. Grinstead, R. M. Grinstead Company, Hotel Analysts, New York City.
 Corwin Lewis, Editor, *Southern Hotel Journal*, Atlanta, Georgia, and Secretary, Dixie Hotel Association.
 David B. Mulligan, President, Bowman-Biltmore Institutions, New York City.
 Augustus M. Nulle, Secretary-Treasurer, The Waldorf-Astoria Corporation, New York City.
 F. G. Walther, President, International Geneva Association, and Maitre d'Hotel, Hotel McAlpine, New York City.

DEPARTMENT OF HOTEL ADMINISTRATION

The young man of today looking forward to higher education expects his education to do two things: to fit him for effective work in society in order that he may justly claim from society a reasonable living, and to provide him with 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 not only be received with cordiality and service, he must not only 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 these operations, and for the provision of these services and equipment, 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, 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.

The industry, through its organization, the American Hotel Association, recognizing the need for skilled executives, promoted the foundation of the course in hotel administration at Cornell University, and, through its leaders, especially the late Ellsworth Milton Statler, gave the necessary financial support. It has unhesitatingly assimilated the graduates.

DESCRIPTION OF COURSES*

ACCOUNTING

Accounting (Hotel Accounting 81). First term. Credit three hours. Required. Lecture, M 10. Room 339. Laboratory, W F 8-10.20 or W F 10.30-12.50. 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 three hours. Required. Prerequisite, Hotel Accounting 81. Lecture, M 11. Room 3 M 13. Laboratory, T Th 8-10.20 or 10.30-12.50. 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 two hours. For institution-management students only. Lecture, T 8. Room 3 M 13. Laboratory, F 1.40-4. 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 1.40-4. 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 or 11-12.50. 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 3 M 13. Laboratory, Th 8-9.50 or 11-12.50. 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.

*This list includes only those courses that are specifically required of hotel students, are counted as hotel electives, or are especially advised. 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 the colleges.

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

Hotel Accounting, Advanced (Hotel Accounting 183). First term. Credit three hours. Required. Prerequisite, Hotel Accounting 182. Lectures, W F 12. Room 3 M 13. Laboratory, Th 8-9.50 or 11-12.50. 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 3 M 13. Laboratory, T 8-9.50 or 2-4. 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.

[Front-Office Procedure (Hotel Accounting 188). Second term. Credit one hour. Hotel elective. Open to juniors and seniors, and to lower classmen by permission. Mr. KLUGHERZ.] Not given in 1934-35.

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. Seven Thursday afternoons. Two fifty-minute lectures at each meeting. Mr. SMITH.

History of Hotels and Inns (Hotel Administration 58). Second term. Credit two hours. Hotel elective. Th 4.15-6. Stone 203. Professor WINSOR.
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. Caldwell 100. 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. Alternate Saturdays, 10-12. Room 3 M 13. Mr. McCARRIAGHER.

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). Second term. Credit one hour. Hotel elective. Recommended for juniors and seniors. Best follows Hotel Administration 178. Alternate Saturdays, 8-10. Room G 5. 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 3 M 13. 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.

Insurance (Hotel Administration 196). Second term. Credit two hours. Hotel elective. Open to juniors and seniors. T Th 8. Room G 62. Mr. CAREY.

A study of fire, casualty, and public liability 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.

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.

[Seminary in Personnel Administration (Rural Education 219). Second term. Credit two hours. Hotel elective. Open to qualified seniors and graduates. Assistant Professor WINSOR.] Not given in 1934-35.

ECONOMICS

Modern Economic Society (Economics 1). First or second term. Credit five hours. Required. 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 on registration days at Goldwin Smith 260.

Modern Economic Society (Economics 2a). First term. Credit three hours. 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 256. Assistant Professor O'LEARY.

A study of developing financial institutions, 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. 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.

Corporation Finance* (Economics 31). First 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.

*Will satisfy the requirement in elective economics.

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 25. 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. Lecture, T Th 9. Laboratory, W 1.40-4. Agricultural Economics Building 125. 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. Lectures during laboratory periods. Laboratory, 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. Students must apply at the time of registration regarding materials required and assignment to laboratory sections. Assistant Professor REYNA.

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.

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.

*Will satisfy the requirement in elective economics.

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). 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. Professor RANDOLPH.] Not given in 1934-35.

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.

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; second term, T Th 8-10.20 or T Th 10.30-12.50. Room 352. Mrs. SAYLES and Mrs. MEEK.

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. Credit three hours. Required. Prerequisite, Foods and Nutrition 11 or its equivalent. Lecture, M 12. Room 3 M 13. Practice: first term, T Th 10.30-12.50; second term, W F 8-10.20 or 10.30-12.50. Room 352. Assistant Professor BOYS.

This course is based on the knowledge and skill acquired in course 11. Opportunity is offered for experience in the preparation of special dishes adapted to hotel service, such as canapés, entrées, salads, sea foods, and special meat dishes. Laboratory fee, \$20.

[Food Selection: Dietetics, Elementary Course (Food Preparation 18). First or second term. Credit one hour. Hotel elective.] Not given in 1934-35.

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.

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 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.

Meat and Meat Products (Animal Husbandry 91). First or second term. Credit two hours. Required. Open to sophomores, juniors, and seniors. Registration limited to thirty students. Laboratory assignments must be made at the time of registration. Lecture, M 8. Laboratory period, M T or F 1.40-4. Laboratory sections limited to ten students. Animal Husbandry Building B and Meat Laboratory. One required trip to Buffalo and vicinity. 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 and cutting. Laboratory fee, \$2.

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 eight students. Conference hours, each week by appointment. Special catering assignments throughout the term. Laboratory, T 9-1.30. Miss BURGON and others.

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 three hours. Required. Registration limited to eighteen students. Prerequisite, Foods and Nutrition 12. Practice, T Th 8-12. Cafeteria. Professor HARRIS and Miss BURGON.

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. Laboratory fee, \$10.

[Hotel Stewarding (Hotel Administration 118). First term. Credit one hour. Hotel elective. Open to sophomores, juniors, and seniors. Seven Mondays. Two fifty-minute lectures at each meeting. Mr. LEBER.] Not given in 1934-35.

History of the Culinary Art (Hotel Administration 120). First term. Credit one hour. Hotel elective. Open to all students. Alternate Saturdays, 10-12. Room 3 M 13. Mr. VEHLING.

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. Alternate Mondays, 2-4. Room 3 M 13. Mr. CRANE.

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. Alternate Mondays, 11-1. Room 339. Mr. CRANE.

A seminary course for the discussion of catering problems.

General Chemistry (Chemistry 101). First or second term. Credit three hours. Required. Lectures, two sections, 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, W 1.40-4, 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.

Elementary Organic Chemistry (Chemistry 365). Second term. Credit three hours. Prerequisite, Chemistry 101 and 105. Lectures, M W 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.

General Biology (Biology 1). Throughout the year. Credit three hours a term. Advised. First term prerequisite to the second. Not open to students who have had Zoology 1 and Botany 1. If Biology 1 is taken after 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. Students must report at the biology laboratory, Roberts 302, for assignment to laboratory sections at the time of registration. Professor CLAASSEN, Mr. WOODRUFF, 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.

303. Human Physiology. First or second term. Credit three hours. M W F 10. Stimson Amphitheater. Assistant Professor DYE and instructor.

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 Mrs. SCIDMORE.

A course dealing 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 or second term. Credit two hours. Hotel elective. Lecture, T 8; practice, Th 1.40-4. Room 213. 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 practical phases of fabric selection. Labels, slogans, and other methods of advertising textiles are interpreted and evaluated. Estimated cost of materials, \$3. Laboratory fee, \$7.50.

Hotel Housekeeping (Textiles 51a). First term. Credit one hour. Hotel elective. Open to upperclassmen. Lectures, alternate Saturdays, 10-12. Room 3 M 13. Miss OWENS.

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, BISSELL, GIDDINGS, HARRIS, MULLER, and ———.

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 on Monday, Tuesday, or Wednesday of registration week for assignment to sections. Registration in the course is in charge of Mr. BALDWIN.

Public Speaking (Public Speaking 1). Throughout the year. Credit three hours a term. Not open to freshmen. Accepted for required expression. 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 WICHELS, 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.

Students must enroll on registration day at Goldwin Smith 21.

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 75 or better. Accepted for required expression. T Th S 10. Fernow 210. Professor BRISTOW ADAMS.

Oral and Written Expression (Extension Teaching 101). First term. Credit two hours. Open to juniors and seniors. Accepted for required expression. The number in each section is limited. Students should consult Assistant Professor PEABODY for assignment to sections. Lectures and practice, M F 11, W F 10, or T Th 11, Roberts 131; T Th 10, Roberts 292. Criticism, by appointment, daily 8-1. Professor EVERETT, Assistant Professor PEABODY, and Mr. ———.

Practice in oral and written presentation of topics, 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. Part of the work of course 102 consists of a study of parliamentary practice. Accepted for required expression. 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 and Mr. ———.

French Elementary Course (French 1). Throughout the year. Credit six hours on completion of the course; upperclassmen, four hours. Advised. M W F 12 or T Th S 8.

The 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 undergraduate students are required to present themselves to the medical advisers and receive a thorough physical examination once a year. Appointment for this examination must be made during the regular registration days by all new students and sophomores in the first term and by all juniors and seniors in the second term.

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 W F 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. BACON.

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 serve 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 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 invaluable opportunities for the establishment of 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 them 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 them have already attained posts of sufficient importance to enable them to place 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, and also of 1933, were placed within a week of commencement. In the year closing March 31, 1933, 161 permanent positions were referred to the placement office. On May 1 less than 2 per cent of the graduates were without placement.

POSITIONS HELD BY ALUMNI*

- Allio, S. W., jr., Assistant Manager, The Lexington Hotel, New York City.
 Allison, N. T., Manager, Stouffer Pittsburgh Lunch, Pittsburgh, Pennsylvania.
 Amberg, E. L., Room clerk, Roger Smith Hotel, Stamford, Connecticut.
 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., Assistant Manager, Hotel Vendig, Philadelphia, Pennsylvania.
 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., Room clerk, 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, Stouffer Restaurant, Philadelphia, Pennsylvania.
 Bright, T. M., President, Bright Hotels Corporation, Albany, Georgia.
 Brown, C. A., Manager, The Falls Hotel, Niagara Falls, 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., Field Worker, American Friend's Service Committee, Pikeville, Kentucky.
 Coats, C. C., Manager, University Club, Syracuse, New York.
 Cole, J. W., Proprietor, Hotel Brunswick, Lancaster, 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., Chainway Stores, Toronto, Canada.
 Davis, R. E., Assistant Manager, Wequetonsing Hotel, Wequetonsing, Michigan.
 Davis, W. N., Manager, Riverbank Court Hotel, Cambridge, Massachusetts.

*Of the 200 living graduates of the hotel course 198 were employed in the hotel or in general business on May 31. As the complete list is too long for inclusion here, the complete list of those graduated up to June 1933 who were in hotel work May 31 is given here with their positions.

- Dayton, H. L., Secretary-Treasurer, Bright Hotels Corporation, Albany, Georgia.
- DeCamp, W. E., Manager, Stouffer Restaurant, Pittsburgh, Pennsylvania.
- 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., Steward, Georgia's Restaurant, Ithaca, New York.
- 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.
- Gailey, J. W., Steward, Arlington Hotel, Binghamton, New York.
- Gibbs, L. C., Auditor, Alexander Hotel, Hagerstown, Maryland.
- Gillette, C. J., Manager, Gillette's Cafeteria, Ithaca, New York.
- Gillette, K. P., Manager, Gillette's Cafeteria, Elmira, New York.
- Gorman, W. P., Aid to Assistant Deputy Administrator, The National Recovery Administration, Washington, D. C.
- Grohmann, H. V., Partner, Needham and Grohmann, Hotel Advertising, New York City.
- Hanlon, C. L., Manager, Horn & Hardon 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, The Commander Hotel, Cambridge, Massachusetts.
- 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., Auditor, Reliance Property Management, Inc., New York City.
- Knauss, L. R., Room clerk, The Minisink, Port Jervis, New York.
- Knipe, J. R., Cafeteria Manager, 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., Assistant Manager, Camp Fulton, Old Forge, New York.
- Lodge, W. H., Food supervisor, Pennsylvania Industrial School, Huntingdon, Pennsylvania.
- Love, H. B., Clerk, Hotel Theresa, New York City.
- Love, R. E., Manager, Y. M. C. A., Nanking, China.
- 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, Hotel El Conquistador, Tucson, Arizona.
- 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.
- Miller, E. N., Traveling Steward, S. H. Kress Company, Greensboro, North Carolina.
- Minah, T. W., Assistant Manager, Hotel Hemenway, Boston, Massachusetts.

- Miner, F. L., Assistant Manager, The Monterey Hotel, Asbury Park, New Jersey.
- Moon, H. V., Room clerk, 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., Vice-President, Bright Hotels Corporation, Albany, Georgia.
- 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, Newagen Inn and Cottages, Newagen, Maine.
- 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., Assistant Manager, The Berkeley-Carteret, Asbury Park, New Jersey.
- 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., Promotion Department, Hotel Peabody, Memphis, Tennessee.
- Sayles, C. I., Instructor in Hotel Engineering, Cornell University, Ithaca, New York.
- Shanley, E. M., Manager, The Anthony-Wayne, Hamilton, Ohio.
- 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., Assistant Manager, Lake Placid Club, Lake Placid, New York.
- 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., Maintenance Engineer, Hotel Duane, New York City.
- Swenson, D. C., Supervisor of Food Service, Knott Hotels Company, New York City.
- Taft, A. V., Manager, The Bartram Hotel, Philadelphia, Pennsylvania.
- Terwilliger, E., Night Manager, Stouffer Restaurant, Pittsburgh, Pennsylvania.
- Timmerman, R. L., Room clerk, The Netherland Plaza, Cincinnati, Ohio.
- Trier, R. C., Assistant Manager, Westport Inn, Westport, New York.
- Tyo, R. E., Assistant Manager, Eseeola Inn, Linville, North Carolina.
- 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.

1. English, four years.....	(3)	8b. Modern History.....	($\frac{1}{2}$ -1)
2a. First Year Greek.....	(1)	8c. American History, Civics	($\frac{1}{2}$ -1)
2b. Second Year Greek.....	(1)	8d. English History	($\frac{1}{2}$ -1)
2c. Third Year Greek.....	(1)	9a. Elementary Algebra	(1)
3a. First Year Latin.....	(1)	9b. Intermediate Algebra	(1)
3b. Second Year Latin.....	(1)	9c. Advanced Algebra	($\frac{1}{2}$)
3c. Third Year Latin.....	(1)	9d. Plane Geometry	(1)
3d. Fourth Year Latin.....	(1)	9e. Solid Geometry	($\frac{1}{2}$)
4a. First Year German.....	(1)	9f. Plane Trigonometry	($\frac{1}{2}$)
4b. Second Year German.....	(1)	10. Physics	(1)
4c. Third Year German.....	(1)	11. Chemistry	(1)
4d. Fourth Year German.....	(1)	12. Physical Geography	($\frac{1}{2}$ -1)
5a. First Year French.....	(1)	13. Biology*	(1)
5b. Second Year French.....	(1)	14. Botany*	($\frac{1}{2}$ -1)
5c. Third Year French.....	(1)	14a. Zoology*	($\frac{1}{2}$ -1)
5d. Fourth Year French.....	(1)	15. Bookkeeping†	($\frac{1}{2}$ -1)
6a. First Year Spanish.....	(1)	16. Agriculture (including	
6b. Second Year Spanish.....	(1)	Home Economics)†	($\frac{1}{2}$ -4)
6c. Third Year Spanish.....	(1)	17. Drawing	($\frac{1}{2}$ -1)
6d. Fourth Year Spanish.....	(1)	18. Manual Training	($\frac{1}{2}$ -1)
7a. First Year Italian.....	(1)	19. Any high-school subject or	
7b. Second Year Italian.....	(1)	subjects not already	
7c. Third Year Italian.....	(1)	used	($\frac{1}{2}$ -2)
8a. Ancient History.....	($\frac{1}{2}$ -1)		

*If an applicant has counted Biology (1), he may not also offer Botany ($\frac{1}{2}$) or Zoology ($\frac{1}{2}$).

†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.

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.

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 courses. 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, men must be at least sixteen years of age; women must be at least seventeen 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 per cent, 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

	Credit in hours
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
Meat Cutting (<i>Animal Husbandry</i> 93).....	1
Hotel Stewarding (<i>Hotel Administration</i> 118).....	1
Personnel Administration (<i>Rural Education</i> 119).....	3
Special Hotel Problems (<i>Hotel Administration</i> 153).....	2, 3, or 4
General Hotel Lectures (<i>Hotel Administration</i> 155).....	1
Hotel Planning (<i>Hotel Engineering</i> 164).....	3
Hotel Structures and Maintenance (<i>Hotel Engineering</i> 166).....	2
Hotel Promotion (<i>Hotel Administration</i> 178).....	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
Front-Office Procedure (<i>Hotel Accounting</i> 188).....	1
Problems in Hotel Analysis (<i>Hotel Accounting</i> 189).....	2 or 3
Tourism (<i>Hotel Administration</i> 56).....	1
Hotel Public Relations (<i>Hotel Administration</i> 176).....	1
Hotel Advertising (<i>Hotel Administration</i> 179).....	1
Hotel Housekeeping (<i>Hotel Textiles</i> 51a).....	1
History of the Culinary Art (<i>Hotel Administration</i> 120).....	1
Bacteriology (<i>Bacteriology</i> 5).....	3
Quantity Food Preparation and Catering, Advanced Course (<i>Institution Management</i> 113).....	3
Food Selection: Dietetics, Elementary Course (<i>Food Preparation</i> 18)	1
Hotel Financing (<i>Hotel Administration</i> 174).....	1
History of Hotels and Inns (<i>Hotel Administration</i> 58).....	2
Seminary in Personnel Administration (<i>Hotel Administration</i> 219)	2
Catering (<i>Hotel Administration</i> 122).....	1
Advanced Catering (<i>Hotel Administration</i> 123).....	1
Insurance (<i>Hotel Administration</i> 196).....	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).....	6
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/> 30

ADVISED ELECTIVES

†General Hotel Lectures (<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 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
Introductory Hotel Engineering (<i>Hotel Engineering</i> 160).....	4
Mechanical Service Equipment (<i>Hotel Engineering</i> 161).....	4
Quantity Food Preparation: Principles and Methods (<i>Food Preparation</i> 115)	3
Meat and Meat Products (<i>Animal Husbandry</i> 91).....	2
	<hr/> 25

ADVISED ELECTIVES

†General Hotel Lectures (<i>Hotel Administration</i> 155).....	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
†Hotel Structures and Maintenance (<i>Hotel Engineering</i> 166).....	2
Public Speaking (<i>Public Speaking</i> 1).....	6
Agricultural Journalism (<i>Extension Teaching</i> 15).....	3
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	Credit in hours
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).....	3
Psychology (<i>Rural Education</i> 114).....	3
An elective course in economics (see <i>note</i> 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)	
	—
	22

ADVISED ELECTIVES

†General Hotel Lectures (<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
†Front-Office Procedure (<i>Hotel Accounting</i> 188).....	1
†Hotel Stewarding (<i>Hotel Administration</i> 118).....	1
†Personnel Administration (<i>Rural Education</i> 119).....	3
Catering (<i>Hotel Administration</i> 122).....	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
Insurance (<i>Hotel Administration</i> 196).....	2
History of Hotels and Inns (<i>Hotel Administration</i> 58).....	2
Commercial Geography (<i>Geology</i> 206).....	3
See also those of the freshman and sophomore year.	

THE SENIOR YEAR

	Credit in hours
Law as related to Innkeeping (<i>Hotel Administration</i> 171).....	3
	—
	3

ADVISED ELECTIVES

Advanced Catering (<i>Hotel Administration</i> 123).....	1
†General Hotel Lectures (<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
See also those of the earlier years.	

NOTE. A total of one hundred and twenty hours of credit is required, eighty-one 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)
		Modern Economic Society (6)
		Money and Banking (3)
		Business Management (3)
Administrative Policies	{	Commercial Geography (2)
		†Tourism (1)
		†Hotel Operation (2)
		†Front-Office Procedure (1)
		†Special Hotel Problems (2)
		†Psychology (3)
		†Personnel Administration (3)
		Seminary in Personnel Administration (2)
		Law as Related to Innkeeping (3)
		Hotel Financing (1)
Engineering	{	Insurance (1)
		Public Speaking (6)
		News Writing (3)
		†Hotel Public Relations (1)
		†Hotel Promotion (1)
		†Hotel Advertising (1)
		†Lectures by Visiting Hotel Men (1)
		Corporation Finance (3)
		†Mechanical Drawing (3)
		†Introductory Hotel Engineering (4)
Food	{	†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 and Sanitary Bacteriology (3)
		Human Physiology (3)
Food Purchasing	{	†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)
Housekeeping	{	†Hotel Textiles (2)
		†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
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 1933.

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.
Relief clerk, Southern Hotel, Columbus, Ohio.

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

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.

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.

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.

All students pay a health and infirmary fee of \$6 at the beginning of each term, and a physical recreation fee of \$2 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.

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, except the Eppley Scholarship, 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

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

to \$200 for the year, payable in two installments, and recognizes particularly scholarship in the field of accounting.

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

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

The Edward M. Tierney Memorial Scholarship, established by E. M. Tierney, Arlington Hotel, Binghamton, in memory of his father, a former president of the American Hotel Association, entitles the holder to \$300 for the year.

The Harry Latz Service Fellowship, established by the Harry Latz Service, Incorporated, provides the sum of \$400 for the aid of the study of the travel objectives of hotel guests. In 1933-34 the award was won by Victor F. Ludewig.

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 E. C. Eppley Scholarship, supported by an annual grant from E. C. Eppley, President of the Eppley Hotel Company, provides full tuition for one year to an entering student. Applications close July 1. Forms may be obtained from Professor H. B. Meek, Ithaca, New York.

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.

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.

The Needham and Grohmann Prize, arranged by the firm of Needham and Grohmann, is a cash prize of \$100 for the best essay on some phase of the usefulness of the hotel press.

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 24, 1935. 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, Interpretation of Hotel Statements, Hotel Housekeeping, and Hospital Management.

Detailed information will be furnished on request.

CORNELL UNIVERSITY OFFICIAL PUBLICATION

Entered as second-class matter, December 14, 1916, at the post office at Ithaca, New York, under the Act of August 24, 1912.

Published at Ithaca, New York, monthly, September to November, and semi-monthly, December to August.

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

The prospective student should have a copy of the

General Information Number

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

Announcement of the Graduate School.

Announcement of the Medical College.

Announcement of the Law School.

Announcement of the College of Arts and Sciences.

Announcement of the College of Architecture.

Announcement of the College of Engineering.

Announcement of the New York State College of Agriculture.

Announcement of the Two-Year Courses in Agriculture.

Announcement of the Winter Courses in the College of Agriculture.

Announcement of the Farm Study Courses.

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.

Announcement of the Summer School of Biology.

Annual Report of the President.

Special departmental announcements, a list of prizes, etc.

Other periodicals are these:

Guide to the Campus. A book of 132 pages, including 55 illustrations and a map in three colors. Price, 50 cents.

Directory of the University. Price, 10 cents.

Correspondence regarding the Cornell University Official Publication should be addressed to

THE SECRETARY, CORNELL UNIVERSITY,
ITHACA, NEW YORK.

