

# CORNELL UNIVERSITY OFFICIAL PUBLICATION

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Volume XIX

Number D

## Announcement of the Course in Hotel Administration

New York State  
College of Home Economics

1928-29

Ithaca, New York  
Published by the University  
February 15, 1928

## THE CALENDAR

### SECOND TERM, 1927-28

Feb.	10	Friday	Registration of all students.	
Feb.	13	Monday	Instruction begins at 8 a. m.	
Mar.	5	Monday	Last day for payment of tuition for the second term.	
Mar.	31	Saturday	Instruction ends at 1 p. m.	} Spring recess
Apr.	9	Monday	Instruction resumed at 8 a. m.	
May	26	Saturday	Spring Day, recess.	
June	4	Monday	Term examinations begin.	
June	18	Monday	Commencement.	

### FIRST TERM, 1928-29

Sept.	14	Friday	University entrance examinations begin.	
Sept.	24	Monday	Registration and assignment of new students.	
Sept.	25	Tuesday	Registration and assignment of old students.	
Sept.	27	Thursday	Instruction begins at 8 a. m.	
Oct.	19	Friday	Last day for payment of tuition for the first term.	
Nov.	28—Dec. 3	Wednesday		
		Monday	Thanksgiving recess.	
Dec.	22	Saturday	Instruction ends at 1 p. m.	} Christmas recess

1929

Jan.	7	Monday	Instruction resumed at 8 a. m.	
Jan.	11	Friday	Birthday of Ezra Cornell. Founder's Day.	
Jan.	28	Monday	Term examinations begin.	

## CORRESPONDENCE

Correspondence concerning entrance (see page 5) to Cornell University should be addressed to Mr. David F. Hoy, Registrar, Cornell University, Ithaca, N. Y.

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

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

Correspondence concerning admission to the hotel course (see page 10), concerning requirements for graduation, advanced-standing records, and correspondence of a general nature, should be addressed to the Secretary of the Colleges of Agriculture and Home Economics, Roberts Hall, Ithaca, N. Y.

# 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, B.S.A., A.M., Dean of the Colleges of Agriculture and Home Economics.  
Cornelius Betten, Ph.D., D.Sc., Director of Resident Instruction.  
Frank Barron Morrison, B.S., Director of Experiment Stations.  
Carl Edwin Ladd, Ph.D., Director of Extension.  
Martha Van Rensselaer, A.B., Director of the College of Home Economics.  
Flora Rose, B.S., M.A., Director of the College of Home Economics.  
Howard Bagnall Meek S.B., M.A., 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, Managing Clerk.  
Ellen Fitchen, A.B., Secretary of the College of Home Economics.

## 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. The complete list will be found in the University Directory.)

Beulah Blackmore, B.S., Professor of Home Economics.  
Arthur Wesley Browne, Ph.D., Professor of Inorganic Chemistry.  
George Walter Cavanaugh, B.S., Professor of Chemistry.  
Peter Walter Claassen, Ph.D., Professor of Biology.  
Mary Frances Henry, A.B., Professor of Home Economics.  
Milton Lyle Holmes, B.A., M.B.A., Professor of Business Management.  
Howard Bagnall Meek, S.B., M.A., Professor of Hotel Management.  
Ernest George Merritt, M.E., World War Memorial Professor of Physics.  
Harold Lyle Reed, Ph.D., Professor of Economics.  
James Morgan Sherman, M.S., Ph.D., Professor of Bacteriology.  
Sumner Huber Slichter, Ph.D., Professor of Economics.  
Annette Warner, Professor of Home Economics.  
Mrs. Jessie Austin Boys, M.S., Assistant Professor of Home Economics.  
Frank Harrison Randolph, B.A., M.E., Professor of Institution Engineering.  
Juan Estevan Reyna, E.E., M.A., Assistant Professor of Rural Engineering.  
Richard S. Uhrbrock, Ph.D., Assistant Professor of Rural Education.  
Dane Lewis Baldwin, M.A., Instructor in English.  
John Courtney, B.S., Instructor in Hotel Accounting.  
William I. Hamilton, Instructor in Hotel Management.  
Katherine Wyckoff Harris, B.S., Instructor in Home Economics and Manager of the Cafeteria.  
Raymond J. Kief, Instructor in Hotel Management.  
Lucy Kimball, B.S., M.A., Instructor in Home Economics.  
Allan Hosie Treman, A.B., LL.B., Instructor in Hotel Law.  
Louis Toth, C.P.A., Instructor in Hotel Accounting.  
Cecil D. Schutt, Assistant in Animal Husbandry.

# NEW YORK STATE COLLEGE OF HOME ECONOMICS

## COURSE IN HOTEL ADMINISTRATION

Education for the profession of hotel management has only recently gained recognition, either from the leaders in the business or from educators themselves. Even after specialized education for the executives of general business had thoroughly vindicated itself, the hard-won lessons of experience were the only ones available for the hotel manager; the long, steep path of promotions through a large number of jobs in a number of departments was the only avenue to the top. But the situation in the hotel business in the years following the war has served to make far heavier demands on the operator than have ever been known. Under the pressure of keen competition and peace-time readjustments all departments are more closely watched. With advances in operating technique on every side the technical knowledge needed (and to be needed in the future) by the hotel man has vastly increased.

Long and varied experience in the industry still offers one method of acquiring this knowledge. To many it must be the only way. Others, there are, for whom technical education in the hotel business will offer a short cut. Those whose family situations or traditions make years of responsibility for hotel operations certain, those whose natural ability and industry will eventually assure them places of leadership in any business and who have felt the irresistible fascination of hotel work, may well seek formal training in those foundation sciences on which efficient modern hotel operation must be based.

Through the cooperation and financial assistance of the American Hotel Association, Cornell University is enabled to offer a course of collegiate grade to meet their needs. It embraces a four-year curriculum of academic work and three summer periods of supervised work at regular pay-roll jobs in approved hotels. The formal curriculum which is described in detail on page 10 and following, embraces instruction in the fundamental sciences of biology, chemistry, physics, and economics; in the important subjects of food handling and preparation, hotel engineering and hotel accounting; and in a wide range of cultural subjects drawn from every school and department of the university.

## ADMISSION

Admission to the Course in Hotel Administration is granted only after a prospective student\* has met:

A. The regular academic entrance requirements of the College described under the title **ACADEMIC REQUIREMENTS**, and

B. The more personal requirements of the department described under the title **PERSONAL REQUIREMENTS**.

## A. ACADEMIC REQUIREMENTS

A candidate must meet the academic requirements for admission to the college in one of four ways, or in some combination of them:

1. By passing the required 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.

Entrance requirements are administered by the University Registrar, to whom correspondence regarding them and application for blanks should be addressed.

The secondary-school subjects that may be offered for admission are named in the following list; the figure in parentheses 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 recitations a week for one year in a study. Fifteen units are required for entrance.

Of the required fifteen units, 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.

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\*The course is open to men and women. Men who are candidates for admission must be at least sixteen years of age. Women must be at least seventeen years of age. Students transferring from other colleges should see the statement regarding advanced standing on page 12.

Evaluation of high school and preparatory work is made by the University Registrar, to whom correspondence and credentials should be addressed at Morrill Hall, Ithaca, N. Y.

1a. English No. 1.....	(1½)	8a. Ancient History.....	(½-1)
1b. English No. 2.....	(1½)	8b. Modern History.....	(½-1)
1c. English (elective).....	(1)	8c. American History, Civics...	(½-1)
2a. First Year Greek.....	(1)	8d. English History.....	(½-1)
2b. Second Year Greek.....	(1)	9a. Elementary Algebra.....	(1)
2c. Third Year Greek.....	(1)	9b. Intermediate Algebra.....	(½)
3a. First Year Latin.....	(1)	9c. Advanced Algebra.....	(½)
3b. Second Year Latin.....	(1)	9d. Plane Geometry.....	(1)
3c. Third Year Latin.....	(1)	9e. Solid Geometry.....	(½)
3d. Fourth Year Latin.....	(1)	9f. Plane Trigonometry.....	(½)
4a. First Year German.....	(1)	10. Physics.....	(1)
4b. Second Year German.....	(1)	11. Chemistry.....	(1)
4c. Third Year German.....	(1)	12. Physical Geography.....	(½-1)
4d. Fourth Year German.....	(1)	13. Biology*.....	(1)
5a. First Year French.....	(1)	14. Botany*.....	(½-1)
5b. Second Year French.....	(1)	14a. Zoology*.....	(½-1)
5c. Third Year French.....	(1)	15. Bookkeeping†.....	(½-1)
5d. Fourth Year French.....	(1)	16. Agriculture (including Home	
6a. First Year Spanish.....	(1)	Economics)†.....	(½-4)
6b. Second Year Spanish.....	(1)	17. Drawing.....	(½-1)
6c. Third Year Spanish.....	(1)	18. Manual Training.....	(½-1)
6d. Fourth Year Spanish.....	(1)	19. Any high-school subject or	
7a. First Year Italian.....	(1)	subjects not already used.	(½-1)
7b. Second Year Italian.....	(1)		
7c. Third Year Italian.....	(1)		

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

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

## B. PERSONAL REQUIREMENTS

As the number of candidates for admission who can meet the academic requirements for admission just described is in excess of the capacity to care for them, 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 Committee on Admission, Box 43, Roberts Hall, evidence of their personal qualifications for admission to the hotel courses. This Committee will gather and evaluate 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.

## RULES GOVERNING ADMISSION

Certain of the university's rules for new students apply to candidates for admission to the hotel course. They are quoted:

1. Every candidate for admission to an undergraduate course must deposit twenty-five dollars with the Treasurer. A check, draft, or order should be payable to Cornell University and should be sent to The Treasurer, Cornell University. The deposit must be made not later than June 1 if the candidate is to be admitted in September to the College of Arts and Sciences or the College of Architecture, and not later than August 1 if he is to be admitted in September to any of the other colleges. It must be made not later than January 1 if the candidate is to be admitted in February to any of the colleges.

If the candidate matriculates, the deposit will be credited to his account, \$10 for the matriculation fee and \$15 as a guaranty 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 the application is withdrawn before the due date (June 1, August 1, or January 1) the deposit will be refunded in full; if it is withdrawn within the month of the due date (June, August, or January) \$10 will be charged to cover accrued expenses and \$15 will be refunded; after that month no refund will be made. If admission is denied a candidate who has complied with all these rules his deposit will be refunded in full at any time.

2. Every candidate for matriculation must submit to the Registrar a satisfactory certificate of vaccination against smallpox, 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 Registrar's office 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.

The following procedure is suggested to the prospective student:

1. File with the Registrar of the University, on blanks provided by him, a formal application for entrance. (Academic.)

2. With the application, make a deposit of \$25 (see page 7).

3. Fill out completely and with great care, and return, the Applicant's Admission Blank (I) which will be sent upon receipt of the application to the Registrar. (Personal.)

The Committee will then consider the case and report its decision at as early a date as possible. As the task of compiling the necessary evidence is time-consuming and as the eligible list will be filled quickly, it is urged that decisions be made and applications filed early. August 1 is set as the last day upon which formal applications for admission in September may be filed and the last day upon which the twenty-five dollars deposit may be accepted.

### REQUIREMENTS FOR GRADUATION WITH THE DEGREE OF BACHELOR OF SCIENCE

Students regularly enrolled in the courses in Hotel Administration are candidates for the degree of bachelor of science. For this degree the following requirements must be met:

1. The completion of at least one hundred and twenty credit hours made up of approximately one hundred hours specifically required according to the curriculum given below and twenty hours of electives.
2. The completion, before the last term of residence, of at least sixty points of hotel-practice credit.
3. The completion of certain prescribed work in the Departments of Military Science and Tactics, and Hygiene and Preventive Medicine.

Two statements of the curriculum follow, the first grouped according to subject matter, the second as it will be taken year by year.

# THE HOTEL ADMINISTRATION CURRICULUM††

(GROUPED ACCORDING TO SUBJECT MATTER)

Biology (6)	}	Needs of Human Body	}	*Food Selection (1) (Menu Planning)		
Human Physiology (3)						
Elem. Chemistry (6)	}	Properties of Food				
*Chemistry of Foods (2)						
Handling of Food in the Storeroom and Kitchen	{	Meats and Meat Cutting (3)	{	†Food and Sanitary Bacteriology (2)		
Food Purchase		†Food Preparation (2)				
Housekeeping	{	Food Standards (2)	{	†Food Preparation (4)		
Engineering		Advanced Food Preparation (4)				
Accounting	{	Hotel Cookery (3)	{	†Catering (new) (2)		
Administrative Policies		†Hotel Stewarding (2)				
"Cultural," in addition to "Cultural" value of all the above	{	†Fruit and Vegetable Selection (2)	{	†Organized Markets (3)		
		†Hotel Textiles (2)				
	{	†Hotel Decoration and Furnishing (3)	{	Mechanical Drawing (3)		
		*Introductory Physics (6)				
	{	*Mechanism of Hotel Machines (4)	{	*Hotel Power Plants (3)		
		*Hotel Auxiliary Equipment (3)				
	{	*†Hotel Engineering Problems (3)	{	*General Accounting (6)		
		*Elementary Hotel Accounting (4)				
	{	*Food Control and Cost Accounting (2)	{	*†Hotel Accounting Problems (2)		
		*†Interpretation of Financial Statements (2)				
	{	Modern Economic Society (6)	{	†Business Management (3)		
		Money and Banking (5)				
	{	*Hotel Organization (2)	{	*Hotel Operation (2)		
		*†Front Office Practice (1)				
	{	*†Special Hotel Problems (2)	{	*†Personnel Management in Hotels (2)		
		*Psychology (4)				
	{	*Law as Related to Inn Keeping (4)	{	†Public Speaking		
		†Public Speaking				
	{	*†Public Relations (2)	{	*†Lectures by Visiting Hotel Men (1)		
		*†Corporation and Investment Finance (3)				
	{	†Trade Unionism in the United States (3)	{	†Industrial Organization (2)		
		†Music				

The numbers in parentheses indicate the credit in semester hours.

††See page 14 for detailed descriptions of courses.

†Electives.

\*Specially arranged for Hotel Students.

## THE HOTEL ADMINISTRATION CURRICULUM\*

(GROUPED ACCORDING TO YEARS)

## THE FRESHMEN YEAR

Course	SPECIFICALLY REQUIRED	Credit in hours
Orientation (Including Elementary Hotel Organization).....		1
Elementary Composition and Literature ( <i>English 1</i> ).....		6
Introductory Inorganic Chemistry ( <i>Chemistry 101 and 105</i> ).....		6
Elementary Chemistry of Food Products ( <i>Chemistry 880</i> ).....		2
Food Preparation ( <i>Foods and Nutrition 15</i> ).....		2
Food Standards ( <i>Foods and Nutrition 16</i> ).....		2
Accounting ( <i>Institution Management 81 and 82</i> ).....		6
French† ( <i>French 1</i> ).....		<u>6</u>
		31

## ADVISED ELECTIVES

Special Hotel Lectures ( <i>Institution Management 155</i> ).....	1
General Biology ( <i>Biology 1</i> ).....	6
Introductory Experimental Physics ( <i>Physics 3 and 4</i> ).....	6
French	

## THE SOPHOMORE YEAR

Course	SPECIFICALLY REQUIRED	Credit in hours
General Biology ( <i>Biology 1</i> ).....		6
Modern Economic Society ( <i>Economics 1</i> ).....		6
Introductory Experimental Physics ( <i>Physics 3 and 4</i> ).....		6
Mechanical Drawing ( <i>Drawing 2</i> ).....		3
Food Preparation, Advanced ( <i>Foods and Nutrition 17</i> ).....		4
Hotel Cookery ( <i>Institution Management 115</i> ).....		3
Hotel Accounting ( <i>Institution Management 181 and 182</i> ).....		<u>4</u>
		32

## ADVISED ELECTIVES

Special Hotel Lectures ( <i>Institution Management 155</i> ).....	1
Public Speaking ( <i>Public Speaking 1</i> ).....	6
Oral and Written Expression ( <i>Extension 101 and 102</i> ).....	4
Hotel Textiles ( <i>Textiles and Clothing 51</i> ).....	2
Human Physiology ( <i>Physiology 303</i> ).....	3
French	

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\*See page 14 for detailed descriptions of courses.

†Unless two units of French are offered for entrance. If one unit of French is offered for entrance, the second term of French 1 will satisfy the requirement. Additional French may be taken as an elective.

### THE JUNIOR YEAR SPECIFICALLY REQUIRED

Course	Credit in hours
Hotel Operation ( <i>Institution Management 151</i> ).....	2
Hotel Organization ( <i>Institution Management 152</i> ).....	2
Mechanism of Hotel Machines ( <i>Rural Engineering 161</i> ).....	4
Hotel Power Plants ( <i>Rural Engineering 162</i> ).....	3
Advanced Hotel Accounting ( <i>Institution Management 183</i> ).....	2
Hotel Stewarding ( <i>Institution Management 118</i> ).....	2
Money and Banking ( <i>Economics 11</i> ).....	5
Meats and Meat Cutting ( <i>Animal Husbandry 20</i> ).....	<u>3</u>
	23

### ADVISED ELECTIVES

Special Hotel Lectures ( <i>Institution Management 155</i> ).....	1
Hotel Accounting Problems ( <i>Institution Management 185</i> ).....	2
Decoration and Furnishing ( <i>Household Arts 35</i> ).....	3
Fruit and Vegetable Selection ( <i>Vegetable Gardening 12</i> ).....	3
Biology	
English	
Government	
History	

See also those of the sophomore year.

### THE SENIOR YEAR SPECIFICALLY REQUIRED

Course	Credit in hours
Hotel Auxiliary Equipment ( <i>Rural Engineering 163</i> ).....	3
Law as Related to Inn Keeping ( <i>Institution Management 171</i> ).....	4
Psychology ( <i>Rural Education 114</i> ).....	<u>4</u>

11

### ADVISED ELECTIVES

Special Hotel Lectures ( <i>Institution Management 155</i> ).....	1
Front Office Practice ( <i>Institution Management 188</i> ).....	1
Commercial Geography ( <i>Geology 206</i> ).....	2
Personnel Management ( <i>Institution Management 176</i> ).....	2
Interpretation of Financial Statements ( <i>Institution Management 186</i> )...	2
Special Hotel Problems ( <i>Institution Management 153</i> ).....	2
Hotel Engineering Problems ( <i>Rural Engineering 164</i> ).....	3
Public Relations (to be arranged).....	2
Catering (to be arranged).....	2
Organized Markets and Speculation ( <i>Marketing 146</i> ).....	2
Corporation and Investment Finance ( <i>Economics 13</i> ).....	3
Trade Unionism in the United States ( <i>Economics 43</i> ).....	3
Industrial Organization ( <i>Industrial Engineering 380</i> ).....	<u>2</u>

See also those of the sophomore and junior years.

### NOTE

Variations in the sequence in which required courses may be taken are permitted upon approval of the student's adviser, and occasional substitutions in the subjects will be permitted in individual cases where the good of the student will be thereby substantially served. The elective courses may be 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 such courses are met.

## ADVANCED STANDING

With the approval of the Committee on Admission 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 Secretary of the College, Box 43, Roberts Hall, Ithaca, New York, for adjustment of credits.

## HOTEL PRACTICE REQUIREMENT

Under the hotel practice requirement each student will 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 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, will count for twenty points. For exceptionally good types of experience, good workmanship and excellent reports excess credit will be given; while for poor experience, poor workmanship, or poor or tardy reports less than normal credit will be allowed. Not more than forty points of the practice credit may be earned in any one hotel.

Credit for hotel practice is estimated on the basis of reports filed by the students and by the employers. A limited amount of credit (not more than forty points) may be earned before entering college. Therefore, students who expect to be employed at hotel work before entering college (or before transferring to Cornell) 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 registration blanks and instruction sheets. 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

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\*As set forth in the Hotel Practice Instruction Sheets supplied on request.

the summer should be made definite only after a study of the Hotel Practice Instruction Sheets and consultation with the Chairman of the Committee.

While the supervised practice is an essential part of the student's course, the College does not guarantee summer positions. Through the courtesy of the American Hotel Association, however, 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.

To illustrate the type of experience for which credit is given a few of the jobs held last summer by Cornell Hotel students are listed below:

Relief Clerk, Arlington Hotel, Binghamton, New York.  
Assistant Steward, Hotel Statler, Buffalo, New York.  
Waiter Captain, Broadmoor Hotel, Colorado Springs, Colorado.  
Steward, Clifton Hotel, Niagara Falls, Ontario.  
Resident Manager, The White Inn, Fredonia, New York.  
Assistant Food Controller, Chalfonte-Haddon Hall, Atlantic City, New Jersey.  
Room Clerk, Parker Inn, Albion, Michigan.  
Bus Boy, Benjamin Franklin Hotel, Philadelphia, Pennsylvania.  
Bellman, Russel Lamson Hotel, Waterloo, Iowa.  
Assistant Room Clerk, Stevens House, Chicago, Illinois.  
Steward, Hotel Pennsylvania, New York City.  
Front Office Clerk, The Alvarado Hotel, Albuquerque, New Mexico.  
Stockman, Hotel Roosevelt, New York City.  
Clerk, Royal Palm Hotel, St. Petersburg, Florida.  
Assistant Manager, The Tecumseh Hotel, London, Canada.  
Assistant to Chef, Hotel Plaza, New York City.  
Steward, Rockingham Hotel, Portsmouth, New Hampshire.  
Storeroom Clerk, Athenaeum Hotel, Chautauqua, New York.  
Information Clerk, The Onondaga Hotel, Syracuse, New York.  
Key and Mail Clerk, Hotel Sinton, Cincinnati, Ohio.  
Pantry Man, Hotel Columbia, Asbury Park, New Jersey.  
Front Office Cashier, Niagara Hotel, Niagara Falls, New York.  
Storeroom Man, Wildmere Hotel, Minnewaska, New York.  
Storeroom Man, Leland House, Schroon Lake, New York.  
Mail Clerk, Hotel Medford, Milwaukee, Wisconsin.  
Relief Clerk, Hollenden Hotel, Cleveland, Ohio.  
Food Checker, VanCurler Hotel, Schenectady, New York.  
Clerk, Hotel Wequetonsing, Wequetonsing, Michigan.  
Bellman, Hotel Powers, Rochester, New York.  
Night Clerk, Hotel Seneca, Geneva, New York.  
Front Clerk, Hotel Buffalo, Buffalo, New York.  
Room Clerk, The Viking Hotel, Newport, Rhode Island.  
Information Clerk, Hotel Syracuse, Syracuse, New York.  
Assistant Steward, The Greylock, Williamstown, Massachusetts.  
Assistant Steward, Morton Hotel, Atlantic City, New Jersey.  
Mail Clerk, Prince George Hotel, New York City.  
Storeroom Man, George Vanderbilt Hotel, Ashville, New York.  
Night Clerk, Essex and Sussex Hotel, Spring Lake, New Jersey.  
Bus Boy, Hotel Touraine, Buffalo, New York.  
Assistant Head Clerk, Winona Hotel, Winona, Minnesota.  
Food Checker, Hotel McAlpin, New York City.  
Storeroom Clerk, Flanders Hotel, Ocean City, New Jersey.

# DESCRIPTIONS OF COURSES

## AGRICULTURAL ECONOMICS

**125. Business Management.** Second term. Credit three hours. Prerequisite, Economics I, Accounting 121, or their equivalents. Lectures, M W F 9. Farm Management Building 102. Professor HOLMES.

The principles underlying the successful operation of business enterprises in general, developed largely through the medium of problems and cases taken from various types of business. Problems of production, distribution, financing, standards and records, purchasing, and personnel will be considered.

Laboratory fee, \$1.

**146. The Organized Exchanges and Speculation.** First term. Credit two hours. Open to graduate students and seniors with adequate preparation. Recitations, T Th 8. Farm Management Building 102. Professor BOYLE.

## ANIMAL HUSBANDRY

**20. Meat and Meat Products.** First or second term. Credit three hours. Registration limited to forty. Laboratory assignment must be made at the time of registration. Required Lecture, M 8. Two laboratory periods a week, M T or W 2-4.30, and W 8-10.30 or S 8-10.30. Animal Husbandry Building B and Meat Laboratory. One required inspection trip to Buffalo and vicinity. Mr. SCHUTT.

## BIOLOGY

**1. General Biology.** Throughout the year. Credit three hours a term. First term prerequisite to the second. Not open to students who have had college courses in zoology and botany. Required. Lectures, M W 9 or 11. East Roberts 222. One practice period a week, T F 8-10.30, or daily except S 2-4.30. Roberts 302. Students must report at the Biology office, Roberts Hall 322, for assignment to laboratory sections. Laboratory fee, \$2.50 a term. Professor CLAASSEN, Mr. CUTLER, and assistants.

## CHEMISTRY

**101. Introductory Inorganic Chemistry.\*** First or second term. Credit three hours. Required of students in hotel administration. Lecture, two sections, M W F 11 or T Th S 11. Baker, Main Lecture Room. Professor BROWNE and Assistant Professor McKINNEY.

**105. Introductory Inorganic Chemistry.** First or second term. Credit three hours. Required of students in hotel administration. Recitation, one hour a week, to be arranged. Laboratory sections, M F 2-4.30, T Th 2-4.30, W 2-4.30, S 8-10.30. Baker 150. Professor BROWNE, Assistant Professor McKINNEY, and assistants.

Chemistry 101 and 105 must be taken simultaneously unless permission has been obtained by the student from the Dean of his College and from the Department of Chemistry to take either course alone.

**880. Elementary Chemistry of Food Products.** Second term. Credit two hours. Prerequisite, Chemistry 101. Required of students in hotel administration. W F 10. Baker 377. Professor CAVANAUGH.

## DRAWING

**2. Mechanical Drawing.** First or second term. Credit three hours. Open only to students in hotel administration and required of them. Lectures during laboratory periods. Laboratory, T 2-4.30 and S 8-10.30. Additional practice periods to be arranged to suit the schedule of the student. Dairy Building, fourth floor. Work will begin with the first laboratory period. Students must

\*Examinations for those who were unavoidably absent from the final examination in Chemistry 101 will be held at 2 p. m. on the day before instruction begins in the fall.

apply at the department office before that period regarding materials required. Assistant Professor REYNA.

A course including a study of architects' plans and elevations of hotels and other institutions and the layouts of machinery in such buildings.

### ECONOMICS

**1. Modern Economic Society.** First or second term. Credit five hours. Required of students in hotel administration. Daily except S, 8 9 10 11 12 2. Professor SLICHTER.

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

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

**2a. Modern Economic Society.** First term. Credit three hours. M W F 8 9 11. T Th S 8 9 11. Professor SLICHTER.

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

**2b. Modern Economic Society.** Second term. Credit three hours. Prerequisite, course 2a. M W F 8 9 11. T Th S 8 9 11. Professor SLICHTER.

**11. Money and Banking.** First or second term. Credit five hours. Prerequisite, Economics 1 or its equivalent. Required of students in hotel administration. First term: daily except S, 10. Second term: daily except S, 11. Goldwin Smith 142. Professor REED.

**13. Corporation and Investment Finance.** First term. Credit three hours. Prerequisite, Economics 11 and 21a. Professor ENGLISH and Mr. O'LEARY. M W F 9. Goldwin Smith 256.

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

### ENGLISH

**1. English: Elementary Composition and Literature.** Throughout the year. Credit three hours a term. Required of students in hotel administration. First term: M W F and T Th S 8 9 10 11 12. Second term: T Th S 8 9 12. Rooms to be announced. Messrs. BALDWIN, CARROLL, GREENE, JOHNSON, P. F. JONES, LINDSAY, and WILDER.

This course is designed for underclassmen in architecture, agriculture, chemistry and hotel administration, who have satisfactorily passed the entrance requirements in English. Students who have not taken the course in the first term may enter in the second term in sections provided for them.

Registration in the course is in charge of Mr. Baldwin. Students who elect English 1 must apply at Roberts 292 on Wednesday, Thursday, Friday, or Saturday of registration week, for assignment to sections.

### EXTENSION TEACHING\*

**101. Oral and Written Expression.** First term. Credit two hours. Open to juniors and seniors, and to others by arrangement. The number in each section will be limited. Students will consult Assistant Professor PEABODY for assignment to sections. Lectures and practice, M W 9, M F 11, W F 10, or T Th 11, Roberts 131; T Th 10, Roberts 292. Criticism, by appointment, daily, 8-1. Professors EVERETT and WHEELER and Assistant Professor PEABODY.

Practice in oral and written presentation of topics, with criticism and individual appointments on the technique of public speech. Designed to encourage interest

\*See also Public Speaking.

in public affairs, and, through demonstrations and the use of graphic material and other forms, to train for effective self-expression in public.

**102. Oral and Written Expression.** Second term. Credit two hours. Prerequisite, course 101, of which course 102 is a continuation. Part of the work of course 102 is a study of parliamentary practice. Lectures and practice, W F 10, T Th 9, T Th 10, or M F 11. Roberts 131. Criticism, by appointment, daily, 8-1. Professors EVERETT and WHEELER and Assistant Professor PEABODY.

### FOODS AND NUTRITION

**15. Food Preparation.** First or second term. Credit two hours. Required of freshmen. First term: practice, T Th 11-1, one section, Home Economics 270; T Th 8-10, one section, Home Economics 270. Second term: W F 11-1, one section, Home Economics 270. Miss KIMBALL.

This course acquaints the student with the underlying principles of the various ways of cooking typical foods. Detailed attention is given to manipulation and to economy in the use of time and of materials. Standards in preparation and serving are emphasized. Laboratory fee, \$14.

**16. Food Preparation.** Second term. Credit two hours. Prerequisite, Foods 15. Required of freshmen. Practice: T Th 8-10.30, Home Economics 270 or F 2-4.30 and S 10.30-1. Home Economics 200. Miss KIMBALL.

This course is a continuation of course 15. Laboratory fee, \$14.

**17. Advanced Food Preparation.** First or second term. (In 1927-28, first term only.) Credit three hours. Prerequisite, Foods 15 and 16, or their equivalents. Required of sophomores. Lecture, M 11, Home Economics 100. Practice, T Th 10.30-1. Home Economics 270. Assistant Professor BOYS.

This course gives the student a more extensive knowledge of the preparation of foods. Attention will be given particularly to those foods usually served in hotels and in high-class restaurants. Laboratory fee, \$18.

**18. Food Selection from the Dietetic Standpoint.** First or second term. Credit one hour. Elementary course. Lecture, S 10, Home Economics 245. First term, Miss CAMPBELL; second term, Professor HENRY.

### FRENCH

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

**3. Intermediate Course.** Repeated in second term. Credit six hours; upperclassmen, four hours. Prerequisite, French 1, or second year entrance French. First term: daily 8 9 11. Second term: daily 8.

**4a. Rapid Reading of French.** Repeated in second term. Credit three hours. Prerequisite, French 3, 3a, or third year entrance French. First term: M W F 9, M W F 12, T Th S 11. Second term: M W F 10, M W F 11, T Th S 9.

### GEOLOGY

**206. Commercial Geography.** First term. Credit two hours. Prerequisite, Geology 200 or Economics 1. Professor VON ENGELN. Lectures, T Th 11. McGraw, Geology Lecture Room. Lectures, reading, and term report.

The geographic factors affecting production and distribution of commodities. Discussion of the geographic origins and nature of commercial exchange of goods, routes of commerce, localization of industry, modern city sites, utilization of tropical lands, etc.

## HOUSEHOLD ART

35. **Decoration and Furnishing.** First or second term. (In 1927-28, first term only.) Credit three hours. Should be taken in the junior year. Prerequisite, Drawing 2. Hours to be arranged. Professor WARNER.

A course dealing with the essentials of decoration and furnishing applied to problems in the hotel industry. Laboratory fee, \$5.

## INDUSTRIAL ENGINEERING

380. **Industrial Organization.** Required of all juniors in Mechanical and in Electrical Engineering. Either term. Credit two hours. Open only to upperclassmen. A course of lectures on modern industrial tendencies and the principles that underlie modern methods of production. The treatment includes not only the reasons for our changed methods of production but also discussion of the principal features of such industrial factors as factory legislation, factory welfare work, and modern methods of administration. Professor KIMBALL, Assistant Professor BANGS, and Mr. KNEEN.

## INSTITUTION MANAGEMENT

## HOTEL STEWARDING

115. **Hotel Cookery.** First or second term. Credit three hours. Required of sophomores. Registration limited to fourteen students. Practice, T Th 8-12. Cafeteria. Miss HARRIS.

Laboratories consist of actual large-quantity cooking in the cafeteria kitchen, the preparation, on a commercial basis, of meals for several hundred patrons. They are supplemented by discussion and explanation periods to provide an opportunity to review principles and discuss procedures. Laboratory fee, \$10.

[118. **Hotel Stewarding.** Second term. Credit one hour. Open to juniors and seniors. Hours to be arranged. Mr. KIEF. Not given in 1927-28.]

## HOTEL ADMINISTRATION

150. **Elementary Hotel Organization.** Second term. Credit two hours. Open to freshman. Lecture (in conjunction with 155) F 2-4, Recitation M 10. Professor MEEK and others.

Continues the orientation course, preparing the new student further for his prospective summer's hotel work by a consideration of hotel procedure, etiquette, and form. Supplements the lectures of Hotel Administration 155 by discussion and recitation. Book and news reviews.

151. **Hotel Organization.** First term. Credit three hours. Prerequisite, Economics 1, Hotel Accounting 82, and hotel experience. Open to sophomores by permission. Required of juniors. Lectures and discussions, M W F 9. East Roberts 232. Professor MEEK.

A study of the usual forms of organization of hotel staffs, paralleled with a study of the fundamental principles of efficient organization in general. A course designed to develop administrative technique through the analysis of actual organizations.

In connection with this course a trip to New York City will be organized to attend the meetings of the New York State Hotel Association, to attend the National Hotel Exposition, and to make a tour of metropolitan hotels. Attendance on all the assigned meetings and tours of this trip will be required of every member of the class. The necessary expenses in connection with the trip will probably be about \$60.

152. **Hotel Operation.** Second term. Credit three hours. Prerequisite, Economics 1, Hotel Accounting 82, and hotel experience. Open to sophomores by permission. Required of juniors. Lectures and discussions, W 9. Home Economics 245, F 9, Home Economics 100. Professor MEEK.

A study of the more important and fundamental problems of hotel operation, including among others the problems of location, rates, appraisal, finance, and

advertising. A course designed to familiarize the student with these problems and their current solutions, and to develop the ability to solve similar problems in the light of general principles. Analyses of concrete hotel situations will be made for the purpose of determining operating policies.

**153. Special Hotel Problems.** First term. Credit two hours. Prerequisite, Institution Management 151 and 152. Open to a limited number of students 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.

**155. Lectures on Hotel Management.** Second term. Credit one hour. Open to all classes. Lecture and discussion F 2-4. Home Economics 100. A series of lectures given by non-resident speakers prominent in the hotel and allied fields. Under direction of Professor MEEK.

**171. Law as Related to Innkeeping.** Second term. Credit three hours. Open to juniors and seniors. M W F 8. Mr. TREMAN.

An elementary course on law with special reference to the problems of the hotel man.

**[176. Personnel Management.** Second term. Credit two hours. Open to juniors and seniors. M 8 and 11. Lectures on alternate weeks. Mr. Hamilton. Discussion periods on alternate weeks. Assistant Professor UHRBROCK.

A course designed to acquaint the student with modern personnel practice and to give a basis of evaluating current hotel personnel practice. Not given in 1927-28].

#### HOTEL ACCOUNTING

**81. Accounting.** First term. Credit three hours. Required of freshmen. Lecture, T 9. Caldwell 100. Laboratory, M 2-5 or Th 2-5 and Th 8-10 or F 8-10. Cornell Countryman Building. Mr. 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.

**82. Accounting.** Second term. Credit three hours. Prerequisite, Hotel Accounting 81. Required of freshmen. Lecture, T 9. Caldwell 100. Laboratory, M 2-5 or Th 2-5, Th 8-10 or F 8-10. Cornell Countryman Building. Mr. COURTNEY.

A continuation of Hotel Accounting 81, concerning itself with the partnership, the 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.

**181. Hotel Accounting.** First term. Credit two hours. Prerequisite, Hotel Accounting 81 and 82. Required of sophomores. Lecture, M 9. Laboratory, T or W 2-5. Cornell Countryman Building. Mr. COURTNEY.

Hotel accounting and control of income. 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.

**182. Hotel Accounting.** Second term. Credit two hours. Prerequisite, Hotel Accounting 181. Required of sophomores. Lecture, M 9. Laboratory, T or W 2-5. Cornell Countryman Building. Mr. COURTNEY.

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 Hotel Association of New York

City classification of expenses. Stock control. Receiving and purchase record. The purchase journal. The pay roll. Petty cash disbursements. Depreciation. The asset accounts.

**183. Hotel Accounting, Advanced.** First term. Credit two hours. Required of juniors. Prerequisite Hotel Accounting 182. Lecture, F 2. Laboratory, S 9-12. Cornell Countryman Building. Mr. TOTH and Mr. COURTNEY.

Special forms of the general ledger, private ledger, valuation of assets of the hotel, depreciation rates, appraised values, liability accounts, reserves, earned surplus and capital surplus. Internal control, balance sheet audits, detailed audits, monthly audits, preparation of income tax returns. Principles of food control, sales and cost analysis, preparation of food cost reports.

**185. Hotel Accounting Problems.** First term. Credit two hours. Prerequisite Hotel Accounting 182. Should be taken with or after Hotel Accounting 183. F 3-5. Cornell Countryman Building. Mr. TOTH.

Incorporating the hotel owning and operating companies. Financing bond issues and discounts. Accounting provisions in hotel leases and management contracts. Installation of new hotel accounting systems.

**186. Interpretation of Hotel Financial Statements.** First term. Credit two hours. Prerequisite Hotel Accounting 183. Friday 9-12. Cornell Countryman Building. Mr. TOTH.

Study and discussion of hotel balance sheets and profit and loss statements. Balance sheet and operating ratios of representative hotels.

**188. Front Office Practice.** Second term. Credit one hour. Open to juniors and seniors and to lower classmen by permission. Alternate Mondays 2-4. Cornell Countryman Building. Professor MEEK assisted by Mr. READY and Mr. DE SAUSSURE.

#### PUBLIC SPEAKING\*

**1. Public Speaking.** Throughout the year. Credit three hours a term. Not open to freshmen. Assistant Professors MUCHMORE and WICHELS, and Messrs. THOMAS, WOEHL, WAGNER, HARSHBARGER, HOWELL, and DUNHAM. First term M W F 9 10 11, 12; T Th S 9 10 11. Second term: M W F 9 10 11 12; T Th S 9, 10. Rooms to be announced.

Planned to give the fundamentals of speech preparation and to develop simple and direct speaking. Required readings on selected topics; conferences and drill.

The '86 Memorial Prize for declamation is awarded in connection with the second term of this course. See the University pamphlet, Prize Competitions.

Students must apply at Goldwin Smith 26 on registration days of each term for assignment to sections.

**1a. Public Speaking.** Second term. Credit three hours a term. Not open to freshmen. Assistant Professor MUCHMORE and Messrs. WOEHL, WAGNER, HARSHBARGER, and HOWELL. M W F 9 11 12; T Th S 8 9 10. Rooms to be announced.

This course repeats the work of the first term of course 1.

Students must apply at Goldwin Smith 21 on registration days for assignment to sections.

#### RURAL EDUCATION

**114. Psychology for Students of Hotel Administration.** Second term. Credit four hours. Open to juniors and seniors. Required. Lectures, M W F 10. Home Economics Building 245. Laboratory, Th 2-4.30. Caldwell 143. Assistant Professor UHRBROCK.

#### RURAL ENGINEERING

**161. Mechanism of Hotel Machines.** First term. Credit four hours. Open to juniors and required of them. Prerequisite, Drawing 2 and Physics 3 and 4. Lectures and recitations, M W F 11. Roberts 292. Laboratory, to be assigned

\*See also Extension Teaching.

at the time of registration, T Th or F 2-5. East Roberts 1. Assistant Professor RANDOLPH.

A study of the elements of machines as employed in the mechanical equipment of hotels. Kitchen and laundry machinery, vacuum cleaners, the machine and repair shop, communication systems, plumbing, illumination, and fire protection. A study of graphical representation is included. Laboratory fee, \$5.

**162. Hotel Power Plants.** Second term. Credit three hours. Open to juniors and required of them. Prerequisite, course 161. Lectures and recitations, M F 12. Roberts 292. Laboratory, W Th or F 2-5, or S 9-12. East Roberts 2. Assistant Professor RANDOLPH.

Representative types of steam boilers and their auxiliaries; properties of steam, fuels, combustion, firing methods, feed-water purification, and boiler testing. Various types of steam engines; lubrication; pumps and their applications. Testing of apparatus. Laboratory fee, \$5.

**163. Hotel Auxiliary Equipment.** First term. Credit three hours. Open to juniors and seniors. Required of seniors. Prerequisite, course 161. Lectures and recitations, W F 8. Roberts 292. Laboratory, M or W 2-5, or T or S 9-12. East Roberts 2. Assistant Professor RANDOLPH.

Electrical machinery, motors, and generators; elevators, electric and hydraulic; heating and ventilation; mechanical refrigeration systems. Laboratory fee, \$5.

**164. Hotel Engineering Problems.** Second term. Credit three hours. Open to a limited number of seniors with the consent of the instructor. Prerequisite, courses 162 and 163. Class discussion, hours to be arranged. Assistant Professor RANDOLPH.

Typical procedure in building construction. Planning the layout for a proposed hotel, emphasizing floor plans and the selection and arrangement of the engineering equipment in the various departments. The use of metering devices in promoting efficient operation.

## TEXTILES

**51. Hotel Textiles.** First or second term. Credit two hours. First term: lecture, M 10, Home Economics 300; practice, W 8-10.30, Home Economics 305. Second term: lecture, M 2; practice, W 11-1; Home Economics 300. Professor BLACKMORE.

This course includes an intensive study of fabrics used in hotels. A brief study will be made of their selection, use and distribution in hotels. Estimated cost of materials, \$3.00. Laboratory fee, \$5.00.

## VEGETABLE GARDENING

**12. Grading and Handling Vegetable Crops.** First term. Credit three hours. Lectures, T Th 10. Poultry Building 174. Laboratory, Th or F 2-4.30. Professor THOMPSON and Assistant Professor SCHNECK.

Geography of vegetable production and distribution, factors of environment, culture, and handling as affecting quality, condition, and marketing of vegetable crops, are considered. Harvesting, grades and grading, packing, shipping-point and terminal-market inspection, transportation, refrigeration, and storage are discussed with reference to the various crops. One all-day trip will be made; approximate cost, \$10. Laboratory fee, \$2.

## EXPENSES

A detailed statement regarding fees and expenses will be found in the announcement of courses of the College of Home Economics, which will be sent to all applicants. The chief items are briefly referred to here.

The charge for tuition is \$300,\* payable in installments of \$160 at the beginning of the first term and \$140 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 into the University.

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 an infirmary fee of \$5 at the beginning of each term, and all men students are charged a physical recreation fee of \$2 a term.

A Willard Straight Hall membership fee of \$4 a term is required, at the beginning of each term, of every student. 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

There are available the following scholarships for students in Hotel Administration. They will be 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.

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

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

*The International Stewards Association Scholarship*, established for the years 1927-28, 1928-29, 1929-30, and 1930-31 by the International Stewards Association, entitles the holder 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 for the years 1927-28, 1928-29, and 1929-30 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.

Applications for these scholarships must be filed at the office of the Director of Resident Instruction before May 1 of the preceding year (excepting for the year 1927-28 when they may be filed up to February 15, 1928) on blanks available at the office.

## PLACEMENT SERVICE

The office of the hotel course maintains a placement service to assist students in securing hotel jobs during the vacation periods; and to assist graduates in making contacts for permanent positions. Interested employers should address Professor H. B. Meek, Cornell University, Ithaca, New York. No charge is made for the service. The positions held by recent graduates (1925, 1926, and 1927) are listed below to indicate the type of work they are prepared to do.

### POSITIONS HELD BY ALUMNI\*

Bissell, N. E., Room Clerk, New Ocean House, Swampscott, Mass.  
 Boggs, R. H., Manager, Hotel Kennewood, Elizabethtown, Pa.  
 Bovard, W. T., Supervising Manager, Associated Hotels, Inc., Richmond, Va.  
 Bright, T. M., Room Clerk, Clifton Hotel, Niagara Falls, Ontario.  
 Buddenhagen, A. E., Auditor, The Fort Sumter, Charleston, S. C.  
 Courtney, J., Auditor, New Southern Hotel, Columbus, Ohio.  
 Crandall, J. M., Manager, The Penn-Beaver, Rochester, Pa.  
 Deveau, T. C., Room Clerk, Bethlehem Hotel, Bethlehem, Pa.  
 Dockery, J. M., Manager, Hotel Raleigh, Waco, Texas.  
 Drake, H. K., Assistant Manager, Fort Stanwix Hotel, Johnstown, Pa.  
 Dunlap, A. W., Dining Room Service, New York Telephone Co., New York City.  
 Fischer, R. W., Assistant Steward, Café Savarin, Pennsylvania Station, New York City.  
 Gibbs, Loyal C., General Auditor, Associated Hotels, Inc., Richmond, Va.  
 Hamlon, C. L., Assistant Steward, Bellevue-Stratford, Philadelphia, Pa.  
 Jennings, C. A., Manager, The Greylock, Williamstown, Mass.  
 Lodge, W. H., Dining Room Service, New York Telephone Co., Brooklyn.

\*As of June 1, 1927.

- Longyear, Hilda R., Superintendent, Encina Commons, Stanford University, Cal.  
Love, H. B., Publicity Department, Chalfonte-Haddon Hall, Atlantic City, N. J.  
MacLennan, H. A., Manager, Clifton, Niagara Falls, Ontario.  
Marchand, H. J., Assistant Manager, Hotel Statler, Boston, Mass.  
Metzger, H. C., Bell Captain, Star Lake Inn, Star Lake, N. Y.  
Miller, E. N., Clerk, Star Lake Inn, Star Lake N. Y.  
Miner, F. L., Assistant Manager, The Essex and Sussex, Spring Lake, N. J.  
Needham, W. R., Hotel Management, Ahrens Publishing Co., 342 Madison Ave.  
N. Y. C.  
Nickels, H. L., Manager, Fort Meigs Hotel, Toledo, Ohio.  
Nolin, J. H., Auditor, West Lake Hotel, Cleveland, Ohio.  
Olsen, A. L., Auditor, Niagara Hotel, Niagara Falls, N. Y.  
Reynolds, H. E., Room Clerk, The Clifton, Niagara Falls, Ontario.  
Savage, Kirkwood, Night Steward, Hotel Astor, New York City.  
Sayles, Charles I., Manager, Star Lake Inn, Star Lake, N. Y.  
Schimmelpfenning, A. H., Manager, Villipigues Inn, Sheepshead Bay, N. Y.  
Shea, J. L., Assistant Steward, New Willard Hotel, Washington, D. C.  
Slack, J. L., Manager, the Phillips, Phillipsburg, Pa.  
Stearns, R. M., Auditor, Hotel Utica, Utica, N. Y.  
Taft, Arthur, Manager, Carlisle Hotel, Woodstock, N. B.  
Tyo, R. E., Manager, Lake Wesauking Lodge, Towanda, Pa.  
Welch, J. M., Manager, Fairmont Hotel, Fairmont, Minnesota.  
Wickes, Mary, Manager, Park Hotel, Oberlin, Ohio.

## 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.

Issued at Ithaca, New York, twice a month from December to June inclusive, and monthly from July to November inclusive.

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 Circular of Information*

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

*Announcement of the College of Arts and Sciences.*

*Announcement of the College of Engineering.*

*Announcement of the Law School.*

*Announcement of the College of Architecture.*

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

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

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

*Announcement of the New York State Veterinary College.*

*Announcement of the University Division of Education.*

*Announcement of the Department of Chemistry.*

*Announcement of the Graduate School.*

*Announcement of the Summer Session.*

*Announcement of the Summer Session of the Law School.*

*Announcement of the Summer School of Biology.*

*Announcement of the Farm Study Courses.*

*Program of the Annual Farm and Home Week.*

*Annual Report of the President.*

Special departmental announcements, a list of prizes, etc.

Other periodicals are these:

*The Register*, published annually in September, and containing, not announcements of courses, but a comprehensive record of the University's organization and work during the last year. Price, 50 cents.

*Guide to the Campus.* Illustrated. Price, 50 cents.

*Directory of the University.* Price, 10 cents.

The *Announcement of the Medical College* may be obtained by addressing the Cornell University Medical College, Ithaca, New York.

Correspondence regarding the Cornell University Official Publication should be addressed to

THE SECRETARY, CORNELL UNIVERSITY,  
ITHACA, NEW YORK.