

# CORNELL UNIVERSITY OFFICIAL PUBLICATION

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Volume XX

Number A

New York State  
College of Home Economics  
Announcement of the Course in  
Hotel Administration  
for 1928-29

Ithaca, New York  
Published by the University  
September 1, 1928

## THE CALENDAR

### 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.

### SECOND TERM, 1928-29

Feb.	8	Friday	Registration of all students.
Feb.	11	Monday	Instruction begins at 8 a. m.
Mar.	4	Monday	Last day for payment of tuition for the second term.
Mar.	30	Saturday	Instruction ends at 1 p. m.      } Spring recess
Apr.	8	Monday	Instruction resumed at 8 a. m.
May	25	Saturday	Spring Day, recess.
June	3	Monday	Term examinations begin.
June	17	Monday	Commencement.

## CORRESPONDENCE

Correspondence concerning entrance (see page 5) to Cornell University should be addressed to Director of Admissions, 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 6, 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., D.Sc., 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.

## 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.  
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.

## 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 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 university grade to provide such training. 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 8 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

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.

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	
6a. First Year Spanish . . . . .	(1)	Home 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	
7b. Second Year Italian . . . . .	(1)	used . . . . .	(½-1)
7c. Third Year Italian . . . . .	(1)		

\*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.

\*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.

A candidate may secure credit against the academic requirements for admission to the college in one of four ways or 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.

Evaluation of high school and preparatory work is made by the Director of Admissions, who will supply the necessary blanks. Correspondence should be addressed to him at Morrill Hall, Ithaca, New York.

#### 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.

#### SUPPLEMENTARY 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 August 1 if he is to be admitted in September and not later than January 1 for admission in February.

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

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

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

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

2. Every candidate for matriculation must submit to the Director of Admissions a satisfactory certificate of vaccination against smallpox, 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.

The following procedure is suggested to the prospective student:

1. File with the Director of Admissions 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 6).
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 by the Director of Admissions. (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.

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)

Accounting	{	<ul style="list-style-type: none"> <li>*General Accounting (6)</li> <li>*Elementary Hotel Accounting (4)</li> <li>*Food Control and Cost Accounting (2)</li> <li>*Hotel Accounting Problems (2)</li> <li>*Interpretation of Financial Statements (2)</li> <li>Modern Economic Society (6)</li> <li>Money and Banking (5)</li> <li>Business Management (3)</li> <li>*Hotel Organization (2)</li> <li>*Hotel Operation (2)</li> </ul>
Administrative Policies	{	<ul style="list-style-type: none"> <li>*Front Office Practice (1)</li> <li>*Special Hotel Problems (2)</li> <li>*Psychology (4)</li> <li>*Personnel Management in Hotels (2)</li> <li>*Law as Related to Inn Keeping (4)</li> <li>Public Speaking</li> <li>*Public Relations (2)</li> <li>*Lectures by Visiting Hotel Men (1)</li> <li>Corporation and Investment Finance (3)</li> <li>Trade Unionism in the United States (3)</li> <li>Industrial Organization (2)</li> </ul>
Engineering	{	<ul style="list-style-type: none"> <li>Mechanical Drawing (3)</li> <li>*Introductory Physics (6)</li> <li>*Mechanism of Hotel Machines (4)</li> <li>*Hotel Power Plants (3)</li> <li>*Hotel Auxiliary Equipment (3)</li> <li>*Hotel Engineering Problems (3)</li> </ul>
Food Preparation	{	<ul style="list-style-type: none"> <li>Meats and Meat Cutting (3)</li> <li>Chemistry of Foods (2)</li> <li>Foods and Sanitary Bacteriology (2)</li> <li>Food Preparation (2)</li> <li>Food Standards (2)</li> <li>Advanced Food Preparation (4)</li> <li>Hotel Cookery (3)</li> <li>Catering (new) (2)</li> </ul>
Food Purchasing	{	<ul style="list-style-type: none"> <li>Hotel Stewarding (2)</li> <li>Food Selection (1) (Menu Planning)</li> <li>Fruit and Vegetable Selection (2)</li> <li>Organized Markets (3)</li> </ul>
Housekeeping	{	<ul style="list-style-type: none"> <li>*Hotel Textiles (2)</li> <li>*Hotel Decoration and Furnishing (3)</li> </ul>
General	{	<ul style="list-style-type: none"> <li>English</li> <li>Public Speaking</li> <li>French</li> <li>Biology (6)</li> <li>Human Physiology (3)</li> <li>Hygiene (2)</li> <li>Elementary Chemistry (6)</li> <li>Literature</li> <li>History</li> <li>Philosophy</li> <li>Government</li> <li>Economics, etc.</li> <li>Music</li> </ul>

The numbers in parenthesis indicate the credit in semester hours.

†See page 14 for detailed descriptions of courses.

\*Specially arranged for Hotel Students.

THE HOTEL ADMINISTRATION CURRICULUM†  
(GROUPED ACCORDING TO YEARS)

THE FRESHMAN YEAR

SPECIFICALLY REQUIRED

Course	Credit in hours
Accounting ( <i>Institution Management 81 and 82</i> ).....	6
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
French† ( <i>French 1</i> ).....	6
Hygiene.....	2
Orientation (Including Elementary Hotel Organization).....	1
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ADVISED ELECTIVES

General 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
Hotel Textiles ( <i>Textiles and Clothing 51</i> ).....	2
French.....	

THE SOPHOMORE YEAR

SPECIFICALLY REQUIRED

Course	Credit in hours
Hotel Accounting ( <i>Institution Management 181 and 182</i> ).....	4
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
General Biology ( <i>Biology 1</i> ).....	6
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ADVISED ELECTIVES

General 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.....	

†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
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
Psychology ( <i>Rural Education 114</i> ).....	4
Money and Banking ( <i>Economics 11</i> ).....	5
Meats and Meat Cutting ( <i>Animal Husbandry 20</i> ).....	3
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### ADVISED ELECTIVES

General Hotel Lectures ( <i>Institution Management 155</i> ).....	1
Hotel Accounting Problems ( <i>Institution Management 186</i> ).....	2
Hotel Stewarding ( <i>Institution Management 118</i> ).....	2
Journalism ( <i>Extension Teaching 15</i> ).....	3
Personnel Management ( <i>Rural Education 119</i> ).....	3
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
Personnel Management ( <i>Rural Education 119</i> ).....	3
	<hr/> 10

### ADVISED ELECTIVES

General 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>Rural Education 119</i> ).....	3
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 ( <i>Institution Management 178</i> ).....	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> ).....	2

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.

## COLLEGE GRADUATES

A number of college graduates looking forward to executive positions in the hotel field have found it possible to arrange attractive programs of study in the specific hotel courses.

They enter with advanced standing and their schedules are specially arranged to fit the individual student's preparation and aims. The amount of time necessary to meet the degree requirements varies with the student's previous study but a substantial amount of hotel subject matter can ordinarily be covered in two years. College students planning to study hotel administration after graduation are advised to consult the division of hotel administration regarding their undergraduate programs.

## 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 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, 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.

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

Credit for hotel experience 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 the summer should be made definite only after a study of the Hotel-Practice Instruction Sheets 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.

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, Van Curler 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 Organization and Management.** First term. Credit three hours. Open to juniors, seniors, and graduate students. Prerequisite, Economics 1. Should preferably be preceded or accompanied by course 121. Lectures, M W F 11. Farm Management Building 102. Professor HOLMES and Mr. BOYD.

A general survey of the principles of organization and management of the individual business enterprise. Specific problems and cases taken from various types of business are used to develop and illustrate the principles of organization, financing, production, purchasing, and personnel control. Problems of distribution are considered in course 126. Special attention is given to methods of analysis of business problems.

**126. Sales Management.** Second term. Credit three hours. Open to juniors, seniors, and graduate students. Prerequisite, Economics 1. Should preferably be preceded by course 125. Lectures, M W F 9. Farm Management Building 102. Professor HOLMES and Mr. BOYD.

A study of the marketing problems of the individual business enterprise. Problems considered will relate to selection of methods of distribution, the organization and management of the sales force, salesmanship, price policies, credit policies, sales research and planning, market analysis, and advertising. Fee for materials furnished, \$2.

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

A practical course in the slaughtering of animals, the cutting of carcasses, and the preparation and curing of meats.

## BIOLOGY

1. **General Biology.** Throughout the year. Credit three hours a term. Required. First term prerequisite to the second. Not open to students who have had college courses in zoology and botany. Lectures, M W 9 or 11. East Roberts 222. One practice period a week. Students must report to the biology laboratory, Roberts 302, for assignment to laboratory sections at the time of registration. Professor CLAASSEN, Mr. WOLF, 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.

## CHEMISTRY

101. **Introductory Inorganic Chemistry.\*** 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 MCKINNEY.

105. **Introductory Inorganic Chemistry.** First or second term. Credit three hours. Required. 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.

880. **Elementary Chemistry of Food Products.** Second term. Credit two hours. Required. Prerequisite, Chemistry 101. W F 10. Baker 377. Mr. MISCALL. Candidates for the degree of Bachelor of Chemistry may not receive credit for this course toward the degree.

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

## 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 apply at the department office before that period regarding materials required. 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.

## ECONOMICS

1. **Modern Economic Society.** First or second term. Credit five hours. Required. 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.

\*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.

**11. Money and Banking.** First or second term. Credit five hours. Required. Prerequisite, Economics I or its equivalent. Daily except S 10. 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. Elementary Composition and Literature.** Throughout the year. Credit three hours a term. Required. M W F or T Th S 8 9 10 11 12. Rooms to be announced. Messrs. BALDWIN, CARROLL, GREENE, JOHNSON, P. F. JONES, LINDSAY, and WILDER.

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

### EXTENSION TEACHING\*

**15. Journalism.** First term. Credit three hours. Open only to those who have passed the required hours in English with an average grade of C or better. T Th S 10. Fernow 122. Professor BRISTOW ADAMS.

**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 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. Prerequisite, Food 15. First term: practice, T Th 8-10 or 11-1, Home Economics 270. Second term: W F 11-1, 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. Required of freshmen. Practice: T Th 8-10.30 or 10.30-1, Home Economics 270. Miss KIMBALL.

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

**17. Advanced Food Preparation.** First or second term. Credit three hours. Required of sophomores. Prerequisite, Foods 15 and 16, or their equivalents. Lecture T 10-11. Practice T 11-1, Th 10-1. 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.

\*See also Public Speaking.

†See also Institution Management.



**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. Required unless two or more units of French are presented at entrance. 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.

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

**6. Freshman French: Translation and Composition.** 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 10 11.

### GEOLOGY

**206. Commerical Geography.** First term. Credit two hours. Prerequisite, 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.** Second term. 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. One out of town trip is required. Laboratory fee, \$5.

### INDUSTRIAL ENGINEERING

**380. Industrial Organization.** First or second term. Credit two hours. Open only to upperclassmen. M W 12.

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.** First term. Credit one hour. Open to juniors and seniors. M 2-4.30. Mr. KIEF.

## HOTEL ADMINISTRATION

**151. Hotel Operation.** 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, W F 11. 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.

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 Organization.** 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, 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. Not given in 1928-29.]

**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. May be repeated for credit. Lecture and discussion F 2-4.30. 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 Inn Keeping.** Second term. Credit three hours. Required. Open to juniors and seniors. M W F 9. Mr. TREMAN.

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

## HOTEL ACCOUNTING

**81. Accounting.** First term. Credit three hours. Required of freshmen. Lectures, F 10. E. Roberts 222. Laboratory, M 8-11 and W 2-4.30 or W 8-11 and F 2-4.30. Dairy 412. 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. Required of freshmen. Prerequisite, Hotel Accounting 81. Lecture, M 9. Roberts 292. Laboratory, T and Th 8-10.30 or 10.30-1. Dairy 412. 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. Required of sophomores. Prerequisite, Hotel Accounting 81 and 82. Lecture, M 11. Roberts 292. Laboratory, Th 2-5. Dairy 412. Mr. COURTNEY.

The 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. Required of sophomores. Prerequisite, Hotel Accounting 181. Lecture, M 11. Roberts 392. Laboratory, M 2-5. Dairy 412. 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, T 2. Laboratory, T 3-5. Dairy 412. 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.** Second term. Credit two hours. Prerequisite Hotel Accounting 182. Should be taken with or after Hotel Accounting 183. Lecture Th 2-3. Laboratory Th 3-5. Dairy 412. 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.** Second term. Credit two hours. Prerequisite Hotel Accounting 183. Lecture and discussion, Th 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. Not given in 1928-29.]

## PHYSICS

**3. Introductory Experimental Physics.** First term. Credit three hours. Required. Demonstration lectures and laboratory work covering properties of matter, sound, and light. Lectures, W F 9, or W F 11. Rockefeller A. Professor MERRITT. One two-hour laboratory period a week as arranged. Rockefeller 220. Messrs. BARNES, CARR, FISHER, GOLDSMITH, HIRSH, LARSEN, MARCHANT, NELSON, and THEN.

Courses 3 and 4 form a continuous first course. Course 3 may be taken either before or after course 4.

**4. Introductory Experimental Physics.** Second term. Credit three hours. Demonstration lectures and laboratory work covering heat, magnetism, and electricity. Hours as in Physics 3. Lectures, Assistant Professor HOWE.

## 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.

\*See also Extension Teaching.

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, HARSH-BARGER, 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.** First term. Credit four hours. Required. Open to sophomores and juniors. Lectures, M W F 10. Roberts 392. Laboratory, Th 2-4.30. Caldwell 143. Assistant Professor UHRBROCK.

**119. Personnel Management.** Second term. Credit three hours. May be substituted as a required course for Hotel Organization 151. Prerequisite Psychology for Students of Hotel Administration 114. Hours to be arranged. 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 9. Dairy 218. Laboratory, to be assigned at the time of registration, M T W 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, W F 11. Roberts 392. Laboratory, T W Th 2-5, Th 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 11. Roberts 292. Laboratory, Th F 2-5, 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, W 8, Home Economics 300; practice, Th 8-10, Home Economics 305. Second term: lecture, W 8; practice, F 8-10; 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 General Circular of Information, which will be sent to all applicants. The chief items are briefly referred to here.

The charge for tuition is \$350,\* payable in installments of \$190 at the beginning of the first term and \$160 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.

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

## 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.

*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.

*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.

Applications for these scholarships must be filed at the office of the Director of Resident Instruction before May 1 of the preceding year 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, 1927, and 1928) are listed below to indicate the type of work they are prepared to do.

## POSITIONS HELD BY ALUMNI

Boggs, R. H., Manager, Hotel Kennewood, Elizabethtown, Pa.  
 Bovard, W. T., Supervising Manager, Associated Hotels, Inc., Richmond, Va.  
 Buddenhagen, A. E., Assistant Manager, Hotel Brigantine, Brigantine Beach, N. J.  
 Claycomb, Roland A., Assistant Steward, Hotel Statler, Buffalo, N. Y.  
 Courtney, J., Instructor, Hotel Accounting, Cornell University, Ithaca, N. Y.  
 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.  
 Dunlap, A. W., Dining Room Service, New York Telephone Co., New York City.  
 Gibbs, Loyal C., General Auditor, Associated Hotels, Inc., Richmond, Va.  
 Hanlon, C. L., Assistant Steward, Bellevue-Stratford, Philadelphia, Pa.  
 Jennings, C. A., Manager, The Eutaw, Orangeburg, S. C.  
 Kemmotsu, Kakumaro, Assistant Manager, Imperial Hotel, Tokyo, Japan.  
 Lodge, W. H., Dining Room Service, New York Telephone Co., Brooklyn.  
 Longyear, Hilda R., Superintendent, Encina Commons, Stanford University, Cal.  
 Love, H. B., Manager, Penn-Lincoln, Wilkesburg, Pa.  
 MacLennan, H. A., Manager, Clifton, Niagara Falls, Ontario.  
 Metzger, H. C., Assistant Steward, Hotel Statler, Buffalo, 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 Magazine, New York City.  
 Nickels, H. L., Manager, Fort Meigs Hotel, Toledo, Ohio.  
 Nolin, J. H., Auditor, West Lake Hotel, Cleveland, Ohio.  
 Olsen, A. L., Auditor, The Lycoming, Williamsport, Pa.  
 Reynolds, H. E., Auditor, The Floridian, Tampa, Fla.  
 Sayles, Charles I., Manager, Star Lake Inn, Star Lake, N. Y.  
 Schimmelpfenning, A. H., Manager, Villipigues Inn, Sheepshead Bay, N. Y.  
 Shea, J. L., Steward, New Powers Hotel, Rochester, N. Y.  
 Slack, J. L., Manager, The Castleton, New Castle, Pa.  
 Taft, Arthur, Manager, Carlisle Hotel, Woodstock, N. B.  
 Terwilliger, Ernest, The Bridgeway, Springfield, Conn.  
 Tyo, R. E., Assistant Manager, Hotel Agua Caliente, Tijuana Hot Springs, Mex.  
 Watson, Brandon C., Kitchen Steward, Sagamore Hotel, Rochester, N. Y.  
 Wegner, Norman E., Manager, St. Charles Hotel, St. Charles, Mo.  
 Welch, J. M., Manager, Fairmont Hotel, Fairmont, Minnesota.

## 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 Course in Hotel Administration.*

*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*. A book of 132 pages, including 55 illustrations and a map in three colors. 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.