

CORNELL UNIVERSITY OFFICIAL PUBLICATION

New York State College of Home Economics

Announcement of the Department of
Hotel Administration
for 1942-43



VOLUME 34 : JULY 15, 1942 : NUMBER A

THE UNIVERSITY CALENDAR FOR 1942-43

1942

FALL TERM

Sept. 9-10, <i>Wed.-Thurs.</i> ,	Entrance examinations begin.
Sept. 25, <i>Friday</i> ,	Orientation meetings.
Sept. 28, <i>Monday</i> ,	Registration and assignment, new students.
Sept. 29, <i>Tuesday</i> ,	Registration and assignment, old students.
Oct. 1, <i>Thursday</i> ,	Instruction begins at 8 a.m.
Oct. 22, <i>Thursday</i> ,	Last day for the payment of tuition for the fall term.
Nov. 26, <i>Thursday</i> ,	THANKSGIVING DAY, a holiday.
Dec. 19, <i>Saturday</i> ,	Instruction suspended at 12.50 p.m.

(Christmas Recess)

1943

Jan. 4, <i>Monday</i> ,	Instruction resumed at 8 a.m.
Jan. 11, <i>Monday</i> ,	Founder's Day.
Jan. 21, <i>Thursday</i> ,	Final examinations begin.
Jan. 28, <i>Thursday</i> ,	Final examinations end.

SPRING TERM

Jan. 29, <i>Friday</i> ,	Registration of all students.
Feb. 1, <i>Monday</i> ,	Instruction begins at 8 a.m.
Feb. 1-6,	Farm and Home Week.
Feb. 22, <i>Monday</i> ,	Last day for the payment of tuition for the spring term.
March 27, <i>Saturday</i> ,	Instruction suspended at 12.50 p.m.

(Spring Recess)

April 5, <i>Monday</i> ,	Instruction resumed at 8 a.m.
May 17, <i>Monday</i> ,	Final examinations begin.
May 22, <i>Saturday</i> ,	Final examinations end.
May 24, <i>Monday</i> ,	Commencement.

CORRESPONDENCE

Correspondence concerning admission (see page 31) and adjustment of credentials should be addressed to Director of Admissions, Cornell University, Ithaca, New York.

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

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

COURSE IN HOTEL ADMINISTRATION

STAFF OF ADMINISTRATION

Edmund Ezra Day, S.B., A.M., Ph.D., LL.D., President of the University.
Cornelius Betten, Ph.D., D.Sc., Dean of the University Faculty and Professor of Entomology.
Carl Edwin Ladd, Ph.D., LL.D., Dean of the College of Agriculture and Professor of Agricultural Economics.
Sarah Gibson Blanding, M.A., Dean of the College of Home Economics.
Mary Francis Henry, M.A., Assistant Dean of the College of Home Economics and Professor of Home Economics.
Flora Rose, B.S., M.A., D.Ped., D.Sc., Ex-Director, and Professor of Home Economics, Emeritus.
Howard Bagnall Meek, S.B., M.A., Ph.D., Professor of Hotel Administration in charge of Hotel Courses.
Cedric Hay Guise, B.S., M.F., Professor in Personnel Administration in charge of Admissions.
Ralph Hicks Wheeler, B.S., Assistant University Treasurer and Professor in Extension Service.
Arthur Howard Peterson, M.A., Bursar.

STAFF OF INSTRUCTION

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

Bristow Adams, B.A., Professor in Extension Service, Editor, and Chief of Publications.
George Plimpton Adams, jr., Ph.D., Assistant Professor of Economics.
Beulah Blackmore, B.S., Professor of Home Economics.
*Mrs. Jessie Austin Boys, M.S., Assistant Professor of Home Economics.
Edward Killoran Brown, D.ès L., Professor of English.
Arthur Wesley Browne, Ph.D., Sc.D., Professor of Inorganic Chemistry.
*Alice Marguerite Burgoin, M.S., Associate Professor of Home Economics and Assistant Manager of Cafeteria.
Henry Arthur Carey, A.B., LL.B., Lecturer in Hotel Administration.
Mac A. Chamberlin, Supervising Steward, Hotels Statler, Inc., Lecturer in Hotel Administration.
Charles Edward Cladel, M.S., C.P.A., Assistant Professor of Hotel Accounting.
John Courtney, M.S., Assistant Professor of Hotel Accounting.
Kathleen Lucile Cutlar, B.S., Assistant in Home Economics.
Joseph Alma Dye, Ph.D., Associate Professor of Physiology.
Mark Egan, A.B., Proprietor, King Edward Hotel, Niagara Falls, Canada, Lecturer in Hotel Administration.
Oscar Diedrich von Engeln, Ph.D., Professor of Geology.
Donald English, B.S., M.B.A., Professor of Economics and Accounting.
Jennette Evans, M.D., Assistant Professor and Acting Chairman, Department of Hygiene and Preventive Medicine.
George Abram Everett, A.B., LL.B., Professor of Extension Teaching.
Arthur E. Fox, C.P.A., Horwath and Horwath, New York City, Lecturer in Hotel Accounting.
George Raymond Hanselman, M.E., M.S., Associate Professor of Administrative Engineering.
Katharine Wyckoff Harris, B.S., M.A., Professor of Home Economics and Manager of the Cafeteria.
Robert Byron Hinman, Ph.D., Professor of Animal Husbandry and Animal Husbandman in the Experiment Station.
Mrs. Ann Hoke, Restaurant Consultant, New York City.
Joseph Douglas Hood, Ph.D., Assistant Professor of Biology and Assistant Biologist in the Experiment Station.

*On leave first term.

- Eleanor Katherine Hupp, B.Int.Arch., Instructor in Home Economics.
 Myron Slade Kendrick, Ph.D., Professor of Public Finance.
 John A. Klugherz, Front-Office Manager, Waldorf-Astoria, New York City, Lecturer in Hotel Administration.
 Albert Emil Koehl, B.S., Swafford and Koehl, New York City, Lecturer in Hotel Administration.
 Albert Washington Laubengayer, Ph.D., Professor of Chemistry.
 Mrs. Helena Perry Leahy, M.S., Instructor in Home Economics.
 Daniel H. McCarriagher, LL.B., President of McCarriagher Hotel Corporation, operating Hotel Buffalo, Buffalo, New York, Lecturer in Hotel Administration.
 Terrell Benjamin Maxfield, B.S., C.P.A., Lecturer in Hotel Administration.
 Mrs. Lois Farmer Meek, B.S., Instructor in Hotel Administration.
 Arthur John Mertzke, Ph.D., Lecturer in Hotel Administration.
 Samuel J. Miller, Ch.E., Chemical Director, The DuBois Company, Cincinnati, Ohio, Lecturer in Hotel Administration.
 Royal Ewart Montgomery, Ph.D., Professor of Economics.
 Guy Brooks Muchmore, A.B., Assistant Professor of Speech.
 Marian Aleta Neidert, M.S., Instructor in Home Economics and Assistant Manager of the Cafeteria.
 Floyd Reece Nevin, Ph.D., Instructor in Biology.
 †Paul Martin O'Leary, Ph.D., Professor of Economics.
 Jacob Papish, Ph.D., Professor of Chemistry.
 George Eric Peabody, M.S., Professor of Extension Teaching.
 Frank Ashmore Pearson, Ph.D., Professor of Prices and Statistics and Statistician in the Experiment Station.
 Frank Harrison Randolph, B.A., M.E., Professor of Institutional Engineering.
 Harold Lyle Reed, Ph.D., Robert Julius Thorne Professor of Economics.
 Dorothy Deane Roberts, M.A., Assistant Professor of Home Economics.
 Osgood Roberts, Sales Manager, Mayflower Hotel, Washington, D. C., Lecturer in Hotel Administration.
 Charles Inglehart Sayles, M.E.E., Assistant Professor of Institutional Engineering.
 Mrs. Dorothy Fessenden Sayles, B.S., Instructor in Hotel Administration.
 Cecil D. Schutt, Instructor in Animal Husbandry and Assistant in Animal Husbandry in the Experiment Station.
 Milton Robert Shaw, B.S., Dining Rooms Manager, Willard Straight Hall, Lecturer in Hotel Administration.
 John H. Sherry, A.B., LL.B., Lecturer in Hotel Administration.
 Thomas Wesley Silk, B.S., Instructor in Hotel Accounting.
 †Dean Franklin Smiley, A.B., M.D., Professor of Hygiene.
 Charles K. Swafford, A.B., Swafford and Koehl, New York City, Lecturer in Hotel Administration.
 *Edward Andrews Tenney, Ph.D., Associate Professor of English.
 Louis Toth, C.P.A., Horwath and Horwath, New York City, Assistant Professor of Hotel Accounting (second term).
 Thomas Broadhead Tracy, M.E., Instructor in Institutional Engineering.
 Allan Hosie Treman, A.B., LL.B., Instructor in Hotel Administration (first term).
 Joseph Dommers Vehling, Hotel Pfister, Milwaukee, Wisconsin, Lecturer in Hotel Administration.
 Russell Halderman Wagner, Ph.D., Associate Professor of Speech.
 Edgar Archibald Whiting, B.S., Assistant Director, Willard Straight Hall, Lecturer in Hotel Administration.
 Herbert August Wichelns, Ph.D., Professor of Speech.
 Andrew Leon Winsor, Ph.D., Professor of Rural Education.
 Paul Work, Ph.D., Professor of Vegetable Crops.

*On leave first term.

†On leave second term.

VISITING LECTURERS, 1941-42

- Romeyn Berry, formerly Athletic Director at Cornell University.
Frank H. Briggs, President and Managing Director, Hosts Inc. Hotels, Springfield, Massachusetts.
William Courtenay, Royal Air Force Aeronautical Journalist.
William A. Denissen, Educational Division of Swift and Company, Chicago, Illinois.
Sherman N. Fulton, Supervisor of Training for Hotels Statler Company, Inc.
H. Victor Grohmann, President of Needham and Grohmann, Inc., Advertising Agency to Hotels.
William G. Hastings, Vice-President, Dinkler Hotels Company, Atlanta, Georgia.
Kevin E. Howard, Chief, Food and Equipment Specifications Department, Pan American Airways, Africa, Limited.
Neal Lang, General Amusement Corporation, New York City.
Everett W. Lord, Dean Emeritus, School of Business Administration, Boston University, Boston, Massachusetts.
Adolph M. Lucha, Commissary and Dormitory Manager, Ravenna Ordnance Plant, Ravenna, Ohio, and Consultant, Federal Public Housing Authority.
Harry A. MacLennan, President of Hotel Association of Canada, and Manager Hotel Royal Connaught, Hamilton, Ontario, Canada.
Francis T. Martin, Martin and Whitman, Specialists in Hotel Labor Relations, Cincinnati, Ohio; and Captain, United States Army Air Corps.
Francis Rogers, President, Ask Mr. Foster Travel Service.
E. H. Scofield, Director of Quality Research for Joseph E. Seagram and Sons, Louisville, Kentucky.
Harry P. Somerville, Managing Director, Hotel Willard, Washington, D. C. and Vice-President American Hotel Association.
James Shelby Thomas, Immediate Past President, Chrysler Institute of Engineering, Detroit, Michigan.
Anthony J. Vaughn, Operating Vice-President, American Hotels Corporation.

DEPARTMENT OF HOTEL ADMINISTRATION*

The course in Hotel Administration at Cornell University, the first of its kind anywhere, was established in 1922 at the request of the American Hotel Association. The members of that Association, notably Thomas D. Green, Frank A. Dudley, John McF. Howie, and the late E. M. Statler, and others, have provided financial support, have found places in their organizations for the students and graduates, and have on many occasions endorsed the curriculum. The Statler Foundation has given money for a new building to be built after the close of the war to house the activities of the Department.

At the request of officers and members of the National Restaurant Association a program for prospective restaurant operators has been developed and appears on pages 40 and 41. The department has support in the form of scholarships from restaurant organizations, and many graduates are in responsible restaurant positions.

The nineteen years intervening since 1922 have seen a gradual expansion in the faculty, the curriculum, the student body, and the alumni organization. The department has a full-time resident faculty of nine. These are assisted by nineteen others who devote part of their time to the specially arranged courses in the hotel department, and by various members of the general teaching staff of other units of the University, more especially the faculties of Home Economics, Agriculture, Engineering, and Arts and Sciences.

Each of the nine full-time faculty members is experienced in hotel work and is fully trained in both the academic and practical aspects of his special field. Of the part-time teaching staff, many are active hotel executives who come to Ithaca at weekly intervals to bring for study and discussion the current problems of their daily work. This faculty offers sixty-two courses, totaling one hundred and thirty-seven hours, that have been developed by the department and designed expressly to meet the needs of hotel students.

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

The hotel or the restaurant is a complex institution; its operation calls for a wide range of skills, for the use of a variety of products in a large number of processes. The guest must be received with cordiality and service, he must be provided with a warm, well-lighted, well-decorated, comfortably furnished room, and served with appetizing, wholesome food wisely bought, properly stored, and skillfully prepared; he must have at his disposal conveniences of every type, check

*Although organized within the New York State College of Home Economics, the department is wholly independent of state support.

rooms, public spaces, public stenographers, radios, and exhibition spaces. A curriculum adequate to prepare one for the direction of those operations, and for the provision of those services and equipments, must draw upon nearly every branch of human knowledge. As a consequence, the prospective hotel operator studies drawing, physics, chemistry, biology, engineering, vegetable crops, meat products, dietetics, food preparation, bacteriology, textiles, decoration, law, psychology, personnel management, advertising, and public speaking, all in addition to the subjects ordinarily studied in preparation for business management. Each subject is entered by the student with the same focusing interest; how does this material relate to hotel operation? Breadth of training is obtained without dissipation of interest. The graduate should be well-educated and a socially useful individual.

As a contribution to the prosecution of the war, a two-year certificate program has been developed as outlined on page 43. The importance in the war effort of the training provided in the regular curriculum is evidenced by the large number of former students now holding commissions in the armed services, especially the quartermasters corps and the naval-supply corps, and operating essential war industry feeding and housing projects (see pages 28 to 30). Any student in Hotel Administration can feel he is preparing himself not only for a useful civilian life but also for effective wartime service.

DESCRIPTION OF COURSES*

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

ACCOUNTING

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

Accounting (Hotel Accounting 81). First term. Credit four hours. Required. Lecture: M 9 or M 10, Room 339. Practice: M 8-9.50 and T Th 2-3.50; T Th S 8-9.50; T Th 11-12.50 and S 10-11.50; or M W F 11-12.50. Room 3 M 11. Assistant Professor COURTNEY and Mr. SILK.

An introduction to the principles of accounting. Practice includes elementary problems with: the books necessary to maintain a double-entry system of accounting; controlling accounts and the voucher system, working papers, profit and loss statements, and balance sheets; elementary problems in the accounting incident to the organization and dissolution of partnerships and corporations, to sinking fund reserves, and to other reserves and valuation accounts; elementary problems in accounting for fixed assets, for depreciation and amortization, for accrued and deferred expenses and incomes, for bonds, and for sinking funds; and analysis of statements. Fee for materials furnished, \$1.50.

Hotel Accounting (Hotel Accounting 82). Second term. Credit four hours. Required. Prerequisite, Hotel Accounting 81. Lecture: M 9, Caldwell 143; or M 10, Room 339. Practice: M 8-9.50 and T Th 2-3.50; T Th S 8-9.50; T Th 11-12.50 and S 10-11.50; or M W F 11-12.50. Room 3 M 11. Assistant Professor COURTNEY and Mr. SILK.

Accounting in hotels, with emphasis on the control of income. The course deals with the relation of accounting procedure to front-office practice, the transcript, the controller's report, the special methods for controlling room and restaurant income, the specialized journals used in hotels, the summary entries at the end of the month, and with the adjusting and closing entries and the final closing of the books.

Practice includes the study of a small hotel of less than 50 rooms. The problem involves recording the incorporation of the company and the purchase of the land; the transactions of the construction period, of the pre-opening period, and of the first month of operation; and the closing of the books and the preparation of statements and reports during and at the end of the first month. It also includes payroll procedure in the small hotel and the records and returns required by social-security legislation. Fee for materials furnished, \$2.50.

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

A study of the Uniform System of Accounts for Hotels as recommended by the American Hotel Association. The course is concerned with accounting for the transactions of a 400-room transient hotel. It includes a study of front-office routine, the night audit and transcript, the daily report, and the duties of the

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

accountant. Practice is afforded with the special journals used in hotels—the six-column journal and the multi-column operating ledger. The problem involves the recording of the transactions for November and December, the summarization, adjustment, and closing of the books, and the preparation of monthly and annual statements therefrom. Fee for materials furnished, \$3.

Intermediate Accounting (Hotel Accounting 182). Second term. Credit three hours. Required. Prerequisite, Hotel Accounting 181 and ten points of hotel-practice credit. Lecture, T 9, Room 339; or W 10, Room 339. Practice: T Th 8-9.50; T Th 11-12.50; T Th 2-3.50; or W 2-3.50 and F 11-12.50. West Bailey. Assistant Professor CLADEL.

Problems arising in the field of intermediate accounting. Practice includes problems dealing with depreciation and amortization, sinking funds, surplus and reserves, accounting for receiverships, statements of funds and their application, statements of affairs, and statements of realization and liquidation. Fee for materials furnished, \$2.50.

Auditing (Hotel Accounting 183). First term. Credit three hours. Hotel elective. Prerequisite, Hotel Accounting 182. Lecture, F 12, Room 339. Practice, M W 11-12.50 or 2-3.50. West Bailey. Assistant Professor CLADEL.

A course in general auditing. Practice includes the preparation of audit-working papers, balance-sheet audit, detailed audit, internal control in general, and the auditor's report. Fee for materials furnished, \$2.

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

A study of the various systems of food and beverage control common in the business. Practice is offered in cost analysis, sales analysis, special-item control, and adjustments to inventory; in the preparation of the daily report and summary to date; and in the preparation of monthly food and beverage reports using figures typical of a moderate-sized hotel. Fee for materials furnished, \$2.

Hotel Accounting Problems (Hotel Accounting 185). Second term. Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 182, an average of not less than 75 in required accounting courses, and forty points of practice credit. W 11-1. West Bailey. Assistant Professor TOTH and Mr. Fox.

Practice in the accounting incident to incorporating hotel-owning and operating companies and to financing bond issues, together with a study of the installation of the hotel-accounting systems, and other hotel-accounting problems. Fee for materials furnished, \$2.

Interpretation of Hotel Financial Statements (Hotel Accounting 186). Second term. Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 182 and forty points of practice credit. W 1.40-4. Warren 201. Assistant Professor TOTH and Mr. Fox.

A study and discussion of hotel balance sheets, of profit and loss statements, and of typical hotel balance sheet and operating ratios. Fee for materials furnished, \$2.

Tax Computation (Hotel Accounting 187). Second term. Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 182. Lecture and practice, T 2-4.50. West Bailey. Assistant Professor CLADEL.

A survey of federal and state income and social-security taxes. Practice is given in the preparation of returns necessitated by the following taxes: the federal normal-income tax, and surtax on individuals; the federal income tax, capital-stock tax, and excess-profits tax on corporations; the federal retirement and unemployment taxes on payrolls; the New York State normal tax on individuals; the New York State unincorporated-business tax on individuals and partnerships; the New York State business-franchise tax on corporations; the New York State unemployment tax on payrolls.

Front-Office Procedure (Hotel Accounting 188). Second term. Credit one hour. Hotel elective. Open to juniors and seniors and to lowerclassmen by permission. Mr. KLUGHERZ.] Not given in 1942-43.

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

Problems in Hotel Analysis (Hotel Accounting 189). First or second term. Credit to be arranged at time of registration. Hotel elective. Registration limited. Permission to register required. Seminar course for graduate students or seniors in Hotel Administration. May be repeated. Room G 1. Assistant Professor COURTNEY.

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

[Budgeting (Hotel Accounting 281). Second term. Credit two hours. Hotel elective. Mr. MAXFIELD.] Not given in 1942-43.

Consideration of the problems and procedure in establishing and maintaining control of finances and operations in hotels and other enterprises through the use of budgets.

Advanced Accounting (Hotel Accounting 282). First term. Credit three hours. Hotel elective. Prerequisite, Hotel Accounting 182. Lecture, T 9. Room 124. Practice, T Th 10-12. West Bailey. Mr. MAXFIELD.

Deals with problems of the corporate balance sheet and its preparation and interpretation; with analyses of representative financial statements; with principles of balance-sheet valuation; and with such other topics as inventories, investments, plant and equipment, depreciation, intangibles, liabilities, capital stock, profits, surplus and reserves, sinking funds, and the interpretation of general financial statements. Fee for materials furnished, \$2.

Accounting Practice (Hotel Accounting 283). Second term. Credit three hours. Hotel elective. Prerequisite, Hotel Accounting 182. Lecture, T 9. Room 121. Practice, T Th 10-12. West Bailey. Mr. MAXFIELD.

An advanced survey of financial statements. The practice work includes C. P. A. and other illustrative problems dealing with balance sheets, profit and loss statements, depreciation, joint ventures, consignments, branch accounting, consolidated statements, installment sales, liquidations, and estates and trusts. Fee for materials furnished, \$2.

Problems in Food Control (Hotel Accounting 284). Second term. Credit one hour. Hotel elective. Prerequisite, Hotel Accounting 184. Registration limited. Permission to register required. Hours to be arranged. Mr. SHAW.

Offers practice in various phases of food-cost accounting. Through the courtesy of Willard Straight Hall data taken from its kitchen and dining-room operation are used as laboratory material.

Accounting Machines in Hotels (Hotel Accounting 288). First or second term. Credit one hour. Hotel elective. Four lectures or demonstrations during the term. Two practice periods a week for seven weeks. Hours to be arranged. West Bailey. Assistant Professors COURTNEY and CLADEL.

Offers a discussion of the place of accounting machines in hotels and restaurants; practice with a National Cash Register Company front-office posting machine, including the posting of charges and credits and the details of the night audit; and practice with calculators. Fee for materials furnished, \$1.

Tea-Room and Cafeteria Accounting (Hotel Accounting 240). First or second term. Credit three hours. For institution management students only. First term: lecture, T 8, Room 3 M 13; practice, W F 1.40-4. Warren 340. Second term: lecture, T 8, Room 121; practice, T 10-1 and Th 11-1, Warren 340. Assistant Professor COURTNEY.

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

Restaurant Cost and Sales Analysis (Hotel Accounting 340). Second term. Credit two hours. For institution-management students only. Lecture, T 8. Room 3 M 13. Practice, F 11-1. Room 124. Assistant Professor CLADEL.

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

Principles of Cost Control (Administrative Engineering 3A47). Either term. Credit three hours. Prerequisite, Hotel Accounting 81 or its equivalent. Associate Professor HANSELMAN and others.

Manufacturing cost systems applied in the laboratory by problems dealing with order costs, process costs; a discussion of budgets and statements.

[Accounting Theory and Problems (Economics 26). Throughout the year. Credit two hours a term. Prerequisite, Hotel Accounting 82 or its equivalent. Professor ENGLISH.] Not given in 1942-43.

Statistics* (Agricultural Economics 111). First term. Credit three hours. Lecture, M 8. Warren 125. Laboratory, M 1.40-4. Warren 25. Professor ———.

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

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

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

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

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

ADMINISTRATION

[Orientation (Hotel Administration 1). First term. Credit one hour. Required. T Th 10.] Not given in 1942-43.

Psychology for Students of Hotel Administration (Hotel Administration 114). First term. Credit three hours. Required. Open to sophomores, juniors, and seniors. Lectures, M W F 8. Warren 140. Professor WINSOR.

A study of the methods and problems of general psychology.

Military Personnel Administration (Hotel Administration 115). First term. Credit two hours. Hotel elective. Limited to men who are preparing for positions of leadership in the armed forces and who have not had a course in personnel administration. Lectures, T Th 10. Warren 125. Professor WINSOR.

A discussion of basic psychological and personnel problems and techniques incident to the selection, training, motivation, and disciplining of men under war conditions. As far as possible, actual cases and situations will be presented for analysis and discussion.

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

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

Seminar in Personnel Administration (Hotel Administration 219). Second term. Credit two hours. Hotel elective. Open to qualified seniors and graduates. Th 4.15-6. Warren 340. Professor WINSOR.

*Will satisfy the requirement of elective work in economics.

Industrial Hygiene (Hygiene 5). First term. Credit two hours. Prerequisite, Hygiene 1 and 2. T Th 12. Stimson, G. I. Registration at Hygiene Office, Old Armory. Assistant Professor GOULD.

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

Mental Hygiene (Hygiene 8). First or second term. Credit three hours. Prerequisite, Hygiene 1 and 2. M W F 11. Stimson G. I. Assistant Professor DARLING.

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

[Hotel Operation (Hotel Administration 151). First term. Credit two hours. Hotel elective. Prerequisite, Economics 1, Hotel Accounting 82, and thirty points of hotel-practice credit. Professor MEEK.] Not given in 1942-43.

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

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

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

Lectures on Hotel Management (Hotel Administration 155). First and second term. Credit one hour. Hotel elective. Open to all classes. To be taken for credit each semester. F 2-4. Warren 25. Under the direction of Professor MEEK.

A series of lectures given by non-resident speakers prominent in the hotel and allied fields.

Law of Business (Hotel Administration 171). First term. Credit three hours. Required. Open to juniors and seniors. M W F 9. Warren 325. Mr. TREMAN.

An elementary course on the law of business.

Law as Related to Innkeeping (Hotel Administration 172). Second term. Credit two hours. Hotel elective. Best taken after course 171. M 2-4. Room 3M13. Mr. SHERRY.

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

[Hotel Financing (Hotel Administration 174). Second term. Credit one hour. Hotel elective. Open only to juniors and seniors who have had either Hotel Accounting 183 or Corporation Finance 31. Mr. MCCARRIAGHER.] Not given in 1942-43.

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

[Law of Business: Contracts, Bailments, and Agency (Hotel Administration 272). Second term. Credit two hours. Hotel elective. Prerequisite, Hotel Administration 171. Mr. SHERRY.] Not given in 1942-43.

A study of the formation, validity, enforcement, and breach of contracts; bailments, storage, and shipment of goods; the laws of principal and agent and employer and employee.

Law of Business: Partnerships and Corporations (Hotel Administration 274). Second term. Credit two hours. Hotel elective. Prerequisite, Hotel Administration 171. M 11-12.50. Room G 62. Mr. SHERRY.

A consideration of the formation, operation, and management of partnerships and corporations; the laws of negotiable instruments; and insolvency and bankruptcy.

[Hotel Public Relations (Hotel Administration 176). First term. Credit one

hour. Hotel elective. Recommended for juniors and seniors. Alternate Saturdays, 10-12.] Not given in 1942-43.

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

Hotel Promotion (Hotel Administration 178). Second term. Credit one hour. Hotel elective. Recommended for juniors and seniors but open to sophomores. Alternate Saturdays 10-12. Comstock 245. Mr. EGAN.

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

Sales Promotion (Hotel Administration 278). First term. Credit one hour. Hotel elective. Alternate Saturdays 10-12. Warren 140. Mr. ROBERTS.

A study of the hotel-sales department, its function, organization, records, and procedure. The course is arranged with the cooperation and assistance of the Hotel Sales Managers Association. At each session a different member of the Association, chosen by the Association in consultation with the department for his expertness in some one phase of sales promotion, discusses that phase and under the coordination of the instructor leads the discussion of the subject.

Hotel Advertising (Hotel Administration 179). Second term. Credit one hour. Hotel elective. Alternate Mondays 2-4. Caldwell 100. Messrs. SWAFFORD and KOEHL.

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

[General Survey of Real Estate (Hotel Administration 191). First term. Credit two hours. Hotel elective. Prerequisite, Economics 1 or its equivalent. Doctor MERTZKE.] Not given in 1942-43.

A survey of the real-estate field, with particular emphasis on the economic, legal, and technical aspects of real estate. Lectures and problems cover interests in real property, liens, taxes, contracts, auctions, deeds, mortgages, titles, leases, brokerage, management, and financing.

[Fundamentals of Real-Estate Management (Hotel Administration 192). Second term. Credit two hours. Hotel elective. Prerequisite, Economics 1 or its equivalent. Doctor MERTZKE.] Not given in 1942-43.

A course in the fundamentals of urban-land economics. Emphasis is placed upon the changing character of the urban economy and its influence upon land values, development, and utilization. The aim of the course is to acquaint students with the economic principles governing the development and utilization of land and land values.

[Real-Estate Financing and Investments (Hotel Administration 193). First term. Credit two hours. Hotel elective. Prerequisite, Hotel Administration 191 or 192. Doctor MERTZKE.] Not given in 1942-43.

The course covers all forms of real-estate financing and all types of real-estate investments. It deals also with mortgage banking, government activity in the field of real-estate finance, sources of financing, financing methods, and an analysis of real-estate investments, mortgages, real-estate mortgage bonds, leaseholds, real-estate equities, and the lending policies of the principal real-estate financing agencies, servicing loans, treatment of distressed properties and financial reorganization.

[Real-Estate Appraising (Hotel Administration 194). Second term. Credit two hours. Hotel elective. Prerequisite, Hotel Administration 191 or 192. Doctor MERTZKE.] Not given in 1942-43.

The course covers the fundamentals of real-estate appraising, factors affecting value, land utilization, and local trends; appraising land, improvements, building costs, income analysis, depreciation and obsolescence; appraisal aids, rules, and mathematical technics, appraising various types of properties and expert testimony.

Fire and Inland Marine Insurance (Hotel Administration 196). First term. Credit three hours. Hotel elective. Open to juniors and seniors. M W F 8. Amphitheater. Mr. CAREY.

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

Liability, Compensation, and Casualty Insurance (Hotel Administration 197). Second term. Credit three hours. Hotel elective. Prerequisite, Hotel Administration 196. M W F 8. Comstock 245. Mr. CAREY.

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

Club Management (Hotel Administration 222). Second term. Credit two hours. Hotel elective. M W 11. East Roberts 223. Mr. WHITING and Mr. SHAW.

A practical approach to club operation problems through lectures and discussions on all phases of the management including budget, food operation, house-keeping, engineering, and maintenance.

ECONOMICS AND FINANCE

Of the large number of courses in economics, sociology, history, and government open to hotel students only those frequently taken by them are described. Full details regarding the others are given in the *Announcement of the College of Arts and Sciences*.

Modern Economic Society (Economics 1). First or second term. Credit five hours. Required. Not open to freshmen. Daily except Saturday, 8 or 11. Professor ENGLISH.

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

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

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

Modern Economic Society (Economics 2b). Second term. Credit three hours. Prerequisite, Economics 2a. M W F 8 9 10 or 11 or T Th S 8 9 or 11. Professor ENGLISH.

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

Money, Currency, and Banking* (Economics 11). First or second term. Credit three hours. Prerequisite, Economics 1 or its equivalent. Enrollment limited. Students should register with the Department of Hotel Administration. M W F 9. Goldwin Smith C. Professor REED.

An introductory study of the history and theory of money, currency, and bank credit.

Commercial Banking (Economics 12). Second term. Credit three hours. Prerequisite, Economics 11. M W F 11. Goldwin Smith 256. Professor REED.

Problems of bank administration.

[Financial History of the United States (Economics 13). Second term. Credit three hours. Prerequisite, Economics 11. Professor O'LEARY.] Not given in 1942-43.

Trade Fluctuations (Economics 15). First term. Credit three hours. Prerequisite, Economics 11. M W F 11. Goldwin Smith 256. Professor REED.

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

Corporation Finance* (Economics 31). First or second term. Credit three hours.

*Will satisfy the requirement of elective work in economics.

Advised. Prerequisite, Hotel Accounting 82, Economics I, and upperclass standing. M W F 9. Goldwin Smith A. Professor ENGLISH.

A study of the financial practices of business corporations in the United States: types of corporate securities; sources of capital funds; determination and administration of corporate incomes; financial difficulties and corporate reorganizations; the relation of corporate practices to the functioning of the American economic system; and the regulatory activities of the Securities and Exchange Commission.

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

An examination of the economic and legal foundations of public control, with special reference to the problem of monopoly and to the anti-trust law policy.

[Public Control of Business (Economics 32b). Second term. Credit three hours. Prerequisite, course 32a or the consent of the instructor. Assistant Professor ADAMS.] Not given in 1942-43.

Public Control: Business in Wartime* (Economics 33). Second term. Credit three hours. Prerequisite course 32a or the consent of the instructor. T Th S 10. Goldwin Smith 264. Assistant Professor ADAMS.

A study of the special problems and techniques of control which modern war makes necessary.

[Economics of Transportation* (Economics 34). First term. Credit three hours. Prerequisite, Accounting 82 and Economics I. Professor O'LEARY.] Not given in 1942-43.

Labor Conditions and Problems* (Economics 41). First term. Credit three hours. Prerequisite, Economics I or the equivalent. M W F 10. Goldwin Smith 256. Professor MONTGOMERY.

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

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

A study of the origins, philosophic bases, aims, and policies of trade unions, of the economic implications of trade unionism in modern economic life, and of collective bargaining in selected industries.

Taxation* (Agricultural Economics 138). Second term. Credit three hours. Prerequisite, Economics I. M W F 11. Warren 25. Professor KENDRICK.

A study of the principles and practices of public finance, with emphasis on taxation. Among the topics examined are: the growth of public expenditures; the changing pattern of federal, state, and local taxation; general property, inheritance, business, and personal income taxation; the incidence of taxation; and the problem of war finance. Fee for materials furnished, \$2.

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

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

ENGINEERING

Especially for the use of students in hotel engineering, the department has equipped four laboratories with engineering apparatus typical of hotels. Among the more important pieces of equipment are a 35-horsepower steam engine directly connected to a 20-kilowatt electric generator; a steam-driven boiler feed pump; a centrifugal pump (capacity 150 gallons per minute) with a 3-horsepower in-

*Will satisfy the requirement of elective work in economics.

duction motor; a 10-kilowatt motor-generator set, alternating current to direct current; a 2-kilowatt direct-current generator; two 1-horsepower direct-current variable-speed motors; a 3-horsepower wound rotor motor; typical motor starting devices; ventilating-fan testing apparatus (capacity 1000 cubic feet per minute); 3-ton refrigeration test unit; a steam radiator, especially equipped for testing; coal-analysis equipment; flue-gas analysis apparatus; miscellaneous pieces of typical plumbing equipment; lighting fixtures, light meters, and wiring devices.

In Hotel Engineering the requirements consist of Mechanical Drawing (Hotel Engineering 2), Hotel Engineering Fundamentals (Hotel Engineering 160), Mechanical Service Applications (Hotel Engineering 161), and four additional hours chosen from the other courses in Hotel Engineering.

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

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

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

The basic application of principles of physical science to the hotel field with emphasis on simple machines, heat transmission, transmission of sound, simple wiring, electric metering, and principles of illumination. Laboratory fee, \$5.

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

Studies of plumbing systems, laundry planning and washing methods, kitchen planning, vacuum cleaning, acoustics, communication systems, fire protection, and graphic presentation. Laboratory fee, \$5.

Steam Power and Heating, Lectures (Hotel Engineering 162a). First term. Credit two hours. Hotel elective. Prerequisite, Hotel Engineering 161 and thirty points of hotel-practice credit. Lectures, W F 10. East Roberts 222. Professor RANDOLPH.

Hotel power plants with their main and accessory units; fuels, boilers, engines, pumps, and heat-saving equipment. Heating, ventilating, and air-conditioning principles and their applications.

Steam Power and Heating, Laboratory (Hotel Engineering 162b). First term. Credit two hours. Hotel elective. Taken with or after course 162a. Recitation, M 10. East Roberts 222. Laboratory section as assigned. Professor RANDOLPH and Mr. TRACY.

Laboratory tests and field trips covering representative hotel power-plant and air-conditioning equipment. Laboratory fee, \$5.

Refrigeration and Electrical Equipment, Lectures (Hotel Engineering 163a). Second term. Credit two hours. Hotel elective. Prerequisite, Hotel Engineering 161. Lectures, W F 9. East Roberts 222. Professor RANDOLPH.

Refrigerating methods in hotels especially as applied to food and beverage. Electrical equipment and control devices including motors, wiring systems, rate schedules, and illumination practice.

Refrigeration and Electrical Equipment, Laboratory (Hotel Engineering 163b). Second term. Credit two hours. Hotel elective. Taken with or after 163a. Recitation, M 9. East Roberts 222. Laboratory section as assigned. Professor RANDOLPH and Mr. TRACY.

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

Hotel Planning (Hotel Engineering 164). First term. Credit two hours. Hotel elective. Open to a limited number of seniors with the consent of the instructor.

Prerequisite, Hotel Engineering 161. Discussion, T Th 9-10.30. East Roberts 223. Professor RANDOLPH.

Planning the layout for a proposed hotel, emphasizing floor plans and the selection and arrangement of the equipment in the various departments, including the kitchen and the laundry. Materials fee, \$3.

Hotel Engineering Problems (Hotel Engineering 165). Second term. Credit one hour. Hotel elective with the consent of the instructor. Prerequisite, Hotel Engineering 162a and 163a. T Th 10. East Roberts 223. Professor RANDOLPH.

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

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

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

Hotel Structures and Maintenance, Laboratory (Hotel Engineering 166b). Second term. Credit one hour. Hotel elective with consent of instructor. Taken with or after 166a. Laboratory section as assigned. Assistant Professor SAYLES.

Laboratory construction of typical building elements, emphasizing problems of repair, maintenance, and decoration. Laboratory fee, \$5.

Building Costs (Hotel Engineering 167). First term. Credit one hour. Hotel elective. Prerequisite, Hotel Engineering 166a. Th 1.40-4. East Roberts 223. Assistant Professor SAYLES.

The customary procedure in estimating various building costs for construction, alteration, repair, and decoration.

FOOD PREPARATION

Through the courtesy of the New York State College of Home Economics, students in the department have access to and the use of an exceptionally good series of modern laboratories and laboratory kitchens for the study of foods and food preparation. Especially noteworthy are two of the laboratory kitchens, one for a cafeteria dining-room serving from 1200 to 10,000 meals a week, the other for tea, restaurant, and function dining rooms. These kitchens and dining rooms are completely equipped with the most modern units, many of them in duplicate and triplicate; electric and gas ranges; three different types of steamers and steam-jacketed kettles, electric and gas; mixers of various sizes; choppers; grinders; potato and apple peelers; bread and meat slicers; dish conveyors; dish washers; and glass washers. These give the student an opportunity to use and to analyze a wide range and variety of kitchen equipment.

Food Preparation (Foods and Nutrition 120). First or second term. Credit three hours. Required. Lecture, T 8. Room 339. Practice: W F 8-10.20 or 10.30-12.50. Rooms 352 and 356. Mrs. MEEK, Mrs. SAYLES, and _____.

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

Food Preparation (Foods and Nutrition 220) Second term. Credit three hours. Required. Prerequisite, Foods and Nutrition 120 or its equivalent. Lecture, M 12. Room 3 M 13. Practice, T Th 8-10.20, 10.30-12.50, or 1.40-4. Room 352. Assistant Professor BOYS.

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

Quantity Food Preparation, Elementary Course (Institution Management 200). First or second term. Credit two hours. Required. Registration for each block

limited to ten students. Prerequisite, Foods and Nutrition 220 or equivalent experience. Discussion, T and Th 2-3. Room G 62. Laboratory, T and Th 3-5.45. Cafeteria. First term, first block, October 1 through November 24; second block, December 1 through January 28. Second term, first block, February 16 through April 15; second block, April 20 through June 3. Associate Professor BURGOIN and Miss CUTLAR.

Laboratories consist of quantity cooking in the cafeteria kitchen in the preparation of meals for approximately three hundred and fifty patrons. Some emphasis is given to standard procedures and technics and to the use and operation of institution-kitchen equipment. Regulation uniform, of white coat, apron, and chef's cap, is furnished by the student and required for the first laboratory. Laboratory fee, \$5.

Quantity Food Preparation: Principles and Methods (Institution Management 210). First or second term. Credit four hours. May be substituted for Institution Management 200, and when so substituted satisfies also two hours of hotel-electives requirement. Registration limited to eighteen students. Prerequisite, Foods and Nutrition 220 or equivalent experience. First term: lecture, M 10; Room G 62. Discussion, T Th 8.15; Room G 62. Second term: lecture, M 10. Room 121. Discussion, T Th 8.15. Room G 62. Laboratory, 9-1.15. Cafeteria. Mrs. LEAHY.

Laboratories consist of large-quantity cooking in the cafeteria kitchen, in the preparation of meals for approximately six-hundred patrons. The laboratories are supplemented by discussion periods to provide an opportunity to review principles and to discuss procedures. Some emphasis is given also to standard technics, basic formulae, and menu planning, and to the use and operation of institution-kitchen equipment. Students have their lunch in the cafeteria on laboratory day; provision is made for this in the fee charged. Regulation uniform, of white coat, apron, and chef's cap, is furnished by the student and required for the first laboratory. Laboratory fee, \$12.

Quantity Food Preparation and Catering, Advanced Course (Institution Management 330). First or second term. Credit four hours. Prerequisite, Institution Management 210. Registration subject to the approval of the Department of Institution Management. Limited to ten students. Conference hours each week by appointment. Special catering assignments require from 45 to 50 hours in addition to scheduled laboratory. First term: discussion, F 11; laboratory T or W 9-1.30. Second term: discussion, M 10, laboratory T or W 9-1.30. (Any of the above laboratories may be scheduled 10-2.30 instead of 9-1.30, for a limited number of students.) Discussion, Room G 62; laboratory, Green Room. Assistant Professor ROBERTS.

Practice in organization work, requisition and purchase of food supplies, making of menus, calculation of costs, supervision of service, and preparation of food for one luncheon each week as assigned. Fee, \$8.

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

The course deals with the purchasing, preparation, service, and control phases of steward operations.

[History of the Culinary Art (Hotel Administration 120). First term. Credit one hour. Hotel elective. Open to all students. Alternate Saturdays, 10-12. Mr. VEHLING.] Not given in 1942-43.

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

Hotel Menu Planning (Hotel Administration 124). Second term. Credit one hour. Hotel elective. Enrollment limited to twenty-five. Lecture, alternate Saturdays, 8-9.50. Room 3 M 13. Mrs. HOKE.

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

Club Dining-Room Management (Hotel Administration 221). First or second term. Credit two hours. Hotel elective. Prerequisite, Quantity Food Preparation.

Limited to eight seniors. One lecture and one five-hour laboratory a week to be arranged. Mr. SHAW.

The course is based on the management problems of the Johnny Parson Club. The laboratories consist of detailed work and supervisory responsibility in the operation of the Club.

[Bacteriology (Bacteriology 5). First term. Credit three hours. (Given in alternate years). Hotel elective. Mr. ————.] Not given in 1942-43.

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

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

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

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

For information regarding other courses in Vegetable Crops, refer to the *Announcement of the New York State College of Agriculture*, Department of Vegetable Crops.

Meat and Meat Products (Animal Husbandry 91). First or second term. Credit two hours. Required. Open to sophomores, juniors, and seniors. Laboratory assignments must be made at the time of registration. Lecture, M 8. Wing B. Laboratory period: first term T 1.40-4; second term T 1.40-4 or F 8-10.20. Wing B and Meat Laboratory. Laboratory section limited to ten students. One two-day trip required to Buffalo stock yards and slaughterhouses; estimated cost, \$12. Professor HINMAN and Mr. SCHUTT.

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

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

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

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

General Chemistry (Chemistry 102). Throughout the year. Credit three hours a term. First term prerequisite to second. Open only to those students who do not offer entrance chemistry. Lecture, Th or F 11. Baker, Main Lecture Room. Recitation, one hour a week, to be arranged. Laboratory, M T W Th or F 1.40-4. Professors BROWNE and LAUBENGAYER, Doctor TAUBE, and assistants.

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

General Chemistry (Chemistry 104). Throughout the year. Credit three hours a term. First term prerequisite to second. Open to those students who offer entrance chemistry. Lecture, M or T 11, or T 9. Baker, Main Lecture Room. Recitation, one hour a week, to be arranged. Laboratory, M T W Th or F 1.40-4. Professor PAPISH, Doctor EATON, and assistants.

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

General Biology (Biology 1). Throughout the year. Credit three hours a term; both terms of the course must be completed to obtain credit, unless the student is excused by the department. First term not prerequisite to second. Not open to students who have had both Zoology 1 and Botany 1. If Biology 1 is taken after either Zoology 1 or Botany 1, credit two hours a term. Lectures and demonstrations, M W 9 or 11. Roberts 392. One laboratory a week, M T W Th or F 1.40-4. Roberts 301 and 302. Assistant Professor HOOD, Doctor NEVIN, and assistants.

An elementary course planned to meet the needs of students majoring outside of the plant and animal sciences; particularly adapted as the first year of a two-year sequence in biology for the prospective teacher of general science in the secondary schools. The course deals with the nature of life, life processes, the activities and origin of living things. It covers the organization of representative plants and animals, including man as an organism, and the principles of nutrition, growth, behavior, reproduction, heredity, and evolution. Fee, \$3.50 a term.

Human Physiology (Biology 303). First or second term. Credit three hours. Lectures, demonstrations, and discussion periods. M W F 10. Moore Laboratory 101. Associate Professor DYE.

An introductory course designed particularly for students who intend to take only one course in physiology, for those who are preparing to teach biology in secondary schools, and for those who desire a general knowledge of the physiological processes of the human body.

HOUSEKEEPING

Hotel Furnishing and Decorating (Household Art 130). First term. Credit two hours. Hotel elective. Advised for juniors. Limited to twenty students. Lecture and laboratory, T Th 8-10. Room 317. Miss HUPP.

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

Hotel Textiles (Textiles 140). First term. Credit two hours. Hotel elective. Not open to freshmen. W F 9-11. Room 278. Professor BLACKMORE.

The purpose of the course is to provide an opportunity for the students to become familiar with fabrics used in hotels. Scientific data are brought to bear upon the choice of fabrics for specific uses. The course includes brief discussions of the opinions of hotel housekeepers concerning the selection of fabrics and how they may be expected to wear. A two-day trip is included in January to four or more manufacturing centers to observe designing, weaving, making of certain household fabrics, and methods used in preparing fabrics for the retail market. Estimated cost of materials, \$2. Laboratory fee, \$10, covers transportation but not other expenses.

[Hotel Housekeeping (Textiles 140a). Second term. Credit one hour. Hotel elective. Open to upperclassmen. Hours to be arranged.] Not given in 1942-43.

Soaps and Detergents (Hotel Administration 145). First term. Credit one hour. Hotel elective. Alternate Saturdays 10-12. Room G 62. Mr. MILLER.

A detailed analysis of materials and methods used in cleaning and maintaining floors; cleaning bathrooms; washing walls; maintenance and periodic cleaning of other surfaces; and the washing of dishes and cooking utensils. The course presents many actual cases, analyzing causes of trouble and outlining methods of correction.

LANGUAGE AND EXPRESSION

Of the large number of courses in composition, in public speaking, and in the literature of the English and other languages open to hotel students, only those frequently taken by them are described. Full details regarding the others are given in the *Announcement of the College of Arts and Sciences*.

Introductory Course in Reading and Writing (English 2). Throughout the year. Credit three hours a term. Required. May not be entered the second term. M W F 8 9 10 11 or 12, or T Th S 8 9 10 11 or 12. Rooms to be announced. Messrs. ADAMS, ANDERSON, BARKER, CURTIN, DUFFY, ELLEDGE, HOPPE, IRWIN, KELLOGG, SALE, SIBLEY, WARDLE, WEIR, WILSON, and others.

The aim of the course is to increase the students' ability to communicate his own thought and to understand the thought of others. The first term is devoted primarily to the study of good diction, effective sentences, and the logic of paragraphs; the second term to whole compositions. Assignment to sections will be made in Barton Hall the first term and in Martha Van Rensselaer Hall G 62 the second. Professor BROWN is in charge of the course.

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

Introductory Course in Composition and Literature (English 2b). First term. A repetition of the second term of English 2. May be entered by those who have passed the work of the first term. T Th S 8. Goldwin Smith 134.

The Study of Poetry (English 15). Second term. Credit three hours. Open to freshmen who have passed their first term of English 2 with a grade of 80 or better. Freshmen who have received a grade of 90 or better in the first term of English 2 may substitute this course for the second term of English 2 to satisfy the requirement in English, but they are expected in addition to write a formal library paper. Those who pass course 15 may not take course 221 for credit. T Th S 11. Goldwin Smith 156. Mr. _____.

Public Speaking (Speech and Drama 1). First or second term. Credit three hours. Accepted for required expression. Not open to freshmen. M W F 8 9 10 11 or 12, or T Th S 9 10 or 11. Professor WICHELNS, Associate Professor WAGNER, Assistant Professor MUCHMORE, and Messrs. DEBOER, HARDY, HUNTER, MOUAT, OWENS, and THATCHER.

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

Students must enroll on registration days.

Public Speaking (Speech and Drama 2). Second term. Credit three hours. Prerequisite, Speech and Drama 1. M W F 10 11 or 12. Goldwin Smith 236. Professor WICHELNS, Associate Professor WAGNER, Assistant Professor MUCHMORE.

Practice in the composition and delivery of speeches for various occasions and in parliamentary procedure; study of problems of interest and persuasion. The '86 Memorial Prize in original oratory is awarded in connection with this course. Fee for materials, \$1.

Students must enroll on registration days.

Oral and Written Expression (Extension Teaching 101). First or second term. Credit two hours. Open to juniors and seniors. Accepted for required expression. The number in each section is limited to twenty students. Students should consult Professor Peabody for assignment to sections. Lectures and practice: first term, M F 11, W F 10, or T Th 11, Roberts 131; M W 9, or T Th 9 or 10, Roberts 492. Second term, M W 9 or T Th 9, Roberts 492; T Th 11, Roberts 131. Criticism, by appointment, daily, 8-4, S 8-1. Professors EVERETT and PEABODY, Assistant Professor PHILLIPS, and Messrs. KNAPP and HIGH.

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

Oral and Written Expression (Extension Teaching 102). Second term. Credit two hours. Prerequisite, Extension Teaching 101, of which course 102 is a continuation. A part of the work of course 102 consists of a study of parliamentary practice. Lectures and practice, M F 11, W F 10, T Th 9, or T Th 10. Roberts 131. Criticism, by appointment, daily 8-4, S 8-1. Professor PEABODY, Assistant Professor PHILLIPS, and Messrs. KNAPP and HIGH.

Agricultural Journalism (Extension Teaching 15). First term. Credit three hours. Not open to freshmen. Accepted for required expression. T Th S 10. Roberts 392. Professor ADAMS.

French, First Course for Beginners (French 1). Throughout the year. Credit three hours a term. Advised. M W F 12 or T Th S 9.

Students with first-year entrance French should enter the course the second term.

French, Second Course (French 3a). Throughout the year. Credit three hours a term. Prerequisite, French 1 or second-year entrance French. M W F 10 or 11 or T Th S 9.

Freshman French: Reading and Composition (French 6). Throughout the year. Credit three hours a term. Prerequisite, French 3a or third-year entrance French. M W F 8 9 10 11 or 12 or T Th S 9 or 10.

Detailed descriptions of the following additional courses in language and expression open to hotel students are found in the *Announcement of the College of Arts and Sciences*.

Prose and Composition (English 20).

Introduction to the Drama (English 23).

Introduction to Shakespeare (English 24).

The English Renaissance (English 32).

American Literature (English 39).

The Modern English Novel (English 40a).

Shakespeare (English 61).

Spanish for Beginners (Spanish 1).

Argument and Debate (Speech and Drama 12).

Argument and Debate (Speech and Drama 13). Not given in 1942-43.

Forms of Public Address (Speech and Drama 16).

MILITARY SCIENCE AND TACTICS

An excellent Reserve Officers Training Corps is maintained at Cornell University. Young men enrolled as freshmen and sophomores in the Department of Hotel Administration take the two years of basic military science and tactics. As juniors they are eligible for enrollment in the advanced course, described below, receiving academic credit therefor and with compensation from the government known as *commutation of subsistence*, approximating \$140, for the full two-years course. Upon completion thereof they receive reserve officer commissions in the Quartermaster Corps or the Field Artillery. Members of the advanced course, being officially a part of the Army, are not subject to call under Selective Service.

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

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

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

Advanced standing. With the approval of the Department of Military Science and Tactics, credit may be allowed a student for all or part of the Basic Course requirement, upon presentation of evidence of satisfactory work completed in an approved institution.

2. Advanced Course. Elective. Throughout the year. Credit two hours a term. The complete course covers two years. Prerequisite, course 1. Five hours a week, (two hours theoretical, three hours practical). Assignment; one hour, M T or W 9 or 10; one hour, Th F S 9 or 10; and M T W Th or F 1.40-4.10. Barton Hall.

The course of training is that prescribed by the War Department for Senior Division Units of the Reserve Officers Training Corps for advanced students. Instruction is offered in the Quartermaster Corps and in Field Artillery.

Upon successful completion of the advanced course a student may, upon the recommendation of the Professor of Military Science and Tactics, be commissioned as a Reserve Officer in the Quartermaster Corps or Field Artillery of the United States Army. For details concerning the course, see the *Announcement of the Department of Military Science and Tactics*.

Course 2 may be elected only by permission of the Professor of Hotel Administration and of the Professor of Military Science and Tactics.

PHYSICAL TRAINING AND HYGIENE

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

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

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

Physical Training for Men (Juniors and Seniors) (Physical Training 3). Building-up and corrective exercises, as prescribed by the medical examiners as a result of the physical examination required of all students in the University. Mr. KRAFT.

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

Physical Education for Women (Physical Training 6) (Freshmen). Throughout the year. Three periods a week. Misses BATEMAN, STEWART, ATHERTON, and DORNEY, and Mrs. BAIRD.

Physical Education for Women (Physical Education 7) (Sophomores). Throughout the year. Misses BATEMAN, STEWART, ATHERTON, and DORNEY, and Mrs. BAIRD.

The year is divided into quarters: outdoor seasons in spring and fall, two indoor seasons during the winter. Activities include: archery, badminton, baseball, basketball, canoeing, fencing, fundamentals, folk, tap, and modern dance, field hockey, golf, individual gymnastics, outing, riding, riflery, soccer, swimming, tennis, volleyball.

Hygiene (Hygiene 1). First term. Credit one hour. Required. One lecture-recitation each week, with preliminary and final examination. The use of a textbook is required.

Sections for men: Professor SMILEY and Assistant Professors GOULD and SHOW-ACRE.

Sections for women: Assistant Professors EVANS and STELLE.

Students must report for registration and assignment to sections at Barton Hall.

Hygiene (Hygiene 2). Second term. Credit one hour. Required. One lecture-recitation each week, with preliminary and final examination. The use of a textbook is required.

Sections for men: Professor SMILEY and Assistant Professors GOULD and SHOW-ACRE.

Sections for women: Assistant Professors EVANS and STELLE.

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

[Military Preventive Medicine (Hygiene 7). Second term. Credit two hours. Prerequisite, Military Science and Tactics, Basic Course 1. Assistant Professor DEYOE.] Not given in 1942-43.

A study of the principles of military hygiene and sanitation as applied to permanent and temporary military camps.

STUDENT ACTIVITIES

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

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

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

PLACEMENT SERVICE

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

The Waldorf-Astoria in New York offers a two-year "internship" to a leading member of each senior class. Under this arrangement the "interne" works in each department of the hotel business and thus receives training and experience in all of the operations of a large well-managed hotel organization. The "interne" receives appropriate compensation during his service, and at the close thereof is free either to

accept permanent employment with the Waldorf-Astoria or with other hotel organizations. The Mayflower in Washington offers a similar one-year internship. Only outstanding men are recommended for these opportunities.

Favored as it is by the endorsement of the American Hotel Association, the hotel department and its work is known to all important hotelmen. Many of them contribute instruction either directly or through members of their staffs. Consequently, Cornell hotel graduates have been well received in the industry. Many of the graduates have themselves already attained posts of sufficient importance to enable them to place some of their younger associates. Despite the fact that the hotel business was severely hit by the depression, positions have consistently been available for all graduates. In the past ten years the percentage of employment has ranged around 98 and 99. Occasionally, at the close of resort seasons, it has dropped to 95 or 96; at three times it has actually reached 100.

The first Cornell hotel class was graduated in 1925, with eleven members. On May 1, 1941, there were 465 living graduates. Of these, all but three, or less than 1 per cent, were reported as employed; 80 per cent were employed in hotel, restaurant, club, or allied work, of these, one-fourth were managers or chief executives, twelve persons owned or leased their own properties, and five operated chains of three or more hotels. Average reported earnings, including a fair cash value or maintenance, ranged from \$35 a week for men in their first year out to \$150 a week for those in the oldest class, that of 1925.

Under wartime conditions, of course, many have shifted to military or naval service. Of the 580 active alumni, 160 are in uniform. As listed below 54 of them hold commissions in the army, 25 in the navy, and 19 are aviation cadets. The quartermaster corps and the naval supply corps have naturally attracted many hotel graduates. Thus, of the 46 physically effective men in the class of 1942, 14 are lieutenants in the quartermaster corps and 7 are ensigns in the naval supply corps, 14 hold other army or navy commissions, or are in programs leading directly to commissions.

The War Department is establishing a Quartermaster Corps Reserve Officers Training Corps at Cornell University in September, 1942, which will draw largely from the hotel student body.

EXECUTIVE POSTS HELD BY GRADUATES*

HOTELS

- Adams, B. B., '37, Vice-President and Managing-Director, Hotel Beechwood, Summit, New Jersey.
 Alexander, W. A., '36, General Manager, Hotel Dudley, Brookings, South Dakota; and Hotel General Beadle, Madison, South Dakota.
 Amberg, E. L., '32, Manager, Hotel Marie Antoinette, New York City.
 Ames, A. A., '40, Manager, Hotel Bayview, St. Augustine, Florida.
 Angevine, D. C., '28, Manager, Milner Hotel, Minneapolis, Minnesota.

*This partial list gives an indication of the types of positions held by graduates. A complete list and an analysis of earnings is published in the Directory of the Cornell Society of Hotelmen, copies of which are available on request.

- Arbogust, Mrs. J. B., '30, Proprietor, Sawbill Lodge, Tofte, Minnesota.
 Babbitt, F. M., '38, Manager, Portage Inn, Westfield, New York.
 Baker, K. W., '29, General Manager, The Traymore, Atlantic City, New Jersey.
 Barns, G. R., '35, Manager, Hotel Rowe, Grand Rapids, Michigan.
 Bentley, L. V., '33, Manager, Molly Pitcher Hotel, Carlisle, Pennsylvania.
 Bevier, R. H., '32, Manager, Hotel Fairmont, Fairmont, West Virginia.
 Binns, J. P., '28, Vice-President and General Manager, Hotel Stevens, Chicago, Illinois. (On leave for military service.)
 Boggs, R. H., '26, Manager, Hotel Kennewood, Elizabethtown, Pennsylvania.
 Bovard, W. T., '26, Summer: General Manager, Graystone Inn, Roaring Gap, North Carolina. Winter: General Manager, Riomar Club, Vero Beach, Florida.
 Briggs, F. H., '35, President and Managing Director, Hosts Inc. Hotels, Springfield, Massachusetts.
 Bright, T. M., '27, Proprietor, The Colonial Terrace Hotel, Atlanta, Georgia.
 Buddenhagen, A. E., '27, Managing-Director, Hotel Touraine, Buffalo, New York.
 Burdge, E. E., '30, Manager, Hotel Robidoux, St. Joseph, Missouri.
 Claycomb, R. O., '27, Manager, Hotel Broward, Fort Lauderdale, Florida.
 Cole, J. W., '30, Manager, Hotel General Brodhead, Beaver Falls, Pennsylvania.
 Conner, J. W., '40, Manager, Hotel Uncas, Silver-Bay-on-Lake George, New York.
 Cummings, R. E., '40, Manager, American Hotel, Brookville, Pennsylvania.
 Dayton, H. L., '28, Owner and Operator, Dayton Hotels Company, Albany, Georgia.
 Deveau, T. C., '27, Resident Manager, Lee Sheraton, Washington, D. C.
 Fassett, J. S., 3rd, '36, Proprietor, Jefferson Hotel, Watkins Glen, New York.
 Galbraith, H. M., '35, Manager, Hotel Russell, New York City.
 Gibbs, L. C., '26, Supervisor, Hotel Division, New York Life Insurance Company, New York City.
 Gorman, W. P., '33, Manager, Penn-Alto, Altoona, Pennsylvania.
 Gray, F., '34, Resident Manager, George Wythe Hotel, Wytheville, Virginia.
 Grosjean, P. R., '35, Lessee, Hotel Wagner, Penn Yan, New York.
 Grossinger, P. L., '40, Manager, Grossinger Beach Hotel, Miami Beach, Florida.
 Hahn, L. E., '33, Manager, The Buckingham, Minneapolis, Minnesota.
 Hannum, P. C., '33, Manager, Maxinkuckee Inn, Maxinkuckee, Indiana.
 Holding, R., '32, Manager, Hotel Wellington, Albany, New York.
 Hougen, R. T., '35, Manager, Boone Tavern, Berea College, Berea, Kentucky.
 Irwin, R. P., '33, Managing-Director, Hotel Secor, Toledo, Ohio.
 Jennings, C. A., '25, Manager, Hotel Elton, Waterbury, Connecticut.
 Just, P. O., '34, Manager, Osthoff Hotel, Elkhart Lake, Wisconsin.
 Kemmotsu, K., '28, Manager, Tokyo Railway Hotel, Tokyo, Japan.
 Knipe, J. R., '31, Manager, Hotel Weimer, Lebanon, Pennsylvania.
 Landes, I. S., '33, Manager, Elmhurst Inn, Sewickley, Pennsylvania.
 Letteer, H. J., '39, Manager, Hotel Hildebrecht, Trenton, New Jersey.
 Levy, L. H., '30, Managing-Director, Hotel Claridge, Memphis, Tennessee.
 Lewis, R. W., '30, Manager, New Capitol Hotel, Frankfort, Kentucky.
 MacDonald, U. A., '38, Manager, Hotel Cadillac, Rochester, New York.
 McGinn, P. J., '31, Executive Offices, Tangney-McGinn Hotel Company, Des Moines, Iowa.
 MacLennan, H. A., '26, Resident Manager, Hotel Royal Connaught, Hamilton, Ontario, Canada.
 MacNab, J. K., '38, Proprietor, Hotel Prince, Bismarck, North Dakota.
 MacNab, R. B., '36, Proprietor, Baxter Hotel, Bozeman, Montana.
 Martin, T. W., '32, Manager, The Shenandoah, Martinsburg, West Virginia.
 Merrick, A. B., '30, Manager, The Roger Smith Hotel, Washington, D. C.
 Miner, F. L., '26, Summer: Manager, Spruce Point Inn, Boothbay Harbor, Maine. Winter: Manager, Hotel Ormond, Ormond Beach, Florida.
 Moon, H. V., '30, Owner, Pisgah National Forest Inn, Asheville, North Carolina; Lessee, Cliff Dwellers Inn, Chimney Rock, North Carolina; Executive Vice-President and General Manager, Rainbow Springs, Dunnellon, Florida.
 Muntz, W. E., '33, Owner and Proprietor, New Richmond Hotel, Seattle, Washington.

- Newcomb, J. L., '27, Manager, Paul Smith's Hotel, Paul Smiths, New York.
 Norton, C. G., '38, Manager, The Loomarwick, New Preston, Connecticut.
 Oehlschlaeger, F. J., '33, Manager, Clifton Springs Sanitarium, Clifton Springs, New York.
 Perry, J. F., '30, Manager, Parker Inn, Albion, Michigan.
 Pew, R. H., '33, Manager, Lora-Locke Hotel, Dodge City, Kansas.
 Ramage, E. D., '31, Manager, Hillcrest Hotel, Toledo, Ohio.
 Ready, F. A., '35, Manager, Hotel Concourse Plaza, New York City.
 Reynolds, H. E., '25, Manager, Stonewall Jackson Hotel, Staunton, Virginia.
 Rooney, G. F., Jr., '33, Operator, Hotels Flora Villa and Graymont, Cincinnati, Ohio.
 Rose, R. A., '30, Proprietor, Hotel Weber, Lancaster, Pennsylvania.
 Sayles, C. I., '26, Manager, Star Lake Inn, Star Lake, New York.
 Schoenbrunn, L. E., '40, Manager, Hotel Haverford Court, Haverford, Pennsylvania.
 Seneker, V. M., '35, Manager, Hotel Bristol, Bristol, Virginia, -Tennessee.
 Shea, J. L., '26, Manager, The Grosvenor, New York City.
 Shinnen, H. I., '34, Manager, Onawa Lodge, Mountainhome, Pennsylvania.
 Smith, H. A., '30, Manager, Hotel Essex, Philadelphia, Pennsylvania. (On leave for military service.)
 Snyder, V. T., '35, Purchasing Manager, Ronay Hotels, Hotel White, New York City.
 Swenson, D. C., '28, Executive Offices, Knott Hotels Corporation, New York City.
 Switzer, W. D., '35, Manager, The Collingwood, New York City.
 Taft, A. V., '26, Manager, Hotel Embassy, Tampa, Florida.
 Trier, R. C., '32, Manager, Hotel Murray, New York City.
 Turner, F. M., '33, Manager, Gladstone Hotel, Casper, Wyoming.
 Tyo, R. E., '27, Manager, Hotel Allerton, Cleveland, Ohio.
 Vinnicombe, E. J., Jr., '33, Resident Manager, Hotel Puritan, Boston, Massachusetts.
 Welt, H. E., '34, Manager, Hotel McLure, Wheeling, West Virginia.
 Williams, H. B., '30, Manager, Hotel Dodge, Washington, D. C.
 Williams, R. W., '35, Manager, Walnut Park Plaza Hotel, Philadelphia, Pennsylvania.

RESTAURANTS

- Allison, N. T., '28, Manager, Stouffer's Restaurant, Pittsburgh, Pennsylvania.
 Birdsall, J. F., '35, Cafeteria Manager, Heald Machinery Company, Worcester, Massachusetts.
 Blankinship, W. C., '31, Manager, Stouffer's Restaurant, New York City.
 Bullock, J. A., '32, Manager, Commissary Department, Prudential Life Insurance Company, Newark, New Jersey.
 Dunlap, A. W., '25, Supervisor, Operators Quarters, Chesapeake and Potomac Telephone Company, Washington, D. C.
 Dunn, K., Miss, '38, Manager, Ranch Tavern, Berlin, New York.
 Dunnack, G. B., '30, Manager, Hot Shoppes, Washington, D. C.
 Faber, E. C., '28, Proprietor, Faber's Bakery, Buffalo, New York.
 Fertitta, I. A., '39, Manager, Anthony's Restaurant, Woodmere, New York.
 Gillette, C. J., '28, Proprietor-Manager, Gillette's Cafeteria, Ithaca, New York.
 Gillette, K. P., '28, Proprietor-Manager, Gillette's Cafeteria, Elmira, New York.
 Heilman, H. R., '39, Manager, Heilman's Marine Grill and Dining Room, Lorain, Ohio.
 Kahl, W. L., '35, Manager, Hot Shoppes, Washington, D. C.
 Lucha, A. M., '35, Commissary Supervisor, Ravenna Ordnance, Apco, Ohio, Consultant Federal Housing Authority.
 Morris, A. E., '31, Manager, Cafeteria, Bethlehem Steel Company, Bethlehem, Pennsylvania.
 Mosso, C. G., '32, Manager, Y M C A Cafeteria, Trenton, New Jersey.
 Natunen, E. O., '37, Manager, Hot Shoppes, Washington, D. C.
 Steinberg, R. W., '29, Manager, Marshall Fields, Chicago, Illinois.
 Taylor, E. J., '37, Proprietor, "Dutch Cupboard," Downingtown, Pennsylvania.

Terwilliger, E., '28, Manager, Stouffer's Restaurant, Detroit, Michigan.
 Villepigue, A. H., '27, Proprietor, Villepigue's Inn, Sheeps Head Bay, New York.
 Waldron, J. H., '34, Manager, Seiler's, Framingham Centre, Massachusetts.
 Wegner, N. E., '27, Manager, Bishop Cafeteria, Rockford, Illinois.

CLUBS

Benner, D. L., '34, Manager, Wichita Country Club, Wichita, Kansas.
 Boyer, M. L., '35, Manager, Brookside Country Club, Canton, Ohio.
 Burns, T. C., '36, Manager, University Club, Cincinnati, Ohio.
 Coats, C. C., '33, Manager, University Club, Syracuse, New York.
 Corwin, C. D., Jr., '35, Manager, Columbus Country Club, Columbus, Ohio.
 Harrington, A. A., '30, Manager, Bellerive Country Club, Normandy, Missouri.
 (On leave for military service.)
 Jackson, H. S., '32, Manager, Montclair Golf Club, Montclair, New Jersey.
 King, F. M., '34, Manager, University Club, Albany, New York.
 Love, H. B., '27, Manager, Alliance Country Club, Alliance, Ohio.
 Middleton, J. C., '36, Manager, Mohawk Golf Club, Schenectady, New York.
 Olsen, E. L., '36, Manager, Brooklea Country Club, Rochester, New York.
 Pentecost, W. I., '33, Manager, Scranton Club, Scranton, Pennsylvania.
 Reber, J. G., '40, Manager, Trenton Country Club, Trenton, New Jersey.
 Sanborn, A. F., '37, Manager, Cosmos Club, Washington, D. C.
 Saurman, I. C., '38, Manager, France Field Clubhouse, Canal Zone.
 Tatum, W. T., '38, Manager, Cristobal Gold Clubhouse, Canal Zone.
 Traub, G. F., '31, Manager, Elmira City Club, Elmira, New York.
 Waldron, P. A., '35, Manager, Quinnipiac Club, New Haven, Connecticut.

DORMITORIES AND UNIONS

Clement, C. A., '28, Steward and Housekeeper, Haverford College, Haverford, Pennsylvania.
 Davis, W. N., '31, Manager, Graduate House, M. I. T., Cambridge, Massachusetts.
 Hannum, P. C., '33, Commissary Officer, Culver Military Academy, Culver, Indiana.
 Miller, W. H., Jr., '38, Director of Buildings and Grounds, Bard College, Annandale-on-Hudson, New York.
 Shaw, M. R., '34, Manager, Dining Rooms, Willard Straight Hall, Ithaca, New York.
 Stewart, G. E., '39, Steward, Perkiomen School for Boys, Pennsburg, Pennsylvania.
 Whiting, E. A., '29, Assistant Director, Willard Straight Hall, Ithaca, New York.

ARMED SERVICES

Anderson, T. P., '41, Ensign, U. S. N. R.
 Antell, R. E., '41, Second Lt., U. S. A.
 Beck, R. A., '42, Second Lt., U. S. A.
 Becker, G. H., Jr., '41, Second Lt., U. S. A.
 Bennett, R. C., '40, Ensign, U. S. N. R.
 Binns, J. P., '28, First Lt., U. S. A. A. C.
 Blodgett, R. S., '42, Second Lt., U. S. A.
 Bollman, C. F., '41, First Lt., U. S. A. A. C.
 Bostrom, E. L., '37, First Lt., U. S. A.
 Bowdish, A. C., '26, Capt., U. S. A.
 Brooks, W. G., '38, Ensign, U. S. N. R.
 Burditt, J. A., '42, Ensign, U. S. N. R.
 Callahan, W. G., '37, First Lt., U. S. A.
 Chamberlain, J. B., '39, Second Lt., U. S. A.
 Cobb, G. H., '41, Second Lt., U. S. A.
 Cohn, J. H., '41, Second Lt., U. S. A.

Crandall, J. M., '25, First Lt., U. S. A.
Critchlow, R. R., '40, Second Lt., U. S. A.
Crowley, F. A., '42, Second Lt., U. S. A.
Dillenbeck, H. A., '37, Second Lt., U. S. A.
Downing, J. P., '40, Second Lt., U. S. A.
Driscoll, E. J., '40, Capt., U. S. A.
Dunnack, G. B., '30, First Lt., U. S. A. A. C.
Eames, D. B., '41, First Lt., U. S. A.
Eldridge, H. G., '42, Ensign, U. S. N. R.
Engelhardt, C., '42, Second Lt., U. S. A.
Enken, P. M., '40, Ensign, U. S. N. R.
Ernest, H., '41, Second Lt., U. S. A.
Faiella, J. P., '38, First Lt., U. S. A.
Fields, N. E., '42, Second Lt., U. S. A.
Fortiner, J. S., '41, Ensign, U. S. N. R.
Frazer, H. E., '34, First Lt., U. S. A. A. C.
Fry, A. F., '38, Capt., U. S. A.
Gibson, A. W., jr., '42, Ensign, U. S. N. R.
Gordon, L., '39, Ensign, U. S. N. R.
Harrington, A. A., '30, Lt. (J. G.), U. S. N. R.
Hartnett, P. S., '34, First Lt., U. S. A.
Haverly, F. R., '42, Ensign, U. S. N. R.
Hershey, K., '41, Ensign, U. S. N. R.
Hill, A. C., '38, First Lt., U. S. A.
Hines, G., '42, Second Lt., U. S. A.
Hodges, R. C., '35, First Lt., U. S. A.
Hoff, R. L., '40, First Lt., U. S. A.
Holtzman, R. E., '41, Second Lt., U. S. A. A. C.
Hunt, A. C., '29, Lt. (J. G.), U. S. N. R.
Jack, C. W., '42, Second Lt., U. S. A.
Jewett, H. M., '40, Second Lt., U. S. A.
Jones, O. B., '34, Capt., U. S. A.
Kernochan, J. B., '42, Second Lt., U. S. A.
Ketterer, V. M., '37, First Lt., U. S. A.
Kish, A. J., '39, Ensign, U. S. N. R.
Lafey, C. W., '40, Second Lt., U. S. A.
Lefevre, L., '42, Second Lt., U. S. A.
Mathers, W. P., '41, First Lt., U. S. A. A. C.
Mayer, H. M., '39, Second Lt., U. S. A.
Mayo, J. B., '41, Second Lt., U. S. A.
McAllister, A. J., '29, First Lt., U. S. A.
McClintock, W. F., '39, Second Lt., U. S. A. A. C.
McGinn, J. P., '31, Capt., U. S. A.
McKowne, J., '32, Lt. (J. G.), U. S. N. R.
Merwin, E. O., '36, First Lt., U. S. A.
Minah, T. W., '32, Lt. (J. G.), U. S. N. R.
Moser, A. C., '40, Second Lt., U. S. A.
Moser, E. P., '34, First Lt., U. S. A.
Mullane, J. A., '35, Second Lt., U. S. A.
Nickles, H. L., '26, Capt., U. S. A.
Palmer, E. H., '42, Ensign, U. S. N. R.
Parlette, B., '32, First Lt., U. S. A. A. C.
Parrott, P. J., '41, Second Lt., U. S. A.
Patterson, J. S., '42, Second Lt., U. S. A.
Pearce, J. W., '39, Ensign, U. S. N. R.
Phelps, S. N., '39, Ensign, U. S. N. R.
Pickel, R. D., '40, Ensign, U. S. N. R.
Plisk, E. J., '40, Second Lt., U. S. A.
Raub, J. L., '41, Second Lt., U. S. A.
Scholl, W., '41, Second Lt., U. S. A. A. C.

Schuyler, R. T., '41, Ensign, U. S. N. R.
 Severance, R. H., '41, Ensign, U. S. N. R.
 Shanley, E. M., '30, First Lt., U. S. A. A. C.
 Shivers, D. B., '42, Second Lt., U. S. A.
 Shuff, C. H., '37, First Lt., U. S. A. A. C.
 Sivade, E. F., '41, Second Lt., U. S. A. A. C.
 Slack, J. L., '26, Capt., U. S. A. A. C.
 Smith, H. A., '30, First Lt., U. S. A. A. C.
 Smith, M. C., '32, First Lt., U. S. A.
 Summers, R. A., '41, Ensign, U. S. N. R.
 Temple, J. B. P., '38, Second Lt., U. S. A.
 Timmerman, R. L., '31, Capt., U. S. A.
 Vanderwarker, R. D., '33, Lt. (J. G.), U. S. N. R. A. C.
 Vestal, R. B., '35, Second Lt., U. S. A.
 Wannop, H. W., '42, Second Lt., U. S. A.
 Wannop, J. W., '42, Second Lt., U. S. A.
 Washbourne, F. H., '41, Second Lt., U. S. A. A. C.
 Welch, J. E., '26, Capt., U. S. A.
 Williamson, H. J., '32, First Lt., U. S. A. A. C.
 Witteborg, A. C., '33, Lt. (J. G.), U. S. N. R.
 Zeigler, K. I., '42, Second Lt., U. S. A.
 Zimmerman, H. W., '42, Second Lt., U. S. A.

AIR SERVICE

Babcock, J. L., '36, Chief Steward of the Eastern Division, Pan American Airways—Africa, Ltd.
 Douglass, C. R., Commissary Manager of Panair do Brasil.
 Hill, O. D., '40, Passenger Service Department, Transcontinental and Western Air, Inc., Intercontinental Division.
 Howard, K. E., '31, Chief of Commissary in Africa, Pan American Airways.
 Snowdon, C. C., '33, Chief Steward of the Atlantic Division, Pan American Airways—Africa, Ltd.

ADMISSION

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

- A. The regular academic entrance requirements, and
- B. The requirements in personal qualifications.

A. ACADEMIC REQUIREMENTS

The applicant must have completed a secondary-school course and must offer fifteen units of entrance credit including English, four years (three units), and mathematics, two units. The remaining units are to be selected from the following list. The figures in parenthesis following each subject indicate its value in entrance units and show the minimum and the maximum amount of credit allowed in the subject.

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. English, 4 years.....(3) 2. 1st to 3d Year Greek.....(1, 2, 3) 3. 1st to 4th Year Latin.....(1, 2, 3, 4) 4. 1st to 4th Year German..(1, 2, 3, 4) 5. 1st to 4th Year French... (1, 2, 3, 4) 6. 1st to 4th Year Spanish... (1, 2, 3, 4) 7. 1st to 3d Year Italian.....(1, 2, 3) 8a. Ancient History.....($\frac{1}{2}$-1) 8b. European History.....($\frac{1}{2}$-1) 8c. English History.....($\frac{1}{2}$-1) 8d. American History and Civics. ($\frac{1}{2}$-1) 9a. Elementary Algebra.....(1) 9b. Intermediate Algebra.....(1) 9c. Advanced Algebra.....($\frac{1}{2}$) 9d. Plane Geometry.....(1) 9e. Solid Geometry.....($\frac{1}{2}$) 9f. Plane Trigonometry.....($\frac{1}{2}$) | <ol style="list-style-type: none"> 10. Physics.....(1) 11. Chemistry.....(1) 12. Physical Geography.....($\frac{1}{2}$-1) 13. Biology*.....(1) 13a. General Science.....(1) 14. Botany*.....($\frac{1}{2}$-1) 14a. Zoology*.....($\frac{1}{2}$-1) 15. Bookkeeping.....($\frac{1}{2}$-1) 16. Agriculture, Home
Economics.....($\frac{1}{2}$-4) 17. Drawing.....($\frac{1}{2}$-1) 18. Manual Training.....($\frac{1}{2}$-1) 19. {Any high-school subject or
subjects not already used
and acceptable to the Uni-
versity.} ($\frac{1}{2}$-2) |
|---|--|

A candidate may obtain credit in the subjects he wishes to present for admission in one or more ways, as follows:

1. By presenting an acceptable school certificate.

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

2. By passing, in the required subjects, the examinations of the College Entrance Examination Board.

3. By passing the necessary Regents examinations.

Since students enroll for the work in Hotel Administration at Cornell University from all parts of the United States and from other countries, and since the subjects of study available to students in the high schools vary from section to section, the prospective student is allowed wide freedom in the choice of his high-school subjects. Only English, obviously valuable, and the minimum mathematics necessary for the important required sequence of courses in engineering are specified. Students and vocational advisers should not, however, be misled by this freedom. The curriculum in hotel administration includes a number of rigorous courses in accounting, science, and

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

engineering, and, while the committee on admissions gives due weight to the more personal factors, it insists, for the protection of the prospective student, on evidence of good scholastic ability,—ability to carry an exacting college program.

For those students who attend the larger high schools with a wealth of offerings, some suggestions as to choice of studies may be welcome. The committee believes that a sequence of study of at least three years of a foreign language is likely to be useful to the hotelman or restaurateur and that its completion is an evidence of scholastic ability. Two years of a language are of much less value than three, and one year alone is not to be recommended.

A three- or four-year sequence in mathematics is also evidence of good workmanship. Trigonometry is useful in the engineering courses. Of the sciences, physics, as an additional foundation for the engineering, and chemistry are to be preferred. Some history should be included. Typewriting is becoming increasingly valuable.

In the selection of a preparatory course, consideration should be given to the student's interests and the school's facilities. It may be, nevertheless, that the following *suggested* preparatory program will be helpful to the adviser, the parent, and the student.

English, three units (four years)	the student and the facilities of the school
Foreign language, three units French, German, Spanish, or Latin.	Science, two units
Mathematics, three units Algebra, and Plane Geometry. Also, if possible, Trigonometry, Advanced Algebra, or Solid Geometry	Physics (helpful in the engineering); Chemistry (helpful with foods work); General Science; Biology (helpful with foods work)
History, at least one unit Chosen according to the interest of	Typewriting Electives, enough units to make the total fifteen.

B. PERSONAL REQUIREMENTS

As more applicants can meet the academic requirements stated under A than can be accommodated, the Faculty attempts to choose through a Committee on Admissions (whose decisions are final) those likely to profit most by the instruction offered. Prospective students in Hotel Administration who are able, or expect to be able, to meet the academic requirements of the College should therefore present to the Director of Admissions, on blanks provided by him, evidence of their qualifications for admission to the hotel course. The committee notes the content of the preparatory courses; considers all available evidence with regard to character, scholarship, seriousness of purpose, and fitness for hotel work; and on the basis of this evidence selects the applicants to be admitted.

SUPPLEMENTARY RULES GOVERNING ADMISSION

1. Every candidate for admission must deposit \$25 with the Treasurer. A check, draft, or money order should be payable to Cornell

University and should be sent to The Office of Admissions, Cornell University. The deposit must be made not later than June 1 if the candidate is to be admitted in September and not later than January 1 for admission in February.

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

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

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

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

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

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

REQUIREMENTS FOR GRADUATION

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

The requirements are the completion, with a general average grade of seventy, of one hundred and twenty hours, required and elective, as set forth below; the completion, before the beginning of the last term of residence, of sixty points of hotel-practice credit as defined on page 44; and the completion, during the first terms of residence, of the University requirement in military science and tactics (page 22).

A suggested program of courses arranged by years appears on pages 35 to 41. The specifically required courses, there indicated, account for seventy-two of the total of one hundred and twenty hours. From the list of hotel electives (page 38), some combination of courses the credit for which totals at least twenty-four hours is also to be taken. The remaining twenty-four hours may be earned in courses chosen at will, with the approval of the adviser, from courses offered by any college of the University, provided only that the customary requirements for admission to the courses chosen are met.

ADVANCED STANDING

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

COLLEGE GRADUATES

A number of college graduates looking forward to executive positions in the hotel field have found it possible to arrange attractive one-year or two-year programs of study in the specific hotel courses. When approved by the Committee on Admissions, such students enter as undergraduates with advanced standing, and their schedules are specifically arranged to fit the individual's preparation and aims. The amount of time necessary to meet the degree requirements varies with the student's previous study and hotel experience, but should ordinarily not exceed two years. Those not interested in the second degree can cover a substantial and worthwhile amount of hotel subject matter in an intensive one year's course. College students planning to study hotel administration after graduation should seek hotel experience during the summer months, and are advised to consult the Department of Hotel Administration regarding their undergraduate programs.

THE HOTEL ADMINISTRATION CURRICULUM*

(Grouped according to years)

THE FRESHMAN YEAR

SPECIFICALLY REQUIRED

	<i>Credit in hours</i>
Orientation (<i>Hotel Administration 1</i>).....	1
Accounting (<i>Hotel Accounting 81 and 82</i>).....	8
Elementary Composition and Literature (<i>English 2</i>).....	6
General Chemistry (<i>Chemistry 102 or 104</i>).....	6
Food Preparation (<i>Foods and Nutrition 120</i>).....	3
Food Preparation (<i>Foods and Nutrition 220</i>).....	3
Mechanical Drawing (<i>Hotel Engineering 2</i>).....	3
Hygiene.....	2
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SUGGESTED ELECTIVES

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

THE SOPHOMORE YEAR

SPECIFICALLY REQUIRED

	<i>Credit in hours</i>
Hotel Accounting (<i>Hotel Accounting 181 and 182</i>).....	6
Modern Economic Society (<i>Economics 2a and 2b</i>).....	6
Psychology (<i>Hotel Administration 114</i>).....	3
Hotel Engineering Fundamentals (<i>Hotel Engineering 160</i>).....	4
Mechanical Service Applications (<i>Hotel Engineering 161</i>).....	4
Quantity Food Preparation: Elementary Course (<i>Food Preparation 200</i>).....	2
Meat and Meat Products (<i>Animal Husbandry 91</i>).....	2
	<hr/> 27

SUGGESTED ELECTIVES

†Lectures on Hotel Management (<i>Hotel Administration 155</i>).....	1
†Hotel Furnishing and Decoration (<i>Household Art 130</i>).....	2
†Hotel Textiles (<i>Textiles 140</i>).....	2
†Hotel Housekeeping (<i>Textiles 140a</i>).....	1
†Grading and Handling Vegetable Crops (<i>Vegetable Crops 12</i>).....	3
†Meat Cutting (<i>Animal Husbandry 93</i>).....	1
†Quantity Food Preparation: Principles and Methods (<i>Institution Management 210</i>).....	2
†Quantity Food Preparation and Catering, Advanced Course (<i>Institution Management 330</i>).....	4
†Hotel Stewarding (<i>Hotel Administration 118</i>).....	1
†Hotel Structures and Maintenance (<i>Hotel Engineering 166a and 166b</i>)..	3
†Food and Beverage Control (<i>Hotel Accounting 184</i>).....	3
†Front Office Procedure (<i>Hotel Accounting 188</i>).....	1
†Building Costs (<i>Hotel Engineering 167</i>).....	1
†Bacteriology (<i>Bacteriology 5</i>).....	3
Human Physiology (<i>Biology 303</i>).....	3

See also the electives suggested for the freshman year.

*See pages 8 to 23 for detailed description of courses.

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

THE JUNIOR YEAR
SPECIFICALLY REQUIRED

	<i>Credit in hours</i>
Elective Courses in Hotel Engineering†.....	4
An elective course in economics*.....	3
An elective course in expression:.....	3
Public Speaking (<i>Speech and Drama 1</i>).....	
Agricultural Journalism (<i>Extension Teaching 15</i>).....	
Oral and Written Expression (<i>Extension Teaching 101 and 102</i>).....	

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SUGGESTED ELECTIVES

†Hotel Operation (<i>Hotel Administration 151</i>).....	2
†Lectures on Hotel Management (<i>Hotel Administration 155</i>).....	1
†Hotel Menu Planning (<i>Hotel Administration 124</i>).....	1
†Auditing (<i>Hotel Accounting 183</i>).....	3
†Interpretation of Hotel Financial Statements (<i>Hotel Accounting 186</i>).....	2
†Tax Computation (<i>Hotel Accounting 187</i>).....	2
†Budgeting (<i>Hotel Accounting 281</i>).....	2
†Advanced Accounting (<i>Hotel Accounting 282</i>).....	3
†Accounting Practice (<i>Hotel Accounting 283</i>).....	3
†Military Personnel Administration (<i>Hotel Administration 115</i>).....	2
†Personnel Administration (<i>Hotel Administration 119</i>).....	3
†Hotel Financing (<i>Hotel Administration 174</i>).....	1
†Hotel Public Relations (<i>Hotel Administration 176</i>).....	1
†Hotel Promotion (<i>Hotel Administration 178</i>).....	1
†Sales Promotion (<i>Hotel Administration 278</i>).....	1
†Hotel Advertising (<i>Hotel Administration 179</i>).....	1
†General Survey of Real Estate (<i>Hotel Administration 191</i>).....	2
†Fundamentals of Real Estate Management (<i>Hotel Administration 192</i>).....	2
†Fire and Inland Marine Insurance (<i>Hotel Administration 196</i>).....	3
†Liability, Compensation, and Casualty Insurance (<i>Hotel Administration 197</i>).....	3
†Steam Power and Heating, Laboratory (<i>Hotel Engineering 162b</i>).....	2
†Refrigeration and Electrical Equipment, Laboratory (<i>Hotel Engineering 163b</i>).....	2
†Hotel Engineering Problems (<i>Hotel Engineering 165</i>).....	1
Money, Currency, and Banking (<i>Economics 11</i>).....	3
Trade Fluctuations (<i>Economics 15</i>).....	3
Corporation Finance (<i>Economics 31</i>).....	3
Statistics (<i>Agricultural Economics 111</i>).....	3
Commercial Geography (<i>Geology 206</i>).....	3

See also the electives suggested for the freshman and sophomore year.

Courses in English composition or literature, in history, or in government

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

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

‡The requirement in elective hotel engineering may be satisfied by any of the elective courses offered by the department of Hotel Engineering and described on pages 15 to 17. Ordinarily courses Steam Power and Heating, Lectures (*Hotel Engineering 162a*) and Refrigeration and Electrical Equipment, Lectures (*Hotel Engineering 163a*) are taken.

HOTEL ADMINISTRATION

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THE SENIOR YEAR
SPECIFICALLY REQUIRED

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

SUGGESTED ELECTIVES

†Lectures on Hotel Management (<i>Hotel Administration 155</i>).....	1
†Seminar in Hotel Administration (<i>Hotel Administration 153</i>).....	2, 3, or 4
†Hotel Accounting Problems (<i>Hotel Accounting 185</i>).....	2
†Hotel Planning (<i>Hotel Engineering 164</i>).....	2
†Law as Related to Innkeeping (<i>Hotel Administration 172</i>).....	2
†Problems in Hotel Analysis (<i>Hotel Accounting 189</i>).....	2 or 3
†Real Estate Financing and Investments (<i>Hotel Administration 193</i>)....	2
†Real Estate Appraising (<i>Hotel Administration 194</i>).....	2
†Seminar in Personnel Administration (<i>Hotel Administration 219</i>).....	2
†Law of Business Contracts, Bailments, Agency (<i>Hotel Administration 272</i>).....	2
†Law of Business: Partnerships and Corporations (<i>Hotel Administration 274</i>).....	2
Accounting Theory and Problems (<i>Economics 26</i>).....	2
Public Control of Business (<i>Economics 32a and 32b</i>).....	6
Taxation (<i>Agricultural Economics 138</i>).....	3
Labor Conditions and Problems (<i>Economics 41</i>).....	3
Trade Unionism and Collective Bargaining (<i>Economics 42</i>).....	3
†Club Dining-Room Management (<i>Hotel Administration 221</i>).....	2
†Club Management (<i>Hotel Administration 222</i>).....	2
†Problems in Food Control (<i>Hotel Accounting 284</i>).....	1
†Accounting Machines in Hotels (<i>Hotel Accounting 288</i>).....	1

See also the electives suggested for the earlier years.

Courses in philosophy, in music, and in the fine arts

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

HOTEL ELECTIVES

	<i>Credit in hours</i>
Bacteriology (<i>Bacteriology 5</i>).....	3
Grading and Handling Vegetable Crops (<i>Vegetable Crops 12</i>).....	3
Hotel Furnishing and Decoration (<i>Household Art 130</i>).....	2
Hotel Textiles (<i>Textiles 140</i>).....	2
Hotel Housekeeping (<i>Textiles 140a</i>).....	1
Soaps and Detergents (<i>Hotel Administration 145</i>).....	1
Meat Cutting (<i>Animal Husbandry 93</i>).....	1
Quantity Food Preparation and Catering, Advanced Course (<i>Institution Management 330</i>).....	4
Quantity Food Preparation: Principles and Methods (<i>Institution Management 210</i>).....	4
Hotel Stewarding (<i>Hotel Administration 118</i>).....	1
History of the Culinary Art (<i>Hotel Administration 120</i>).....	1
Hotel Menu Planning (<i>Hotel Administration 124</i>).....	1
Seminar in Hotel Administration (<i>Hotel Administration 153</i>).....	2, 3, or 4
Lectures on Hotel Management (<i>Hotel Administration 155</i>).....	1
Law as Related to Innkeeping (<i>Hotel Administration 172</i>).....	2
Hotel Financing (<i>Hotel Administration 174</i>).....	1
Hotel Public Relations (<i>Hotel Administration 176</i>).....	1
Hotel Promotion (<i>Hotel Administration 178</i>).....	1
Sales Promotion (<i>Hotel Administration 278</i>).....	1
Hotel Advertising (<i>Hotel Administration 179</i>).....	1
Auditing (<i>Hotel Accounting 183</i>).....	3
Food and Beverage Control (<i>Hotel Accounting 184</i>).....	3
Hotel Accounting Problems (<i>Hotel Accounting 185</i>).....	2
Interpretation of Hotel Financial Statements (<i>Hotel Accounting 186</i>)..	2
Tax Computation (<i>Hotel Accounting 187</i>).....	2
Front-Office Procedure (<i>Hotel Accounting 188</i>).....	1
Problems in Hotel Analysis (<i>Hotel Accounting 189</i>).....	2 or 3
Law of Business: Contracts, Bailments, and Agency (<i>Hotel Administra- tion 272</i>).....	2
Law of Business: Partnerships and Corporations (<i>Hotel Administration 274</i>).....	2
Budgeting (<i>Hotel Accounting 281</i>).....	2
Advanced Accounting (<i>Hotel Accounting 282</i>).....	3
Accounting Practice (<i>Hotel Accounting 283</i>).....	3
Problems in Food Control (<i>Hotel Accounting 284</i>).....	1
Accounting Machines in Hotels (<i>Hotel Accounting 288</i>).....	1
General Survey of Real Estate (<i>Hotel Administration 191</i>).....	2
Fundamentals of Real Estate Management (<i>Hotel Administration 192</i>)	2
Real Estate Financing and Investments (<i>Hotel Administration 193</i>)...	2
Real Estate Appraising (<i>Hotel Administration 194</i>).....	2
Fire and Inland Marine Insurance (<i>Hotel Administration 196</i>).....	3
Liability, Compensation, and Casualty Insurance (<i>Hotel Administration 197</i>).....	3
Military Personnel Administration (<i>Hotel Administration 115</i>).....	2
Personnel Administration (<i>Hotel Administration 119</i>).....	3
Seminar in Personnel Administration (<i>Hotel Administration 219</i>).....	2
Steam Power and Heating, Lectures (<i>Hotel Engineering 162a</i>).....	2
Steam Power and Heating, Laboratory (<i>Hotel Engineering 162b</i>).....	2
Refrigeration and Electrical Equipment, Lectures (<i>Hotel Engineering 163a</i>).....	2
Refrigeration and Electrical Equipment, Laboratory (<i>Hotel Engineer- ing 163b</i>).....	2
Hotel Planning (<i>Hotel Engineering 164</i>).....	2

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Hotel Engineering Problems (<i>Hotel Engineering 165</i>).....	I
Hotel Structures and Maintenance, Lectures (<i>Hotel Engineering 166a</i>)..	2
Hotel Structures and Maintenance, Laboratory (<i>Hotel Engineering 166b</i>)	I
Building Costs (<i>Hotel Engineering 167</i>).....	I
Club Dining-Room Management (<i>Hotel Administration 221</i>).....	2
Club Management (<i>Hotel Administration 222</i>).....	2

SUGGESTED PROGRAM FOR PROSPECTIVE RESTAURATEURS

THE FRESHMAN YEAR

	<i>Credit in hours</i>
Food Preparation (<i>Foods and Nutrition 120</i>)*	3
Food Preparation (<i>Foods and Nutrition 220</i>)*	3
General Chemistry (<i>Chemistry 102 or 104</i>)*	6
Accounting (<i>Hotel Accounting 81 and 82</i>)*	8
History of the Culinary Art (<i>Hotel Administration 120</i>)	1
Elementary Composition and Literature (<i>English 2</i>)*	3
Mechanical Drawing (<i>Hotel Engineering 2</i>)*	3
Orientation (<i>Hotel Administration 1</i>)*	1
Hygiene*	2
	<hr/>
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THE SOPHOMORE YEAR

	<i>Credit in hours</i>
General Biology (<i>Biology 1</i>)	3
French according to preparation	6
Quantity Food Preparation: Principles and Methods (<i>Institution Man- agement 210</i>)*	4
Quantity Food Preparation and Catering, Advanced Course (<i>Institution Management 330</i>)	4
Meat and Meat Products (<i>Animal Husbandry 91</i>)*	2
Psychology (<i>Hotel Administration 114</i>)	3
Personnel Administration (<i>Hotel Administration 119</i>)	3
Grading and Handling Vegetable Crops (<i>Vegetable Crops 12</i>)	3
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The courses starred () are required. The other courses are suggested electives. The prospective restaurateur may rearrange the electives or substitute extensively other electives either from the list on page 39 or from the courses offered in other colleges.

HOTEL ADMINISTRATION

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THE JUNIOR YEAR

	<i>Credit in hours</i>
Bacteriology (<i>Bacteriology 5</i>).....	3
Hotel Menu Planning (<i>Hotel Administration 124</i>).....	1
Hotel Stewarding (<i>Hotel Administration 118</i>).....	1
Food and Beverage Control (<i>Hotel Accounting 184</i>).....	3
Modern Economic Society (<i>Economics 2a and 2b</i>)*.....	6
Hotel Engineering Fundamentals (<i>Hotel Engineering 160</i>)*.....	4
Mechanical Service Applications (<i>Hotel Engineering 161</i>)*.....	4
Meat Cutting (<i>Animal Husbandry 93</i>).....	1
Hotel Furnishing and Decoration (<i>Household Art 130</i>).....	2
Law of Business: Contracts, Bailments, and Agency (<i>Hotel Administration 272</i>).....	2
General Survey of Real Estate (<i>Hotel Administration 191</i>).....	2
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THE SENIOR YEAR

	<i>Credit in hours</i>
Problems in Food Control (<i>Hotel Accounting 284</i>).....	1
Hotel Textiles (<i>Textiles 140</i>).....	2
Law of Business (<i>Hotel Administration 171</i>).....	3
Hotel Structures and Maintenance (<i>Hotel Engineering 166a and 166b</i>)..	3
Building Costs (<i>Hotel Engineering 167</i>).....	1
Fire and Inland Marine Insurance (<i>Hotel Administration 196</i>).....	3
Liability, Compensation, and Casualty Insurance (<i>Hotel Administration 197</i>).....	3
Public Speaking (<i>Speech and Drama 1</i>).....	3
Law of Business: Partnerships and Corporations (<i>Hotel Administration 274</i>).....	2
Human Physiology (<i>Biology 303</i>).....	3
Elective.....	4
	<hr/>
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CERTIFIED PUBLIC ACCOUNTING

Graduates who expect to go into hotel and restaurant accounting and who expect eventually to become candidates for admission to the examination for a certificate as a certified public accountant in the State of New York will be certified by the Department of Hotel Administration to the State Education Department as having completed the course of study approved by the Education Department if they have included in their programs the following:

1. *In Accounting*

Enough of the following courses to total twenty-four hours:

<i>Credit hours</i>	<i>Subject</i>	<i>Catalogue number</i>
4	Accounting	(Hotel Accounting 81)
4	Hotel Accounting	(Hotel Accounting 82)
3	Hotel Accounting	(Hotel Accounting 181)
3	Intermediate Accounting	(Hotel Accounting 182)
3	Auditing	(Hotel Accounting 183)
3	Food and Beverage Control	(Hotel Accounting 184)
2	Hotel Accounting Problems	(Hotel Accounting 185)
2	Tax Computation	(Hotel Accounting 187)
3	Advanced Accounting	(Hotel Accounting 282)
3	Accounting Practice	(Hotel Accounting 283)
3	Cost Accounting	(Administrative Engineering 3A47)
4	Accounting Theory and Problems	(Economics 26)

2. *In Business Law*

Enough of the following to total eight hours:

<i>Credit hours</i>	<i>Subject</i>	<i>Catalogue number</i>
3	Law of Business	(Hotel Administration 171)
2	Law as Related to Innkeeping	(Hotel Administration 172)
3	Fire and Inland Marine Insurance	(Hotel Administration 196)
3	Liability, Compensation, and Casualty Insurance	(Hotel Administration 197)
2	Law of Business: Contracts, Bailments, and Agency	(Hotel Administration 272)
2	Law of Business: Partnerships and Corporations	(Hotel Administration 274)

3. *In Finance*

Enough of the following to total eight hours:

<i>Credit hours</i>	<i>Subject</i>	<i>Catalogue number</i>
3	Corporation Finance	(Economics 31)
3	Financial History of the United States	(Economics 13)
2	Interpretation of Hotel Financial Statements	(Hotel Accounting 186)
3	Money, Currency, and Banking	(Economics 11)
3	Commercial Banking	(Economics 12)

4. *In Economics*

<i>Credit hours</i>	<i>Subject</i>	<i>Catalogue number</i>
3	Modern Economic Society	(Economics 2a)
3	Modern Economic Society	(Economics 2b)

5. And at least six hours of history, government, or sociology.

TWO-YEAR CERTIFICATE

To meet the needs of those students who expect to be called for military service before they have an opportunity to complete the requirements for the degree of bachelor of science, the Department of Hotel Administration has selected a program of courses that may be compassed in two school years (four semesters and a summer of supervised practice), upon the completion of which, with satisfactory grades, the Department will award a certificate. Holders of the certificate will be eligible for membership in the Cornell Society of Hotelmen and will receive so far as their training and abilities warrant the full support of the Department placement office.

The two-year-certificate program will be open to all those registered in the Department as candidates for the degree of bachelor of science, and only to them. No special enrollment or registration will be required. The two-year certificate will be awarded on request to all those candidates who complete with satisfactory grades the specified courses as listed on page 44.

Credit in all of the courses will count toward the bachelor's degree, so that when students are able to continue their education they may complete the remainder of the four-year program and be graduated in two additional years. The two-year-certificate program has, therefore, the advantage of giving the student as strong a professional program as possible in the age interval between 18 and 20 (respectively the customary age at graduation from high school and the age of possible military service), with a certificate at the completion thereof, and at the same time permitting normal progress toward eventual graduation with the degree of bachelor of science.

The admission requirements to the two-year curriculum are precisely the same as those for the four-year curriculum leading to the degree. Students admitted to the one will be admitted to the other. The two-year program is not to be thought of as in any sense a less rigorous version of the regular program. In fact, it will, if anything, be more difficult, because in attempting to include as much professional work as possible in the two years, some foundation courses have been omitted or postponed. Consequently, women students and men who are not likely to be called to the colors are advised to pursue the sequence of the regular curriculum.

TWO-YEAR CERTIFICATE PROGRAM

Students regularly enrolled as candidates for the degree of bachelor of science, who complete with a general average of 70 the following series of courses, and who have concurrently earned thirty points of practice credit, will be awarded on request the *Two-Year Certificate*.

CORNELL UNIVERSITY

THE FRESHMAN YEAR

	<i>Credit in hours</i>
Accounting (<i>Hotel Accounting 81 and 82</i>).....	8
Food Preparation (<i>Foods and Nutrition 120</i>).....	3
Food Preparation (<i>Foods and Nutrition 220</i>).....	3
Elementary Composition and Literature (<i>English 2</i>).....	6
Psychology (<i>Hotel Administration 114</i>).....	3
Mechanical Drawing (<i>Hotel Engineering 2</i>).....	3
Hotel Lectures (<i>Hotel Administration 155</i>).....	2
Hygiene.....	2
	<hr/> 30

THE SOPHOMORE YEAR

Hotel Accounting (<i>Hotel Accounting 181 and 182</i>).....	6
Quantity Food Preparation (<i>Institution Management 200</i>).....	2
Introductory Hotel Engineering (<i>Hotel Engineering 160</i>).....	4
Mechanical Service Applications (<i>Hotel Engineering 161</i>).....	4
Personnel Management (<i>Hotel Administration 119</i>).....	3
Interpretation of Hotel Financial Statements (<i>Hotel Accounting 186</i>)..	2
Hotel Electives.....	9
	<hr/> 30

PRACTICE REQUIREMENT

To meet the practice requirement, each candidate for the degree must complete *before the last term of residence* three summer periods (or their equivalent) of supervised employment on approved jobs in approved hotels or restaurants. For purposes of administration this requirement also is 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, counts for twenty points*. For exceptionally good types of experience, good workmanship, and excellent reports, excess credit is given; while for poor experience, poor workmanship, or poor or tardy reports, less than normal credit is allowed.

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

Each student enrolled in the hotel course is expected to spend his summer vacation periods at approved work, and failure to do so without the express permission of the Practice Committee renders

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

him liable to dismissal or discipline. Plans for the summer should be made definite only after a study of the practice instructions and consultation with the Chairman of the Committee. Formal application for credit must be filed on or before the first day of classes following the completion of the period of experience.

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

Since cadets in the Reserve Officers Training Corps are expected to spend six weeks in camp during the summer before their senior year, it is especially desirable that hotel students who plan to join the Corps and to elect the advanced courses in Military Science and Tactics make every effort to expedite their practice work. By working the full vacation periods of eighteen weeks made possible by the accelerated wartime calendar and by filing extra reports it is possible to satisfy the practice requirements in two summers and thus to attend the final summer training camp.

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

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

Salad and Sandwich Man, Flanders Hotel, Ocean City, New Jersey.

Busboy, Hotel Sherman, Chicago, Illinois.

Relief Man, Hotel Carter, Cleveland, Ohio.

Assistant Bookkeeper and Beverage Controller, Brown Swan Club, Schroon Lake, New York.

Storeroom Assistant, Hotel Lenox, Boston, Massachusetts.

Assistant Steward, Anchor Inn, Beach Haven, New Jersey.

Beverage Checker, Cataract House, Niagara Falls, New York.

Desk Clerk, Hotel William Penn, Pittsburgh, Pennsylvania.

Steward, Star Lake Inn, Star Lake, New York.

Assistant Manager, Hotel Glenmore, Big Moose, New York.

Kitchen Clerk and Banquet Boy, Hotel Utah, Salt Lake City, Utah.

Assistant to Executive Director, Kamp Tagola, Lake Sackett, New York.

Promotion Manager, Jack O'Lantern Inn, Derry, New Hampshire.

Bell Captain, Star Lake Inn, Star Lake, New York.

Clerk, Berkshire Country Club, Wingdale, New York.

Food Checker, Lake Placid Club, Lake Placid, New York.

Assistant Coffee Shop Manager, Hotel Davis, Wildwood, New Jersey.

Bellman, Rangeley Lake Hotel, Rangeley, Maine.

Publicity Director, Basin Harbor Hotel, Basin Harbor, Vermont.

Accounting Clerk, Harris, Kerr, Forster & Company, St. Louis, Missouri.

Tube Clerk, Waldorf-Astoria, New York City.
 Kitchen Helper, Countryside Restaurant, Lexington, Massachusetts.
 Receiving Clerk in Storeroom, Ritz-Carlton Hotel, New York City.
 Assistant Night Auditor, Daniel Boone Hotel, Charleston, West Virginia.
 Mail and Key Clerk, Hotel New Yorker, New York City.
 Switchboard Operator, Schaefer Center, World's Fair, New York City.
 Day Clerk, Concourse Plaza Hotel, New York City.
 Snack Shop Operator, Basin Harbor Lodge, Basin Harbor, Vermont.
 Assistant in Auditor's Office, Hotel Martinique, New York City.
 Clerk, Coral Island Club, Bermuda.
 Assistant Manager, Kenwood Country Club, Bethesda, Maryland.
 Elevator Operator, Hotel Statler, Buffalo, New York.
 Front Office Clerk, Hotel Rochester, Rochester, New York.
 Houseman, Hotel Hollenden, Cleveland, Ohio.
 Night Clerk, Hotel Holmhurst, Atlantic City, New Jersey.
 Night Auditor, Star Lake Inn, Star Lake, New York.
 Assistant Manager, Coral Island Club, Bermuda.
 Assistant Manager, Roosevelt Hotel, New York City.
 Restaurant Cashier, Hotel La Fonda, Santa Fe, New Mexico.
 Clerk, Boule Rock Hotel, Metis Beach, Quebec, Canada.
 Cashier and Headwaiter, Cataract House, Niagara Falls, New York.
 Auditing Department, Hotel Taft, New York City.
 Lessee, Taughannock Farm Tea Room, Trumansburg, New York.
 Sales Promotion Department, Hotel William Penn, Pittsburgh, Pennsylvania.
 General Utility Man, Hotel Barclay, New York City.
 Information Clerk, Hotel Pennsylvania, New York City.
 Pantry Boy, Hotel Kenmore, Boston, Massachusetts.
 Manager, Hotel New Walters, Cairo, New York.
 Apprentice, Stouffer's Restaurant, New York City.
 Room Clerk, The White House, Biloxi, Mississippi.
 Front Office Clerk, Waldorf-Astoria, New York City.
 Second Cook, Glenwood Hotel, Ithaca, New York.

EXPENSES

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

The charge for tuition is \$400*, payable in installments of \$200 at the beginning of the fall term and \$200 at the beginning of the spring term. The installment for one term becomes a liability at once when the student registers.

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

An administration fee of \$5 a term is charged each student.

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

All students pay a health and infirmary fee of \$7.50 at the beginning of each term, and a physical recreation fee of \$4 a term.

A Willard Straight Hall membership fee of \$5 a term is required at the beginning of each term. Its payment entitles the student to a

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

share in the common privileges afforded by the operation of Willard Straight Hall, subject to regulations approved by the Board of Managers of the Hall.

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

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

Students who are drafted for service to the National Government in the academic year 1942-43 at such a time that they cannot receive any academic credit for the term in which they are drafted will be entitled, under an act of the Board of Trustees, to a refund in full of the tuition paid for that term. If some academic credits are granted and some are not, tuition paid for the term will be refunded in an amount proportional to the credits not granted.

For information regarding the fees for automobile parking and other automobile regulations, consult the *General Information Number*.

SELF-SUPPORT

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

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

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

SCHOLARSHIPS

The following scholarships are available for students in Hotel Administration. They are awarded, on application, to students in need of financial aid, and who in respect of superior character, interest, and scholarship, give evidence of being worthy recipients. The scholarships are payable in two installments and when awarded for the school year their continuance in the second semester is contingent upon good behavior and performance.

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

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

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

The International Stewards Association Scholarship, established by the International Stewards Association, entitles the holder to \$100 each year, and is renewable at the option of the Faculty. In the award of this scholarship preference is given, where equitable, to members or children of members of the Association.

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

The New Jersey State Hotel Association Scholarships, supported by annual grants from the New Jersey State Hotel Association, entitles the holders to \$100 for the year. In the award preference is given to residents of New Jersey.

The Pennsylvania Hotels Association Scholarship entitles the holder to \$100 a year. In the award preference is given to residents of Pennsylvania.

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

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

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

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

The A. E. Stouffer Scholarship, established by The Stouffer Corporation, operators of the Stouffer Restaurants in Cleveland, Detroit, Philadelphia, Pittsburgh, New York, and Chicago, entitles the holder to \$200 for the year and recognizes particularly scholarship in subjects related to the restaurant department.

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

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

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

The Hotel Red Book Scholarship, established by that publication, is supported by an annual grant of \$300.

The Thomas L. Bland Scholarship, consisting of the income available from a bequest of \$10,000, is open to a "deserving and needful person," preference being given, all things else being nearly equal, to residents of the late Mr. Bland's native state of North Carolina.

The F. & M. Schaefer Scholarship, in the award of which preference will be given, where equitable, to students from the metropolitan New York area, entitles the holder to the income available from the F. & M. Schaefer Scholarship fund of \$12,500.

The Ye Hosts Scholarship, established by the recognition society of the hotel students, Ye Hosts, is supported by an annual grant of \$150.

The Ralph Hitz Memorial Scholarship is supported by an endowment of \$10,000.

The DuBois Soap Company Scholarship is supported by an annual grant of \$400. In the award preference is shown, where equitable, to senior students.

Hotel students, if residents of New York State, are also eligible for a number of general University scholarships described in detail in the *General Information Number*. Among these are the 150 Cornell Tuition Scholarships, amounting to \$200 a year for four years, awarded annually after a competitive examination to pupils of the public schools of New York State; and the 750 State University Scholarships, amounting to \$100 a year.

ASSISTANTSHIPS

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

LOANS

Cornell University maintains loan funds for worthy men and women students. Largest of these are the F. W. Guiteau Student Loan Fund for men and the Women Students Loan Fund. Applications for loans from these funds are received by the Counselor of Students, 201 Tower Road, Ithaca, New York. The benefits of these loan funds are reserved for students who have been in residence and in good standing at Cornell University for at least a year, and preference is given to applicants of high scholastic standing who are within a year or two of graduation.

The Cornell Society of Hotelmen, the organization of the graduates of Hotel Administration, has a loan fund to aid worthy students of Hotel Administration who are in need of temporary financial assistance. Application may be made through the Secretary of the Society, Assistant Professor John Courtney, Martha Van Rensselaer Hall G103.

SUMMER SHORT COURSES

To meet the needs of those who are actively engaged in hotel work but who may be able to spend a week or more in study, the Department of Hotel Administration offers a series of short unit courses during the six weeks beginning June 21, 1943. They are either one, two, or three weeks in length and cover such topics as Hotel Operation, Hotel Promotion, Personnel Methods, Quantity Food Preparation, Hotel Stewarding, Menu Planning, Hotel Accounting, Interpretation of Hotel Statements, Hotel Engineering and Maintenance, Hotel Housekeeping, and Hospital Management.

Detailed information is furnished on request.

CORNELL UNIVERSITY OFFICIAL PUBLICATION

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

The prospective student should have a copy of the

General Information Number

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

Announcement of the Graduate School.

Announcement of the Medical College.

Announcement of the School of Nursing.

Announcement of the Law School.

Announcement of the College of Arts and Sciences.

Announcement of the College of Architecture.

Announcement of the College of Engineering.

Announcement of the New York State College of Agriculture.

Announcement of the Two-Year Courses in Agriculture.

Announcement of the Winter Term in the College of Agriculture.

Announcement of the Farm Study Courses.

Annual Farm and Home Week.

Announcement of the New York State College of Home Economics.

Announcement of the School of Nutrition.

Announcement of the Course in Hotel Administration.

Announcement of the New York State Veterinary College.

Announcement of the School of Education.

Announcement of the Summer Session.

Annual Report of the President.

Special departmental announcements, a list of prizes, etc.

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

Correspondence regarding the Cornell University Official Publication should be addressed to

THE SECRETARY, CORNELL UNIVERSITY,
ITHACA, NEW YORK.