

CORNELL UNIVERSITY OFFICIAL PUBLICATION

New York State College of Home Economics

Announcement of the Department of

Hotel Administration for 1940-41



VOLUME 32 : JULY 15, 1940 : NUMBER A

THE UNIVERSITY CALENDAR FOR 1940-41

1940		FIRST TERM
Sept. 16,	<i>Monday,</i>	Entrance examinations begin.
Sept. 23,	<i>Monday,</i>	Registration and assignment, new students.
Sept. 24,	<i>Tuesday,</i>	Registration and assignment, old students.
Sept. 26,	<i>Thursday,</i>	Instruction begins at 8 a.m.
Oct. 17,	<i>Thursday,</i>	Last day for the payment of tuition for the first term.
Nov. 20,	<i>Wednesday,</i>	Instruction suspended at 4 p.m.
<i>(Thanksgiving Recess)</i>		
Nov. 25,	<i>Monday,</i>	Instruction resumed at 8 a.m.
Dec. 21,	<i>Saturday,</i>	Instruction suspended at 12.50 p.m.
<i>(Christmas Recess)</i>		
1941		
Jan. 6,	<i>Monday,</i>	Instruction resumed at 8 a.m.
Jan. 11,	<i>Saturday,</i>	Founder's Day.
Jan. 27,	<i>Monday,</i>	Final examinations begin.
Feb. 5,	<i>Wednesday,</i>	Final examinations end.
Feb. 6,	<i>Thursday,</i>	A holiday.
SECOND TERM		
Feb. 7,	<i>Friday,</i>	Registration of all students.
Feb. 10,	<i>Monday,</i>	Instruction begins at 8 a.m.
Feb. 10-15,		Farm and Home Week.
March 3,	<i>Monday,</i>	Last day for the payment of tuition for the second term.
March 29,	<i>Saturday,</i>	Instruction suspended at 12.50 p.m.
<i>(Spring Recess)</i>		
April 7,	<i>Monday,</i>	Instruction resumed at 8 a.m.
May —,	<i>Saturday,</i>	Spring Day: a holiday.
June 2,	<i>Monday,</i>	Final examinations begin.
June 10,	<i>Tuesday,</i>	Final examinations end.
June 16,	<i>Monday,</i>	Commencement.

CORRESPONDENCE

Correspondence concerning admission (see page 28) 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.
Carl Edwin Ladd, Ph.D., Dean of the Colleges of Agriculture and Home Economics.
Anson Wright Gibson, M.S., Director of Resident Instruction and Professor in Personnel Administration.
Lloyd R. Simons, B.S., Director of Extension and Professor in Extension Service.
†Mary Francis Henry, M.A., Acting Director of the College of Home Economics.
Flora Rose, B.S., M.A., D.Ped., D.Sc., 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.
John Parker Hertel, Ph.D., Assistant Professor in Personnel Administration and Secretary of the Colleges of Agriculture and Home Economics.
Ralph Hicks Wheeler, B.S., Professor in Extension Service and Assistant University Treasurer.
Willard Waldo Ellis, A.B., LL.B., Librarian.
George Wilson Parker, Bursar.
Arthur Howard Peterson, M.A., Assistant to the Treasurer.

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.
Beulah Blackmore, B.S., Professor of Home Economics.
Mrs. Jessie Austin Boys, M.S., Assistant Professor of Home Economics.
Arthur Wesley Browne, Ph.D., Sc.D., Professor of Inorganic Chemistry.
Alice Marguerite Burgoin, M.S., Assistant 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.
†Joseph Alma Dye, Ph.D., Assistant Professor of Physiology.
Mark Egan, A.B., Executive Vice-President, Convention Bureau, Cleveland, Ohio, and Proprietor, Cataract Hotel, Niagara Falls, Ottawa, Canada.
Oscar Diedrich von Engeln, Ph.D., Professor of Geology.
Donald English, B.S., M.B.A., Professor of Economics and Accounting.
†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., Assistant Professor of Administrative Engineering.
Katharine Wyckoff Harris, B.S., M.A., Professor of Home Economics and Manager of the Cafeteria.
Eva Elizabeth Hill, B.Ed., Instructor in Institution Management and Assistant Manager of the Cafeteria.
Robert Byron Hinman, Ph.D., Professor of Animal Husbandry and Animal Husbandman in the Experiment Station.
Mrs. Anne Hoke, Menu Planner, Child's Restaurants, New York City, Lecturer in Hotel Administration.
Paul Thomas Homan, Ph.D., Professor of Economics.
John Douglas Hood, Ph.D., Acting Assistant Professor of Biology and Assistant Biologist in the Experiment Station.
Myron Slade Kendrick, Ph.D., Professor of Public Finance.

†On leave second term.

- Mrs. Nita Collier Kendrick, B.S., Instructor in Hotel Administration.
 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, B.S., Research Assistant in Institution Management.
 Daniel H. McCarriagher, LL.B., Operator-Receiver of the Hotels Stuyvesant and Westbrook, Buffalo, New York, Lecturer in Hotel Administration.
 Terrell Benjamin Maxfield, B.S., C.P.A., Lecturer in Hotel Accounting.
 Mrs. Lois Farmer Meek, B.S., Instructor in Hotel Administration.
 Arthur John Mertzke, Ph.D., Lecturer in Hotel Administration.
 Royal Ewert Montgomery, Ph.D., Professor of Economics.
 Charles McCammon Mottley, Ph.D., Associate Professor of Limnology and Fisheries and Fish Culturist in the Experiment Station.
 Guy Brooks Muchmore, A.B., Assistant Professor of Public Speaking.
 Floyd Reece Nevin, Ph.D., Instructor in Biology.
 Paul Martin O'Leary, Ph.D., Professor of Economics.
 Jacob Papish, Ph.D., Professor of Chemistry.
 Helen Margaret Park, M.S., Instructor in Household Art.
 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.
 Adrian W. Phillips, A.B., Chalfonte-Haddon Hall, Atlantic City, New Jersey.
 Hans Platenius, Ph.D., Research Assistant Professor of Vegetable Crops and Investigator in Vegetable Crops in the Experiment Station.
 Frank Harrison Randolph, B.A., M.E., Professor of Institutional Engineering.
 Harold Lyle Reed, Ph.D., Professor of Economics and Finance.
 Dorothy Deane Roberts, M.S., Instructor in Institution Management and Assistant Manager of the Cafeteria.
 *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.
 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 Law (first term).
 Joseph Dommers Vehling, Hotel Pfister, Milwaukee, Wisconsin, Lecturer in Hotel Administration.
 Russell Halderman Wagner, Ph.D., Associate Professor of Public Speaking.
 Herbert August Wichelns, Ph.D., Professor of Public Speaking.
 Andrew Leon Winsor, Ph.D., Professor of Rural Education.

VISITING LECTURERS, 1939-40

- R. W. Basler, General Manager, Kawana Hotel, Izu, Japan.
 Cory Billings, Ralph and Cory Billings, Consultants in Kitchen Planning and Layout, Chicago, Illinois.
 Lucius Boomer, President, Hotel Waldorf-Astoria Corporation, New York City.
 Robert K. Christenberry, Vice-President and General Manager, Hotel Astor, New York City.

*On leave first term.

Paul Cope, Hotel Morton, Atlantic City, New Jersey.

Charles D. Corwin, Managing-Secretary, Moraine Park Country Club, Dayton, Ohio.

Victor Grohmann, President, Needham & Grohmann, Specialists in Hotel Advertising, New York City.

John L. Horgan, Managing Director, Hotel Lincoln, New York City.

Arthur C. Hunt, Comptroller's Hotel Division, Metropolitan Life Insurance Company, New York City.

Elmer Jenkins, Manager, National Touring Bureau, American Automobile Association, Washington, D. C.

Clyde A. Jennings, Manager, Hotel Elton, Waterbury, Connecticut, and President, Connecticut Hotel Association.

Mrs. Ruth Lawrence, Home Economics Department, Fruit Dispatch Company, New York City.

Francis T. Martin; Davies, Hoover & Beall, Executive Secretary, Cincinnati Hotel Association, Cincinnati, Ohio.

Irving Seiler, H. J. Seiler Company, Caterers, Boston, Massachusetts.

Harry A. Smith, Manager, Hotel Essex, Philadelphia, Pennsylvania.

Donald C. Swenson, Vice-President and General Manager, Huyler's Restaurant, New York City.

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.

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 operation. The business provides good opportunities for well-trained men and preparation for work in it involves the study of so wide a variety of subject matter as to approximate a liberal education.

The hotel is a complex institution; its operation calls for a wide range of skills, for the use of a variety of products in a large number of processes. The guest must be received with cordiality and service, he must be provided with a warm, well-lighted, well-decorated, comfortably furnished room, and served with appetizing, wholesome food wisely bought, properly stored, and skillfully prepared; he must have at his disposal conveniences of every type, check rooms, public spaces, public stenographers, radios, and exhibition spaces. A curriculum adequate to prepare one for the direction of those operations, and for the provision of those services and equipments, must 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 a well-educated and a socially useful individual.

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

DESCRIPTION OF COURSES*

Except for some general University courses regularly taken by hotel students and included in the list for their convenience, the courses described herein are arranged especially for hotel students, in many cases given by hotel executives. Many other courses are open, as 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, Room 3 M 13; or M 10, Room 339. Practice: M 8-9.50 and T Th 2-3.50; T Th S 8-9.50; M 2-3.50 and W F 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, Room 3 M 13; or M 10, Room 339. Practice: M 8-9.50 and T Th 2-3.50; T Th S 8-9.50; M 2-3.50 and W F 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 comptroller'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. This involves the recording of the incorporation of the company and the purchase of the land; the transactions of the construction period, of the preopening 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. A problem that involves the front-office recording and the keeping of books in a 400-room hotel follows. 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 339. Practice: M W 11-12.50; T Th 8-9.50; T Th 11-12.05; 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, of simplified record keeping for the small restaurant as recommended by the National Restaurant Association, and of payroll analysis under social-security regulations.

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

Practice includes a continuation of the problem with a 400-room hotel begun in Hotel Accounting 82, involving the use of a six-column journal and a multi-column operating ledger; the summarizing, adjusting, and closing of the books and the preparation of monthly statements; annual profit and loss adjustments and the preparation of annual statements; and the analysis and interpretation of these statements; also a problem in the keeping of a simplified set of books for a small restaurant or tea room and the making of monthly 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, Comstock 145. Practice: M W 11-12.50; 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, consolidations, 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; T 11-12.50 and S 8-9.50; or M 2-3.50 and S 10-11.50. 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 hotel 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 and discounts; together with a study of the installation of the hotel-accounting systems, hotel leases, and management contracts. 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 hotel practice credit. W 1.40-4. West Bailey. 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). First term. Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 182. Lecture and practice, M 2-4.50. West Bailey. Assistant Professor CLADEL.

A survey of state and federal taxes; the normal tax and surtax on individuals, the corporation surtax on undistributed profits, the capital stock tax, the excess-profits tax, the capital gains tax, the tax on admission and dues, the state and gift taxes, the federal social security taxes, the New York State unemployment tax, and workmen's compensation insurance. Practice in the preparation of income-tax returns for the individual, for the partnership, and for the corporation.

[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 1940-41.

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. Lecture, T 9. Practice, Th 9-11. West Bailey. Mr. MAXFIELD.

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. 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). First term. Credit three hours. Hotel elective. Prerequisite, Hotel Accounting 182. Mr. MAXFIELD.] Not given in 1940-41.

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. Assistant Professor CLADEL.

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. One practice period a week. 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. Lecture, T 8. Room 3 M 13. Practice, W F 1.40-4. Room 3 M 11. 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 G 62. 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.

Cost Accounting (Administrative Engineering 3A47). First term. Credit three hours. Assistant Professor HANSELMAN and Messrs. SCHULTZ and BOCK.

A detailed study of manufacturing cost systems dealing with order costs, process costs, and standard costs; a discussion of budgets and distribution costs; and the use of calculating machines in the laboratory.

Accounting Theory and Problems (Economics 26). Throughout the year. Credit two hours a term. Prerequisite, Hotel Accounting 82 or its equivalent. T Th 10. Goldwin Smith 329. Professor ENGLISH.

A critical study of the fundamental principles underlying accounting procedure; and the solution of typical problems in corporate consolidation, reorganization, and liquidation, and in other special fields.

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

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 PEARSON and Mr. BENNETT.

A continuation of course 111. A study of the application of probable error; sampling; gross, partial, and multiple-correlation; curve fitting to problems of 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 and Mr. BENNETT.

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. Warren 225. A course designed to orient students in the life of the University and in the work of the Department of Hotel Administration. Professor WINSOR.

[Tourism (Hotel Administration 56). Second term. Credit one hour. Hotel elective. Open to all students. Lectures on the volume and distribution of travel.] Not given in 1940-41.

[History of Hotels and Inns (Hotel Administration 58). Second term. Credit two hours. Hotel elective. Professor WINSOR.] Not given in 1940-41.

A study of the development of the hotel as an institution and a business.

[Hotel Operation (Hotel Administration 151). First term. Credit two hours. Required. Prerequisite, Economics 1, Hotel Accounting 82, and thirty points of hotel-practice credit. Professor MEEK.] Not given in 1940-41.

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.

*Will satisfy the requirement of elective work in economics.

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. A series of lectures given by non-resident speakers prominent in the hotel and allied fields. F 2-4. Warren 25. Under the direction of Professor MEEK.

Law of Business (Hotel Administration 171). First term. Credit three hours. Required. Open to juniors and seniors. M W F 8. Plant Science 143. 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 3 M 13. 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.

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

[Hotel Public Relations (Hotel Administration 176). First term. Credit one hour. Hotel elective. Recommended for juniors and seniors. Alternate Saturdays, 10-12] Not given in 1940-41.

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

Sales Promotion (Hotel Administration 278). First term. Credit one hour. Hotel elective. Hours to be arranged. Mr. PHILLIPS.

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.

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. Mr. EGAN.

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

Hotel Advertising (Hotel Administration 179). Second term. Credit one hour. Hotel elective. Alternate Mondays 11-1, Warren 125, or 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. T 2-3.50. Comstock 245. Doctor MERTZKE.

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. T 2-3.50. Caldwell 100. Doctor MERTZKE.

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. T 10-12. Room G 62. Doctor MERTZKE.

Covers all forms of real-estate financing and all types of real-estate investments. The course 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. T 10-12. Room G 62. Doctor MERTZKE.

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. T Th S 8. Caldwell 100. 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. T Th S 8. Caldwell 100. 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.

[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 1940-41.

A study of the formation, validity, enforcement, and breach of contracts; sales and dealings in personal property, 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. Warren 225. Mr. SHERRY.

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

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 225. Professor WINSOR.

A study of the methods and problems of general psychology.

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 125. Professor WINSOR.

Industrial Hygiene (Hygiene 5). First term. Credit two hours. Prerequisites, Hygiene 1 and 2. T Th 12. Stimson, Histology lecture room. 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 under the N. R. A.

Mental Hygiene (Hygiene 8). First or second term. Credit two hours. Prerequisites, Hygiene 1 and 2. Section 1, M F 11. Stimson. Assistant Professor DARLING. Section 2, T Th 2. Stimson, Histology lecture room. Doctor STELLE.

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.

ECONOMICS AND FINANCE

Of the large number of courses in economics, statistics, 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 S 8 9 10 11 or 12. Professor O'LEARY.

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

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

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

Modern Economic Society (Economics 2b). Second term. Credit three hours. Prerequisite, Economics 2a. M W F 8 9 10 or 11 or T Th 8 9 or 11. Professor O'LEARY.

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 in Goldwin Smith 260.

Money 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, followed by brief discussions of banking operations and banking institutions.

Central Banking and Monetary Policy (Economics 12). Second term. Credit three hours. Prerequisite, Economics 11. M W F 11. Goldwin Smith 142. Professor REED.

Problems of credit management, with particular reference to the operation of the Federal Reserve Banks. The main theme is treated in such a way that some attention can be devoted to problems of bank administration.

Financial History of the United States (Economics 13). Second term. Credit three hours. Prerequisite, Economics 11. T Th S 10. Goldwin Smith 256. Professor O'LEARY.

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

Trade Fluctuations (Economics 15). First term. Credit three hours. Prerequisite, Economics 11. M W F 11. Goldwin Smith 142. Professor REED.

*Will satisfy the requirement of elective work in economics.

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. Advised. Prerequisite, Hotel Accounting 82 and Economics 1. M W F 9. Goldwin Smith 142. Professor O'LEARY.

A study of the financial practices of business corporations in the United States: types of corporate securities, the exchange of such securities for capital funds, determination and administration of corporate incomes, financial difficulties and corporate reorganization, and the relation of corporate practices to the functioning of the American economic system.

Public Control of Business* (Economics 32a). First term. Credit three hours. Prerequisite, Economics 1 or its equivalent. T Th S 10. Goldwin Smith 264. Professor HOMAN.

An examination of the economic and legal foundations of public control, with special reference to the anti-trust laws and public-utility regulation.

Public Control of Business* (Economics 32b). Second term. Credit three hours. Prerequisite, Economics 32a or the consent of the instructor. T Th S 10. Goldwin Smith 264. Professor HOMAN.

A continuation of course 32a, with special reference to recent developments in the field of public control.

[Transportation* (Economics 34). First term. Credit three hours. Prerequisite, Accounting 82 and Economics 1. Professor O'LEARY.] Not given in 1940-41.

Public policy concerning methods of organization and administration of transportation.

Labor Conditions and Problems* (Economics 41). First term. Credit three hours. Prerequisite, Economics 1 or the equivalent. M W F 10. Goldwin Smith 142. Professor MONTGOMERY.

An introduction to the field of Labor Economics and a survey of the more basic labor problems growing out of modern economics 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 142a. Professor MONTGOMERY.

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

Taxation* (Agricultural Economics 138). Second term. Credit three hours. Open to juniors and seniors. Prerequisite, Economics 1 or its equivalent. 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, personal income, inheritance, business, commodity, and motor-vehicle taxation; the incidence of taxation; relations among taxing units; and the problem of developing a system of taxation. Fee for materials furnished, \$2.

Commercial Geography (Geology 206). Second term. Credit three hours. Prerequisite, Economics 1. 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.

*Will satisfy the requirement of elective work in economics.

Detailed descriptions of the following additional courses in economics and government open to hotel students are found in the catalogue of the *College of Arts and Sciences*.

Quantitative Measurements of Economic Phenomena (Economics 43).

Labor Management Policies and Methods (Economics 44).

The Economics of Dissent (Economics 45).

Legal and Constitutional Aspects of Labor Problems and Social Insurance (Economics 46).

European Labor Movements, Conditions, and Government Policies (Economics 47).

International Trade and Commercial Policy (Economics 71).

International Finance (Economics 72).

International Economic Organization (Economics 74).

Economics of Enterprise (Economics 81).

Economic Theory (Economics 82a).

Economic Theory (Economics 82b).

History of Modern Economic Thought (Economics 83).

Elementary American Government and Politics (Government 1a).

Comparative Government (Government 2).

Municipal Government and Administration (Government 6).

Introduction to International Relations (Government 9).

Contemporary American Foreign Policy (Government 16).

Constitutional Law: The American Federal System (Government 20).

American History, 1850 to the Present (History 83).

Constitutional and Political History of the United States, 1788-1848 (History 86).

Constitutional and Political History of the United States since 1848 (History 87).

ENGINEERING

Especially for the use of students in hotel engineering, the department has equipped three laboratories with engineering apparatus typical of hotels. Among the more important 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 induction motor; a 5-horsepower slide-valve steam engine; 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; ventilating-fan testing apparatus, capacity 1000 cubic feet per minute; 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.

Mechanical Drawing (Hotel Engineering 2). First or second term. Credit three hours. Required. Lecture, M 8. East Roberts 222. Laboratory, M W 1.40-4, 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, and emphasizing the interpretation and use of graphic representation. Laboratory fee, 50 cents.

Introductory Hotel Engineering (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. Mr. SHAW.

The application of the fundamentals of physical science, especially mechanics of solids and mechanics of fluids and heat, to such hotel equipment as kitchen machines, laundry apparatus, and plumbing equipment. Food-service planning also is included. Laboratory fee, \$5.

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

The application of the fundamentals of physical science, especially electricity, sound, and light, to hotel communication systems and illumination practice. Attention also is given to vacuum cleaning, graphic charts, and fire protection. Laboratory fee, \$5.

Hotel Power Plants, Lectures (Hotel Engineering 162a). First term. Credit two hours. Required. Prerequisite, Hotel Engineering 161 and thirty points of hotel-practice credit. Lectures, W F 9. East Roberts 222. Professor RANDOLPH.

Typical hotel power plants with their main units and accessories. Fuels, combustion, boilers, steam engines, pumps, lubricators, and heat-saving equipment. The separate units are considered with their effects on the operation of the plant as a whole.

Hotel Power Plants, Laboratory (Hotel Engineering 162b). First term. Credit two hours. Required, but 163b may be substituted. Taken with or after course 162a. Recitation, M 9. East Roberts 222. Laboratory section as assigned. Professor RANDOLPH and Mr. TRACY.

Laboratory tests, experiments, and demonstrations, together with field trips, to cover representative equipment of the hotel's steam power plant. Laboratory fee, \$5.

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

Heating and ventilation system of hotels and other buildings. Refrigeration, air conditioning, and electrical machinery, including generators, motors, and control devices.

Hotel Auxiliary Equipment, Laboratory (Hotel Engineering 163b). Second term. Credit two hours. Hotel elective or may be substituted for 162b. 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 heating and ventilating equipment, refrigeration plants, electric motors, generators, and elevators. Laboratory fee, \$5.

Hotel Planning (Hotel Engineering 164). First term. Credit three hours. Hotel elective. Open to a limited number of seniors with the consent of the instructor. Prerequisite, Hotel Engineering 163a. Hours to be arranged. Professor RANDOLPH.

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

[Hotel Engineering Problems (Hotel Engineering 165). Second term. Credit one hour. Hotel elective with the consent of the instructor. Prerequisites, Hotel Engineering 162b and 163b. Professor RANDOLPH.] Not given in 1940-41.

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

Hotel Structures and Maintenance (Hotel Engineering 166). 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.

[Building Costs (Hotel Engineering 167). Second term. Credit one hour. Hotel elective. Prerequisite, Hotel Engineering 166. Assistant Professor SAYLES.] Not given in 1940-41.

The customary procedure in estimating various building costs for structures, alterations, repairs, and decorations, including the excavation, foundation, building, and finishing operations.

FOOD PREPARATION

Through the courtesy of the New York State College of Home Economics, hotel students have access to and the use of an exceptionally fine 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, M 12. Rooms 339 and 121. Practice: W F 8-10.20 or 10.30-12.50. Rooms: First term 352 and 358; second term 352 and 356. Mrs. MEEK, Mrs. SAYLES, and Mrs. KENDRICK.

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). First or 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 or 10.30-12.50. Room 352. Assistant Professor BOYS.

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

[**Food Selection: Dietetics, Elementary Course (Food Preparation 18).** First or second term. Credit one hour. Hotel elective.] Not given in 1940-41.

Quantity Food Preparation, Elementary Course (Institution Management 200). First or second term. Credit two hours. Required. Registration limited to ten students a section. Prerequisite, Foods and Nutrition 220 or equivalent experience. Practice: T and Th 2-5.45; first or second half of the term. Cafeteria. Mrs. LEAHY.

Laboratories consist of quantity cooking in the cafeteria kitchen in the preparation of meals for approximately two hundred patrons. Some emphasis is given to standard procedures and technics and to an understanding of the use and operation of institution kitchen equipment. Laboratory fee, \$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. Lecture, M 12. First term, Room 121. Second term, Room G 62. Practice, T Th 8-1. Cafeteria. Professor HARRIS and ———.

Laboratories consist of large-quantity cooking in the cafeteria kitchen, in the preparation of meals for several hundred patrons. The laboratories are supplemented by discussion periods to provide an opportunity to review principles and to discuss procedures. Some emphasis is also given to standard technics, basic formulae, and menu planning, and to an understanding of the operation and use of institution kitchen equipment. Students are expected to have lunch in the cafeteria on laboratory day. Provision is made for this in the fee charged. Laboratory fee, \$12.

Quantity Food Preparation and Catering, Advanced Course (Institution Management 330). First or second term. Credit four hours. 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 45 to 50 hours in addition to scheduled laboratory. Discussion, W 4. Green Room. Laboratory, T or W 9-1.30. Green Room. Miss ROBERTS.

Practice in organization of work, requisition and purchase of food supplies, making of menus, calculation of costs, supervision of service, and preparation of food for one luncheon each week, and banquets or other catering projects as assigned. Laboratory 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 3 M 13. Mr. CHAMBERLAIN.

[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 1940-41.

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

[Catering (Hotel Administration 122). First term. Credit one hour. Hotel elective. Recommended for juniors and seniors but open to sophomores. Seven Mondays 2-3.50. Mr. CRANE.] Not given in 1940-41.

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

[Advanced Catering (Hotel Administration 123). First term. Credit one hour. Hotel elective. Prerequisite, Hotel Administration 122. Mr. CRANE.] Not given in 1940-41.

A seminar for the discussion of catering problems.

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 G 62. 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.

[Bacteriology (Bacteriology 5). First term. Credit three hours (Given in alternate years). Hotel elective. Mr. ———.] Not given in 1940-41.

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 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 and Mr. ———.

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 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, M or T 1.40-4. 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 six hours on completion of the course. 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 and Dr. SAUM and assistants.

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

General Chemistry (Chemistry 104). Throughout the year. Credit six hours on completion of the course. Prerequisite, entrance credit in chemistry. Lecture, M or T 11. Baker, Main Lecture Room. Recitation, one hour a week, to be arranged. Laboratory, M T W Th or F 1.40-4. Professor PAPISH, Dr. EATON, and assistants.

This course deals with the fundamental laws and theories of chemistry and 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 practice period a week. Roberts 301 and 302. Acting 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 term. Credit three hours. Lectures, demonstrations, and discussion periods, M W F 8 or 10. Moore Hall 101. Assistant Professor DYE.

This course is designed for students who desire a general knowledge of the physiological processes of the human body.

HOUSEKEEPING

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

Deals with 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 main purpose of the course is to provide an opportunity for the students to become familiar with fabrics used in hotels. Scientific data are brought to bear upon the choice of fabrics for specific uses. The course includes brief discussions of the opinions of hotel housekeepers concerning 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 1940-41.

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 Composition and Literature (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 or 11. Rooms to be announced. Messrs. TENNEY, ADAMS, ANDERSON, BARKER, CURTIN, DUFFY, JONES, MOORE, MYERS, SALE, SIBLEY, THOMPSON, WIENER, WILSON, and others.

The course, open to freshmen who have satisfied the entrance requirements in English, is a training in the reading and writing of English. All those who elect this course must apply as follows for assignment to sections: the first term at Barton Hall; the second term at Martha Van Rensselaer Hall G 62. Associate Professor TENNEY 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.

The Study of Poetry (English 15). Second term. Credit three hours. Open to sophomores, and to freshmen who have passed the 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 will be expected in addition to write a formal library paper. Those who pass course 15 may not take 21 for credit, and vice versa. Associate Professor TENNEY. M W F 11. Goldwin Smith 156.

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

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

Students must enroll on registration days.

Public Speaking (Public Speaking 2). Second term. Credit three hours. Prerequisite, Public Speaking 1. Four sections: M W F 11, Associate Professor WAGNER, M W F 9 or 10, Assistant Professor MUCHMORE, or M W F 12, Professor WICHELS. All sections, Goldwin Smith 128.

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-four 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, or T Th 11, Roberts 131. Criticism, by appointment, daily, 8-1. Professors EVERETT and PEABODY and Messrs. PHILLIPS, GOODRICH, and MARTIN.

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

Oral and Written Expression (Extension Teaching 102). Second term. Credit two hours. Prerequisite, course 101, of which course 102 is a continuation. A part of the work of course 102 consists of a study of parliamentary practice. Lectures

and practice, W F 10, T Th 9, T Th 10, or M F 11. Roberts 131. Criticism, by appointment, daily 8-1. Professors EVERETT and PEABODY and Messrs. PHILLIPS, GOODRICH, and MARTIN.

Agricultural Journalism (Extension Teaching 15). First term. Credit three hours. Open only to those who have passed the required hours in English with an average grade of 80 or better. Accepted for required expression. T Th S 10. Roberts 392. Professor ADAMS.

French, First Course for Beginners (French 1). Throughout the year. Credit six hours on completion of the course. Advised. M W F 12 or T Th S 8.

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

French, Second Course (French 3). First term. Credit six hours. Prerequisite, French 1 or second-year entrance French. Daily, 8.

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

This course is the same in content as French 3.

Freshman French: Reading and Composition (French 6). Throughout the year. Credit six hours on completion of course. Prerequisite, French 3 or third-year entrance French. M W F 8 9 10 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 catalogue of the *College of Arts and Sciences*.

Composition (English 20a).

Prose and Composition (English 20).

Introduction to the Drama (English 23).

Introduction to Shakespeare (English 24).

The English Renaissance (English 33).

American Literature (English 39).

The English Novel (English 40a).

Shakespeare (English 61).

Spanish for Beginners (Spanish 1).

Discussion (Public Speaking 7).

Argument and Debate (Public Speaking 12).

Argument and Debate (Public Speaking 13).

Advanced Public Speaking (Public Speaking 15).

Forms of Public Address (Public Speaking 16).

UNIVERSITY REQUIREMENTS

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.

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, Assistant Professors GOULD, SHOWACRE, and DEVOE.

Sections for women: Assistant Professors EVANS and CUYKENDALL and Doctor 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 text-book is required.

Sections for men: Professor SMILEY, Assistant Professors GOULD, SHOWACRE, and DEYOE.

Sections for women: Assistant Professor EVANS and CUYKENDALL and Doctor STELLE.

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

Basic Course (Military Science and Tactics 1). Required. The complete course covers two years. Every able-bodied male student (unless an alien), a candidate for a baccalaureate degree, who is required to take five, six, seven, eight, or more terms in residence (or the equivalent in scholastic hours), must take, in addition to the scholastic requirements for the degree, one, two, three, or four terms, respectively, in the Department of Military Science and Tactics. MTW or Th 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 will not be permitted to register again in the University without the consent of the University Faculty.

Aliens and others who are relieved of the requirement in Military Science and Tactics are subject to the requirement of an equivalent period of work in the department of physical training.

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

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

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

Physical Training for Men (Juniors and Seniors) (Physical Training 3). Building-up and corrective exercises, as prescribed by the medical examiners. Mr. ———.

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, ASHCROFT, ATHERTON, and DORNEY, and Mrs. BAIRD.

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

The program consists of six weeks of outdoor sports in fall and spring: Archery, baseball, canoeing, field hockey, golf, soccer, tennis, volleyball. Indoor classes in badminton, basketball, fencing, folk, tap, and modern dancing, golf, individual gymnastics, riflery, swimming, and volleyball.

STUDENT ACTIVITIES

Students enrolled in the four-year course in Hotel Administration are members of the Cornell University undergraduate body. As such they participate in all the customary student activities; they represent the University on athletic teams, are members of the musical clubs, and hold office on the boards of student publications; 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. Upper-classmen 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.

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 few 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 graduated in 1925 with eleven members. On May 1, 1940, there were 419 living graduates. Of these, all but five, or 1.2 per cent, are reported as employed; 80 per cent are employed in hotel, restaurant, club, or allied work, 20 per cent are managers or chief executives, twelve own or lease their own properties, and five operate chains of three or more hotels. Average reported earnings, including a fair cash value of maintenance, range from \$35 a week for men in their first year out to \$150 a week for those in the oldest class, that of 1925.

The partial list below will give 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.

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.
 Arbogust, Mrs. J. B., '30, Proprietor, Sawbill Lodge, Tofte, Minnesota.
 Baker, K. W., '29, Manager, The Lee House, Washington, D. C.
 Bartley, M. C., '30, Manager, The White Inn, Fredonia, New York.
 Behringer, G. F., '34, General Manager, Hotel Patterson, Bismarck, North Dakota.
 Bentley, L. V., '33, Manager, Molly Pitcher Hotel, Carlisle, Pennsylvania.
 Bevier, R. H., '32, Manager, Hotel Fairmont, Fairmont, West Virginia.
 Binns, J. P., '28, General Manager, Hotel Stevens, Chicago, Illinois.
 Boggs, R. H., '26, Manager, Hotel Kennewood, Elizabethtown, Pennsylvania.
 Bostrom, E. L., '37, Manager, Hotel Huron, Ypsilanti, Michigan.
 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 Anthony-Wayne, Hamilton, Ohio.
 Claycomb, R. O., '27, Manager, Pennsylvania Hotel, Bedford, Pennsylvania.
 Cole, J. W., '30, Manager, Hotel General Brodhead, Beaver Falls, Pennsylvania.
 Crandall, J. M., '25, Managing-Director, Hotel Sinton, Cincinnati, Ohio.
 Culver, R. D., '36, Manager, Hotel Sovereign, Chicago, Illinois.
 Dayton, H. L., '28, Owner and Operator, Dayton Hotels Company, Albany, Georgia.
 Deveau, T. C., '27, Resident Manager, Empire Hotel, New York City.
 Fassett, J. S. 3rd, '36, Proprietor, Jefferson Hotel, Watkins Glen, New York.
 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.
 Hahn, L. E., '33, Manager, The Admiral Hotel, Minneapolis, Minnesota.
 Hartnett, P. F., '34, Manager, Cornish Arms Hotel, New York City.
 Hodges, R. C., '35, Manager, Elkhart Hotel, Elkhart, Indiana.
 Holding, R., '32, Manager, Hotel Wellington, Albany, New York.
 Hunt, A. C., '29, Supervisor, Hotel Division, Metropolitan Life Insurance Company, New York City.
 Irwin, R. P., '33, Managing-Director, Hotel Secor, Toledo, Ohio.
 Jennings, C. A., '25, Hotel Elton, Waterbury, Connecticut.
 Just, P. O., '34, Manager, Osthoff Hotel, Elkhart Lake, Wisconsin.
 Kemmotsu, K., '28, Manager, Tokyo Railway Hotel, Tokyo, Japan.
 Levy, L. H., '30, Managing-Director, Hotel Claridge, Memphis, Tennessee.
 Lewis, R. W., '30, Manager, New Capitol Hotel, Frankfort, Kentucky.
 Love, H. B., '27, Manager, Ford Hotel, Buffalo, New York.
 MacLennan, H. A., '26, Resident Manager, Hotel Royal Connaught, Hamilton, Ontario, Canada.
 MacNab, J. K., '38, Manager, Hotel Prince, Bismarck, North Dakota.
 MacNab, R. B., '36, Manager, Baxter Hotel, Bozeman, Montana.
 Martin, T. W., '32, Manager, The Shenandoah, Martinsburg, West Virginia.
 McGinn, J. P., '31, Executive Offices, Tangney-McGinn Hotel Company, Des Moines, Iowa.
 Merrick, A. B., '30, Manager, The Roger Smith Hotel, White Plains, New York.
 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, Inc., Dunnellon, Florida.
 Munns, R. B., '27, Proprietor, Coleman Hotel, Lewistown, Pennsylvania.
 Muntz, W. E., '33, Owner and Operator, New Richmond Hotel, Seattle, Washington.
 Norton, C. G., '38, Manager, The Loomarwick, New Preston, Connecticut.
 Oehlschlaeger, F. J., '33, Manager, Hotel Murray, New York City.
 O'Rourke, J. C., '32, Manager, Colgate Inn, Hamilton, New York.
 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.
 Redington, R. E., '32, Manager, Holland Hotel, Duluth, Minnesota.
 Reynolds, H. E., '25, Manager, Hotel Royal, Front Royal, 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.
 Seneker, V. M., '35, Manager and Vice-President, Hotel Bristol, Bristol, Virginia-Tennessee.
 Shields, W. W., '33, Manager, Hotel Pontiac, Oswego, New York.
 Smith, H. A., '30, Manager, Hotel Essex, Philadelphia, Pennsylvania.
 Smith, J. B., '31, Manager, Plaza Apartment Hotel, Houston, Texas.
 Smith, M. C., '32, President, Hotel Kirkwood, Camden, South Carolina.
 Switzer, W. D., '35, Manager, Hotel Rathbun, Elmira, New York.
 Taft, A. V., '26, Proprietor, Whiteface Mountain House, Wilmington, New York.
 Trier, R. C., '32, Resident-Manager, Stratford Arms Hotel, New York City.
 Turner, F. M., '33, Manager, Gladstone Hotel, Casper, Wyoming.
 Vestal, R. B., '35, Manager, Doucuff Hotel, Douglas, Georgia.
 Vinnicombe, E. J., Jr., '33, Resident Manager, Hotel Puritan, Boston, Massachusetts.
 Welt, H. E., '34, Manager, Hotel McLure, Wheeling, West Virginia.
 Westfall, H. E., '34, Manager, Bethel Inn, Bethel, Maine.
 Williams, R. W., '35, Manager, Walnut Park Plaza Hotel, Philadelphia, Pennsylvania.

RESTAURANTS

- Allison, N. T., '28, Manager, Stouffer's Restaurant, Pittsburgh, Pennsylvania.
 Blankinship, W. C., '31, Manager, Stouffer's Restaurant, Cleveland, Ohio.
 Bullock, J. A., '32, Manager, Commissary Department, Prudential Life Insurance Company, Newark, New Jersey.
 Dillenbeck, H. A., '37, Manager, Hot Shoppes, Washington, D. C.
 Dunlap, A. W., '25, Supervisor, Operators' Quarters, New Jersey Bell Telephone Company, Newark, New Jersey.
 Dunn, K., Miss, '38, Manager, Ranch Tavern, Berlin, New York.
 Durham, L. G., '31, Manager, Gateway Roadside Restaurant, 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.
 Hougen, R. T., '35, Food Supervisor, George's, George DeMet and Brothers, Chicago, Ill.
 Howard, K. E., '31, Manager, Howard's Luncheonette, Atlanta, Georgia.
 Jackson, E. C., '37, Manager, Purple Cow Restaurant, Toledo, Ohio.
 Kahrl, W. L., '35, Manager, Hot Shoppes, Washington, D. C.
 Steinberg, R. W., '29, Manager, Stouffer's Restaurant, New York City.
 Swenson, D. C., '28, Vice-President and General Manager, Huyler's Restaurant, New York City.
 Tatum, W. T., '38, Manager, Harding's Restaurant, Chicago, Illinois.
 Taylor, E. J., '37, Proprietor, "Dutch Cupboard", Downington, Pennsylvania.
 Terwilliger, E., '28, Manager, Stouffer's Restaurant, Detroit, Michigan.
 Villepigue, A. H., '27, Proprietor, Villipigue's Inn, Sheeps Head Bay, New York.
 Waldron, J. H., '34, Manager, Seiler's Restaurant, Framingham Centre, Massachusetts.
 Wegner, N. E., '27, Manager, Bishop Cafeteria, Rockford, Illinois.
 Wladis, A. N., '39, Manager, Oriole Cafeteria, Baltimore, Maryland.

CLUBS

- Brown, R. L., '39, Manager, Aurania Country Club, Albany, New York.
 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, Moraine Country Club, Dayton, Ohio.
 Frazer, H. E., '34, Manager, Carmel Country Club, Carmel, New York.
 Harrington, A. A., '30, Manager, Bellerive Country Club, Normandy, Missouri.
 Irving, F. J., '35, Manager, Minneapolis Club, Minneapolis, Minnesota.
 Jackson, H. S., '32, Manager, Montclair Golf Club, Montclair, New Jersey.
 Ketterer, V. M., '37, Manager, Fairfield Country Hunt Club, Westport, Connecticut.
 King, F. M., '34, Manager, University Club, St. Paul, Minnesota.
 Love, R. E., '30, Manager, University Club, Albany, New York.
 Merwin, E. O., '36, Manager, Montclair Athletic Club, Montclair, New Jersey.
 Middleton, J. C., '36, Manager, Mohawk Golf Club, Schenectady, New York.
 Pentecost, W. I., '33, Manager, Scranton Club, Scranton, Pennsylvania.
 Probes, D. J., '32, Manager, Harrisburg Country Club, Harrisburg, Pennsylvania.
 Sanborn, A. F., '37, Manager, Cosmos Club, Washington, D. C.
 Slack, J. L., '26, Manager, University Club, Pittsburgh, Pennsylvania.
 Snowdon, C. C., '33, Manager, Brookville Country Club, Long Island, New York.
 Traub, G. F., '31, Manager, Elmira City Club, Elmira, New York.
 Tyo, R. E., '27, Manager, University Club, Cleveland, Ohio.
 Waldron, P. A., '35, Manager, Quinpiack Club, New Haven, Connecticut.

DORMITORIES AND UNIONS

- Clement, C. A., '28, Steward and Housekeeper, Haverford College, Haverford, Pennsylvania.
- Hannum, P. C., '33, Commissary Officer, Culver Military Academy, Culver, Indiana.
- Miller, W. H., Jr., '38, Assistant to Housing Director, Northwestern University, Evanston, Illinois.
- Minah, T. W., '32, Manager, Dining Rooms, Faunce House, Brown University, Providence, Rhode Island.
- Shaw, M. R., '34, Manager, Dining Rooms, Willard Straight Hall, Ithaca, New York.
- Whiting, E. A., '29, Assistant Director, Willard Straight Hall, Ithaca, New York.
- Wigle, Miss A. F. E., '37, Manager of Kitchens, Skidmore College, Saratoga Springs, New York.
- Williams, Miss G., '32, Manager, Alumni Residence Hall, New York State Teachers College, Albany, New York.

ADMISSION

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

- A. The regular academic entrance requirements of the College, and
- B. The more personal requirements of the department.

A. ACADEMIC REQUIREMENTS

Fifteen units of secondary-school subjects are required for entrance; of these, three must be in English, three in one foreign language, or two in each of two foreign languages, one in history, one in elementary algebra, and one in plane geometry. (Of the foreign languages, French should be offered, if possible.)

The remaining units may be chosen from the acceptable secondary-school units named in the following list. The figure in parenthesis following each subject indicates its value in entrance units and shows the maximum and the minimum amount of credit allowed in the subject. A unit represents five prepared recitations a week for one year in a study.

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|---|--|
| <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. Am. 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.....($\frac{1}{2}$) | <ol style="list-style-type: none"> 9f. Plane Trigonometry.....($\frac{1}{2}$) 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 Econ.†..($\frac{1}{2}$-1) 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) |
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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.

4. By passing the September entrance examinations.

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

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

B. PERSONAL REQUIREMENTS

As the number of candidates for admission who can meet the academic requirements described under A is in excess of the capacity, the Faculty attempts to choose through a Committee on Admission (whose decisions are final) those likely to profit most by the instruction offered. Prospective students in Hotel Administration who are able to, or expect to be able to, meet the academic requirements of the College should therefore present to the Director of Admissions, on blanks provided by him, evidence of their personal qualifications for admission to the hotel course. The committee will consider all available evidence with regard to scholarship, character, seriousness of purpose, and fitness for hotel work, and on the basis of this evidence will select the applicants to be admitted. To obtain prompt and favorable consideration, the prospective student should make application for admission as soon as he is certain that he wishes to specialize in hotel work, in any event not later than June 1 for September, nor January 1 for February admission. The course is open to both men and women. As in other courses in the University, students must be at least sixteen years of age.

SUPPLEMENTARY RULES GOVERNING ADMISSION

1. Every candidate for admission must deposit \$25 with the Treasurer. A check, draft, or order should be payable to Cornell University and should be sent to The Office of Admissions, Cornell University. The deposit must be made not later than August 1 if the candidate is to be admitted in September and not later than January 1 for admission in February.

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

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

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

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

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

3. Every candidate for admission 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 last term of residence, of sixty points of hotel-practice credit as defined on page 36; 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 31 to 33. The specifically required courses, there indicated, account for seventy-six of the total of one hundred and twenty hours. From the list of hotel electives (page 34), some combination of courses the credit for which totals at least twenty 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 will ordinarily be given against the requirement of 120 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 specially arranged to fit the individual's preparation and aims. The amount of time necessary to meet the degree requirements varies with the student's previous study and hotel experience, but should ordinarily not exceed two years. 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

	Credit in hours
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

	Credit in hours
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
Introductory Hotel Engineering (<i>Hotel Engineering 160</i>)	4
Mechanical Service Equipment (<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
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SUGGESTED ELECTIVES

†Lectures on Hotel Management (<i>Hotel Administration 155</i>)	1
†Food Selection: Dietetics, Elementary Course (<i>Food Preparation 18</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>)	3
†Hotel Stewarding (<i>Hotel Administration 118</i>)	1
†Catering (<i>Hotel Administration 122</i>)	1
Elementary Organic Chemistry (<i>Chemistry 365</i>)	3
†Hotel Structures and Maintenance (<i>Hotel Engineering 166</i>)	2
†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 3</i>)	3
Human Physiology (<i>Physiology 303</i>)	3

See also the electives suggested for the freshman year.

*See pages 7 to 22, for detailed description of courses.

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

THE JUNIOR YEAR
SPECIFICALLY REQUIRED

	<i>Credit in hours</i>
Hotel Operation (<i>Hotel Administration 151</i>).....	2
Hotel Power Plants, Lecture (<i>Hotel Engineering 162a</i>).....	2
Hotel Power Plants, Laboratory (<i>Hotel Engineering 162b</i>).....	2
Hotel Auxiliary Equipment, Lecture (<i>Hotel Engineering 163a</i>).....	2
An elective course in economics*.....	3
An elective course in expression:.....	3
Public Speaking (<i>Public Speaking 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

Courses in English composition or literature, in history, or in government	
†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
†Accounting Practice (<i>Hotel Accounting 282</i>).....	3
†Advanced Accounting (<i>Hotel Accounting 283</i>).....	3
†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 (<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
†Hotel Auxiliary Equipment, Laboratory (<i>Hotel Engineering 163b</i>).....	2
†Hotel Engineering Problems (<i>Hotel Engineering 165</i>).....	1
Money and Banking (<i>Economics 11</i>).....	3
Financial History of the United States (<i>Economics 12</i>).....	3
Trade Fluctuations (<i>Economics 15</i>).....	3
Corporation Finance (<i>Economics 31</i>).....	3
Introduction to Social Science (<i>Economics 50a and 50b</i>).....	6
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.	

*The requirement in elective economics may be satisfied by any course in economics beyond Economics I or by Agricultural Economics III or III5.
†Hotel elective. Twenty hours of courses so marked are to be taken.

THE SENIOR YEAR

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

SUGGESTED ELECTIVES

Courses in philosophy, in music, and in the fine arts	
†Advanced Catering (<i>Hotel Administration 123</i>).....	1
†Lectures on Hotel Management (<i>Hotel Administration 155</i>).....	1
†Special Hotel Problems (<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>).....	3
†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 (<i>Hotel Administration 272</i>).....	2
Cost Accounting (<i>Economics 25</i>).....	2
Accounting Theory and Problems (<i>Economics 26</i>).....	3
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
†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.

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

HOTEL ELECTIVES

	Credit in hours
Bacteriology (<i>Bacteriology 3</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
Food Selection: Dietetics, Elementary Course (<i>Food Preparation 18</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
Catering (<i>Hotel Administration 122</i>)	1
Advanced Catering (<i>Hotel Administration 123</i>)	1
Hotel Menu Planning (<i>Hotel Administration 124</i>)	1
Tourism (<i>Hotel Administration 56</i>)	1
History of Hotels and Inns (<i>Hotel Administration 58</i>)	2
Special Hotel Problems (<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 Administration 272</i>)	2
Law of Business: Partnerships and Corporations (<i>Hotel Administration 274</i>)	2
Budgeting (<i>Hotel Accounting 281</i>)	2
Accounting Practice (<i>Hotel Accounting 282</i>)	3
Advanced Accounting (<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
Personnel Administration (<i>Hotel Administration 119</i>)	3
Seminar in Personnel Administration (<i>Hotel Administration 219</i>)	2
Hotel Auxiliary Equipment, Laboratory (<i>Hotel Engineering 163b</i>)	2
Hotel Planning (<i>Hotel Engineering 164</i>)	3
Hotel Engineering Problems (<i>Hotel Engineering 165</i>)	1
Hotel Structures and Maintenance (<i>Hotel Engineering 166</i>)	2
Building Costs (<i>Hotel Engineering 167</i>)	1

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	Accounting Practice	(Hotel Accounting 282)
3	Advanced Accounting	(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 and Banking	(Economics 11)
3	Central Banking and Monetary Policy	(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.

HOTEL-PRACTICE REQUIREMENT

To meet the hotel-practice requirement, each student must complete *before the last term of residence* three summer periods (or their equivalent) of supervised employment on approved jobs in approved hotels. For purposes of administration this requirement is also stated as *the completion, before the last term of residence, of at least sixty points of hotel-practice credit, where the point of credit is so defined that the normal summer's work of about ten weeks, with all the required* notices, reports, and other supervision, counts for twenty points.* For exceptionally good types of experience, good workmanship, and excellent reports, excess credit is given; while for poor experience, poor workmanship, or poor or tardy reports, less than normal credit is allowed.

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 hotel-practice requirement should apply before beginning work or as soon thereafter as possible to the Committee on Hotel 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 hotel work, and failure to do so without the express permission of the Hotel-Practice Committee renders him liable to dismissal or discipline. Plans for the summer should be made definite only after a study of the Hotel-Practice Instructions and consultation with the Chairman of the Committee. Formal application for credit must be filed on or before the first day of classes following the completion of the period of experience.

Since hotel experience is a prerequisite for most of the special hotel courses, it is distinctly to the student's advantage to satisfy the hotel-practice requirement early in his career. 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 hotel practice.

Although the supervised practice is an essential part of the student's program, the College does not guarantee summer positions. Through the department's numerous contacts with the hotel industry a 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 on page 37.

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

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.
Fountain and Restaurant Manager, Polar Caves, Rumney Depot, New Hampshire.
Food Checker, Caruso Restaurants, World's Fair, New York City.
Assistant Manager, Orange Inn, Goshen, New York.
Steward, Fort William Henry Hotel, Lake George, New York.
Cashier and Assistant to Auditor, Hotel Bethlehem, Bethlehem, Pennsylvania.
Manager, Plymouth Country Club, Norristown, Pennsylvania.

EXPENSES

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

The charge for tuition is \$400*, payable in installments of \$220 at the beginning of the first term and \$180 at the beginning of the second term; but a student enrolled for the second term of the academic year only is required to pay tuition at the rate of the first 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 share in the common privileges afforded by the operation of Willard Straight Hall, subject to regulations approved by the Board of Managers of the Hall.

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

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

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 comfortable 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

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

an average of \$450; forty-four per cent of the juniors and sophomores earned an average of \$275; and twenty-seven 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 worthy candidates for scholarship assistance is large, the scholarships are frequently divided, and customarily the awards go rather to upperclassmen, who have proved their merit in the classroom and while on hotel practice, than to freshmen or other new students.

Applications for scholarships are to be filed at the office of the Director of Resident Instruction before June 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 Scholarships, established by the International Stewards Association, entitles the holders 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 State Hotel Association Scholarship entitles the holder to \$100 a year. In the award preference is given to residents of Pennsylvania.

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

The 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 Knotts Hotel 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 Scholarships, established by The Stouffer Corporation, 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.

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 has two loan funds for worthy students—the F. W. Guiteau Student Loan Fund and The Women Students' Loan Fund. Applications for loans from these funds are received by the Secretary of the University, Morrill Hall, Ithaca, New York.

The Cornell Society of Hotelmen, the organization of the graduates of Hotel Administration, has a loan fund used to aid worthy students of Hotel Administration who are in need of temporary financial assistance. Application may be made through the Secretary of the Society, Assistant Professor John Courtney, Martha Van Rensselaer Hall G 103.

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 23, 1941. 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 will be 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 Law School.

Announcement of the College of Arts and Sciences.

Announcement of the College of Architecture.

Announcement of the College of Engineering.

Announcement of the New York State College of Agriculture.

Announcement of the Two-Year Courses in Agriculture.

Announcement of the Winter Courses in the College of Agriculture.

Announcement of the Farm Study Courses.

Program of the Annual Farm and Home Week.

Announcement of the New York State College of Home Economics.

Announcement of the Course in Hotel Administration.

Announcement of the New York State Veterinary College.

Announcement of the Graduate 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.