

CORNELL UNIVERSITY OFFICIAL PUBLICATION

Volume XXIII

Number E

New York State
College of Home Economics
Announcement of the Course in
Hotel Administration
for 1932-33

Ithaca, New York
Published by the University
June 1, 1932

THE UNIVERSITY CALENDAR FOR 1932-33

1932		FIRST TERM
Sept. 19, <i>Monday</i> ,		Entrance examinations begin.
Sept. 26, <i>Monday</i> ,		Registration of new students.
Sept. 27, <i>Tuesday</i> ,		
	9-12 a. m.	Registration of new students.
	1-5 p. m.	Registration of old students.
Sept. 28, <i>Wednesday</i> ,		Registration of old students.
Sept. 29, <i>Thursday</i> ,		Instruction begins at 8 a. m.
Oct. 21, <i>Friday</i> ,		Last day for payment of tuition for the first term.
Nov. 23, <i>Wednesday</i> ,		Instruction ends at 6 p. m.
Nov. 28, <i>Monday</i> ,		Instruction resumed at 8 a.m.
Dec. 17, <i>Saturday</i> ,		Instruction ends at 1 p. m.
	1933	
Jan. 2, <i>Monday</i> .		Instruction resumed at 8 a. m.
Jan. 11, <i>Wednesday</i> ,		Founder's Day.
Jan. 28, <i>Saturday</i> ,		Instruction ends.
Jan. 30, <i>Monday</i> ,		Term examinations begin.
Feb. 8, <i>Wednesday</i> ,		Term ends.
Feb. 9, <i>Thursday</i> ,		A holiday.
		SECOND TERM
Feb. 10, <i>Friday</i> ,		Registration of all students.
Feb. 13, <i>Monday</i> ,		Instruction begins at 8 a. m.
Mar. 6, <i>Monday</i> ,		Last day for payment of tuition for the second term.
April 1, <i>Saturday</i> ,		Instruction ends at 1 p. m.
April 10, <i>Monday</i> ,		Instruction resumed at 8 a. m.
May 27, <i>Saturday</i> ,		Spring Day, a holiday.
June 5, <i>Monday</i> ,		Term examinations begin.
June 13, <i>Tuesday</i> ,		End of term examinations.
June 19, <i>Monday</i> ,		Commencement.

CORRESPONDENCE

Correspondence concerning admission (see page 5) and adjustment of credentials should be addressed to Director of Admissions, Cornell University, Ithaca, New York.

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

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

COURSE IN HOTEL ADMINISTRATION

STAFF OF ADMINISTRATION

Livingston Farrand, A.B., M.D., L.H.D., LL.D., President of the University.
Albert Russell Mann, B.S.A., A.M., D.Sc., D.Agr., LL.D., Provost of the University.
Cornelius Betten, Ph.D., D.Sc., Director of Resident Instruction, and Acting Dean of the Colleges of Agriculture and Home Economics.
Carl Edwin Ladd, Ph.D., Director of Extension.
Flora Rose, B.S., M.A., D.Ped., Associate Director of the College of Home Economics.
Howard Bagnall Meek, S.B., M.A., in charge of Hotel Courses.
Olin Whitney Smith, B.S., Secretary of the Colleges of Agriculture and Home Economics.
Willard Waldo Ellis, A.B., LL.B., Librarian.
George Wilson Parker, Bursar.

STAFF OF INSTRUCTION

(This list includes only those members of the instructing staff who are directly engaged in giving courses regularly taken by students of Hotel Administration. The complete list of the instructing staff will be found in the University Directory.)

Bristow Adams, B.A., Professor in Extension Service.
Dane Lewis Baldwin, M.A., Instructor in English.
Beulah Blackmore, B.S., Professor of Home Economics.
Mrs. Jessie Austin Boys, M.S., Assistant Professor of Home Economics.
Arthur Wesley Browne, Ph.D., Professor of Inorganic Chemistry.
George Walter Cavanaugh, B.S., Professor of Agricultural Chemistry.
Peter Walter Claassen, Ph.D., Professor of Biology.
John Courtney, M.S., Assistant Professor of Hotel Accounting.
Oscar Diedrich von Engeln, Ph.D., Professor of Physical Geography.
George Abram Everett, A.B., LL.B., Professor of Extension Teaching.
Katherine Wyckoff Harris, B.S., Professor of Home Economics and Manager of the Cafeteria.
Harley Earl Howe, Ph.D., Assistant Professor of Physics.
Albert Washington Laubengayer, Ph.D., Assistant Professor of Inorganic Chemistry.
W. Randolph Leber, M.E., Lecturer in Hotel Administration.
Mrs. Lois Farmer Meek, B.S., Instructor in Hotel Administration (second term).
Howard Bagnall Meek, S.B., M.A., Professor of Hotel Management.
Ernest George Merritt, M.E., World War Memorial Professor of Physics.
Grace Evelyn Morin, M.A., Professor of Home Economics.
Guy Brooks Muchmore, A.B., Professor of Public Speaking.
Paul Martin O'Leary, Ph.D., Assistant Professor of Economics.
Alfred Lander Olsen, B.S., Instructor in Hotel Administration.
Frank Ashmore Pearson, Ph.D., Professor of Prices and Statistics.
Frank Harrison Randolph, B.A., M.E., Professor of Institutional Engineering.
Harold Lyle Reed, Ph.D., Professor of Economics and Finance.
Juan Estevan Reyna, E.E., M.A., Assistant Professor of Drawing.
Charles Inglehart Sayles, B.S., Instructor in Institutional Engineering.
Mrs. Dorothy Fessenden Sayes, B.S., Instructor in Hotel Administration (first term).

Cecil D. Shutt, Instructor in Animal Husbandry.

Dean Franklin Smiley, A.B., M.D., Professor of Hygiene.

Charles K. Swafford, A.B., Lecturer in Hotel Administration.

Louis Toth, C.P.A., Assistant Professor of Hotel Accounting (second term).

Allan Hosie Treman, A.B., LL.B., Instructor in Hotel Law (second term).

Eugene Voit, Lecturer in Hotel Administration.

Andrew Leon Winsor, Ph.D., Assistant Professor of Rural Education.

Paul Work, Ph.D., Professor of Vegetable Crops.

COURSE IN HOTEL ADMINISTRATION

Education for the profession of hotel management has only recently gained recognition, either from the leaders in the business or from educators themselves. Even after specialized education for the executives of general business had thoroughly vindicated itself, the hard-won lessons of experience were the only ones available for the hotel manager; the long, steep path of promotions through a large number of jobs in a number of departments was the only avenue to the top.

The situation in the hotel business in recent years has served to make far heavier demands on the operator than have ever been known. Under the pressure of keen competition all departments are more closely watched. With advances in operating technic on every side the technical knowledge needed by the hotel man has vastly increased. Long and varied experience in the industry still offers one method of acquiring this knowledge. To many it must be the only way. Others there are for whom technical education in the hotel business will offer a short cut. Those whose family situations or traditions make years of responsibility for hotel operations certain, those whose natural ability and industry will eventually assure them places of leadership in any business and who have felt the irresistible fascination of hotel work, may well seek formal training in those foundation sciences on which efficient modern hotel operation must be based. Through the cooperation of the American Hotel Association, and the financial assistance of the heirs and trustees of the estate of the late E. M. Statler, Cornell University is enabled to offer a course of university grade to provide such training.

The program embraces a four-year academic curriculum and three summer periods of supervised work at regular pay-roll jobs in approved hotels. The formal curriculum, which is described in detail on pages 10 and 11, includes instruction in the fundamental sciences of biology, chemistry, physics, psychology, and economics; in the application of these sciences to the important problems of food handling and preparation, hotel engineering, and hotel accounting; and in a wide range of general subjects drawn from every school and department of the University.

ADMISSION

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

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

A. ACADEMIC REQUIREMENTS

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

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

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

A candidate may obtain credit against the academic requirements for admission to the College in one of four ways or some combination of them.

1. By passing the required Cornell University entrance examinations.

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

3. By passing the necessary Regents examinations.

4. By presenting an acceptable school certificate.

Evaluation of high-school and preparatory work is made by the

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

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

Director of Admissions, who will supply the necessary blanks. Correspondence should be addressed to him at Morrill Hall, Ithaca, New York. For detailed information concerning academic requirements, refer to the *General Information Number*, which may be obtained from the Director of Admissions.

B. PERSONAL REQUIREMENTS

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

SUPPLEMENTARY RULES GOVERNING ADMISSION

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

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

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

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

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

2. Every candidate for matriculation must submit to the Director

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

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

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 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 12; and the completion, during the first terms of residence, of the University requirement in military science and tactics (page 23).

The specifically required courses given in the statement of the curriculum by years on pages 10 and 11 account for eighty-eight of the total of one hundred and twenty hours. From the list of hotel electives below, some combination of courses whose credit totals at least eighteen hours is also to be taken. The remaining hours may be earned in courses chosen at will, with the approval of the adviser, from courses offered by any college of the University, provided only that the regular requirements for admission to the courses chosen are met.

A suggested program of courses arranged by years appears on pages 10 and 11.

HOTEL ELECTIVES

	Credit in hours
Grading and Handling Vegetable Crops (<i>Vegetable Crops</i> 12).....	3
Decoration and Furnishing (<i>Household Art</i> 35).....	2
Hotel Textiles (<i>Textiles</i> 51).....	2
Meat Cutting (<i>Animal Husbandry</i> 93).....	1
Hotel Stewarding (<i>Food Preparation</i> 118).....	1
Personnel Administration (<i>Rural Education</i> 119).....	3
Special Hotel Problems (<i>Hotel Administration</i> 153).....	2, 3, or 4
General Hotel Lectures (<i>Hotel Administration</i> 155).....	1
Hotel Planning (<i>Hotel Engineering</i> 164).....	3
Hotel Maintenance (<i>Hotel Engineering</i> 166).....	2
Hotel Public Relations (<i>Hotel Administration</i> 178).....	1
Food-Cost Accounting (<i>Hotel Accounting</i> 184).....	2
Hotel Accounting Problems (<i>Hotel Accounting</i> 185).....	2
Interpretation of Hotel Financial Statements (<i>Hotel Accounting</i> 186)	2
Front-Office Procedure (<i>Hotel Accounting</i> 188).....	1
Problems in Hotel Analysis (<i>Hotel Accounting</i> 189).....	2 or 3

THE HOTEL ADMINISTRATION CURRICULUM*

(Grouped according to subject matter)

Accounting	{	†General Accounting (6)
		†Elementary Hotel Accounting (6)
		†Advanced Hotel Accounting (3)
		†Food Control and Cost Accounting (2)
		†Hotel Accounting Problems (2)
		†Interpretation of Hotel Financial Statements (2)
		†Problems in Hotel Analysis (2 or 3)
		Modern Economic Society (6)
		Money and Banking (3)
		Business Management (3)
Administrative Policies	{	Commercial Geography (2)
		†Hotel Operation (2)
		†Front-Office Procedure (1)
		†Special Hotel Problems (2)
		†Psychology (4)
		†Personnel Administration (3)
		†Law as Related to Innkeeping (3)
		Public Speaking (6)
		News Writing (3)
		†Public Relations (2)
Engineering	{	†Lectures by Visiting Hotel Men (1)
		Corporation and Investment Finance (3)
		†Mechanical Drawing (3)
		Introductory Physics (6)
		†Mechanism of Hotel Machines (4)
		†Hotel Power Plants (4)
		†Hotel Auxiliary Equipment (4)
		†Hotel Planning (3)
		†Hotel Maintenance (2)
Food Preparation	{	Meat and Meat Products (2)
		Meat Cutting (1)
		Chemistry of Food Products (2)
		Food and Sanitary Bacteriology (2)
		Human Physiology (3)
		†Food Preparation (3)
		†Advanced Food Preparation (3)
		†Hotel Cookery (3)
		†Catering (new) (2)
		†Hotel Stewarding (1)
Food Purchasing	{	†Food Selection (1) (Menu Planning)
		Grading and Handling Vegetable Crops (3)
		The Organized Exchanges and Speculation (3)
		†Hotel Textiles (2)
		†Hotel Decoration and Furnishing (2)
		English
		Public Speaking
		French
		Biology
		Human Physiology
General	{	Hygiene
		Elementary Chemistry
		Literature
		History
		Philosophy
		Government
		Economics
		Music

*The numbers in parenthesis indicate the credit in semester hours. See pages 15 to 23 for detailed descriptions of courses.

†Specially arranged for Hotel Students.

THE HOTEL ADMINISTRATION CURRICULUM*

(Grouped according to years)

THE FRESHMAN YEAR

SPECIFICALLY REQUIRED

	Credit in hours
Orientation (Including <i>Elementary Hotel Organization</i>).....	1
Accounting (<i>Hotel Accounting</i> 81 and 82).....	6
Elementary Composition and Literature (<i>English</i> 1).....	6
Introductory Inorganic Chemistry (<i>Chemistry</i> 101 and 105)	6
Elementary Chemistry of Food Products (<i>Chemistry</i> 830).....	2
Food Preparation (<i>Food Preparation</i> 11).....	3
Food Preparation (<i>Food Preparation</i> 12).....	3
Mechanical Drawing (<i>Drawing</i> 2).....	3
Hygiene	2
	<hr/>
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ADVISED ELECTIVES

†General Hotel Lectures (<i>Hotel Administration</i> 155).....	1
†Hotel Textiles (<i>Textiles</i> 51).....	2
General Biology (<i>Biology</i> 1)	6
Introductory Experimental Physics (<i>Physics</i> 3 and 4).....	6
French according to preparation	

THE SOPHOMORE YEAR

SPECIFICALLY REQUIRED

	Credit in hours
Hotel Accounting (<i>Hotel Accounting</i> 181 and 182).....	6
Modern Economic Society (<i>Economics</i> 2a and 2b).....	6
Introductory Experimental Physics (<i>Physics</i> 3 and 4).....	6
Quantity Food Preparation: Principles and Methods (<i>Food Preparation</i> 115)	3
Meat and Meat Products (<i>Animal Husbandry</i> 91).....	2
	<hr/>
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ADVISED ELECTIVES

†General Hotel Lectures (<i>Hotel Administration</i> 155).....	1
†Decoration and Furnishing (<i>Household Art</i> 35).....	2
†Hotel Textiles (<i>Textiles</i> 51).....	2
†Grading and Handling Vegetable Crops (<i>Vegetable Crops</i> 12).....	3
†Hotel Structures and Maintenance (<i>Hotel Engineering</i> 166).....	2
Mechanism of Hotel Machines (<i>Hotel Engineering</i> 161).....	4
Public Speaking (<i>Public Speaking</i> 1).....	6
Agricultural Journalism (<i>Extension Teaching</i> 15).....	3
Oral and Written Expression (<i>Extension Teaching</i> 101 and 102)..	4
Human Physiology (<i>Physiology</i> 303).....	3
General Biology (<i>Biology</i> 1).....	6
French according to preparation	

*See pages 15 to 23 for detailed descriptions of courses.

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

THE JUNIOR YEAR

SPECIFICALLY REQUIRED

	Credit in hours
Hotel Operation (<i>Hotel Administration</i> 151).....	2
Mechanism of Hotel Machines (<i>Hotel Engineering</i> 161).....	4
Hotel Power Plants (<i>Hotel Engineering</i> 162).....	4
Advanced Hotel Accounting (<i>Hotel Accounting</i> 183).....	3
Psychology (<i>Rural Education</i> 114).....	4
Money and Banking (<i>Economics</i> 11).....	3
An elective course in economics (see <i>note</i> below).....	3
An elective course in expression:.....	3
Public Speaking (<i>Public Speaking</i> 1)	
Agricultural Journalism (<i>Extension Teaching</i> 15)	
Oral and Written Expression (<i>Extension Teaching</i> 101 and 102)	
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ADVISED ELECTIVES

†General Hotel Lectures (<i>Hotel Administration</i> 155).....	1
†Food-Cost Accounting (<i>Hotel Accounting</i> 184).....	2
†Hotel Accounting Problems (<i>Hotel Accounting</i> 185).....	2
†Interpretation of Hotel Financial Statements (<i>Hotel Accounting</i> 186)	2
†Front-Office Procedure (<i>Hotel Accounting</i> 188).....	1
†Hotel Stewarding (<i>Food Preparation</i> 188).....	1
†Personnel Administration (<i>Rural Education</i> 119).....	3
†Public Relations (<i>Hotel Administration</i> 178).....	1
Commercial Geography (<i>Geology</i> 206).....	3

See also those of the sophomore year.

THE SENIOR YEAR

SPECIFICALLY REQUIRED

	Credit in hours
Hotel Auxiliary Equipment (<i>Hotel Engineering</i> 163).....	4
Law as related to Innkeeping (<i>Hotel Administration</i> 171).....	3
	<hr/> 7

ADVISED ELECTIVES

†General Hotel Lectures (<i>Hotel Administration</i> 155).....	1
†Special Hotel Problems (<i>Hotel Administration</i> 153).....	2
†Hotel Planning (<i>Hotel Engineering</i> 164).....	3
†Problems in Hotel Analysis (<i>Hotel Accounting</i> 189).....	2 or 3

See also those of the sophomore and junior years.

NOTE. A total of one hundred and twenty hours of credit is required, eighty-eight of them specifically, as indicated above. Of the remainder, at least eighteen hours are to be from the hotel electives (marked with a dagger).

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

ADVANCED STANDING

With the approval of the Committee on Admission students may be admitted to the hotel course with advanced standing from other institutions of collegiate grade. To such students credit will ordinarily be given, against the specific degree requirements, for those courses for which substantially equivalent work has been done. For that portion of the student's work not applicable to the specific requirements, credit will ordinarily be given against the requirement of 120 hours. Credentials should be submitted to the Director of Admissions, Morrill Hall, Ithaca, New York, for adjustment of credits.

COLLEGE GRADUATES

A number of college graduates looking forward to executive positions in the hotel field have found it possible to arrange attractive programs of study in the specific hotel courses. Such students enter as undergraduates with advanced standing, and their schedules are specially arranged to fit the individuals' preparation and aims. The amount of time necessary to meet the degree requirements varies with the student's previous study, but should ordinarily not exceed two years. College students planning to study hotel administration after graduation are advised to consult the department of hotel administration regarding their undergraduate programs.

HOTEL-PRACTICE REQUIREMENT

To meet the hotel-practice requirement, each student must complete before the last term of residence three summer periods (or their equivalent) of supervised employment at approved jobs in approved hotels. For purposes of administration this requirement is also stated as "the completion, before the last term of residence, of at least sixty points of hotel-practice credit," where the "point" of credit is so defined that the normal summer's work of about ten weeks, with all the required* notices, reports, and other supervision, will count for twenty points. For exceptionally good types of experience, good workmanship, and excellent reports, excess credit will be given; while for poor experience, poor workmanship, or poor or tardy reports, less than normal credit will be allowed. Not more than forty-five points of practice credit may be earned in any one hotel.

Credit for hotel experience is estimated on the basis of reports filed by the students and by the employers. A limited amount of credit (up to forty-five points) may be earned before entering college. Therefore, students who expect to be employed at hotel work before entering Cornell University and who wish to count that work against the hotel-practice requirement should apply before beginning work or as soon thereafter as possible to the Committee on Hotel Practice for instructions.

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

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 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.

While the supervised practice is an essential part of the student's program, the College does not guarantee summer positions. Through the courtesy of the American Hotel Association of the United States and Canada, however, a limited number of desirable openings are available for students of high promise. Other students are assisted in finding work, and, ordinarily, men or women of reasonable ability should have no difficulty in making arrangements.

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

Dishwasher, Leland House, Schroon Lake, New York.
Assistant chef, The Shawhan Hotel, Tiffin, Ohio.
Maintenance man, The Castleton, New Castle, Pennsylvania.
Food checker, The Cape Codder, Falmouth, Massachusetts.
Relief clerk, Hotel Statler, Boston, Massachusetts.
Assistant pantry man, Hotel Mahopac, Mahopac, New York.
Front clerk, The Commodore, New York City.
Bellman, The Cape Codder, Falmouth, Massachusetts.
Bellman, Thousand Island Country Club, Alexandria Bay, New York.
Relief clerk, Hotel Cheltenham, Buffalo, New York.
Relief clerk, Southern Hotel, Columbus, Ohio.
Night clerk, The Watson House, Niagara Falls, New York.
Waiter, Garrison Lodge, Pleasant Valley, New York.
Assistant auditor, The Bannock, Pocatello, Idaho.
Desk clerk, Manitowoc Hotel, Manitowoc, Wisconsin.
Front clerk, The Tavern, Saint Albans, Vermont.
Baker, LeCourt Hotel, Grand Junction, Colorado.
Room clerk, Leland House, Schroon Lake, New York.
Storeroom man, William Penn Hotel, Pittsburgh, Pennsylvania.
Elevator operator, The Lexington, New York City.
Front clerk, Essex and Sussex, Spring Lake Beach, New Jersey.
Assistant Steward, Ithaca Hotel, Ithaca, New York.
Receiving clerk, Essex County Country Club, West Orange, New Jersey.
Mail clerk, The New Yorker, New York City.
Salad man, Hotel Wellington, New York City.
Room clerk, Thousand Island Country Club, Alexandria Bay, New York.
Assistant waiter, Ritz-Carlton, Atlantic City, New Jersey.
Assistant manager, The Clifton, Niagara Falls, New York.
Clerk, Hanson's Hotel, Deposit, New York.
Bus boy, Hotel Montross, Cedar Rapids, Iowa.
Storeroom man, Hotel Gibson, Cincinnati, Ohio.
Reception manager, Adlon Hotel, Berlin, Germany.

Storeroom clerk, Hollenden Hotel, Cleveland, Ohio.
Steward, Gordon-Bennett, Wildwood, New Jersey.
Night clerk, Hotel Biscayne, Ocean City, New Jersey.
Waiter captain, Curtis Hotel, Minneapolis, Minnesota.
Room service waiter, Stevens Hotel, Chicago, Illinois.
Room clerk, Lake Placid Club, Lake Placid, New York.
Room clerk, Lafayette Hotel, Asbury Park, New Jersey.
Assistant steward, Glen Springs Hotel, Watkins Glen, New York.
Night clerk, Hotel Gould, Seneca Falls, New York.
Bellman, Hotel Uncas, Uncas-on-Lake-George, New York.
Salad man, The Mohawk, Old Forge, New York.
Steward, Hotel Westminster, Alexandria Bay, New York.
Clerk, Camp Fulton, Old Forge, New York.
Bellman, Thousand Island Country Club, Alexandria Bay, New York.
Storekeeper, Richmond-Leland Hotel, Richmond, Indiana.
Assistant manager, Indianapolis Country Club, Indianapolis, Indiana.
Storeroom keeper, Thousand Island Country Club, Alexandria Bay, New York.
Assistant chef, Monroe Golf Club, Pittsford, New York.
Restaurant cashier, The Barclay, New York City.
Front clerk, The Sagamore, Lake George, New York.
Kitchen relief man, Hotel Utica, Utica, New York.
Front clerk, Hotel Nansemond, Ocean View, Virginia.
Assistant steward, Vanderbilt Hotel, New York City.
Room service checker, Governor-Clinton Hotel, New York City.
Room clerk, Hotel Irwin Cobb, Paducah, Kentucky.
Bus boy, Hotel Mayard, Lake George, New York.
Night manager, Courtland Hotel, Kokomo, Indiana.
Relief clerk, Hollenden Hotel, Cleveland, Ohio.
Bellman, The Lexington, New York City.
Dishwasher, Stevens House, Lake Placid, New York.
Storeroom man, Leland House, Schroon Lake, New York.
Room inspector, Netherland Plaza, Cincinnati, Ohio.
Information clerk, The New Yorker, New York City.
Relief clerk, The Rathburn, Elmira, New York.
Storeroom man, Hotel Alms, Cincinnati, Ohio.
Food checker, Fort Pitt Hotel, Pittsburgh, Pennsylvania.
Assistant night clerk, Sagamore Hotel, Rochester, New York.
Food checker, Garden City Hotel, Garden City, New York.
Front clerk, The Mohawk Hotel, Old Forge, New York.
Assistant steward, Hotel Carlyle, New York City.
Manager, Thousand Island Country Club, Alexandria Bay, New York.
Room clerk, Onawa Lodge, Mountainhome, Pennsylvania.
Relief man, Marinette Hotel, Marinette, Wisconsin.
Bellman, Hotel Westminster, Alexandria Bay, New York.
Night auditor, Niagara Hotel, Niagara Falls, New York.
Desk porter, The Inn, Buck Hill Falls, Pennsylvania.
Assistant manager, Pine Knob Inn, Canadensis, Pennsylvania.
Front clerk, Oceanside Hotel, Magnolia, Massachusetts.
Stockroom man, Pennsylvania Hotel, New York City.
Assistant steward, Higby Camp, Big Moose, New York.
Front clerk, White Roe Lake Inn, Livingston Manor, New York.
Room clerk, The Cape Codder, Falmouth, Massachusetts.
Food checker, St. Moritz Hotel, New York City.
Room clerk, Hotel Crestwood, Rutland, Vermont.
Bellman, Lake Placid Club, Lake Placid, New York.
Room clerk, The Cape Codder, Falmouth, Massachusetts.
Front clerk, Maxwellton Braes, Baileys Harbor, Wisconsin.
Night clerk, The Cape Codder, Falmouth, Massachusetts.

DESCRIPTION OF COURSES*

ORIENTATION

Orientation. First term. Credit one hour. Required. T Th 10. Roberts 131.

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

AGRICULTURAL ECONOMICS

111. Agricultural Statistics.† First term. Credit three hours. Open to juniors, to seniors, and to graduate students. Lecture, M 8. East Roberts 222. Laboratory, M 1.40-4. Farm Management Building 102. Professor PEARSON.

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

112. Agricultural Statistics. Second term. Credit three hours. Prerequisite, course 111. Lecture, M 8. East Roberts 222. Laboratory, M 1.40-4. Farm Management Building 102. Professor PEARSON.

A study of the application of probable error, sampling, gross, partial, and multiple correlation, curve fitting to problems in this field. Methods of using 80-column tabulating equipment for multiple-correlation analysis.

This course is a continuation of course 111. Fee for materials furnished, \$3.

115. Agricultural Prices.† Second term. Credit three hours. Open to juniors, to seniors, and to graduate students. Lectures, T Th 9. Laboratory, W 1.40-4. Farm Management Building 102. Professor PEARSON.

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

ANIMAL HUSBANDRY

91. Meat and Meat Products. First or second term. Open to students of hotel administration only. Credit two hours. Required. Registration limited to thirty students. Laboratory assignments must be made at the time of registration. Lecture, M 8. Laboratory period, M T or F 1.40-4. Laboratory sections limited to ten students. Animal Husbandry Building B and Meat Laboratory. One required trip to Buffalo and vicinity. Mr. SCHUTT.

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

93. Meat Cutting. First or second term. Credit one hour. Prerequisite, course 91. Enrollment limited to five students a section. Laboratory and lecture period, W or S 8-10.30. Animal Husbandry Meat Laboratory and Meat Lecture Room. Mr. SCHUTT.

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

BIOLOGY

1. General Biology. Throughout the year. Credit three hours a term. Advised. First term prerequisite to the second. Not open to students who have had Zoology 1 and Botany 1. If Biology 1 is taken after Zoology 1 or Botany 1,

*This list includes only those courses that are specifically required, are counted as hotel electives, or are strongly advised. For full information regarding all the offerings of the University open to hotel students, reference should be made to the announcements of the other colleges.

†Will satisfy the requirement in elective economics.

credit two hours a term. Lectures, M W 9 or 11. Plant Science 233. One practice period a week. Students must report at the biology laboratory, Roberts 302, for assignment to laboratory sections at the time of registration. Professor CLAASSEN, Mr. WOODRUFF, and assistants.

An elementary course designed to acquaint the general student with the main ideas of biology through selected practical studies of the phenomena on which biological principles are based. Laboratory fee, \$3.50 a term.

CHEMISTRY

101. Introductory Inorganic Chemistry. First or second term. Credit three hours. Required. Lectures, two sections, M W F or T Th S 11. Baker, Main Lecture Room. Professor BROWNE and Assistant Professor LAUBENGAYER.

105. Introductory Inorganic Chemistry. First or second term. Credit three hours. Required. Recitation, one hour a week, to be arranged. Laboratory sections: M W 8-10.20, M F 1.40-4, T Th 1.40-4, W 1.40-4, S 8-10.20. Baker 150. Professor BROWNE, Assistant Professor LAUBENGAYER, and assistants.

Chemistry 101 and 105 must be taken simultaneously.

830. Elementary Chemistry of Food Products. Second term. Credit two hours. Required. Prerequisite, Chemistry 101. W F 10. Baker 377. Professor CAVANAUGH.

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

DRAWING

2. Mechanical Drawing. First or second term. Credit three hours. Open only to students in hotel administration and required of them. Lectures during laboratory periods. Laboratory, T 1.40-4 and S 8-10.20. Additional practice periods to be arranged to suit the schedule of the student. Dairy Building, fourth floor. Students must apply at the time of registration regarding materials required and assignment to laboratory sections. Assistant Professor REYNA.

A course including a study of architect's plans and elevations of hotels and other institutions and the layouts of machinery in such buildings. Laboratory fee, \$1.

ECONOMICS

1. Modern Economic Society. First or second term. Credit five hours. Required. Daily except S 8 9 10 11 12. Assistant Professor O'LEARY.

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

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

2a. Modern Economic Society. First term. Credit three hours. M W F 8 9 11 or T Th S 8 9 11. Assistant Professor O'Leary.

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

2b. Modern Economic Society. Second term. Credit three hours. Prerequisite, course 2a. M W F 8 9 11 or T Th S 8 9 11. Assistant Professor O'LEARY.

11. Money and Banking. Repeated in second term. Credit three hours. Prerequisite, Economics 1 or its equivalent. Required. M W F 10. Goldwin Smith 142. Professor REED.

A study of the history and theory of money and banking.

Enrollment limited.

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

A survey of developing financial institutions, problems, and legislation from 1700 to 1900. Monetary, banking, and public finance problems will be dealt with against the changing background of American economic organization.

13. Corporation and Investment Finance.* First term. Credit three hours. Prerequisite, Economics 11 and 21a. Advised. M W F 9. Goldwin Smith 142. Assistant Professor O'LEARY.

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

31. Transportation and Communication.* First term. Credit three hours. Open to upperclassmen who have credit for Economics 21a. T Th S 9. Goldwin Smith 256. Assistant Professor O'LEARY.

Public policy in methods of organization and administration of transportation.

ENGLISH

1. English: Elementary Composition and Literature. Throughout the year. Credit three hours a term. Required. M W F 8 9 10 11 12, and T Th S 8 9 11. Rooms to be announced. Mr. BALDWIN.

Open to upperclassmen who have satisfied the entrance requirements in English. Students who have not taken the course in the first term may enter in the second term.

A study of composition in connection with the reading of representative works in English literature.

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

EXTENSION TEACHING†

15. Agricultural Journalism. First term. Credit three hours. Open only to those who have passed the required hours in English with an average grade of C or better. Accepted for required expression. T Th S 10. Fernow 210. Professor BRISTOW ADAMS.

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

Practice in oral and written presentation of topics, with criticism and individual appointments on the 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.

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

*Will satisfy the requirement in elective economics.

†See also Public Speaking.

FOOD PREPARATION

11. Food Preparation. First or second term. Credit three hours. Required. Lecture, M 12, Home Economics 100. Practice: first term, W F 8-10.20 or W F 10.30-12.50, Home Economics 205, Mrs. SAYLES; second term, T Th 8-10.20 or T Th 10.30-12.50, Home Economics 205, Mrs. MEEK.

The aim of this course is to present the underlying principles involved in the preparation of the various types of foods for the table. The information given enables the student to acquire sufficient skill in the practice work so that he will be ready for the large-quantity work, and have an appreciation of the details of manipulations required to produce products of the highest standard. Laboratory fee, \$15.

12. Food Preparation. First or second term. Credit three hours. Required. Prerequisite, Food Preparation 11 or its equivalent. Lecture, M 12, Caldwell 143. Practice: first term, T Th 8-10.20 or T Th 10.30-12.50, Home Economics 205; second term, W F 8-10.20 or W F 10.30-12.50, Home Economics 205. Assistant Professor BOYS.

This course is based on the knowledges and skills acquired in course 11. Opportunity is offered for experience in the preparation of high-class dishes adapted to hotel service. Special types of dishes, such as canapes, entrees, a la carte salads, sea foods, and special meat dishes are given attention. Laboratory fee, \$18.

[18. Food Selection: Dietetics, Elementary Course. First or second term. Credit one hour. Hotel elective. Miss ————.] Not given in 1932-33.

115. Quantity Food Preparation: Principles and Methods. First or second term. Credit three hours. Required. Registration limited to sixteen students. Prerequisite, Food Preparation 12. Practice, T Th 8-12. Cafeteria. Miss ————.

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

118. Hotel Stewarding. First term. Credit one hour. Hotel elective. Open to juniors and seniors. Mr. LEBER.

FRENCH

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

The course is continuous throughout the year, and no credit is allowed for the first term alone. Students with first-year entrance French should enter the course the second term.

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

6. Freshman French: Reading and Composition. Throughout the year. Credit six hours on completion of course. Prerequisite, French 3 or third-year entrance French. M W F 8 9 10 12 or T Th S 10 11.

GEOLOGY

206. Commercial Geography. Second term. Credit three hours. Advised. An elementary course in Economics is desirable before taking this course. Lectures, M W F 10. McGraw, Geology Lecture Room. Professor VON ENGELN and Mr. RAPPENECKER.

The geographic factors affecting production and distribution of commodities,

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

HOTEL ACCOUNTING

81. Accounting. First term. Credit three hours. Required. Lecture, M 9. Roberts 392. Laboratory, W F 8-10.20 or W F 10.30-12.50. Dairy Building 412. Assistant Professor COURTNEY and Mr. OLSEN.

The fundamental principles of accounting, the balance sheet, the profit and loss statement, the books necessary to maintain a system of accounting, specialized journals, adjusting and closing a set of books.

82. Accounting. Second term. Credit three hours. Required. Prerequisite, Hotel Accounting 81. Lecture, M 10. Roberts 392. Laboratory, T Th 8-10.20 or 10.30-12.50. Dairy Building 412. Assistant Professor COURTNEY and Mr. OLSEN.

A continuation of Hotel Accounting 81, concerning itself with partnership, corporation, control, accounts, purchasing, and stock control. Balance-sheet valuation with a view to correlating the underlying principles of the accepted procedure of general accounting with the specialized applications to the hotel field discussed later in Hotel Accounting 181 and 182.

85. Tea Room and Cafeteria Accounting. First term. Credit two hours. Limited to sixteen students. For institution-management students only. Lecture, M 8. Roberts 392. Laboratory, T 9-12. East Roberts 223. Assistant Professor COURTNEY and Mr. OLSEN.

An elementary course in simple accounting using as illustrative material the accounting records of the cafeteria and the tea room. Cash and credit transactions, check-book and deposit records, journal and ledger entries. Trial balances, profit and loss statements, and balance sheets.

181. Hotel Accounting. First term. Credit three hours. Required. Prerequisite, Hotel Accounting 81 and 82 and hotel experience. Lecture, M 10. Roberts 392. Laboratory, T and Th 8-10.20 or 10.30-12.50. Dairy Building 412. Assistant Professor COURTNEY and Mr. OLSEN.

Hotel accounting and control of income. Special methods for controlling room and food income. Relation of accounting procedure to front-office practice. The specialized journals used in hotels. The transcript, the controller's report, the summary entries at the end of the month, the adjusting and closing entries, and the final closing of the books.

182. Hotel Accounting. Second term. Credit three hours. Required. Prerequisite, Hotel Accounting 181 and ten points of hotel-practice credit. Lecture, M 9. Roberts 392. Laboratory, T and Th 8-10.20 or 10.30-12.50. Dairy 412. Assistant Professor COURTNEY and Mr. OLSEN.

A continuation of Hotel Accounting 181. Preparation of profit and loss statement and balance sheets with supporting schedules. The Uniform System of Accounts for Hotels as recommended by the American Hotel Association. Classification of expenses. Special forms of the general ledger. The columnar income and expense ledger. The six-column journal. The closing of the books and the preparation of the monthly and annual statements. Profit and loss adjustments.

183. Hotel Accounting, Advanced. First term. Credit three hours. Required. Prerequisite, Hotel Accounting 182. Lectures, M W 9. East Roberts 232. Laboratory, M or T 1.40-4. Dairy Building 412. Assistant Professor COURTNEY and Mr. OLSEN.

Preparation of the income-tax return. Petty cash. Receiving and purchase record. The payroll. The work-sheet and adjustments. Asset accounts. Liability accounts. Depreciation rates. Depreciation by revaluation as applied to china,

glassware, silver, and linen. Amortization of bond discount. Earned surplus and capital surplus. Dividends. Balance-sheet audit. Detail audit. Internal control.

184. Food-Cost Accounting. Second term. Credit two hours. Hotel elective. Prerequisite, thirty points of hotel-practice credit. Lecture, M 11. Roberts 392. Laboratory, M or T 1.40-4. Dairy Building 412. Assistant Professor COURTNEY and Mr. OLSEN.

Principles of food control, cost analysis, sales analysis, adjustments to inventory. Daily report and summary to date. Special item controls. Food-revenue control. Preparation of monthly food reports. Interpretation of food reports. Preparation of food-control report for a typical month from actual figures, daily figures of a moderate-sized hotel.

185. Hotel Accounting Problems. Second term. Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 183 and forty points of hotel-practice credit. W 11-1. Dairy Building 412. Assistant Professors TOTH and COURTNEY.

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

186. Interpretation of Hotel Financial Statements. Second term. Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 183 and forty points of hotel-practice credit. W 1.40-4. Dairy Building 412. Assistant Professors TOTH and COURTNEY.

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

[**188. Front-Office Procedure.** Second term. Credit one hour. Hotel elective. Open to juniors and seniors, and to lower classmen by permission. Mr. VOIT.] Not given in 1932-33.

189. Problems in Hotel Analysis. 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. Dairy Building 412. Assistant Professor COURTNEY.

Application of statistical methods to problems in hotel analysis. Each student will solve one or more problems.

HOTEL ADMINISTRATION

151. Hotel Operation. First term. Credit two hours. Required. Prerequisite, Economics 1, Hotel Accounting 82, and thirty points of hotel-practice credit. W F 10. Caldwell 143. Professor MEEK.

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

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

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

155. Lectures on Hotel Management. Second term. Credit one hour. Hotel elective. Open to all classes. May be taken for credit every year. A series of lectures given by non-resident speakers prominent in the hotel and allied fields. F 2-4. Caldwell 100. Under the direction of Professor MEEK.

171. Law as Related to Innkeeping. Second term. Credit three hours. Required. Open to juniors and seniors. M W F 8. Roberts 392. Mr. TREMAN.
An elementary course on law, with special reference to the problems of the hotel man.

178. Hotel Public Relations. Second term. Credit one hour. Hotel elective. Mr. SWAFFORD.

HOTEL ENGINEERING

161. Mechanism of Hotel Machines. Second term.* Credit four hours. Required. Prerequisite, Drawing 2, Physics 3 and 4, and hotel experience. Lectures, M W F 10. East Roberts 222. Laboratory section assigned at registration. Professor RANDOLPH and Mr. SAYLES.

A study of the elements of machines as employed in the mechanical equipment of hotels, kitchen and laundry machinery, vacuum cleaners, graphic presentation, communication systems, plumbing, illumination, and fire protection. Laboratory fee, \$5.

162a. Hotel Power Plants, Lectures. First term.* Credit two hours. Required. Prerequisite, course 161 and thirty points of hotel-practice credit. Lectures, W F 11. East Roberts 222. Professor RANDOLPH and Mr. SAYLES.

Steam boilers and their auxiliaries; representative types, properties of steam, fuels, combustion, firing methods, boiler testing; various types of steam engines; lubrication; pumps and their applications; testing of apparatus.

162b. Hotel Power Plants, Laboratory. First term.* Credit two hours. Required. Must accompany course 162a. Recitation, M 11. East Roberts 222. Laboratory section assigned at registration. Professor RANDOLPH and Mr. SAYLES.

Laboratory fee, \$5.

163a. Hotel Auxiliary Equipment, Lectures. First or second term.* Credit two hours. Required. Prerequisite courses 162a and 162b. Lectures, W F 9. East Roberts 222. Professor RANDOLPH and Mr. SAYLES.

Heating and ventilation; mechanical refrigeration systems; electrical machinery; elevators.

163b. Hotel Auxiliary Equipment, Laboratory. First or second term.* Credit two hours. Required. Must accompany course 163a. Recitation, M 9. East Roberts 222. Laboratory section assigned at registration. Professor RANDOLPH and Mr. SAYLES.

Laboratory fee, \$5.

164. Hotel Planning. Second term.* Credit three hours. Hotel elective. Open to a limited number of seniors with the consent of the instructor. Must accompany or follow courses 163a and 163b. Hours to be arranged. Professor RANDOLPH.

Planning the layout for a proposed hotel, emphasizing floor plans and the selection and arrangement of the engineering equipment in the various departments. Determination of different engineering costs, and the use of metering devices in promoting efficient operation. Materials fee, \$2.

166. Hotel Structures and Maintenance. First term. Credit two hours. Hotel elective. Prerequisite, Mechanical Drawing 2 and ten points of hotel-practice credit. Lectures, W F 10. East Roberts 222. Mr. SAYLES.

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

*Will be given two out of every three terms.

HOUSEHOLD ART

35. **Hotel Decoration and Furnishing.** Second term. Credit two hours. Hotel elective. Open to students registering in hotel administration. Should be taken in the junior year. Limited to twenty students. Lecture, Th 12. Practice, Th 1.40-4. Home Economics 415. Professor MORIN and Mrs. SCIDMORE.

A course dealing with the essentials of decoration and furnishing applied to problems in the hotel industry. In connection with this course a trip to Syracuse or other near-by cities is required of every member of the class. Laboratory fee, \$5.

HYGIENE

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

Sections for men: M 9 10 11 12; T 9 11 12; W 8 9 10 11 12; Th 8 9 11 12; F 8 11; S 8 9 10 12. Professor SMILEY.

Sections for women: M 8; T 8 10; W 2; Th 10 3; F 9 2; S 11. Assistant Professor EVANS.

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

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

Sections for men: M 9 11 12; T 9 11 12; W 8 9 10 11 12; Th 10 11 12; F 8 11 12; S 8 9 10 12. Professor SMILEY.

Sections for women: M 8; T 8 10; W 2; Th 10 3; F 9 2; S 11. Assistant Professor EVANS.

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

PHYSICS

3. **Introductory Experimental Physics.** First term. Credit three hours. Required. Demonstration lectures, W F 9 or 11. Rockefeller A. Laboratory, one two-hour period a week to be arranged. Rockefeller 220. Assistant Professor HOWE.

Mechanics, sound, and light.

4. **Introductory Experimental Physics.** Second term. Credit three hours. Required. Hours as in course 3. Professor MERRITT and Assistant Professor HOWE.

A continuation of course 3. May be taken before course 3. Electricity, magnetism, and heat.

PUBLIC SPEAKING*

1. **Public Speaking.** Throughout the year. Credit three hours a term. Not open to freshmen. Accepted for required expression. First term: M W F 9 10 11 12 or T Th S 9 10 11. Second term: M W F 9 10 11 12 or T Th S 9 10. Rooms to be announced. Professor MUCHMORE.

RURAL EDUCATION

114. **Psychology for Students of Hotel Administration.** First term. Credit four hours. Required. Open to juniors and seniors. Lectures, M W F 8. Stone 102. Laboratory, W 1.40-4. Stone 203. Assistant Professor WINSOR.

*See also Extension Teaching.

A study of the methods and problems of general psychology.

119. Personnel Administration. Second term. Credit three hours. Hotel elective. Open to juniors and seniors. Prerequisite, Rural Education 114 or its equivalent. Lectures, M W F 9. Stone 102. Assistant Professor WINSOR.

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

TEXTILES

51. Hotel Textiles. First or second term. Credit two hours. Lectures, T 8. Home Economics 310. Practice: first term, Th 2-4. Home Economics 310; second term, Th 2-4. Home Economics 305. Professor BLACKMORE.

The principal purpose of the course is to provide an opportunity for the students to become familiar with fabrics used in all parts of a hotel. Scientific data are brought to bear upon the choice of fabrics for specific uses. The course includes brief discussions of the opinions of hotel housekeepers, concerning practical phases of fabric selection. The interpretation of labels, slogans, and other methods of advertising textiles is evaluated. Laboratory fee, \$5.

VEGETABLE CROPS

12. Grading and Handling Vegetable Crops. First term. Credit three hours. Hotel elective. Laboratory assignment must be made at the time of registration. Lectures, T Th 10. East Roberts 222. Laboratory, T or Th 1.40-4. East Roberts. Professor WORK.

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

UNIVERSITY REQUIREMENTS IN MILITARY SCIENCE AND TACTICS AND PHYSICAL TRAINING

All undergraduates must submit to a physical examination each year in the University Medical Adviser's office. Appointment for this examination must be made during the regular registration days by all new students and sophomores in the first term and by all juniors and seniors in the second term.

Military Science and Tactics

1. Practical and Theoretical Training. Throughout the year. Every able-bodied male student (unless an alien) a candidate for a baccalaureate degree, who is required to take five, six, seven, eight, or more terms in residence or the equivalent in scholastic hours) must take, in addition to the scholastic requirements for the degree, one, two, three, or four terms, respectively, in the Department of Military Science and Tactics. Three hours a week, M T W or Th 1.40-4 p. m. New York State Drill Hall.

The requirements in military science and tactics must be completed in the first terms of residence; otherwise the student will not be permitted to register again in the University without the consent of the University Faculty.

Physical Training

1. **Physical Training for Men Excused from Drill (Freshmen).** Throughout the year, three periods a week. Class and squad work and selected forms of exercise. Mr. O'CONNELL and assistants.

2. **Physical Training for Men Excused from Drill (Sophomores).** Throughout the year, three periods a week. Class and squad work and selected forms of exercise. Mr. O'CONNELL and assistants.

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

EXPENSES

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

The charge for tuition is \$400,* payable in installments of \$220 at the beginning of the first term and \$180 at the beginning of the second term; but a student enrolled only for the second term of the academic year is required to pay tuition at the rate of the first term. The installment for any term becomes a liability at once when the student registers.

A matriculation fee of \$10 is required of every student upon entrance into the University.

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

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

A Willard Straight Hall membership fee of \$5 a term is required, at the beginning of each term, of every student. Its payment entitles the student to a share in the common privileges afforded by the operation of Willard Straight Hall, subject to regulations approved by the Board of Managers of the Hall.

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

SCHOLARSHIPS

The following scholarships are available for students in Hotel Administration. They are awarded, on application, to students in need of financial aid, and who in respect of superior character, interest, and scholarship, give evidence of being worthy recipients.

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

Applications for scholarships are to be filed at the office of the Director of Resident Instruction before April 15 of the preceding year on blanks available at the office.

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

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

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

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

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

The Harry Latz Service Fellowship, established by the Harry Latz Service, Incorporated, provides the sum of \$400 for the aid of the study of the travel objectives of hotel guests.

The New Jersey State Hotel Association Scholarship, supported by annual grants from the New Jersey State Hotel Association, entitles the holder to \$300 for the year. In the award preference is given to residents of New Jersey.

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 Hotel Men, the organization of the graduates of Hotel Administration, has a small fund that may be used to aid worthy students of Hotel Administration who are in need of temporary financial assistance. Application may be made through the Secretary of the Society, Assistant Professor John Courtney, Dairy Building 412.

PRIZES

The Ahrens Travel-Study Award, arranged by the Ahrens Publishing Company, consists of \$100 in cash, a trip abroad and return, with transportation paid both ways, and a guarantee of work in one or more foreign hotels for the summer. The award is made for the best single research project completed each year under prescribed conditions. Jack R. Shields' "A Study of Hotel Registration Records" was the winner in 1932.

The W. I. Hamilton Essay Prize was established by the author of *Hotel Service* from the royalties of that series of manuals to provide a cash prize of \$50 for the best essay relating to labor and personnel

problems in hotels. Milton C. Smith's "Labor Turnover and What It Means to the Hotel" was the winner in 1932.

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

NEW YORK TRIP

Each year a trip to New York City is organized to attend the convention of the New York State Hotel Association, to visit the National Hotel Exposition, and to make a tour of metropolitan hotels. The necessary expenses in connection with the trip amount to about \$50. As the number that can be taken is limited, the party is chosen by the Faculty from upper-class students in good standing.

PLACEMENT SERVICE

In cooperation with the Cornell Society of Hotel Men the office of the hotel course maintains a placement service to assist students in obtaining hotel jobs during the vacation periods and to assist graduates in making contacts for permanent positions. Interested employers should address Professor H. B. Meek, Cornell University, Ithaca, New York. No charge is made for the service. The positions held by recent graduates are listed to indicate the type of work they are prepared to do.

POSITIONS HELD BY ALUMNI

Allio, S. W., jr., Assistant manager, The Lexington Hotel, New York City.
 Allison, N. T., Manager, Stouffer Pittsburgh Lunch, Pittsburgh, Pennsylvania.
 Angevine, D. C., Superintendent, Carmel Country Club, Carmel, New York.
 Baker, K. W., Assistant Manager, Hotel Martinique, New York City.
 Bartley, M. C., Manager, The Murray Hill, Westfield, New York.
 Benway, L. L., Traveling auditor, American Hotels Corporation, New York City.
 Binns, J. P., Assistant manager, The Claridge, Atlantic City, New Jersey.
 Bizal, J. A., Room clerk, Hotel Lafayette, Buffalo, New York.
 Blankinship, W. C. B., Manager, Stouffer Restaurant, Pittsburgh, Pennsylvania.
 Boggs, R. H., Manager, Hotel Kennewood, Elizabethtown, Pennsylvania.
 Bovard, W. T., Summer: Manager, Esseola Inn, Linnville, North Carolina.
 Winter: Manager, Highland Park Hotel, Aiken, South Carolina.
 Bowdish, A. C., Manager, Stouffer Restaurant, Philadelphia, Pennsylvania.
 Bright, T. M., Treasurer, The Florex Gardens, North Wales, Pennsylvania.
 Brown, C. A., Front office, Waldorf-Astoria, New York City.
 Buddenhagen, A. E., Assistant manager, The Lycoming, Williamsport, Pennsylvania.
 Burdge, E. E., Assistant credit manager, New Yorker Hotel, New York City.
 Cladel, C. E., Junior accountant, Haskins and Sells, New York City.
 Clarenbach, E., jr., Assistant manager, Hotel Medford, Milwaukee, Wisconsin.
 Claycomb, R. O., Assistant manager and auditor, Penn-Alto Hotel, Altoona, Pennsylvania.
 Clement, C. A., Manager of restaurant, Chalfonte-Haddon Hall, Atlantic City, New Jersey.
 Cole, J. W., Manager, Molly Pitcher Hotel, Carlisle, Pennsylvania.

- Copp, B. F., Purchasing agent, Stouffer Restaurants, Cleveland, Ohio.
- Courtney, John, Assistant Professor of Hotel Accounting, Cornell University, Ithaca, New York.
- Crandall, J. M., Manager, The Harrisburger, Harrisburg, Pennsylvania.
- Curtis, William, Assistant manager, Childs Restaurant, Boston, Massachusetts.
- Davis, N. M., Chainway Stores, West Toronto, Ontario.
- Davis, R. E., Assistant manager, Jungle Hotel, St. Petersburg, Florida.
- Davis, W. N., Manager, Riverbank Court Hotel, Cambridge, Massachusetts.
- Dayton, H. L., Manager, Hotel Uncas, Uncas-on-Lake-George, New York.
- DeCamp, W. E., Assistant manager, Stouffer Restaurant, Detroit, Michigan.
- Deveau, T. C., Assistant manager, Hotel Willard, New York City.
- Dill, H. F., Clerk, Arlington Hotel, Washington, D. C.
- Drake, H. K., Manager, The Park Hotel, Lockport, New York.
- Dunlap, A. W., Supervisor of Operators' Quarters, New Jersey Bell Telephone Company, Newark, New Jersey.
- Faber, E. C., Manager, Faber's Bakery, Buffalo, New York.
- Fisk, W. W., Manager, Brassel's Coffee Shop, Utica, New York.
- Gibbs, L. C., Assistant manager, The Bradford, Boston, Massachusetts.
- Gillette, C. J., Manager, Gillette's Cafeteria, Ithaca, New York.
- Gillette, K. P., Manager, Gillette's Cafeteria, Elmira, New York.
- Grohmann, H. V., Needham & Grohmann, Hotel Advertising, New York City.
- Hanlon, C. L., Manager, Horn & Hardon Baking Company, Philadelphia, Pennsylvania.
- Harrington, A. A., Auditor, Hotel Willard, New York City.
- Herb, H. G., Clerk, Hotel Eddystone, Detroit, Michigan.
- Hizsnay, Miss L. J., Hostess, Drumlin's, Syracuse, New York.
- Hunt, A. C., Traveling auditor, American Hotels Corporation, New York City.
- Jennings, C. A., Manager, The Anthony-Wayne, Hamilton, Ohio.
- Kemmotsu, K., Manager, Nara Hotel, Nara Park, Japan.
- Knapp, H. J., Accountant, Horwath & Horwath, New York City.
- Knauss, L. R., Night clerk, The New Touraine, Brooklyn, New York.
- Knipe, J. R., Cafeteria manager, Chalfonte-Haddon Hall, Atlantic City, New Jersey.
- Koehl, A. E., Advertising department, New Yorker Hotel, New York City.
- Levy, L. H., Assistant manager, The Claridge, Memphis, Tennessee.
- Lewis, R. W., Credit department, New Yorker Hotel, New York City.
- Lodge, W. H., Dining service, American Telephone and Telegraph Company, New York City.
- Love, H. B., Assistant manager, Jefferson Hotel, Atlantic City, New Jersey.
- Love, R. E., Steward, Texas State Hotel, Houston, Texas.
- McAllister, A. J., Manager in convention department, Hotel Morrison, Chicago, Illinois.
- McGinn, J. P., Manager, President Hotel, Waterloo, Iowa.
- MacLennan, H. A., Summer: Manager, The Clifton, Niagara Falls, Ontario.
Winter: Manager, El Conquistador, Tucson, Arizona.
- Marchand, H. J., Night clerk, Lord Baltimore Hotel, Baltimore, Maryland.
- Merrick, A. B., Room clerk, Essex and Sussex, Spring Lake Beach, New Jersey.
- Metzger, H. C., Manager, Stouffer Restaurant, Detroit, Michigan.
- Meyer, Miss C., Cafeteria manager, R. H. Macy Company, New York City.
- Miller, E. N., Traveling steward, S. H. Kress Company, Greensboro, North Carolina.
- Miner, F. L., Assistant manager, Crawford House, Crawford Notch, New Hampshire.
- Morris, A. E., Steward, The Barnum Hotel, Bridgeport, Connecticut.
- Morrison, J. A., Promotion manager, William-Penn Hotel, Pittsburgh, Pennsylvania.

- Needham, W. R., President, Needham & Grohmann, Hotel Advertising, New York City.
- Nolin, J. H., Auditor, Commodore Perry Hotel, Toledo, Ohio.
- Nulle, A. M., Steward, Louis Sherry, New York City.
- Olsen, A. L., Instructor in Hotel Accounting, Cornell University, Ithaca, New York.
- Parlette, B. A., Room clerk, Fenway Hall, Cleveland, Ohio.
- Ramage, E. D., Manager, University Club, Rochester, New York.
- Reed, W. T., Steward, The Mayflower, Washington, D. C.
- Reynolds, H. E., Auditor, General Brock Hotel, Niagara Falls, Ontario.
- Ries, H. M., Proprietor, Chestney's Restaurant, New York City.
- Rose, R. A., Column editor, Ahrens Publishing Company, Chicago, Illinois.
- Rynalski, C., Night auditor, The Van Curler, Schenectady, New York.
- Savage, K. H., Assistant supervisor, New York Telephone Company, New York City.
- Sayles, C. I., Instructor in Hotel Engineering, Cornell University, Ithaca, New York.
- Shanley, E. M., Manager, South Mills Country Club, Pittsburgh, Pennsylvania.
- Shea, J. L., Assistant in convention department, Waldorf-Astoria, New York City.
- Smith, H. A., Assistant manager, Lake Placid Club, Lake Placid, New York.
- Smith, J. B., Assistant manager, Park Lane Hotel, Denver, Colorado.
- Steinberg, R. W., Manager, Stouffer Restaurant, Cleveland, Ohio.
- Swenson, D. C., Manager, Men's Faculty Club, Columbia University, New York City.
- Taft, A. V., Assistant manager, Hotel Saskatchewan, Regina, Saskatchewan.
- Terwilliger, E., Stouffer Restaurant, Philadelphia, Pennsylvania.
- Timmerman, R. L., Clerk, The Netherland Plaza, Cincinnati, Ohio.
- Tyo, R. E., Room clerk, Hotel Statler, Cleveland, Ohio.
- Villepigue, A. H., Proprietor, Villepigue's Inn, Sheepshead Bay, New York.
- Ward, H. G., Assistant manager, The Netherland Plaza, Cincinnati, Ohio.
- Watson, B., Food controller, William Taylor and Whitcomb Hotels, San Francisco, California.
- Watson, Mrs. H., Manager women's dormitories, Stanford University, California.
- Wegner, N. E., Manager, Bishop-Stoddard Cafeteria, Rockford, Illinois.
- Whiting, E. A., Assistant director, Willard Straight Hall, Cornell University, Ithaca, New York.
- Wicks, Miss M., Cafeteria manager, New York Telephone Company, New York City.
- Williams, H. B., Room clerk, Waldorf-Astoria, New York City.

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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

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Announcement of the College of Arts and Sciences.

Announcement of the College of Engineering.

Announcement of the Law School.

Announcement of the College of Architecture.

Announcement of the New York State College of Agriculture.

Announcement of the Two-Year Courses in Agriculture.

Announcement of the Winter Courses in the College of Agriculture.

Announcement of the New York State College of Home Economics.

Announcement of the Course in Hotel Administration.

Announcement of the New York State Veterinary College.

Announcement of the Graduate School of Education.

Announcement of the Department of Chemistry.

Announcement of the Graduate School.

Announcement of the Summer Session.

Announcement of the Summer Session of the Law School.

Announcement of the Summer School of Biology.

Announcement of the Farm Study Courses.

Program of the Annual Farm and Home Week.

Annual Report of the President.

Special departmental announcements, a list of prizes, etc.

Other periodicals are these:

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

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

Correspondence regarding the Cornell University Official Publication should be addressed to

THE SECRETARY, CORNELL UNIVERSITY,
ITHACA, NEW YORK.

