

CORNELL UNIVERSITY OFFICIAL PUBLICATION

Volume XXI

Number I

New York State
College of Home Economics
Announcement of the Course in
Hotel Administration
for 1930-31

Ithaca, New York
Published by the University
June 1, 1930

THE CALENDAR FOR 1930-31

1930		FIRST TERM
Sept. 15	Monday	University entrance examinations begin.
Sept. 22	Monday	Registration and assignment of new students.
Sept. 23	Tuesday	Registration and assignment of new and old students.
Sept. 24	Wednesday	Registration and assignment of old students.
Sept. 25	Thursday	Instruction begins.
Oct. 17	Friday	Last day for payment of tuition.
Nov. 27-29		Thanksgiving recess.
Dec. 20	Sat. 12.50 p. m.	Instruction ends.
	1931	} Christmas recess.
Jan. 5	Mon. 8 a. m.	
Jan. 11	Sunday	Birthday of Ezra Cornell. Founder's Day.
Jan. 26	Monday	Term examinations begin.
Feb. 4	Wednesday	Term examinations end.

SECOND TERM

Feb. 6	Friday	} Registration of all students.
Feb. 7	Saturday	
Feb. 9	Mon. 8 a. m.	Instruction begins.
Feb. 9-14		Farm and Home Week.
Mar. 2	Monday	Last day for payment of tuition.
Mar. 28	Sat. 12.50 p. m.	Instruction ends.
Apr. 6	Mon. 8 a. m.	Instruction resumed.
May 23	Saturday	Spring Day, recess.
June 1	Monday	Term examinations begin.
June 15	Monday	Sixty-third Annual Commencement.

CORRESPONDENCE

Correspondence concerning admission (see page 5) 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.

Correspondence concerning admission with advanced standing from other institutions, requirements for graduation, records, and correspondence of a general nature, should be addressed to the Secretary of the Colleges of Agriculture and Home Economics, Roberts Hall, 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., Dean of the Colleges of Agriculture and Home Economics.
Cornelius Betten, Ph.D., D.Sc., Director of Resident Instruction.
Carl Edwin Ladd, Ph.D., Director of Extension.
Martha Van Rensselaer, A.B., D.Ped., Director of the College of Home Economics.
Flora Rose, B.S., M.A., Director of the College of Home Economics.
Howard Bagnall Meek, S.B., M.A., In Charge of Hotel Courses.
Olin Whitney Smith, B.S., Secretary of the Colleges of Agriculture and Home Economics.
Willard Waldo Ellis, A.B., LL.B., Librarian.
George Wilson Parker, 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 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.
James Ernest Boyle, Ph.D., Professor of Rural Economy.
Mrs. Jessie Austin Boys, M.S., Assistant Professor of Home Economics.
Arthur Wesley Browne, Ph.D., Professor of Inorganic Chemistry.
Sannie Callan, B.S., M.A., Instructor in Home Economics.
Martin Paul Catherwood, Ph.D., Assistant Professor of Business Management.
George Walter Cavanaugh, B.S., Professor of Agricultural Chemistry.
Peter Walter Claassen, Ph.D., Professor of Biology.
Morris Albert Copeland, Ph.D., Professor of Economics.
John Courtney, M.S., Instructor in Hotel Accounting.
Oscar Diedrich von Engeln, Ph.D., Professor of Physical Geography.
Donald English, M.B.A., Professor of Economics and Accounting.
George Abram Everett, A.B., LL.B., Professor of Extension Teaching.
Paul Thomas Homan, Ph.D., Professor of Economics.
Charlotte Bostwick Hopkins, B.S., Instructor in Home Economics and Assistant Manager of the Cafeteria.
Harley Earl Howe, Ph.D., Assistant Professor of Physics.
Raymond J. Kief, Instructor in Hotel Management.
Dexter Simpson Kimball, A.B., M.E., LL.D., Professor of Industrial Engineering.
Lucy Kimball, B.S., M.A., Instructor in Home Economics.
Albert Washington Laubengayer, Ph.D., Assistant Professor of Inorganic Chemistry.
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., Assistant Professor of Public Speaking.
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 Inglewood Sayles, B.S., Assistant in Hotel Administration.
Cecil D. Schutt, Instructor in Animal Husbandry.
Sumner Huber Slichter, Ph.D., Professor of Economics.
Dean Franklin Smiley, A.B., M.D., Professor of Hygiene.
Louis Toth, C.P.A., Instructor in Hotel Accounting.
Allan Hosie Treman, A.B., LL.B., Instructor in Hotel Law.
Richard Stephen Uhrbrock, 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 the years following the war has served to make far heavier demands on the operator than have ever been known. Under the pressure of keen competition and peace-time readjustments all departments are more closely watched. With advances in operating technique on every side the technical knowledge needed by the hotel man has vastly increased.

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

Through the cooperation and financial assistance of the American Hotel Association, Cornell University is enabled to offer a course of university grade to provide such training. It embraces a four-year curriculum of academic work and three summer periods of supervised work at regular pay-roll jobs in approved hotels. The formal curriculum, which is described in detail on pages 10 and 11, embraces instruction in the fundamental sciences of biology, chemistry, physics, and economics; in the important subjects of food handling and preparation, hotel engineering and hotel accounting; and in a wide range of cultural subjects drawn from every school and department of the University.

ADMISSION

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

- A. The regular academic entrance requirements of the College, 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	(1 ½)	8a. Ancient History	(½-1)
1b. English No. 2	(1 ½)	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.

*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.

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

B. PERSONAL REQUIREMENTS

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.

As the number of candidates for admission who can meet the academic requirements for admission just described is in excess of the capacity to care for them, the Faculty attempts to choose through a Committee on Admission those likely to profit most by the instruction offered. Prospective students in Hotel Administration who are able to, or expect to be able to, meet the academic requirements of the College should therefore present to the Director of Admissions, Morrill Hall, 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.

SUPPLEMENTARY RULES GOVERNING ADMISSION

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

1. Every candidate for admission to an undergraduate course must deposit \$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.

The following procedure is suggested to the prospective student:

1. File with the Director of Admissions of the University, on blanks provided by him on request, a formal application for entrance and all other information required.

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

The Committee will then consider the case and report its decision at as early a date as possible. As the task of compiling the necessary evidence is time-consuming and as the eligible list will be filled quickly, it is urged that decisions be made and applications filed early. August 1 is set as the last day upon which formal application for admission in September may be filed and the last day upon which the \$25 deposit may be accepted.

REQUIREMENTS FOR GRADUATION WITH THE DEGREE OF BACHELOR OF SCIENCE

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

1. The completion of at least one hundred and twenty credit hours made up of approximately ninety-four hours specifically required according to the curriculum given on page 9 and twenty-six hours of electives.

2. The completion, before the last term of residence, of at least sixty points of hotel-practice credit.

3. The completion of certain prescribed work in the Department of Military Science and Tactics.

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

THE HOTEL ADMINISTRATION CURRICULUM*

(Grouped according to subject matter)

Accounting	{	†General Accounting (6) †Elementary Hotel Accounting (4) †Advanced Hotel Accounting (2) †Food Control and Cost Accounting (2) †Hotel Accounting Problems (2) †Interpretation of Financial Statements (2) Modern Economic Society (6) Money and Banking (5) Business Management (3) †Hotel Operation (2) †Front Office Practice (1) †Special Hotel Problems (2) †Psychology (4) †Personnel Administration (3) †Law as Related to Innkeeping (4) Public Speaking (6) †Public Relations (2) †Lectures by Visiting Hotel Men (1) Corporation and Investment Finance (3) Trade Unionism in the United States (3) Industrial Organization (2)
Administrative Policies	{	
Engineering	{	†Mechanical Drawing (3) Introductory Physics (6) †Mechanism of Hotel Machines (4) †Hotel Power Plants (3) †Hotel Auxiliary Equipment (3) †Hotel Engineering Problems (3)
Food Preparation	{	Meat and Meat Products (2) Chemistry of Food Products (2) Foods and Sanitary Bacteriology (2) Food Preparation (3) Advanced Food Preparation (3) †Hotel Cookery (3) †Catering (new) (2) †Hotel Stewarding (1) †Food Selection (1) (Menu Planning) Grading and Handling Vegetable Crops (3) The Organized Exchanges and Speculation (3)
Food Purchasing	{	
Housekeeping	{	†Hotel Textiles (2) †Hotel Decoration and Furnishing (2) English Public Speaking French Biology (6) Human Physiology (3) Hygiene (2) Elementary Chemistry (6) Literature History Philosophy Government Economics, etc. Music
General	{	

*The numbers in parenthesis indicate the credit in semester hours. See pages 14 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

Course	Credit in hours
Accounting (<i>Institution Management 81 and 82</i>)	6
Elementary Composition and Literature (<i>English 1</i>)	6
Introductory Inorganic Chemistry (<i>Chemistry 101 and 105</i>)	6
Elementary Chemistry of Food Products (<i>Chemistry 830</i>)	2
Food Preparation (<i>Foods and Nutrition 15</i>)	3
French† (<i>French 1</i>)	6
Hygiene	2
Orientation (Including Elementary Hotel Organization)	1
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ADVISED ELECTIVES

General Hotel Lectures (<i>Institution Management 155</i>)	1
General Biology (<i>Biology 1</i>)	6
Introductory Experimental Physics (<i>Physics 3 and 4</i>)	6
Hotel Textiles (<i>Textiles 51</i>)	2
Food Preparation, Advanced (<i>Foods and Nutrition 17</i>)	3
Mechanical Drawing (<i>Drawing 2</i>)	3
French	

THE SOPHOMORE YEAR

SPECIFICALLY REQUIRED

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

General Hotel Lectures (<i>Institution Management 155</i>)	1
Public Speaking (<i>Public Speaking 1</i>)	6
Hotel Textiles (<i>Textiles 51</i>)	2
Human Physiology (<i>Physiology 303</i>)	3
French	

*See pages 14 to 23 for detailed descriptions of courses.

†Unless two units of French are offered for entrance. If one unit of French is offered for entrance, the second term of French 1 will satisfy the requirement. Additional French may be taken as an elective. If French is offered for entrance, Foods 17 may be taken in the freshman year.

THE JUNIOR YEAR SPECIFICALLY REQUIRED

Course	Credit in hours
Hotel Operation (<i>Institution Management 151</i>)	2
Mechanism of Hotel Machines (<i>Hotel Engineering 161</i>)	4
Hotel Power Plants (<i>Hotel Engineering 162</i>)	3
Advanced Hotel Accounting (<i>Institution Management 183</i>)	2
Food Cost Accounting (<i>Institution Management 184</i>)	2
Psychology (<i>Rural Education 114</i>)	4
Money and Banking (<i>Economics 11</i>)	3
Meat and Meat Products (<i>Animal Husbandry 91</i>)	2
An elective course in economics	3
	<hr/> 25

ADVISED ELECTIVES

General Hotel Lectures (<i>Institution Management 155</i>)	1
Hotel Accounting Problems (<i>Institution Management 186</i>)	2
Hotel Stewarding (<i>Institution Management 118</i>)	2
Journalism (<i>Extension Teaching 15</i>)	3
Personnel Administration (<i>Rural Education 119</i>)	3
Decoration and Furnishing (<i>Household Arts 35</i>)	3
Fruit and Vegetable Selection (<i>Vegetable Crops 12</i>)	3
Biology	
English	
Government	
History	
Oral and Written Expression (<i>Extension 101 and 102</i>)	4
See also those of the sophomore year.	

THE SENIOR YEAR SPECIFICALLY REQUIRED

Course	Credit in hours
Hotel Auxiliary Equipment (<i>Hotel Engineering 163</i>)	3
Law as Related to Innkeeping (<i>Institution Management 171</i>)	3
	<hr/> 6

ADVISED ELECTIVES

General Hotel Lectures (<i>Institution Management 155</i>)	1
Front Office Practice (<i>Institution Management 188</i>)	1
Commercial Geography (<i>Geology 206</i>)	2
Personnel Administration (<i>Rural Education 119</i>)	3
Interpretation of Financial Statements (<i>Institution Management 186</i>)	2
Special Hotel Problems (<i>Institution Management 153</i>)	2
Hotel Engineering Problems (<i>Hotel Engineering 164</i>)	3
Public Relations (<i>Institution Management 178</i>)	2
Catering (to be arranged)	2
Organized Markets and Speculation (<i>Marketing 146</i>)	2
Corporation and Investment Finance (<i>Economics 13</i>)	3
Trade Unionism in the United States (<i>Economics 43</i>)	3
Industrial Organization (<i>Industrial Engineering 380</i>)	2
See also those of the sophomore and junior years.	

NOTE

Variations in the sequence in which required courses may be taken are permitted upon approval of the student's adviser, and occasional substitutions in the subjects will be permitted in individual cases where the good of the student will be thereby substantially served. The elective courses may be chosen at will, with the approval of the adviser, from courses offered by any college of the University, provided only that the regular requirements for admission to such courses are met

ADVANCED STANDING

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

COLLEGE GRADUATES

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

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

HOTEL-PRACTICE REQUIREMENT

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 points of the practice credit may be earned in any one hotel.

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

Credit for hotel experience is estimated on the basis of reports filed by the students and by the employers. A limited amount of credit (not more than forty points) may be earned before entering college. Therefore, students who expect to be employed at hotel work before entering college (or before transferring to Cornell) and who wish to count that work against the hotel-practice requirement should apply before beginning work or as soon thereafter as possible to the Committee on Hotel Practice for registration blanks and instruction sheets. Each student enrolled in the hotel course is expected to spend his summer vacation periods at approved hotel work, and failure to do so without the express permission of the Hotel Practice Committee renders him liable to dismissal or discipline. Plans for the summer should be made definite only after a study of the Hotel-Practice Instruction Sheets and consultation with the Chairman of the Committee. Formal application for credit must be filed on or before the first day of classes following the completion of the period of experience.

While the supervised practice is an essential part of the student's course, the College does not guarantee summer positions. Through the courtesy of the American Hotel Association 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 credit is given, a few of the jobs held previously by Cornell hotel students are listed:

Relief Clerk, Arlington Hotel, Binghamton, New York.
Assistant Steward, Hotel Statler, Buffalo, New York.
Waiter Captain, Broadmoor Hotel, Colorado Springs, Colorado.
Steward, Clifton Hotel, Niagara Falls, Ontario.
Resident Manager, The White Inn, Fredonia, New York.
Assistant Food Controller, Chalfonte-Haddon Hall, Atlantic City, New Jersey.
Room Clerk, Parker Inn, Albion, Michigan.
Bus Boy, Benjamin Franklin Hotel, Philadelphia, Pennsylvania.
Bellman, Russel Lamson Hotel, Waterloo, Iowa.
Assistant Room Clerk, Stevens House, Chicago, Illinois.
Steward, Hotel Pennsylvania, New York City.
Front Office Clerk, The Alvarado Hotel, Albuquerque, New Mexico.
Stockman, Hotel Roosevelt, New York City.
Clerk, Royal Palm Hotel, St. Petersburg, Florida.
Assistant Manager, The Tecumseh Hotel, London, Canada.
Assistant to Chef, Hotel Plaza, New York City.
Steward, Rockingham Hotel, Portsmouth, New Hampshire.
Storeroom Clerk, Athenaeum Hotel, Chautauqua, New York.
Information Clerk, The Onondaga Hotel, Syracuse, New York.
Key and Mail Clerk, Hotel Sinton, Cincinnati, Ohio.
Pantry Man, Hotel Columbia, Asbury Park, New Jersey.

Front Office Cashier, Niagara Hotel, Niagara Falls, New York.
 Storeroom Man, Wildmere Hotel, Minnewaska, New York.
 Storeroom Man, Leland House, Schroon Lake, New York.
 Mail Clerk, Hotel Medford, Milwaukee, Wisconsin.
 Relief Clerk, Hollenden Hotel, Cleveland, Ohio.
 Food Checker, Van Curler Hotel, Schenectady, New York.
 Clerk, Hotel Wequetonsing, Wequetonsing, Michigan.
 Bellman, Hotel Powers, Rochester, New York.
 Night Clerk, Hotel Seneca, Geneva, New York.
 Front Clerk, Hotel Buffalo, Buffalo, New York.
 Room Clerk, The Viking Hotel, Newport, Rhode Island.
 Information Clerk, Hotel Syracuse, Syracuse, New York.
 Assistant Steward, The Greylock, Williamstown, Massachusetts.
 Assistant Steward, Morton Hotel, Atlantic City, New Jersey.
 Mail Clerk, Prince George Hotel, New York City.
 Storeroom Man, George Vanderbilt Hotel, Ashville, New York.
 Night Clerk, Essex and Sussex Hotel, Spring Lake, New Jersey.
 Bus Boy, Hotel Touraine, Buffalo, New York.
 Assistant Head Clerk, Winona Hotel, Winona, Minnesota.
 Food Checker, Hotel McAlpin, New York City.
 Storeroom Clerk, Flanders Hotel, Ocean City, New Jersey.

DESCRIPTIONS OF COURSES

AGRICULTURAL ECONOMICS

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

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. This course is designed primarily for students who expect to pursue commercial work. Fee for materials furnished, \$3.

112. Agricultural Statistics, Advanced Course. 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 and Mr. ———.

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 and is intended primarily for students who expect to do research work. Fee for materials furnished, \$3.

115. Agricultural Prices. Second term. Credit three hours. Open to juniors, seniors, and graduate students. Lectures, T Th 8. Laboratory, W 1.40-4. Farm Management Building 102. Professor PEARSON and Mr. ———.

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

125. Business Organization and Management. First term. Credit three hours. Open to juniors, seniors, and graduate students. Prerequisite, Economics 1. Should preferably be preceded or accompanied by course 121. Lectures, M W F 10. Farm Management Building 102. Assistant Professor CATHERWOOD.

A general survey of the principles of organization and management of the individual business enterprise, with particular reference to agricultural business. Specific problems and cases taken from various types of business are used to develop and illustrate the principles of organization, financing, production, purchasing, and personnel control. Problems of distribution are considered in course 126. Special attention is given to methods of analysis of business problems. Fee for materials furnished, \$2.

[126. **Sales Management.** Second term. Credit three hours. Open to juniors, seniors, and graduate students. Prerequisite, Economics 1. Should preferably be preceded by course 125.] Not given in 1930-31.

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

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

AGRICULTURAL ENGINEERING

161. **Mechanism of Hotel Machines.** First term. Credit four hours. Required of juniors. Prerequisite, Drawing 2 and Physics 3 and 4. Lectures, M W F 9. Roberts 292. Laboratory, to be assigned at the time of registration, M T W Th or F 1.40-4. East Roberts 1. 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, the machine and repair shop, communication systems, plumbing, illumination, and fire protection. A study of graphical representation is included. Laboratory fee, \$5.

162. **Hotel Power Plants.** Second term. Credit three hours. Required of juniors. Prerequisite, course 161. Lectures, W F 11. Roberts 392. Laboratory, T W Th F 1.40-4, S 9-11.20. East Roberts 2. Professor RANDOLPH and Mr. SAYLES.

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

163. **Hotel Auxiliary Equipment.** First term. Credit three hours. Required of seniors. Prerequisite, course 162. Lectures and recitations, W F 11. Roberts 292. Laboratory, W Th F 1.40-4, T S 9-11.20. East Roberts 2. Professor RANDOLPH and Mr. SAYLES. Heating and ventilation; mechanical refrigeration systems; electrical machinery; elevators. Laboratory fee, \$5.

[164. **Hotel Engineering Problems.** Second term. Credit three hours. Open to a limited number of seniors with the consent of the instructor. Prerequisite, course 163. Professor RANDOLPH.] Not given in 1930-31.

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

ANIMAL HUSBANDRY

91. **Meat and Meat Products.** First or second term. Open to students of hotel management only. Credit two hours. Registration limited to thirty students. Laboratory assignments must be made at the time of registration. Lecture, M 8. Laboratory period, M or T 1.40-4, or F 8-10.30. 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.

BIOLOGY

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

An elementary course designed to acquaint the general student with the main ideas of biology through selected practical studies of the phenomena on which biological principles are based. 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: first term, M F 1.40-4, T Th 1.40-4, W 1.40-4, S 8-10.20; second term M F 1.40-4, T Th 1.40-4. 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. Work will begin with the first laboratory period. 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, 50 cents.

ECONOMICS

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

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

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

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

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

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

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

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

Enrollment limited to seventy-five students.

12. Financial History of the United States. Second term. Credit three hours. Prerequisite, Economics 11. T Th S 10. Goldwin Smith 256. Professor HOMAN.

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. M W F 9. Goldwin Smith 142. Professor ENGLISH and Assistant Professor O'LEARY.

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

14. The Federal Reserve System. Second term. Credit three hours. Prerequisite, Economics 11. For seniors majoring in Economics, and graduate students. M W F 11. Goldwin Smith 264. Professor REED.

15. Trade Fluctuations. First term. Credit three hours. Prerequisite, Economics 11. For seniors majoring in Economics, and graduate students. M W F 11. Goldwin Smith 264. Professor REED.

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

16. Money and Credit. Throughout the year. For graduate students only. Hours to be arranged. Professor REED.

A discussion of some of the more intricate phases of monetary and banking theory.

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. Professor COPELAND.

Public policy in methods of organization and administration of transportation.

43. Trade Unionism in the United States. First term. Credit three hours. Prerequisite, Economics 1 or its equivalent. M W F 9. Goldwin Smith 256. Professor SLICHTER.

A study of the origins, development, philosophies, aims, and policies of American trade unionism, with special reference to the factors that have determined the character of the American labor movement and with emphasis on current problems of unionism and on present trends in union policies. A special materials fee of \$1.50 is charged for use of books and pamphlets in the Industrial Relations Library.

ENGLISH

1. English. First and second terms. Credit three hours a term. Students who have not taken the course in the first term may enter in the second term in sections provided for them. Open only to underclassmen who have satisfied the entrance requirement in English. Sections at the following hours: M W F 8 9 10 11 12 or T Th S 8 9 11 12. Rooms to be announced. Messrs. BALDWIN, JOHNSON, ELSON, AINSWORTH, BISSELL, and E. C. SMITH.

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

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

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

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

FOODS AND NUTRITION

15. Food Preparation. First or second term. Credit three hours. Required of students registering in hotel administration. First term: lecture, M 12, Caldwell 100; practice, W F 8-10.20 or W F 10.30-12.50, Room 270. Second term: lecture, F 8, Caldwell 143; practice, T Th 10.30-12.50, Room 270. Miss KIMBALL.

This course acquaints the student with the underlying principles of the various ways of cooking typical foods. Detailed attention is given to manipulation and to economy in the use of time and of materials. Standards in preparation and serving are emphasized. Laboratory fee, \$15.

17. Food Preparation, Advanced Course. First or second term. Credit three hours. Required of students registering in hotel administration. Prerequisite, Foods 15 or its equivalent. Lecture, M 12, Room 100. Practice: first term, T Th 8-10.20, Room 205; T Th 10.30-12.50, Room 205. Practice, second term, T Th 10.30-12.50, Room 205. Assistant Professor BOYS.

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

[18. Food Selection: Dietetics, Elementary Course. First or second term. Credit one hour. Elective for students in hotel management. Miss CALLAN.] Not given in 1930-31.

FRENCH

1. Elementary Course. Throughout the year. Credit six hours on completion of the course; upperclassmen, four hours. Required unless two or more units of French are presented at entrance. M W F 12 or T Th S 8.

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

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

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

GEOLOGY

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

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

HOUSEHOLD ART

35. Decoration and Furnishing. Second term. Credit two hours. Open to students registering in hotel administration. Should be taken in the junior year. Limited to twenty students. Lecture, Th 12, Room 400. Practice, Th 1.40-4, Room 415. Professor MORIN.

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 will be required of every member of the class. Laboratory fee, \$5.

HYGIENE

1 **Hygiene.** First term. Credit one hour. One lecture recitation each week with preliminary examination and final. The use of a textbook will be 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, Assistant Professors GOULD, SHOWACRE, and YORK, and Doctors ROBINSON and CARRUTHERS.

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

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. One lecture recitation each week with preliminary examination and final. The use of a textbook will be required.

Sections for men: M 9 10 11 12; T 9 11 12; W 8 9 11 12; Th 9 11 12; F 8 11 S 8 9 10 12. Professor SMILEY, Assistant Professors GOULD, SHOWACRE and YORK, and Doctors ROBINSON and CARRUTHERS.

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

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

INDUSTRIAL ENGINEERING

380. **Industrial Organization.** First or second term. Credit two hours. Open only to upperclassmen. M W 12. Professor KIMBALL, Assistant Professor BANGS, and Mr. LAY.

A course of lectures on modern industrial tendencies and the principles that underlie modern methods of production. The treatment includes not only the reasons for our changed methods of production but also discussion of the principal features of such industrial factors as factory legislation, factory welfare work, and modern methods of administration.

INSTITUTION MANAGEMENT

HOTEL STEWARDING

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

Laboratories consist of actual large-quantity cooking in the cafeteria kitchen, the preparation, on a commercial basis, of meals for several hundred patrons. They are supplemented by discussion and explanation periods to provide an opportunity to review principles and discuss procedures. Laboratory fee, \$15.

[118. **Hotel Stewarding.** First term. Credit one hour. Open to juniors and seniors. Mr. KIEF.] Not given in 1930-31.

HOTEL ADMINISTRATION

151. **Hotel Operation.** First term. Credit two hours. Prerequisite, Economics I, Hotel Accounting 82, and hotel experience. W F 10. East Roberts 222. Professor MEEK.

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

153. **Special Hotel Problems.** First term. Credit two hours. Open to a limited number of students in hotel administration. Those wishing to register should consult the instructor during the preceding semester to obtain permission to enroll and to confer regarding problems chosen for special study. Hours to be arranged. Professor MEEK.

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

155. Lectures on Hotel Management. Second term. Credit one hour. Open to all classes. 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. 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.

[174. Hotel Public Relations. Second term. Credit two hours. Mr. ———.] Not given in 1930-31.

HOTEL ACCOUNTING

81. Accounting. First term. Credit three hours. Required of freshmen. Lecture, M 10. East Roberts 222. Laboratory, W F 8-10.20, or W F 10.30-12.50. Dairy Building 412. Messrs. COURTNEY and 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. Prerequisite, Hotel Accounting 81. Required of freshmen. Lecture, M 10. East Roberts 222. Laboratory, T Th 8-10.20, or 10.30-12.50. Dairy Building 412. Messrs. COURTNEY and 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. Second term. Credit one hour. Limited to sixteen students. For institution-management students only. Not open to those who have credit in general accounting courses. Practice, M 8-10.20. Dairy Building 412. Messrs. COURTNEY and 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 two hours. Prerequisite, Hotel Accounting 81 and 82. Required of sophomores. Lecture, M 9. Roberts 392. Laboratory, M or F 1.40-4. Dairy Building 412. Messrs. COURTNEY and 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 two hours. Required of sophomores. Prerequisite, Hotel Accounting 181. Lecture, M 9. Roberts 392. Laboratory, M or F 1.40-4. Dairy 412. Messrs. COURTNEY and 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 two hours. Required of juniors. Prerequisite, Hotel Accounting 182. Lecture, M 12. Roberts 292. Laboratory, T or Th 1.40-4. Dairy Building 412. Messrs. COURTNEY and OLSEN.

Preparation of the income-tax return. Stock control. Receiving and purchase record. The purchase journal. The payroll. Petty-cash disbursement. The asset accounts. Liability accounts. Depreciation. Depreciation by revaluation applied to china, glassware, silver, and linen. Amortization of bond discount.

184. Hotel Accounting, Advanced. Second term. Credit two hours. Required of juniors. Prerequisite, Hotel Accounting 183. Lecture, M 12. Roberts 292. Laboratory T or Th 1.40-4. Dairy Building 412. Messrs. COURTNEY and OLSEN.

Valuation of the assets of the hotel. Appraised values. Appreciation. Earned surplus and capital surplus. Depreciation rates. Auditing, internal control, balance-sheet audits, monthly audits, detailed audits. Comparative balance sheets and the statement of new assets and application thereof. Principles of food control, sales and cost analysis, preparation of food-cost reports.

185. Hotel Accounting Problems. Second term. Credit two hours. Prerequisite Hotel Accounting 183. Should be taken with or after Hotel Accounting 184. W 9-12. Dairy Building 412. Messrs. 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. Prerequisite Hotel Accounting 183. W 1.40-4. Dairy Building 412. Messrs. 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 Practice. Second term. Credit one hour. Open to juniors and seniors, and to lower classmen by permission. M 1.40-4. Caldwell 100. Messrs. READY and DeSAUSSURE.

PHYSICS

3. Introductory Experimental Physics. First term. Credit three hours. Required. Demonstration lectures and laboratory work covering properties of matter, sound, and light. Lectures, W F 9, or W F 11. Rockefeller A. Professor MERRITT. One two-hour laboratory period a week as arranged. Rockefeller 220. Messrs. GILBERT, HAZELWOOD, HIRSH, MANN, MINGINS, SCHOEPFLE, SIMPSON, THEN, TRAWICK, and WILBER.

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

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

PUBLIC SPEAKING*

1. Public Speaking. Throughout the year. Credit three hours a term. Not open to freshmen. Assistant Professors MUCHMORE, WICHELS, and WAGNER, and Messrs. HARSHBARGER and EASTON. First term: M W F 9 10 11 12; T Th S 9 10 11. Second term: M W F 9 11 12; T Th S 8 9 10. Rooms to be announced.

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. Caldwell 282. Laboratory, Th 1.40-4. Fernow 210. Assistant Professor UHRBROCK.

A general study of the methods of psychology; intelligence; memory; learning; heredity and environment; how activity is aroused; feeling and emotion; sensation; observation; thinking; imagination; physiological psychology; personality.

*See also Extension Teaching.

119. Personnel Administration. Second term. Credit three hours. Open to seniors. Prerequisite, Rural Education 114 or its equivalent. M W F 8. Home Economics 100. Assistant Professor UHRBROCK.

A study of the worker in relation to his work. Discussion of techniques developed for obtaining, hiring, and training employees. The use of general and special ability tests. A study of the organization charts of typical hotels, showing the relationships existing between the various departments, with particular emphasis upon the problems of personnel administration.

TEXTILES

51. Hotel Textiles. First or second term. Credit two hours. First term: lecture T 8, Room 310; practice, Th 2-4, Room 310. Second term: lecture, W 8, Room 310; practice, F 2-4, Room 305. Professor BLACKMORE.

This course includes a study of fabrics used in hotels, their selection, use, and distribution. Estimated cost of materials, \$3. Laboratory fee, \$5.

VEGETABLE CROPS

12. Grading and Handling Vegetable Crops. First term. Credit three hours. Laboratory assignment must be made at the time of registration. Lectures, T Th 10. Poultry Building 174. Laboratory, T or Th 1.40-4. 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 will be 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.

The course of training is that prescribed by the War Department as basic for Infantry, Artillery, and Signal Corps Units of the Reserve Officers' Training Corps. The Infantry includes instruction in military courtesy, command and leadership, physical training, ceremonies, rifle marksmanship, automatic rifle, musketry, scouting and patrolling, grenades, machine guns, the fundamental principles of minor tactics and leadership, and the National Defense Act. The Field Artillery includes instruction in organization of the battery, customs of the service, military courtesy, and discipline, dismounted drill, drill of the gun squad including service of the piece, firing of the battery of French 75mm. guns with service ammunition, gunner's examination, hippology, equitation and horsemanship, physical training, and topography. The Signal Corps course consists of theoretical and practical instruction in military communications including visual, telephonic, and radio. This course is open to students who have completed the first year basic training with another branch.

2. **Elective Military Training.** Throughout the year. Credit two hours a term. Hours by assignment. New York State Drill Hall.

This is the advanced course prescribed by the War Department for units of the Reserve Officers' Training Corps, and includes five hours each week of both theoretical and practical instruction. Prerequisite, course 1.

Course 2 may be elected only by permission of the Dean of the College and the Professor of Military Science and Tactics. To enjoy the benefits offered by the Federal Government, the student must agree to continue the course for four terms and to attend a summer camp having a duration of about six weeks.

Upon the completion of this course the student is eligible for a commission as Second Lieutenant in the Officers' Reserve Corps.

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. BURKHOLDER.

4. **Boxing, Wrestling, and Fencing.** Instruction 3-6 daily, except Saturday. Messrs. FALLON, O'CONNELL, and DARRIEULAT.

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. For students registered during 1929-30 the tuition charge remains \$350 during 1930-31.

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

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

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

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

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

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

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

SCHOLARSHIPS

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

Applications for these scholarships must be filed at the office of the Director of Resident Instruction before May 1 of the preceding year on blanks available at the office.

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

The International Stewards Association Scholarships, established for the years 1927-28, 1928-29, 1929-30, and 1930-31 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.

LOANS

With an initial contribution of \$300, the New Jersey State Hotel Association has undertaken the establishment of a fund to be known as "The New Jersey State Hotel Association Loan Fund." This

will be used to aid worthy students of Hotel Administration who are in need of temporary financial assistance. Application may be made through the Office of the Director of Resident Instruction.

PLACEMENT SERVICE

The office of the hotel course maintains a placement service to assist students in securing hotel jobs during the vacation periods; and to assist graduates in making contacts for permanent positions. Interested employers should address Professor H. B. Meek, Cornell University, Ithaca, New York. No charge is made for the service. The positions held by recent graduates (1925, 1926, 1927, and 1928) are listed below to indicate the type of work they are prepared to do.

POSITIONS HELD BY ALUMNI

Allio, S. W., Assistant Manager, Lexington Hotel, New York City.
 Allison, N. T., Manager, Stouffer Pittsburgh Lunch, Inc., Pittsburgh, Pennsylvania.
 Angevine, D. C., Assistant Steward, Hotel Statler, Buffalo, New York.
 Baker, K. W., Assistant Manager, Athenaeum Hotel, Chautauqua, New York.
 Bartley, M. C., Manager, White Inn, Fredonia, New York.
 Benway, L. L., Traveling Auditor, American Hotels Corporation, New York City.
 Binns, J. P., Assistant Manager, Haddon Hall, Atlantic City, New Jersey.
 Boggs, R. H., Manager, Hotel Kennewood, Elizabethtown, Pennsylvania.
 Bovard, W. T., Manager, Eseeola Inn and Golf Club, Linsville, North Carolina.
 Bowdish, A. C., Assistant Manager, Stouffer Restaurant, Philadelphia, Pennsylvania.
 Bright, T. M., Commercial Florist, North Wales, Pennsylvania.
 Buddenhagen, A. E., Resident Auditor, The Lycoming, Williamsport, Pennsylvania.
 Burdge, E. E., Head Porter, Lake Placid Club, Lake Placid, New York.
 Cladel, C. E., Junior Accountant, Haskins and Sells, C.P.A., New York City.
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