

CORNELL UNIVERSITY

DEPARTMENT OF

Hotel Administration

1947-1948



UNIVERSITY CALENDAR

FALL TERM

September 23, 1947, *Tuesday*, Registration of old students
September 24, *Wednesday*, Registration of new students
September 25, *Thursday*, Instruction begins
October 17, *Friday*, Last day for payment of tuition
November 27-29, *Thursday-Saturday*, Thanksgiving recess
December 20, *Saturday*, Instruction ends for Christmas recess
January 5, 1948, *Monday*, Instruction resumes
January 24, *Saturday*, Instruction ends
January 26-February 4, *Monday-Wednesday*, Examinations

SPRING TERM

February 6, *Friday*, Registration of old students
February 7, *Saturday*, Registration of new students
February 9, *Monday*, Instruction begins
February 27, *Friday*, Last day for payment of tuition
March 27, *Saturday*, Instruction ends for Spring recess
April 5, *Monday*, Instruction resumes
May 29, *Saturday*, Instruction ends
May 31-June 8, *Monday-Tuesday*, Examinations
June 14, *Monday*, Commencement

CORRESPONDENCE

Correspondence concerning admission (see page 33) 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, against the hotel-practice requirement, should be addressed to the Chairman, Hotel-Practice Committee, Cornell University, Ithaca, New York.

DEPARTMENT OF

Hotel Administration

STAFF OF ADMINISTRATION

Edmund Ezra Day, Ph. D., LL.D., President of the University
Carlton Chase Murdock, Ph.D., Dean of the University Faculty
Elizabeth Lee Vincent, Ph.D., Dean of the College of Home Economics
Howard Bagnall Meek, S.B., M.A., Ph.D., Professor of Hotel Administration, in charge of Hotel Courses
Ralph Hicks Wheeler, B.S., Assistant University Treasurer and Professor in Extension Service
Vivien N. Warters, M.A., Librarian
Arthur Howard Peterson, M.A., Bursar

STAFF OF INSTRUCTION

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

Cornelius Betten, Ph.D., D.Sc., Professor of Entomology, Emeritus
Flora Rose, M.A., D.Ped., D.Sc., Professor of Home Economics, Emeritus
James Barrett, B.S., Instructor in Hotel Accounting
Beulah Blackmore, B.S., Professor of Textiles and Clothing
G. Douglas Boyle, in charge of Beverage and Catering Departments, Hotels Statler, Inc., Lecturer in Hotel Administration
Damon Boynton, Ph.D., Professor of Pomology
Henry Arthur Carey, A.B., LL.B., Lecturer in Hotel Administration
Charles Edward Cladel, M.S., C.P.A., Associate Professor of Hotel Accounting
John Courtney, M.S., Associate Professor of Hotel Accounting
Durries Crane, Catering Manager, Palmer House, Chicago, Lecturer in Hotel Administration
Kathleen L. Cutlar, M.S., Assistant Professor of Institution Management and Assistant Manager of the Cafeteria
Mrs. Crete M. Dahl, M.S., Dahl Publishing Company, Stamford, Connecticut, Lecturer in Hotel Administration
C. D. Darling, M.D., Associate Professor of Clinical Medicine
Joseph Alma Dye, Ph.D., Professor of Physiology
Alice Easton, M.S., Food Consultant, H. A. Johnson, Co., Boston, Lecturer in Hotel Administration
Oscar Diedrich von Engeln, Ph.D., Professor of Geology
Donald English, B.S., M.B.A., Professor of Economics and Accounting
Myrtle H. Ericson, M.S., Assistant Professor of Food and Nutrition
John Farr, B.S., Instructor in Hotel Accounting
Faith Fenton, Ph.D., Professor of Food and Nutrition
Katharine Wyckoff Harris, B.S., M.A., Professor of Institution Management and Manager of the Cafeteria
Hazel Marie Hauck, Ph.D., Professor of Food and Nutrition

- Joseph Douglas Hood, Ph.D., Associate Professor of Biology
 John Greenwood Brown Hutchins, Ph.D., Associate Professor of Economics
 Mrs. Helen M. Johnston, M.A., Assistant Professor in Hotel Administration
 Myron Slade Kendrick, Ph.D., Professor of Public Finance
 Mrs. Nita Kendrick, B.S., Instructor in Hotel Administration
 Albert Emil Koehl, B.S., Koehl, Landis, & Landon, New York City, Lecturer in Hotel Administration
 Donald Lundberg, Ph.D., Assistant Professor in Hotel Administration
 William MacRossie, A.B., Albert B. Ashforth, Inc., New York City, Lecturer in Hotel Administration
 Terrell Benjamin Maxfield, B.S., C.P.A., Lecturer in Hotel Accounting
 Mrs. Lois Farmer Meek, B.S., Lecturer in Hotel Administration
 John Ivan Miller, Ph.D., Professor of Animal Husbandry
 Samuel J. Miller, Ch.E., Chemical Director, The DuBois Company, Cincinnati, Lecturer in Hotel Administration
 Royal Ewert Montgomery, Ph.D., Professor of Economics
 Amy Nott Moore, M.A., Instructor in Institution Management
 Marion Aleta Neidert, M.S., Assistant Professor in Institution Management and Assistant Manager of the Cafeteria
 John Howard Nelson, M.S., Instructor in Hotel Administration
 Paul Martin O'Leary, Ph.D., Dean of the School of Business and Public Administration and Professor of Economics
 George Eric Peabody, M.S., Professor of Extension Teaching
 Frank Ashmore Pearson, Ph.D., Professor of Prices and Statistics
 Marion Caroline Pfund, Ph.D., Professor of Food and Nutrition
 Adrian W. Phillips, LL.B., Morton Hotel, Atlantic City, New Jersey, Lecturer in Hotel Administration
 Frank Harrison Randolph, B.A., M.E., Professor of Institutional Engineering
 William Merritt Sale, Jr., Ph.D., Associate Professor of English
 Charles Inglehart Sayles, B.S., M.E.E., Associate Professor of Institutional Engineering
 Mrs. Dorothy Fessenden Sayles, B.S., Lecturer in Hotel Administration
 Andrew S. Schultz, Jr., Ph.D., Associate Professor of Industrial Engineering Administration
 Cecil D. Schutt, Instructor in Animal Husbandry
 Charles R. Scott, Jr., M.E., Assistant Professor of Industrial Engineering Administration
 Milton Robert Shaw, B.S., Manager, Residential Halls, Lecturer in Hotel Administration
 John H. Sherry, A.B., LL.B., Sherry & Picarello, New York City, Lecturer in Hotel Administration
 Thomas Wesley Silk, A.B., M.S., Assistant Professor of Hotel Accounting
 Frank Allan Southard, Jr., Ph.D., Professor of Economics
 Clifford Nicks Stark, Ph.D., Professor of Bacteriology
 Louis Toth, C.P.A., Horwath & Horwath, New York City, Assistant Professor of Hotel Accounting
 Allan Hosie Treman, A.B., LL.B., Instructor in Hotel Law
 David Gordon Tyndall, M.A., Assistant Professor of Economics
 Wayne William Umbreit, Ph.D., Professor of Bacteriology
 Joseph Dommers Vehling, Hotel Pfister, Milwaukee, Wisconsin, Lecturer in Hotel Administration
 William B. Ward, M. S., Professor of Extension Education, Editor and Chief of Publications

Edgar Archibald Whiting, B. S., Associate Director of Willard Straight Hall, Lecturer in Hotel Administration
Herbert Augustus Wichelns, Ph.D., Professor of Speech and Drama
Mabel Wilkerson, Ph.B., Assistant Professor of Household Art
Lloyd A. Wood, Ph.D., Assistant Professor of Chemistry
Paul Work, Ph.D., Professor of Vegetable Crops

VISITING LECTURERS, 1945-1947

Benjamin Bristow Adams, Professor in Extension Service, Emeritus
Lucius Boomer, Chairman, Board of Directors, Wadorf-Astoria, New York City
G. Douglas Boyle, Assistant to the Chairman of the Board of Directors of Hotels Statler Company, Inc., in charge of Beverage and Catering Departments
Andrew J. Crotty, President, Crotty Bros., Boston, Massachusetts
Arthur W. Dana, Consultant, American Hotel Association
James F. Gilday, Manager, Hotel Syracuse; immediate past president, New York State Hotel Association
Madeline Gray, New York City
Jean Guillaume, owner-manager of Hotel Baltimore, Paris; and vice-president of Paris Hotel Association
Myron Hockenbury, Secretary, The Hockenbury System, Harrisburg, Pa.
Clyde Jennings, manager, Hotel Elton, Waterbury, Connecticut; president, New England Hotel Association
Colonel Paul P. Logan, USA, Director of Food Research, National Restaurant Association
Allen James Lowe, manager, Carter Hotel, Cleveland, Ohio
Francis Thomas Martin, Attorney at Law, Cincinnati; Special Counsel Laws of Innkeeping and Labor Relations
Sterling W. Mudge, Supervisor of Training, Socony-Vacuum Oil Company
Captain H. Mowrey, Executive Secretary, Ohio Hotels Association
Thomas Reid, Director of Public Relations, McCormick & Company, Baltimore, Maryland
Andrew J. Sordoni, State Senator from Pennsylvania; president of Sterling Hotels, Inc.
Harry A. Smith, Manager of the Essex, Philadelphia, Pa.

DEPARTMENT OF

Hotel Administration^{*}

THE course in Hotel Administration at Cornell University, the first of its kind anywhere, was established in 1922 at the request of the American Hotel Association. The members of that Association, notably Thomas D. Green, John McF. Howie, and the late Frank A. Dudley, and the late E. M. Statler, and others, have provided financial support, have found places in their organizations for the students and graduates, and have on many occasions endorsed the curriculum. The Statler Foundation—Mrs. Ellsworth M. Statler, Frank A. McKowne, and Edward H. Letchworth, trustees,—is providing \$1,250,000 toward the cost of a building to house the activities of the Department.

At the request of officers and members of the National Restaurant Association a program for prospective restaurant operators has been developed (see page 42). The department has support in the form of scholarships from restaurant organizations, and many graduates are in responsible restaurant positions.

The twenty-five years intervening since 1922 have seen a gradual expansion in the faculty, the curriculum, the student body, and the alumni organization. The department has a full-time resident faculty of twelve. These are assisted by 21 others who devote part of their time to the specially arranged courses in the hotel department. Instruction is also provided by various members of the general teaching staff of other units of the University, more especially the faculties of Home Economics, Agriculture, Engineering, and Arts and Sciences.

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

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

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

The hotel or the restaurant is a complex institution; its operation calls for a wide range of skills, for the use of a variety of products in a large number of processes. The guest must be received with cordiality and service, he must be provided with a warm, well-lighted, well-decorated, comfortably furnished room, and served with appetizing, wholesome food wisely bought, properly stored, and skillfully prepared; he must have at his disposal conveniences of every type: check rooms, public spaces, public stenographers, radios, and exhibition spaces. A curriculum adequate to prepare one for the direction of those operations, and for the provision of those services and equipments, must draw upon nearly every branch of human knowledge. As a consequence, the prospective hotel operator studies drawing, physics, bacteriology, sanitation, chemistry, biology, engineering, vegetable crops, meat products, dietetics, food preparation, textiles, decoration, law psychology, personnel management, advertising, and public speaking, all in addition to the subjects ordinarily studied in preparation for business management. Each subject is approached by the student with the same focusing interest: how does this material relate to hotel operation? Breadth of training is obtained without dissipation of interest. The graduate should be a well-educated and a socially useful individual.

SUMMER SHORT COURSES

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

Detailed information will be furnished on request.

Description of Courses

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

ACCOUNTING

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

ACCOUNTING (Hotel Accounting 81). Credit four hours. Required. Assistant Professor SILK.

An introduction to the principles of accounting. Practice includes elementary problems with the books necessary to maintain a double-entry system of accounting, controlling accounts and the voucher system, working papers, profit and loss statements, and balance sheets; elementary problems in the accounting incident to the organization of corporations, to reserves and valuation accounts; elementary problems in accounting for fixed assets, for depreciation and amortization, for accrued and deferred expenses and incomes, for bonds; and analysis of statements. Illustrative problems are drawn from hotel, restaurant, and general business enterprises.

HOTEL ACCOUNTING (Hotel Accounting 82). Credit four hours. Required. Prerequisite, Hotel Accounting 81 or the equivalent. Mr. FARR.

Accounting in hotels, with emphasis on the control of income and cash receipts. The course deals with the relation of accounting procedure to front office practice, the night transcript, the daily report, special methods for controlling room and restaurant income, specialized journals used in hotels, the daily accounting procedure in the front office and in the manager's office, payroll procedure including deductions for social security and withholding tax.

Practice includes the study of a small hotel of less than 50 rooms. This involves the recording of the incorporation of the company and the purchase of the land; the transactions of the construction period and the preopening period, and the

transactions in detail for the first seven days of operation. A problem that involves the recording and keeping of books in a 400-room hotel follows in Hotel Accounting 181.

HOTEL ACCOUNTING (Hotel Accounting 83). Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 82. Associate Professor COURTNEY and Mr. FARR.

A continuation of the small hotel problem begun in Hotel Accounting 82 involving an audit of the transactions for the seventh day of operation in the front office and in the manager's office, the making of the transcript and daily report for the seventh day, the payroll for the first week of operation, the closing of the books and writing of statement at the end of the first week of operation.

HOTEL ACCOUNTING (Hotel Accounting 84). Credit three hours. Associate Professor COURTNEY.

Fundamental principles of accounting with special emphasis on interpretation. Especially designed for students in the School of Industrial and Labor Relations.

COMPUTATION (Hotel Accounting 89). Credit two hours. Hotel elective. Mr. BARRETT.

A series of exercises in computation. The material for practice has been largely selected from financial statements of hotels and restaurants. Practice is provided in the use of calculating machines.

HOTEL ACCOUNTING (Hotel Accounting 181). Credit four hours. Required. Prerequisite, Hotel Accounting 81 and 82 and hotel experience. Associate Professor CLADEL and Mr. BARRETT.

A study of the Uniform System of Accounts for Hotels as recommended by the American Hotel Association. The course is concerned with accounting for the transactions of a 400-room transient hotel. It includes a study of front-office routine, the night audit and transcript, the daily report, and the duties of the accountant. Practice is afforded with the special journals used in hotels—the six-column journal and the multi-column operating ledger. The problem involves the recording of the transactions for November and December, the summarization, adjustment, and closing of the books, and the preparation of monthly and annual statements therefrom.

INTERMEDIATE ACCOUNTING (Hotel Accounting 182). Credit four hours. Required. Prerequisite, Hotel Accounting 81. Associate Professor CLADEL.

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

AUDITING (Hotel Accounting 183). Credit three hours. Hotel elective. Prerequisite, Hotel Accounting 182. Associate Professor CLADEL.

A course in general auditing. Practice includes the preparation of audit-working papers, balance-sheet audit, detailed audit, internal control in general, and the auditor's report.

FOOD AND BEVERAGE CONTROL (Hotel Accounting 184). Credit three hours. Hotel elective. Associate Professor CLADEL.

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

HOTEL ACCOUNTING PROBLEMS (Hotel Accounting 185). Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 182, an average of not less than 75 in required accounting courses. Assistant Professor TOTI.

Practice in the accounting incident to incorporating hotel-owning and operating companies and to financing bond issues and discounts, together with a study of the installation of the hotel-accounting systems, hotel leases, and management contracts.

INTERPRETATION OF HOTEL FINANCIAL STATEMENTS (Hotel Accounting 186). Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 182. Assistant Professor TOTH.

A study and discussion of hotel balance sheets, profit and loss statements, and typical hotel balance sheet and operating ratios.

TAX COMPUTATION (Hotel Accounting 187). Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 182. Associate Professor CLADEL.

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

*FRONT-OFFICE PROCEDURE** (Hotel Accounting 188). Credit one hour. Hotel elective. Open to juniors and seniors and to lowerclassmen by permission.

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

PROBLEMS IN HOTEL ANALYSIS (Hotel Accounting 189). Credit two hours. Hotel elective. Associate Professor COURTNEY.

Practice in some statistical procedures, using as illustrative material principally hotel and restaurant figures. Presentation and interpretation.

Deals with frequency distributions, average, median, modes, and measures of dispersion; with straight line correlation, the straight line of best fit as a tool of estimation; and with the standard error of estimate.

PROBLEMS IN HOTEL ANALYSIS (Hotel Accounting 289). Credit to be arranged. Hotel elective. Prerequisite, Hotel Accounting 189 or the equivalent. Permission to register required. Seminar course for graduate students or upper classmen in Hotel Administration. May be repeated. Associate Professor COURTNEY.

Application of statistical methods to problems in hotel analysis. Studies of behaviour patterns of sales and of costs. Construction of flexible norms or standards and their use in constructing flexible budgets. Each student will solve one or more problems.

*BUDGETING** (Hotel Accounting 281). Credit two hours. Hotel elective.

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

ADVANCED ACCOUNTING (Hotel Accounting 282). Credit three hours. Hotel elective. Prerequisite, Hotel Accounting 182. Associate Professor CLADEL.

Deals with problems of the corporate balance sheet and its preparation and interpretation; with analyses of representative financial statements; with principles of balance-sheet valuation; and with such other topics as inventories, investments,

*Courses so marked are given in alternate years or as the demand requires. Other courses are ordinarily given at least once a year, but in any case offerings are adjusted to the requirements.

plant and equipment, depreciation, intangibles, liabilities, capital stock, profits, surplus and reserves, sinking funds, and the interpretation of general financial statements.

ACCOUNTING PRACTICE (Hotel Accounting 283). Credit three hours. Hotel elective. Prerequisite, Hotel Accounting 182. Associate Professor CLADEL.

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

PROBLEMS IN FOOD CONTROL* (Hotel Accounting 284). Credit one hour. Hotel elective. Prerequisite, Hotel Accounting 184. Permission to register required. Associate Professor CLADEL.

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

ACCOUNTING MACHINES IN HOTELS (Hotel Accounting 288). Credit one hour. Hotel elective. Associate Professor CLADEL.

Discussion of the place of accounting machines in hotels and restaurants; practice with a National Cash Register Company front-office posting machine, including the posting of charges and credits and the details of the night audit; and practice with calculators.

TEA-ROOM AND CAFETERIA ACCOUNTING (Hotel Accounting 240). Credit three hours. For institution management students only. Mr. FARR.

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

RESTAURANT COST AND SALES ANALYSIS (Hotel Accounting 340). Credit two hours. For institution-management students only. Prerequisite, Institution Management 230. Associate Professor CLADEL.

An elementary course in food and beverage cost accounting designed to acquaint the student with practical systems of food and beverage control used in establishments of various sizes.

PRINCIPLES OF COST CONTROL (Administrative Engineering 3247). Credit three hours. Prerequisite, Hotel Accounting 81 or its equivalent. Associate Professor SCHULTZ and Assistant Professor SCOTT.

This course covers in detail through work in the laboratory, manufacturing cost systems for job orders and for continuous processes. Budgets and statements are discussed.

STATISTICS† (Agricultural Economics 111). Credit three hours. Professor PEARSON.

A study of the principles involved in the collection, tabulation, and interpretation of statistics. Analysis of statistical problems with an 80-column tabulating machine.

STATISTICS (Agricultural Economics 112). Credit three hours. Prerequisite, Agricultural Economics 111. Professor PEARSON.

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

†Will satisfy the requirement of elective work in economics.

PRICES† (Agricultural Economics 115). Credit three hours. Open to juniors, seniors, and graduate students. Professor PEARSON.

A study of prices of farm products in relation to agricultural and industrial conditions.

ADMINISTRATION

ORIENTATION (Hotel Administration 1). Credit one hour. Required. A course designed to orient students in the life of the University and in the work of the Department of Hotel Administration. Not given in 1947-1948.

*TOURISM** (Hotel Administration 56). Credit one hour. Hotel elective. Open to all students.

Lectures on the volume and distribution of travel.

*HISTORY OF HOTELS AND INNS** (Hotel Administration 58). Credit two hours. Hotel elective.

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

PSYCHOLOGY FOR STUDENTS OF HOTEL ADMINISTRATION (Hotel Administration 114). Credit three hours. Required. Open to sophomores, juniors, and seniors. Assistant Professor LUNDBERG.

A study of the methods and problems of general psychology.

PERSONNEL ADMINISTRATION (Hotel Administration 119). Credit three hours. Hotel elective. Open to juniors and seniors. Prerequisite, an elementary course in psychology. Assistant Professor LUNDBERG.

A study of the problems of human relations in industry. A survey of the methods and problems of recruitment, selection, placement, maintenance, organization, and government of employees.

RESEARCH AND TECHNIQUES IN PERSONNEL ADMINISTRATION (Hotel Administration 216). Credit three hours. Hotel elective. Prerequisite, Hotel Administration 119 and permission of the instructor. Assistant Professor LUNDBERG.

Opportunity is given students to study special problems such as training employees, industrial counseling, the measurement of morale, job analysis, and time and motion study.

*MENTAL HYGIENE** (Clinical and Preventive Medicine 8). Credit three hours. Prerequisite, consent of the instructor. Dr. C. D. DARLING.

*MENTAL HYGIENE SEMINAR** (Clinical and Preventive Medicine 9). Credit two hours. Prerequisite, consent of the instructor. Dr. C. D. DARLING.

TYPEWRITING (Hotel Administration 37). Credit two hours. Hotel elective. Mr. NELSON.

Elementary typewriting planned to meet the general needs of college students. Instruction is given in typographical arrangement of letters, reports, and statistical data. The preparation of materials for duplicating machines is included.

ELEMENTARY SECRETARIAL SHORTHAND (Hotel Administration 131). Credit four hours. Hotel elective. Limited to juniors and seniors. Assistant Professor JOHNSTON.

A study of shorthand in which the groundwork is laid for dictation and transcription. The basic theory of Gregg shorthand is completed. Lectures and discussion on opportunities for women in business. Enrollment in Hotel Administration 132 is required.

ELEMENTARY SECRETARIAL TYPEWRITING (Hotel Administration 132). Credit two hours. Hotel elective. Assistant Professor JOHNSTON.

Touch typewriting for students who do not know the keyboard. Speed and accuracy in machine operation are stressed. Typographical arrangement of letters, manuscripts, reports; statistical data from both print and shorthand; and the operation of duplicating machines. Enrollment in Hotel Administration 131 is required.

SECRETARIAL DICTATION (Hotel Administration 133). Credit four hours. Hotel elective. Prerequisites, Hotel Administration 131 and 132 or permission of instructor. Assistant Professor JOHNSTON.

Continuation of Hotel Administration 131 and 132. Stenography is applied to a wide variety of business communications. Dictation and transcription speeds sufficient for senior stenographic positions are developed.

SECRETARIAL PROCEDURES (Hotel Administration 134). Credit two hours. Hotel elective. Permission of the instructor is required. Assistant Professor JOHNSTON.

Non-stenographic secretarial problems and their solutions. Instruction is provided in the major secretarial duties. The principles of conduct affecting office employees are discussed.

As evidence of secretarial performance essential to success in business, it is recommended that the student complete a minimum of sixty hours of supervised work experience in addition to the classroom instruction. Pay at prevailing rates is given for this work. Enrollment in Hotel Administration 133 and 135 is required.

OFFICE MACHINES (Hotel Administration 135). Credit two hours. Hotel elective. Permission of the instructor is required. Mr. NELSON.

Proficiency is developed in the operation of the major types of office machines and appliances.

BUSINESS COMMUNICATIONS (Hotel Administration 238). Credit three hours. Hotel elective. Open to sophomores, juniors, and seniors. Assistant Professor JOHNSTON.

Includes the preparation of business letters, memorandums, and reports. As part of the instruction, students use the various types of dictating machines.

SEMINAR IN HOTEL ADMINISTRATION (Hotel Administration 153). Credit two, three, or four hours. Hotel elective. Open to a limited number of seniors in hotel administration. Those wishing to register should consult the instructor during the preceding semester to obtain permission to enroll and to confer regarding problems chosen for special study. Hours to be arranged. Professor MEEK.

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

LECTURES ON HOTEL MANAGEMENT (Hotel Administration 155). Credit one hour. Hotel elective. Open to all classes. To be taken for credit each semester. Under the direction of Professor MEEK.

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

LAW OF BUSINESS (Hotel Administration 171). Credit three hours. Required. Open to juniors and seniors. Mr. TREMAN.

An elementary course on the law of business.

LAW AS RELATED TO INNKEEPING (Hotel Administration 172). Credit two hours. Hotel elective. Best taken after course 171. Mr. SHERRY.

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

HOTEL FINANCING* (Hotel Administration 174). Credit one hour. Hotel elective. Open only to juniors and seniors who have had either Hotel Accounting 183 or Corporation Finance 311.

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

LAW OF BUSINESS: CONTRACTS, BAILMENTS, AND AGENCY* (Hotel Administration 272). Credit two hours. Hotel elective. Prerequisite, Hotel Administration 171. Mr. SHERRY.

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

LAW OF BUSINESS: PARTNERSHIPS AND CORPORATIONS (Hotel Administration 274). Credit two hours. Hotel elective. Prerequisite, Hotel Administration 171. Mr. SHERRY.

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

HOTEL PUBLIC RELATIONS* (Hotel Administration 176). Credit one hour. Hotel elective. Recommended for juniors and seniors.

Methods and channels through which the hotel may obtain favorable public recognition.

HOTEL PROMOTION* (Hotel Administration 178). Credit one hour. Hotel elective. Recommended for juniors and seniors but open to sophomores.

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

SALES PROMOTION (Hotel Administration 278). Credit one hour. Hotel elective. Mr. PHILLIPS.

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

HOTEL ADVERTISING* (Hotel Administration 179). Credit one hour. Hotel elective. Mr. KOEHL.

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

GENERAL SURVEY OF REAL ESTATE (Hotel Administration 191). Credit two hours. Hotel elective. Prerequisite, Economics 101 or its equivalent. Mr. MacROSSIE.

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

FUNDAMENTALS OF REAL-ESTATE MANAGEMENT* (Hotel Administration 192). Credit two hours. Hotel elective. Prerequisite, Economics 101 or its equivalent.

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

*REAL-ESTATE FINANCING AND INVESTMENTS** (Hotel Administration 193). Credit two hours. Hotel elective. Prerequisite, Hotel Administration 191 or 192.

All forms of real-estate financing; all types of real-estate investments; mortgage banking; government activity in the field of real-estate finance; sources of financing; financing methods; and an analysis of real-estate investments, mortgages, real-estate mortgage bonds, lease-holds, real-estate equities, and the lending policies of the principal real-estate financing agencies, servicing loans, treatment of distressed properties and financial reorganization.

*REAL-ESTATE APPRAISING** (Hotel Administration 194). Credit two hours. Hotel elective. Prerequisite, Hotel Administration 191 or 192.

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

PRINCIPLES OF CITY AND REGIONAL PLANNING (Architecture 710). Credit three hours. Open to upperclassmen.

A review of the basic influences in the development of cities. A general review of the theory and accepted practice of city and regional planning, including a study of the social, economic, and legal phases.

FIRE AND INLAND MARINE INSURANCE (Hotel Administration 196). Credit three hours. Hotel elective. Open to juniors and seniors. Mr. CAREY.

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

LIABILITY, COMPENSATION, AND CASUALTY INSURANCE (Hotel Administration 197). Credit three hours. Hotel elective. Prerequisite, Hotel Administration 196. Mr. CAREY.

Liability, compensation, and casualty insurance, the scope of the coverage, and analysis of the policies. Application of the laws of negligence.

ECONOMICS AND FINANCE

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

MODERN ECONOMIC SOCIETY (Economics 101). Credit five hours. Required. Not open to freshmen.

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

MODERN ECONOMIC SOCIETY (Economics 105). Credit three hours.

MODERN ECONOMIC SOCIETY (Economics 106). Credit three hours. Prerequisite, Economics 105.

Courses 105 and 106 have together the same content as course 101 and may be substituted for it.

MONEY AND BANKING‡ (Economics 201). Credit three hours. Prerequisite, Economics 101 or its equivalent.

A general survey of the nature and functions of money and credit, and of the operation of the banking system.

‡Will satisfy the requirement of elective work in economics.

CORPORATION FINANCE‡ (Economics 311). Credit three hours. Prerequisite, Hotel Accounting 82, and Economics 101 or its equivalent. Professor TYNDALL.

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

PUBLIC CONTROL OF BUSINESS‡ (Economics 321). Credit three hours. Prerequisite, Economics 101 or 106.

A study of the character of modern industrial organization, price and production policies of large-scale industry and trade association practices, leading to an examination of the economic and legal aspects of public control with reference both to the anti-trust law policy and special areas of regulation other than public utilities.

PUBLIC CONTROL OF BUSINESS (Economics 322). Credit three hours. Prerequisite, Economics 321 or consent of the instructor.

A continuation of Economics 321 with special reference to the regulation of public utility industries and recent developments in the field of public control.

TRANSPORTATION‡ (Economics 331). Credit three hours. Limited to seniors who have taken Economics 101 or the equivalent. Associate Professor HUTCHINS.

A study of American transportation from the points of view of operators, shippers, and public authorities. Attention is given to national traffic pattern; railway operations, rates, finance, and control; motor carriers. Lectures and cases.

TRANSPORTATION (Economics 332). Credit three hours. Limited to seniors who have taken Economics 331. Associate Professor HUTCHINS.

A continuation of course 331. The subjects covered include: inland water transport, ocean shipping, air transport, and national transportation policy.

LABOR CONDITIONS AND PROBLEMS‡ (Economics 401). Credit three hours. Prerequisite, Economics 101 or the equivalent. Professor MONTGOMERY.

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

TRADE UNIONISM AND COLLECTIVE BARGAINING (Economics 402). Credit three hours. Prerequisite, Economics 401, or consent of the instructor. Professor MONTGOMERY.

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

TAXATION‡ (Agricultural Economics 138). Credit three hours. Open to upper-classmen who have taken Economics 101 or the equivalent. Professor KENDRICK.

A study of the principles and practices of public finance, with emphasis on taxation. Among the topics examined are: the growth of public expenditures; the changing pattern of federal, state, and local taxation; the incidence of taxation; and the problem of war finance.

ECONOMIC AND BUSINESS HISTORY, 1750-1860‡ (Economics 601). Credit three hours. Limited to seniors who have taken Economics 101. Associate Professor HUTCHINS.

A study of the evolution of economic structure, business organization and practices, and public economic policies in America and Europe. Analysis of primary economic changes. Case studies of the development of selected enterprises, involving critical

‡Will satisfy the requirement of elective work in economics.

analysis of business policy and strategy in relation to contemporary economic conditions.

ECONOMIC AND BUSINESS HISTORY SINCE 1860† (Economics 602). Credit three hours. Limited to seniors who have taken Economics 101. Associate Professor HUTCHINS.

A continuation of Economics 601, but that course is not a prerequisite.

INTERNATIONAL TRADE AND COMMERCIAL POLICY‡ (Economics 701). Credit three hours. Prerequisite, Economics 101 or the equivalent. Professor SOUTHARD.

A survey of foreign trade, with special reference to the United States. The theory of international trade; cartels and other international commercial agreements; commercial policy.

INTERNATIONAL FINANCE (Economics 702). Credit three hours. Prerequisite, Economics 201, or 204, or 701. Professor SOUTHARD.

The balance of international payments; foreign exchange procedure and policy; exchange stabilization and control; current international financial problems.

INTRODUCTION TO THE STUDY OF SOCIETY (Sociology 101). Credit three hours.

GENERAL GEOGRAPHY (Geology 105). Credit three hours.

ENGINEERING

Especially for the use of students in hotel engineering, the department has equipped four laboratories with engineering apparatus typical of hotels. Among the more important pieces of equipment are a 35-horsepower steam engine directly connected to a 20-kilowatt electric generator; a steam-driven boiler feed pump; a centrifugal pump (capacity 150 gallons per minute) with a 3-horsepower induction motor; a 10-kilowatt motor-generator set, alternating current to direct current; a 2-kilowatt direct-current generator; two 1-horsepower direct-current variable-speed motors; a 3-horsepower wound rotor motor; typical motor starting devices; ventilating-fan testing apparatus (capacity 1000 cubic feet per minute); 3-ton refrigeration test unit; a steam radiator, especially equipped for testing; coal-analysis equipment; flue-gas analysis apparatus; miscellaneous pieces of typical plumbing equipment; lighting fixtures, light meters, and wiring devices.

In Hotel Engineering the requirements consist of Drawing (Hotel Engineering 260) plus 12 additional hours of Hotel Engineering subjects. Courses in Hotel Engineering taken in addition to the required 12 hours may be counted as hotel electives. In the event that a course in drawing (freehand or mechanical) is offered at entrance, 3 hours of Hotel Electives may be substituted.

DRAWING (Hotel Engineering 260). Credit three hours. Required as first course.

Mechanical and freehand drawing leading to practical representation and interpretation of typical applications.

SPECIAL HOTEL EQUIPMENT (Hotel Engineering 261). Credit three hours. Professor RANDOLPH.

*Studies of laundry planning and washing methods, kitchen planning, vacuum cleaning, fire protection, and graphic presentation.

WATER SYSTEMS (Hotel Engineering 262). Credit three hours. Professor RANDOLPH.

Plumbing systems and fixtures, sewage disposal, pipe fitting, water treatment, and pumping equipment.

STEAM HEATING (Hotel Engineering 263). Credit three hours. Associate Professor SAYLES.

Heating, ventilating, and air-conditioning principles and their applications.

ELECTRICAL EQUIPMENT (Hotel Engineering 264). Credit three hours. Associate Professor SAYLES.

Electrical equipment and control devices including motors, wiring systems, elevators, rate schedules, and illumination practice.

HOTEL PLANNING (Hotel Engineering 265). Credit three hours. Limited to seniors. Professor RANDOLPH.

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

HOTEL STRUCTURES AND MAINTENANCE (Hotel Engineering 266). Credit three hours. Associate Professor SAYLES.

Materials and methods of building construction, repair and maintenance. Emphasis on trade practices. Specification and repair of hotel furniture.

REFRIGERATION (Hotel Engineering 267). Credit three hours. Associate Professor SAYLES.

The theory and practice of mechanical refrigeration with emphasis on treatment of deep-frozen foods.

FOOD PREPARATION

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

FOOD PREPARATION (Food and Nutrition 120). Credit three hours. Required. Mrs. MEEK, Mrs. SAYLES, and Mrs. KENDRICK.

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

NUTRITION AND HEALTH (Food and Nutrition 190). Credit two hours. Hotel elective. Professor HAUCK.

The relationship of food to the maintenance of health; its importance to the individual and society.

SCIENCE RELATED TO FOOD PREPARATION (Food and Nutrition 214). Credit five hours. Food and Nutrition 214 and 215 together satisfy for hotel students the six-hour requirement in Chemistry; the remaining four hours may be counted as hotel electives. Professor PFUND and assistants.

Fundamental principles and practices of food preparation approached through the study of general chemistry. Consideration of the physico-chemical properties of

gases, liquids, solids, and solutions; pH, titrations, buffer mixtures and hydrolysis; and fundamental chemical reactions. The influence of kind and proportion of ingredients and methods of manipulation and cookery and the flavor and texture of such foods as baking-powder products, fruit-ice mixtures, and sugar mixtures. Beverages as solutions. Subjective scoring of food products.

Laboratory practice in chemistry and comparative cookery includes experiments using simple chemical techniques and basic cookery processes. Emphasis on the application of scientific principles to the interpretation of observed results.

This course serves as a prerequisite for Food and Nutrition 215.

SCIENCE RELATED TO FOOD PREPARATION (Food and Nutrition 215). Credit five hours. This course is planned to follow Food and Nutrition 214 and should be taken the term after it. Professor PFUND and assistants.

Fundamental principles and practices of food preparation approached through the study of organic and colloidal chemistry. The influence of kind and proportion of ingredients and of methods of manipulation and cookery on the palatability and the nutritive value of baked products, such as cakes and yeast breads, of eggs, meats, and vegetables. Subjective scoring of food products; food storage and sanitation. Food preservation, especially canning, and the science underlying it. Students who have completed Food and Nutrition 214 and 215, should recognize culinary quality in cooked foods and the factors that contribute to quality. They should attain some skill in specific cookery techniques, and should be able to apply this knowledge and skill critically in food preparation.

Course 215 serves as a prerequisite for Biochemistry 10, 11, and Chemistry 210 and 375.

FOOD PREPARATION (Food and Nutrition 220). Credit three hours. Required. Prerequisite, Food and Nutrition 120 or its equivalent. Assistant Professor ERICSON.

Experience in the preparation of dishes adapted to hotel and restaurant service, such as canapés, entrees, salads, sea foods, and special meat dishes.

QUANTITY FOOD PREPARATION, ELEMENTARY COURSE (Institution Management 200). Credit three hours. Required. Prerequisite, Food and Nutrition 220 or equivalent experience.

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

QUANTITY-FOOD PREPARATION: PRINCIPLES AND METHODS (Institution Management 210). Credit four hours. May be substituted for Institution Management 200, and when so substituted satisfies also one hour of hotel-electives requirement. Prerequisite, Food and Nutrition 220 or equivalent experience. Assistant Professor CUTLAR.

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

FOOD SELECTION AND PURCHASE FOR THE INSTITUTION (Institution Management 220). Credit three hours. Hotel elective. Admission by permission of the instructor. Professor HARRIS and Miss MOORE.

Sources, grading standardization, bases of selection, methods of purchase, and storage of various classes of food. A two-day trip to Rochester or Buffalo markets is included when possible. Estimated cost of trip, \$12.

QUANTITY FOOD PREPARATION AND CATERING, ADVANCED COURSE (Institution Management 330). Credit five hours. Hotel elective. Prerequisite, Institution Management 210. Registration subject to the approval of Department of Institution Management. Special catering assignments require from 25 to 30 hours in addition to scheduled laboratories. Assistant Professor NEIDERT.

Practice in organization work, requisition and purchase of food supplies, making menus, calculating costs, supervision of service, and preparation of food for luncheons and dinners and other catering projects as assigned.

*HOTEL STEWARDING** (Hotel Administration 118). Credit one hour. Hotel elective. Open to sophomores, juniors, and seniors. Amphitheater.

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

*HISTORY OF THE CULINARY ART** (Hotel Administration 120). Credit one hour. Hotel elective. Open to all students. Mr. VEHLING.

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

*CATERING** (Hotel Administration 122). Credit one hour. Hotel elective. Recommended for juniors and seniors, but open to sophomores. Mr. CRANE.

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

*ADVANCED CATERING** (Hotel Administration 123). Credit one hour. Hotel elective. Prerequisite, Hotel Administration 122. Mr. CRANE.

A seminar for the discussion of catering problems.

HOTEL MENU PLANNING (Hotel Administration 124). Credit one hour. Hotel elective. Miss EASTON.

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

SEMINAR IN FROZEN FOODS (Food and Nutrition 325). Credit one hour. Hotel elective. Registration by permission. Professor FENTON in charge.

Sponsored jointly with the School of Nutrition. Primarily for graduate and senior students in Agriculture, Home Economics, Hotel Administration, and the School of Nutrition.

GENERAL BACTERIOLOGY (Bacteriology 1). Credit six hours. Hotel elective. Prerequisite, Chemistry 102 or 104. Professor UMBRETT and assistants.

An introductory course; a general survey of the field of bacteriology, with the fundamentals essential to further work in the subject.

HOUSEHOLD BACTERIOLOGY (Bacteriology 4). Credit three hours. Hotel elective. Prerequisite, Elementary Chemistry. Professor STARK and assistant.

An elementary, practical course for students in Home Economics.

ECONOMIC FRUITS OF THE WORLD (Pomology 121). Credit three hours. Hotel elective. Professor BOYNTON.

A study of all species of fruit-bearing plants of economic importance, such as the date, the banana, the citrus fruits, the nut-bearing trees, and the newly introduced fruits, with special reference to their cultural requirements in the United States and its insular possessions. All fruits not considered in other courses are considered here. The course is designed to give a broad view of world pomology and its relationship with the fruit industry of New York State.

GRADING AND HANDLING VEGETABLE CROPS (Vegetable Crops 112). Credit three hours. Hotel elective. Professor WORK.

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

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

MEAT AND MEAT PRODUCTS (Animal Husbandry 91). Credit two hours. Required. Open to sophomores, juniors, and seniors. Laboratory assignments must be made at the time of registration. Professor MILLER and Mr. SCHUTT.

A course in wholesale and retail buying, cutting, curing, and preparation of meats.

MEAT CUTTING (Animal Husbandry 93). Credit one hour. Prerequisite, Animal Husbandry 91 or 92. Professor MILLER and Mr. SCHUTT.

Principles and practice of meat selection, cutting, and wrapping.

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

GENERAL CHEMISTRY (Chemistry 101-102). Throughout the year. Credit three hours a term. Required. First term prerequisite to second. Assistant Professor WOOD and assistants.

This course deals with the fundamental laws and theories of chemistry and with the properties of the more common elements and their compounds.

GENERAL BIOLOGY (Biology 1). Throughout the year. Credit three hours a term; both terms of the course must be completed to obtain credit, unless the student is excused by the department. First term not prerequisite to second. Not open to students who have had both Zoology 1 and Botany 1. If Biology 1 is taken after either Zoology 1 or Botany 1, credit two hours a term. (Hours and instructors to be announced.) Associate Professor HOOD and assistants.

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

HUMAN PHYSIOLOGY (Physiology 303). Credit three hours. Prerequisite, a previous course, either in high school or in college, in Biology and in Chemistry.

This is an introductory course designed particularly to present fundamental and practical information concerning the physiological processes and systems of the human body. Lectures, illustrations, and demonstrations.

HOUSEKEEPING

HOTEL FURNISHING AND DECORATING (Household Art 130). Credit two hours. Hotel elective. Advised for juniors. Assistant Professor WILKERSON.

HOTEL TEXTILES (Textiles 140). Credit two hours. Hotel elective. Not open to freshmen. Professor BLACKMORE.

The purpose of the course is to provide an opportunity for the students to become familiar with fabrics used in hotels. Scientific data are brought to bear upon

the choice of fabrics for specific uses. Brief discussions of the opinions of hotel housekeepers concerning the selection of fabrics and how they may be expected to wear. A two-day trip is included in January to four or more manufacturing centers to observe designing, weaving, making of certain household fabrics, and methods used in preparing fabrics for the retail market.

HOTEL HOUSEKEEPING* (Textiles 140a). Credit one hour. Hotel elective. Open to upperclassmen. Mrs. DAHL.

An outline of the responsibilities and techniques of the housekeeping department; the selection and purchase of equipment and materials; the selection, training, and supervision of department personnel.

SOAPS AND DETERGENTS* (Hotel Administration 145). Credit one hour. Hotel elective. Mr. MILLER.

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

LANGUAGE AND EXPRESSION

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

INTRODUCTORY COURSE IN READING AND WRITING (English 111-112). Throughout the year. Credit three hours a term. Required. English 111 is prerequisite to 112. Associate Professor SALE and assistants.

The aim of this course is to increase the student's ability to communicate his own thought and to understand the thought of others.

PUBLIC SPEAKING (Speech and Drama 101). Credit three hours. Accepted for required expression. Not open to Freshmen.

A course planned to give the fundamentals of speech preparation and to develop simple and direct speaking. Study of principles and constant practice; readings on public questions; conferences. Students with special vocal problems are advised to confer with Assistant Professor THOMAS before registering.

ORAL AND WRITTEN EXPRESSION (Extension Teaching 101). Credit two hours. Accepted for required expression. Open to juniors and seniors. Professor PEABODY and assistants.

Practice in oral and written presentation of topics in agriculture, 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. Special training is given to competitors for the Eastman Prizes for Public Speaking and in the Rice Debate contest.

ORAL AND WRITTEN EXPRESSION (Extension Teaching 102). Credit two hours. Accepted for required expression. Prerequisite, Extension Teaching 101, of which 102 is a continuation. Professor PEABODY and assistants.

ELEMENTS OF JOURNALISM (Extension Teaching 15). Credit three hours. Accepted for required expression. Professor WARD.

The principles of news writing as applied to agricultural and home-economics subjects.

FRENCH, ELEMENTARY COURSE (French 101). Credit six hours.

GERMAN, ELEMENTARY COURSE (German 101). Credit six hours.

ITALIAN, ELEMENTARY COURSE (Italian 101). Credit six hours.

PORTUGUESE, ELEMENTARY COURSE IN BRAZILIAN PORTUGUESE (Portuguese 101). Credit six hours.

RUSSIAN, ELEMENTARY COURSE (Russian 101). Credit six hours.

SPANISH, ELEMENTARY COURSE (Spanish 101). Credit six hours.

PROSE AND COMPOSITION (English 201). Credit three hours.

PROSE AND COMPOSITION (English 202). Credit three hours.

INTRODUCTION TO POETRY (English 221). Credit three hours.

GREAT ENGLISH WRITERS: FIRST COURSE (English 251-252). Throughout the year. Credit three hours a term.

INTRODUCTION TO PROSE FICTION (English 261-262). Credit three hours.

THE RESERVE OFFICERS TRAINING CORPS AND PHYSICAL TRAINING

As a part of the normal course of study leading to a baccalaureate degree, the University has established certain requirements over and beyond the academic duties prescribed by the various colleges and schools. All undergraduates, regardless of their courses of study, are held for these requirements. They must be satisfied within fixed periods, and cannot be postponed. Any entering student who believes that he qualifies for an exemption, or who is simply in doubt about his status, should present his case in writing to the dean of his college immediately following registration.

THE ARMY R.O.T.C.

As a land-grant institution chartered under the Morrill Act of 1862, Cornell offers instruction in Military Science and Tactics. All physically qualified undergraduate men must take the Basic Course in Military Science and Tactics during the freshman and sophomore years. Exceptions are made for students who hold a baccalaureate degree from an approved college or university, and students who are not American citizens and have not applied for their first papers. Men who have served in the Armed Forces may receive credit toward satisfying the requirement in Military Science and Tactics by applying to the dean of the division in which they are enrolled.

The Department of Military Science and Tactics at Cornell offers an elective Advanced Course, lasting two years and leading to a commission as a second lieutenant in the United States Army Reserve. Students who successfully complete the Basic Course may apply for admission to advanced work. Units include Quartermaster, Field Artillery, Ordnance, and Signal Corps.

ELEMENTARY COURSE (Military Science and Tactics 1). Throughout the year. Credit one hour each term.

This course is required (with the exception of those specified above) of all able-bodied, first-year and second-year male students who are American citizens and candidates for a baccalaureate degree. The requirements of Military Science and Tactics must be completed in the first two years of residence. Otherwise, the student will have to obtain consent of the Faculty to register again in the University. Three hours a week on any afternoon from Monday through Friday. Further details may be obtained at Barton Hall or in the *Announcement of the Department of Military Science and Tactics*.

ADVANCED COURSE (Military Science and Tactics 2). Throughout the year. Credit three hours each term.

This course appeals to those students who are aware of the country's need for especially trained men in the event of a national emergency, and to those potential leaders who desire advanced training in leadership. Students who have completed the Elementary Course or have had one year of service with any of the Armed Forces are eligible for enrollment. Six months with the Armed Forces credits a student with one year of the Elementary Course toward Advanced R.O.T.C. requirements. By taking a second year of the Elementary Course, he may complete this requirement. Five hours a week are required.

Tactics and Technique is taught in four of the arms and services, including Quartermaster Corps, Field Artillery, Ordnance, and Signal Corps; and the attendance at one summer camp for six or eight weeks is required.

During the course, the student receives a substantial government allowance and a regulation officer's uniform. The complete course covers two years.

Completion of the Advanced Course qualifies students for commission as Second Lieutenants of the Officers' Reserve Corps, United States Army.

THE NAVY R.O.T.C.

The course in Naval Science and Tactics is four years in length, and normally requires three classroom hours a week plus certain laboratory periods, and cruises or aviation training for six to eight weeks each summer. Those enrolled will not be held for the Basic Course in Military Science and Tactics. Students are entered in either of two categories: Regular and Contract.

Entry as Regular NROTC students is obtained as a result of nation-wide aptitude tests which are held at times announced by the Navy Department.

For successful candidates the government provides tuition, books, laboratory fees, uniforms, and a salary of \$600 a year for four years. Students are appointed Midshipmen, USNR, upon designation, and are commissioned Ensign in the Regular Navy upon graduation and required to serve on active duty for fifteen to twenty-four months, during which they may elect to make the Navy their career. In the event they do not so elect they are placed on inactive duty as Ensigns in the Naval Reserve until six years from the date of graduation.

Entry as Contract NROTC students is obtained by application to the Professor of Naval Science, to fill the quota established by the Navy Department. The student pursues the same course as the Regular NROTC Midshipman, but is required to participate in only one cruise of about three weeks' duration during one summer, preferably between junior and senior years. The Government provides uniform and naval science textbooks, but does not provide other university tuition. To advanced students (juniors and seniors) the government pays the commuted value of one ration a day, currently \$0.65, or approximately twenty dollars a month. Upon graduation students are commissioned as Ensigns in the Naval Reserve and may volunteer for two years' active duty. If accepted under current quotas, they will receive commissions in the Navy and have the same options of service, including retention as permanent Regular Officers, that Regular NROTC students have; otherwise, they will be placed on inactive duty.

Corresponding opportunities for entry with the Marine Corps are also offered upon graduation.

Candidates in all categories must have attained the age of seventeen years before September 1 of the year of enrollment, and must not have attained the age of twenty-five years before July 1 of the year in which they are commissioned.

For further information write to the Professor of Naval Science, Naval R.O.T.C. Unit, Cornell University, Ithaca, New York.

PHYSICAL TRAINING

All physically qualified students who are candidates for a baccalaureate degree are required to take Physical Training for three hours each week during the freshman and sophomore years. This course, which is under the general supervision of the Department of Physical Education and Athletics, is directed toward the development of skills and the encouragement of an interest in the recreational sports that will be carried over after graduation, as well as toward the student's immediate physical welfare. Separate programs, under separate staffs, are maintained for men and women.

Student Activities

STUDENTS enrolled in the four-year course in Hotel Administration are members of the Cornell University undergraduate body. As such they participate in all the customary student activities; they represent the University on athletic teams, are members of the musical clubs, are cadet officers in the two Reserve Officers Training Corps, and hold office on the boards of student publications. They are eligible to membership in the social fraternities and the appropriate honorary fraternities.

Hotel students also conduct among themselves a number of special enterprises in addition to those of the University as a whole. Every student is eligible to membership in the Cornell Hotel Association. Upper-classmen who distinguish themselves in student projects win membership in Ye Hosts, the recognition organization. Ye Hosts act as a reception committee for the new students and for visiting hotelmen.

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

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

A chapter of the Junior Hotelmen of America and a junior chapter of the Hotel Greeters of America have been established in the student body.

PLACEMENT SERVICE

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

A number of hotel and restaurant organizations offer "internship" or "trainee" programs to the members of the junior and senior classes. While the details vary among the organizations, all the programs contemplate a year or more of training with experience in all the departments and with supplemental instruction. In some cases no commitment is made by the employer or the trainee beyond the period of training. In others, more definite arrangements are made. Cooperating organizations have included the Waldorf-Astoria, the American Hotels Corporation, the Mayflower, Hotels Statler, Inc., Stouffer Brothers, Inc., and Greenfields.

Favored as it is by the endorsement of the American Hotel Association, the hotel department and its work is known to all important hotelmen. Many of them contribute instruction either directly or through members of their staffs. Consequently, Cornell hotel graduates have been well received in the industry. Many of the graduates have themselves already attained posts of sufficient importance to enable them to place some of their younger associates. All these helpful contacts and the excellent record of graduates have contributed to the excellent placement record of the Department.

The first Cornell hotel class was graduated in 1925, with eleven members. On July 1, 1947, the last count, there were 764 living graduates. The partial list below gives an indication of the types of positions held.

HOTELS

- Alexander, W. A. '36, General Manager, Arrowhead Hotel Company, Brookings, South Dakota.
- Amberg, E. L. '32, Manager, Hotel Pontiac, Oswego, New York.
- Ames, A. A. '40, Owner-Manager, Hotel Ames, St. Petersburg, Florida.
- Arbogust, Mrs. Jean '29, Owner-Manager, Sawbill Lodge, Tofte, Minnesota.
- Baker, K. W. '29, Manager, Hotel Traymore, Atlantic City, New Jersey.
- Behringer, G. F. '34, Vice-President, Shelter Island House, Shelter Island Heights, New York.
- Benner, D. L. '34, Manager, New Albany Hotel, Albany, Georgia.

- Bentley, L. V. '33, Owner-Manager, Molly Pitcher Hotel, Carlisle, Pennsylvania.
- Binns, J. P. '28, Vice-President, Hilton Hotels, New York City.
- Boggs, R. H. '26, Manager, Hotel Kennewood, Elizabethtown, Pennsylvania.
- Borhman, J. W., Jr., '41, Manager, Hotel Whitman, Pueblo, Colorado.
- Bostrom, E. L. '37, Manager, Hotel Huron, Ypsilanti, Michigan.
- Bowdish, A. C. '26, Owner-Operator, Grand View Hotel, Mount Dora, Florida.
- Boyer, L. M. '35, Resident Manager, Hotel Woodruff, Watertown, New York.
- Briggs, F. H. '35, General Manager, Mount Royal Hotel, Montreal, Canada.
- Bright, T. M. '27, Owner-Manager, Colonial Terrace Hotel, Atlanta, Georgia.
- Brown, C. A. '31, Manager, Hotel Lorraine, Toledo, Ohio.
- Brown, J. M., Jr. '44, Winter: Managing Director, Hillsboro Club, Pompano, Florida;
Summer: Managing Director, The Waumbek, Jefferson, New Hampshire.
- Brown, R. L. '39, Owner-Manager, Victoria Hotel, Ithaca, New York.
- Brush, R. M. '34, Manager, The Sheraton-Biltmore, Providence, Rhode Island.
- Buddenhagen, A. E. '27, Manager, Sir Walter Hotel, Raleigh, North Carolina.
- Burdge, Everett E. '30, Manager, Hotel Robidoux, St. Joseph, Missouri.
- Buthorn, W. F. '32, Manager, LaCourt Hotel, Grand Junction, Colorado.
- Clark, E. K. '37, Assistant to the President, Howard Dayton Hotels, Daytona Beach, Florida.
- Clist, W. M. '45, Manager, Hotel, Club and Cafeteria facilities, Kimberly-Clark Corporation, Neenah, Wisconsin.
- Coats, C. C. '33, Owner, Kan-Ya-To Inn, Skaneateles, New York.
- Cole, J. W. '30, Manager, Hotel General Brodhead, Beaver Falls, Pennsylvania.
- Coppage, E. W. '33, Owner-Manager, Aberdeen Hotel, Longport, New Jersey.
- Crandall, J. M. '25, Winter: Manager, Hotel Boca Grande, Boca Grande, Florida;
Summer: Manager, The Essex & Sussex, Spring Lake Beach, New Jersey.
- Cummings, R. E. '40, Manager, James Wilson Hotel, Carlisle, Pennsylvania.
- Davis, R. E. '30, Manager, Vinoy Park Hotel, St. Petersburg, Florida.
- Dayton, H. L. '28, President and General Manager, Howard Dayton Hotels, Daytona Beach, Florida.
- Deveau, T. C. '27, General Manager, The Sheraton Hotel, Washington, D. C.
- Fodermaier, F. C. '43, Manager, Old Drover's Inn, Dover Plains, New York.
- Fortiner, J. S. '41, Resident Manager, Bel-Air Hotel, Los Angeles, California.
- Fry, A. G. '38, Manager, La Playa Hotel, Carmel, California.
- Gibbs, L. C. '26, Partner, Howard Dayton Hotels, Daytona Beach, Florida.
- Gilman, W. E., Jr. '36, Manager, Gilman Hot Springs, Gilman Hot Springs, California.
- Gilson, E. W. '42, Owner-Manager, Hotel Wagner, Penn Yan, New York.
- Gore, J. A. '42, Manager, Governors Club Hotel, Ft. Lauderdale, Florida.
- Gorman, W. P. '33, Manager, Hotel Henry, Pittsburgh, Pennsylvania.
- Gray, F. '34, Manager, Hotel Washington, Chambersburg, Pennsylvania.
- Grossinger, P. L. '36, Winter: Manager, Grossinger Pancoast Hotel, Miami Beach, Florida; Summer: Manager, Grossinger Hotel, Ferndale, New York.
- Hahn, L. E. '33, Owner, Concord Lexington Hotel, Minneapolis, Minnesota.
- Handlery, P. R. '43, Manager, Lake Merritt Hotel, Oakland, California.
- Hankoff, T. B. '43, Manager, Pan American Hotel, Miami, Florida.
- Hartnett, P. F. '34, Partner-Manager, Hotel DuBois, DuBois, Pennsylvania.
- Himmelman, L. P. '33, Manager, Benjamin Franklin Hotel, Seattle, Washington.

- Holding, R. '32, Manager, Wellington Hotel, Albany, New York.
- Holtzman, R. E. '41, Resident Manager, Hotel Carter, Cleveland, Ohio.
- Hougen, R. T. '35, Manager, Boone Tavern, Berea, Kentucky.
- Irving, F. J. '35, Owner-Manager, Friendly Hotel, Daytona Beach, Florida.
- Irwin, R. P. '33, Manager, La Valencia, La Jolla, California.
- Jackson, H. S. '33, Owner-Manager, Asbury Carlton Hotel, Asbury Park, New Jersey.
- Jennings, C. A. '25, President, Hotel Elton, Incorporated, Waterbury, Connecticut.
- Just, P. O. '34, Manager, Osthoff Hotel, Elkhart Lake, Wisconsin.
- Ketterer, V. M. '37, Manager, Hotel Seneca, Geneva, New York.
- King, F. M., Jr. '34, Owner-Operator, Braley's Inn, Bolton Landing, New York.
- Lee, L. H. '30, President and General Manager, Hotel Laguna, Laguna Beach, California.
- Lose, H. F. '35, Vice-President, Hotel Jayhawk, Topeka, Kansas.
- Luke, A. D. '36, Manager, Dale Hotel, Holdrege, Nebraska.
- McAllister, A. J. '29, Manager, Marott Hotel, Indianapolis, Indiana.
- MacDonald, U. A. '38, Manager, Hotel Cadillac, Rochester, New York.
- MacLennan, H. A. '26, General Manager, Cardy Hotels, Toronto, Ontario, Canada.
- MacNab, J. K. '38, Co-Owner and Manager, Delray Beach Hotel, Delray Beach, Florida.
- MacNab, R. B., Jr. '36, Partner-Manager, MacNab Brothers Hotel Company, Bozeman, Montana.
- Martin, T. W., Jr. '32, Owner, The Presidential Inn, Conway, New Hampshire.
- Merrick, A. B. '30, Manager, Hotel Roger Smith, Washington, D. C.
- Miner, F. L. '26, Manager, Lake Mohonk Mountain House, Mohonk Lake, New York.
- Mitroff, A. P. '42, Manager, Hotel Adnabrown, Springfield, Vermont.
- Moon, H. V. '30, President, Pisgah National Forest Inn, Asheville, North Carolina.
- Morris, A. E. '31, Proprietor, American Hotel, Bethlehem, Pennsylvania.
- Moser, A. C. '40, Resident Manager, Hotel Roger Smith, Stamford, Connecticut.
- Muntz, W. E. '33, Manager, The Miramar Hotel, Santa Barbara, California.
- Murphy, J. J., Jr. '38, Owner-Manager, Arlington Inn, Potsdam, New York.
- Neuhauser, J. B., Jr. '41, Owner-Operator, Major Pelham Hotel, Pelham, Georgia.
- Newsom, D. W. '42, Owner, Eagle Knob Lodge, Cable, Wisconsin.
- Norton, C. G. '38, Owner-Manager, The Loomarwick, New Preston, Connecticut.
- Noyes, R. S. '43, Manager, Hotel Westward Ho, Phoenix, Arizona.
- Ogden, John '39, Vice-President, Hotel Wisconsin, Milwaukee, Wisconsin.
- Parlette, B. A. '32, Proprietor, Seaspray Hotel, Virginia Beach, Virginia.
- Pearce, J. W., Jr. '39, Owner-Manager, The Garnet Inn, Center Harbor, New Hampshire.
- Perry, J. F. '30, Assistant to the President, American Hotels Corporation, New York City.
- Pew, R. H. '33, Manager, The Viking, Newport, Rhode Island.
- Ramage, E. D. '31, General Manager, Hillcrest Hotel, Toledo, Ohio.
- Ray, F. J. '38, Manager, St. Charles Hotel, Dickinson, North Dakota.
- Reber, J. G. '40, Manager, Markeen Hotel, Buffalo, New York.
- Reynolds, H. E. '25, Manager, Hotel New Bernian, New Bern, North Carolina.
- Rose, R. A. '30, Proprietor, Sharon Inn, Sharon, Connecticut.
- St. Laurent, G. C. '33, President, St. Laurent Hotels, New York City.
- Sayles, C. I. '26, Summer: Manager, Star Lake Inn, Star Lake, New York.

- Schmid, A. '42, Manager, Lake Shore Hotel, Cleveland, Ohio.
- Schmidt, G. H. W. '38, Manager, George Washington Hotel, Jacksonville, Florida.
- Seneker, V. M. '35, Manager and Vice-President, Hotel Bristol, Bristol, Virginia-Tennessee.
- Shea, J. L. '26, Proprietor, Holmewood, Oenoke Ridge, New Canaan, Connecticut.
- Shields, W. W. '33, Manager, Hotel Bannock, Pocatello, Idaho.
- Shinnen, H. I. '34, Manager, Onawa Lodge, Mountainhome, Pennsylvania.
- Slack, J. L. '26, Manager-Lessee, Old Greenwich Inn, Old Greenwich, Connecticut.
- Smith, B. R. '39, Vice-President, Shirley-Savoy Hotel, Denver, Colorado.
- Smith, J. B. '31, President, Wentworth-by-the-Sea, Portsmouth, New Hampshire.
- Smith, R., Jr. '33, Manager, Hotel Pfister, Milwaukee, Wisconsin.
- Smith, T. M. '39, Assistant General Manager, Colonial Hotels, Miami, Florida.
- Temple, J. B. '38, Manager, General Oglethorpe Hotel, Savannah, Georgia.
- Traub, G. F. '31, Owner-Operator, Alexander Hamilton Inn, Clinton, New York.
- Trier, R. C., Jr. '32, General Manager, Pocono Manor Inn, Pocono Manor, Pennsylvania.
- Tyo, R. '27, Vice-President and General Manager, Packard Hotels Company, Findlay, Ohio.
- Washburn, W. C. '40, General Manager, Stafford Springs Hotel, Stafford Springs, Mississippi.
- Weiner, M. M. '35, Winter: Owner-Manager, Plymouth Hotel, Miami Beach, Florida; Summer: Owner-Manager, White Roe Lake Inn, Livingston Manor, New York.
- Westfall, H. E. '34, Owner-Manager, Hotel Prince, Tunkhannock, Pennsylvania.
- Whitacre, E. B. '35, Manager, Hotel Whittier, Philadelphia, Pennsylvania.
- Wickes, Mary (Mrs. A. V. Taft) '26, Manager, Hotel Embassy, Tampa, Florida.
- Williams, H. B. '30, Manager, The Waldorf-Astoria, New York City.
- Williams, R. W. '35, Manager, Hotel Stuyvesant, Buffalo, New York.
- Wright, E. T. '34, Resident Manager, Lake Placid Club, Lake Placid, New York.

RESTAURANTS

- Allison, N. T. '28, Manager, Stouffer's, 540 Fifth Ave., New York City.
- Anders, W. R. '43, Manager, Anders Cafeteria, Cleveland, Ohio.
- Babcock, J. L., Jr. '36, Vice-President, Airlines Catering, Dobbs House, Incorporated, Memphis, Tennessee.
- Bilger, R. M. '40, Manager, Yodel Inn Restaurants, Baltimore, Maryland.
- Blair, B. J. '33, Manager, Blair's Wilshire, Incorporated, Los Angeles, California.
- Blankinship, W. C. '31, Manager, Stouffer's Shaker Square Restaurant, Cleveland, Ohio.
- Bullock, J. A. '32, Manager, Commissary Division, Prudential Life Insurance Company, Newark, New Jersey.
- Clement, C. A. '28, Manager, Cafeteria, American Viscose Corporation, Marcus Hook, Pennsylvania.
- Cohn, J. H. '41, Manager, Van de Kamp's Coffee Shop, Los Angeles, California.
- Conner, J. W. '40, Manager, Restaurant, Hotel Favorite, Piqua, Ohio.
- Copp, B. F. '29, Vice-President, Stouffer Corporation, Cleveland, Ohio.
- Dillenbeck, H. A. '37, Restaurant Manager, Hot Shoppes, Washington, D. C.
- Dunlap, A. W. '25, Supervisor, Operators' Quarters, New Jersey Bell Telephone Company, Newark, New Jersey.

- Engelhardt, C. '42, Manager, Sky Chefs, Inc., Greater Cincinnati Airport, Erlanger, Kentucky.
- Estes, D. '43, Owner, "Landfall," Woods Hole, Massachusetts.
- Faber, E. C. '28, Owner, Faber's Bakeries, Buffalo, New York.
- Floros, N. P. '36, Manager, Normandie Restaurant, Ithaca, New York.
- Gillette, K. '28, Owner-Manager, Gillette's Restaurant, Elmira, New York.
- Gordon, L. '39, Restaurant Manager, Pickwick Hotel, San Diego, California.
- Heilman, H. R. '39, President, Heilman's Restaurants, Lorain, Ohio.
- Herb, H. G. '31, Manager, Stouffer's Broad Street Restaurant, Philadelphia, Pennsylvania.
- Hess, M. W. '31, Manager, Sky Chefs Incorporated, Greater Cincinnati Airport, Cincinnati, Ohio.
- Hines, G. H. '42, Supervisor, Industrial Feeding, Blaikie and Stevens, New York City.
- Hoffmann, S. C. '39, Manager, Western Airlines Cafe, McCarron Field, Las Vegas, Nevada.
- Kellogg, C. F., Jr. '38, Manager, Cafeteria, Blue Swan Mills, Waverly, New York.
- Kramer, H. W. '38, Manager, Kramer's Restaurant, Pittsburgh, Pennsylvania.
- Lewis, R. W. '30, Partner, Sam's Restaurant and Tavern, Hackensack, New Jersey.
- Linz, M. '43, Manager, Lobster Restaurant, New York City.
- Mattocks, L. E. '31, Owner-Manager, Gillette's Cafeteria, Ithaca, New York.
- Mayer, H. M. '39, Vice-President and Chicago plant manager, Oscar Mayer Company, Chicago, Illinois.
- Montague, H. A. '34, Assistant to President, Restaurant Associates, Incorporated, New York City.
- Moran, H. A. '40, Manager, Lunch and Bakery Departments, F. W. Woolworth Company, Syracuse, New York.
- Natunen, E. O. '37, Manager, Newark Branch, Hot Shoppes Caterers, Incorporated, Newark, New Jersey.
- Phelps, S. N. '39, Assistant to Executive Vice-President, Hot Shoppes, Washington, D. C.
- Reyelt, H. G. '39, President, Williamson & Reyelt, Incorporated, New Rochelle, New York.
- Scott, L. N. '39, Manager, Wool-Scott Bakery, Ithaca, New York.
- Steinberg, R. W. '29, Manager, Restaurant Division, Marshall Fields, Chicago, Illinois.
- Taylor, E. J. '37, Owner-Manager, The Dutch Cupboard, Downingtown, Pennsylvania.
- Terwilliger, E. '28, Manager, Stouffer's 57th Street Restaurant, New York City.
- Tiffany, B. D. '39, Catering Manager, Hotel Spokane, Spokane, Washington.
- Turner, F. M. '33, Owner-Manager, Stadium Club Cafe, Los Angeles, California.
- Vanderslice, J. A. '43, General Manager, Van's Restaurants, Harrisburg, Pennsylvania.
- Watson, E. B. '28, General Manager, Lombard Enterprises, Oakland, California.
- Wegner, N. '27, Manager, Bishop Cafeteria, Rockford, Illinois.
- Whitehill, R. K. '39, Representative, Harding Williams, Winston Salem, North Carolina.
- Wladis, A. N. '39, Manager, Oriole Cafeteria, 17 E. Baltimore Street, Baltimore, Maryland.
- Wotiz, M. H., Jr. '34, General Manager, Wotiz Meat, Incorporated, Newark, New Jersey.

CLUBS

- Brady, H. J. '33, Manager, College Club, Seattle, Washington.
 Burns, T. C. '36, General Manager, Baltusrol Golf Club, Springfield, New Jersey.
 Clements, D. H. '34, Manager, Hamilton Club, Lancaster, Pennsylvania.
 Cobb, G. H. '41, Manager, Syracuse Liederkrantz Club, Syracuse, New York.
 Filsinger, M. O. '39, Manager, Wilmington Country Club, Wilmington, Delaware.
 Frazer, H. E. '34, Manager, Fishers Island Club, Fishers Island, New York.
 Harrington, A. A. '30, Manager, Buffalo Athletic Club, Buffalo, New York.
 Huber, H. L. '39, Manager, North Shore Country Club, Glen Head, Long Island, New York.
 Lafey, C. W. '40, Manager, The Brookside Country Club, Pottstown, Pennsylvania.
 Lucha, A. M. '35, General Manager, Wilmington Country Club, Wilmington, Delaware.
 Merwin, E. O. '36, Manager, Charlotte Country Club, Charlotte, North Carolina.
 Middleton, J. C. '36, Manager, Mohawk Golf Club, Schenectady, New York.
 Newcomb, F. W. '40, Manager, Niagara Community Club, Niagara, Wisconsin.
 Olsen, E. L. '36, Manager, Houston Club, Houston, Texas.
 Reagan, R. A., Jr. '38, Manager, Rome Club, Rome, New York.
 Redington, R. E. '32, Manager, Elmira City Club, Elmira, New York.
 Saurman, I. C. '38, Manager, Margarita Clubhouse, Panama Canal Zone.
 Ten Broeck, D. L. '37, Manager, Knollwood Country Club, White Plains, New York.
 Waldron, P. A. '35, General Manager, Capital City Club and Country Club, Atlanta, Georgia.
 Welt, H. E. '34, Manager, Scranton Club, Scranton, Pennsylvania.
 Whiteman, K. I. '41, Manager, Trenton Country Club, Trenton, New Jersey.

DORMITORIES AND UNIONS

- Cope, H. C. '41, Manager, Residential Halls, Earlham College, Richmond, Indiana.
 Davis, W. N. '31, Supervisor of Dormitories and Manager of Graduate House, Massachusetts Institute of Technology, Cambridge, Massachusetts.
 Fauerbach, G. '35, Manager, City College Cafeterias and Dining Rooms, City College of New York, New York City.
 Hannum, P. C. '33, Supervisor, Residence Halls, University of California at Los Angeles, Los Angeles, California.
 Miller, W. H. '38, Director of Dining Halls, Virginia Polytechnic Institute, Blacksburg, Virginia.
 Minah, T. W. '32, Manager, Dining Rooms, Duke University, Durham, North Carolina.
 Shaw, M. R. '34, Manager, Residential Halls, Cornell University, Ithaca, New York.
 Summers, R. A. '41, Director of Dining Halls, Middlebury College, Middlebury, Vermont.
 Whiting, E. A. '29, Assistant Director, Willard Straight Hall, Cornell University, Ithaca, New York.

HOSPITALS

- Caddy, E. R. '33, Director, St. John's Hospital, Brooklyn, New York.
 Corwin, C. D. '35, Treasurer, Clifton Springs Sanitarium, Clifton Springs, New York.
 Jackson, M. W. '31, Assistant Administrator, Queen's Hospital, Honolulu, Hawaii.
 Ludewig, V. F. '34, Assistant to President, Kahler Corporation, Rochester, Minnesota.
 Vanderwarker, R. D. '33, Passavant Hospital, Chicago, Illinois.

Admission

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

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

ACADEMIC REQUIREMENTS

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

- | | |
|---|--|
| 1. English, 4 years.....(3) | 10. Physics(1) |
| 2. 1st to 3d Year Greek†.....(1, 2, 3) | 11. Chemistry(1) |
| 3. 1st to 4th Year Latin†.....(1, 2, 3, 4) | 12. Physical Geography.....($\frac{1}{2}$ -1) |
| 4. 1st to 4th Year German†... (1, 2, 3, 4) | 13. Biology*(1) |
| 5. 1st to 4th Year French†... (1, 2, 3, 4) | 13a. General Science.....(1) |
| 6. 1st to 4th Year Spanish†.. (1, 2, 3, 4) | 14. Botany*($\frac{1}{2}$ -1) |
| 7. 1st to 3d Year Italian†.... (1, 2, 3) | 14a. Zoology*($\frac{1}{2}$ -1) |
| 8a. Ancient History.....($\frac{1}{2}$ -1) | 15. Bookkeeping($\frac{1}{2}$ -1) |
| 8b. European History.....($\frac{1}{2}$ -1) | 16. Agriculture, Home |
| 8c. English History.....($\frac{1}{2}$ -1) | Economics($\frac{1}{2}$ -1) |
| 8d. American History and Civics ($\frac{1}{2}$ -1) | 17. Drawing($\frac{1}{2}$ -1) |
| 9a. Elementary Algebra.....(1) | 18. Manual Training.....($\frac{1}{2}$ -1) |
| 9b. Intermediate Algebra.....(1) | { Any high-school subject or |
| 9c. Advanced Algebra.....($\frac{1}{2}$) | { subjects not already used |
| 9d. Plane Geometry.....(1) | 19. { and acceptable to the Uni- } ($\frac{1}{2}$ -2) |
| 9e. Solid Geometry.....($\frac{1}{2}$) | { versity. } |
| 9f. Plane Trigonometry.....($\frac{1}{2}$) | |

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

1. By presenting an acceptable school certificate.

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

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

†One year of a single language by itself will not be counted.

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

3. By passing the necessary Regents examinations.

Since students enroll for the work in Hotel Administration at Cornell University from all parts of the United States and from other countries, and since the subjects of study available to students in the high schools vary from section to section, the prospective student is allowed wide freedom in the choice of his high-school subjects. Only English, obviously valuable, and the minimum mathematics necessary for the important required sequence of courses in engineering are specified. Students and vocational advisers should not, however, be misled by this freedom. The curriculum in hotel administration includes a number of rigorous courses in accounting, science, and engineering, and, while the committee on admissions gives due weight to the more personal factors, it insists, for the protection of the prospective student, on evidence of good scholastic ability,—ability to carry an exacting college program.

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

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

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

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

PERSONAL REQUIREMENTS

As more applicants can meet the academic requirements stated under A than can be accommodated, the Faculty attempts to choose through

a Committee on Admissions (whose decisions are final) those likely to profit most by the instruction offered. Prospective students in Hotel Administration who are able 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 qualifications for admission to the hotel course. They should also arrange through the College Entrance Examination board of Princeton, New Jersey, to take the Scholastic Aptitude Test given by that board. The committee interviews the applicant students; notes the content of the preparatory courses; considers all available evidence with regard to character, scholarship, seriousness of purpose, and fitness for hotel work; and on the basis of this evidence selects the applicants to be admitted.

For admission in September, formal application must be filed at the Office of Admissions, Cornell University, Ithaca, New York, before March 1. For admission in February, application must be filed before December 1.

Every candidate for matriculation must submit to the Director of Admissions a satisfactory certificate of vaccination against smallpox, preferably not later than August 1 if he is to be admitted in October, 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.

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

ADVANCED STANDING

With the approval of the Committee on Admissions students may be admitted to the hotel course with advanced standing from other institutions of collegiate grade. To such students credit will ordinarily be given, against the specific degree requirements, for those courses for which substantially equivalent work has been done. For that portion of the student's work not applicable to the specific requirements credit up to twenty-four hours will ordinarily be given against the requirement of one hundred and twenty hours. Such students will be held, in common with the others, for the completion of the hotel-practice requirement before the last term of residence. Formal applications for admission should be filed before April 1 with the Director of Admissions, Administration Building, Cornell University, Ithaca, New York.

COLLEGE GRADUATES

A number of college graduates looking forward to executive po-

sitions in the hotel field have found it possible to arrange attractive one-year or two-year programs of study in the specific hotel courses. When approved by the Committee on Admissions, such students enter as undergraduates with advanced standing, and their schedules are specifically arranged to fit the individual's preparation and aims. The amount of time necessary to meet the degree requirements varies with the student's previous study and hotel experience, but should ordinarily not exceed four or five semesters. Those not interested in the second degree can cover a substantial and worthwhile amount of hotel subject matter in an intensive one-year course. But students planning a one-year program are cautioned that with the current heavy demand for the limited-capacity laboratory courses a delay of a semester or two is not unusual in securing admission to advanced laboratory courses. College students planning to study hotel administration after graduation should seek hotel experience during the summer months, and are advised to consult the Department of Hotel Administration regarding their undergraduate programs.

REQUIREMENTS FOR GRADUATION

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

The requirements are the completion, with a general average grade of seventy, of one hundred and twenty hours, required and elective, as set forth below; the completion, before the last term of residence, of sixty points of hotel-practice credit as defined on page 44; and the completion, during the first terms of residence, of the University requirements in military science and tactics (page 24) and physical training (page 25).

A suggested program of courses arranged by years appears on pages 37 to 39. The specifically required courses, there indicated, account for seventy-two of the total of one hundred and twenty hours. From the list of hotel electives (page 40) some combination courses, the credit for which totals at least twenty-four hours, is also to be taken. The remaining twenty-four hours may be earned in courses chosen at will, with the approval of the adviser, from courses offered by any college of the University, provided only that the customary requirements for admission to the courses chosen are met.

Credit earned in the courses in Military Science and Tactics, required of all physically fit men students, except certain classes of veterans, may be counted in the twenty-four hour group of free electives. Both men and women students are required by the University Faculty to take courses in physical education, but no credit against the academic degree requirement is allowed for these courses.

Curriculum*

(Grouped according to years)

THE FRESHMAN YEAR

Specifically Required

	<i>Credit Hours</i>
Orientation (<i>Hotel Administration</i> 1).....	1
Accounting (<i>Hotel Accounting</i> 81 and 82)	8
Introductory Course in Reading and Writing (<i>English</i> 111 and 112).....	6
General Chemistry (<i>Chemistry</i> 101 and 102).....	6
Food Preparation (<i>Food and Nutrition</i> 120).....	3
Food Preparation (<i>Food and Nutrition</i> 220).....	3
Mechanical Drawing (<i>Hotel Engineering</i> 260).....	3
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	30

Suggested Electives

†Lectures on Hotel Management (<i>Hotel Administration</i> 155).....	1
Typewriting (<i>Hotel Administration</i> 37).....	2
†Computation (<i>Hotel Accounting</i> 89).....	2
French according to preparation.....	6
General Biology (<i>Biology</i> 1).....	6
†History of the Culinary Art (<i>Hotel Administration</i> 120).....	1

THE SOPHOMORE YEAR

Specifically Required

Hotel Accounting (<i>Hotel Accounting</i> 181 and 182).....	8
Modern Economic Society (<i>Economics</i> 101).....	5
Psychology (<i>Hotel Administration</i> 114).....	3
Elective Courses in Hotel Engineering.....	6
Quantity Food Preparation: Elementary Course (<i>Institution Management</i> 200)	3
Meat and Meat Products (<i>Animal Husbandry</i> 91).....	2
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Suggested Electives

†Lectures on Hotel Management (<i>Hotel Administration</i> 155).....	1
†Nutrition and Health (<i>Food and Nutrition</i> 190).....	2
†Hotel Furnishing and Decoration (<i>Household Art</i> 130).....	2
†Hotel Textiles (<i>Textiles</i> 140).....	2
†Hotel Housekeeping (<i>Textiles</i> 140a).....	1

*See pages 8 to 25 for detailed description of courses.

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

†Grading and Handling Vegetable Crops (Vegetable Crops 112).....	3
†Meat Cutting (<i>Animal Husbandry</i> 93).....	1
†Quantity Food Preparation: Principles and Methods (<i>Institution Management</i> 210).....	4
†Quantity Food Preparation and Catering, Advanced Course (<i>Institution Management</i> 330).....	5
†Hotel Stewarding (<i>Hotel Administration</i> 118).....	1
†Catering (<i>Hotel Administration</i> 122).....	1
†Hotel Structures and Maintenance (<i>Hotel Engineering</i> 266).....	3
†Hotel Accounting (<i>Hotel Accounting</i> 83).....	2
†Food and Beverage Control (<i>Hotel Accounting</i> 184).....	3
†Front Office Procedure (<i>Hotel Accounting</i> 188).....	1
†Business Communications (<i>Hotel Administration</i> 238).....	3
†General Bacteriology (<i>Bacteriology</i> 1).....	6
†Household Bacteriology (<i>Bacteriology</i> 4).....	3
†Human Physiology (<i>Physiology</i> 303).....	3

See also the electives suggested for the freshman year

THE JUNIOR YEAR

Specifically Required

	<i>Credit Hours</i>
‡Elective Courses in Hotel Engineering.....	6
*An elective course in economics.....	3
An elective course in expression:.....	3
Public Speaking (<i>Speech and Drama</i> 101)	
Elements of Journalism (<i>Extension Teaching</i> 15)	
Oral and Written Expression (<i>Extension Teaching</i> 101 and 102)	

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Suggested Electives

†Lectures on Hotel Management (<i>Hotel Administration</i> 155).....	1
†Hotel Menu Planning (<i>Hotel Administration</i> 124).....	1
†Auditing (<i>Hotel Accounting</i> 183).....	3
†Interpretation of Hotel Financial Statements (<i>Hotel Accounting</i> 186).....	2
†Tax Computation (<i>Hotel Accounting</i> 187).....	2
†Budgeting (<i>Hotel Accounting</i> 281).....	2
†Accounting Practice (<i>Hotel Accounting</i> 282).....	3
†Advanced Accounting (<i>Hotel Accounting</i> 283).....	3
†Personnel Administration (<i>Hotel Administration</i> 119).....	3
†Hotel Financing (<i>Hotel Administration</i> 174).....	1
†Hotel Public Relations (<i>Hotel Administration</i> 176).....	1
†Hotel Promotion (<i>Hotel Administration</i> 178).....	1
†Sales Promotion (<i>Hotel Administration</i> 278).....	1
†Hotel Advertising (<i>Hotel Administration</i> 179).....	1
†General Survey of Real Estate (<i>Hotel Administration</i> 191).....	2
†Fundamentals of Real Estate (<i>Hotel Administration</i> 192).....	2
†Fire and Inland Marine Insurance (<i>Hotel Administration</i> 196).....	3

*The requirement in elective economics may be satisfied by any course in economics beyond Economics 101 or by Agricultural Economics 111 or 115.

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

‡The requirement in elective hotel engineering may be satisfied by any of the elective courses offered by the department of Hotel Engineering and described on pages 17 and 18.

†Liability, Compensation, and Casualty Insurance (<i>Hotel Administration</i> 197)...	3
†Special Hotel Equipment (<i>Hotel Engineering</i> 261).....	3
†Water Systems (<i>Hotel Engineering</i> 262).....	3
†Steam Heating (<i>Hotel Engineering</i> 263).....	3
†Electrical Equipment (<i>Hotel Engineering</i> 264).....	3
Money and Banking (<i>Economics</i> 201).....	3
Corporation Finance (<i>Economics</i> 311).....	3
Introduction to the Study of Society (<i>Sociology</i> 101).....	3
Statistics (<i>Agricultural Economics</i> 111).....	3
General Geography (<i>Geology</i> 105).....	3
Courses in English composition or literature, in history, or in government.	

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

THE SENIOR YEAR

Specifically Required

	<i>Credit Hours</i>
Law of Business (<i>Hotel Administration</i> 171).....	3
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	3

Suggested Electives

†Elementary Secretarial Shorthand (<i>Hotel Administration</i> 131).....	4
†Elementary Secretarial Typewriting (<i>Hotel Administration</i> 132).....	2
†Secretarial Dictation (<i>Hotel Administration</i> 133).....	4
†Secretarial Procedures (<i>Hotel Administration</i> 134).....	2
†Office Machines (<i>Hotel Administration</i> 135).....	2
†Business Communications (<i>Hotel Administration</i> 238).....	3
†Advanced Catering (<i>Hotel Administration</i> 123).....	1
†Lectures on Hotel Management (<i>Hotel Administration</i> 155).....	1
†Special Hotel Problems (<i>Hotel Administration</i> 153).....	2, 3, or 4
†Hotel Accounting Problems (<i>Hotel Accounting</i> 185).....	2
†Law as Related to Innkeeping (<i>Hotel Administration</i> 172).....	2
†Problems in Hotel Analysis (<i>Hotel Accounting</i> 189).....	2 or 3
†Real Estate Financing and Investments (<i>Hotel Administration</i> 193).....	2
†Real Estate Appraising (<i>Hotel Administration</i> 194).....	2
†Research and Techniques in Personnel Administration (<i>Hotel Administration</i> 216).....	3
†Law of Business: Contracts, Bailments, and Agency (<i>Hotel Administration</i> 272).....	2
†Law of Business: Partnerships and Corporations (<i>Hotel Administration</i> 274).....	2
†Problems in Food Control (<i>Hotel Accounting</i> 284).....	1
†Accounting Machines in Hotels (<i>Hotel Accounting</i> 288).....	1
Public Control of Business (<i>Economics</i> 321 and 322).....	6
Taxation (<i>Agricultural Economics</i> 138).....	3
Labor Conditions and Problems (<i>Economics</i> 401).....	3
Trade Unionism and Collective Bargaining (<i>Economics</i> 402).....	3
Courses in philosophy, in music, and in the fine arts	

See also the electives suggested for the earlier years.

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

HOTEL ELECTIVES

Hotel Accounting (<i>Hotel Accounting</i> 83).....	2
Computation (<i>Hotel Accounting</i> 89).....	2
Auditing (<i>Hotel Accounting</i> 183).....	3
Food and Beverage Control (<i>Hotel Accounting</i> 184).....	3
Hotel Accounting Problems (<i>Hotel Accounting</i> 185).....	2
Interpretation of Hotel Financial Statements (<i>Hotel Accounting</i> 186).....	2
Tax Computation (<i>Hotel Accounting</i> 187).....	2
Front Office Procedure (<i>Hotel Accounting</i> 188).....	1
Problems in Hotel Analysis (<i>Hotel Accounting</i> 189).....	2
Problems in Hotel Analysis (<i>Hotel Accounting</i> 289).....	2 or 3
Budgeting (<i>Hotel Accounting</i> 281).....	2
Advanced Accounting (<i>Hotel Accounting</i> 282).....	3
Accounting Practice (<i>Hotel Accounting</i> 283).....	3
Problems in Food Control (<i>Hotel Accounting</i> 284).....	1
Accounting Machines in Hotels (<i>Hotel Accounting</i> 288).....	1
Tourism (<i>Hotel Administration</i> 56).....	1
History of Hotels and Inns (<i>Hotel Administration</i> 58).....	2
Personnel Administration (<i>Hotel Administration</i> 119).....	3
Research and Techniques in Personnel Administration (<i>Hotel Administration</i> 216).....	3
Typewriting (<i>Hotel Administration</i> 37).....	2
Elementary Secretarial Shorthand (<i>Hotel Administration</i> 131).....	4
Elementary Secretarial Typewriting (<i>Hotel Administration</i> 132).....	2
Secretarial Dictation (<i>Hotel Administration</i> 133).....	4
Secretarial Procedures (<i>Hotel Administration</i> 134).....	2
Office Machines (<i>Hotel Administration</i> 135).....	2
Business Communications (<i>Hotel Administration</i> 238).....	3
Seminar in Hotel Administration (<i>Hotel Administration</i> 153).....	2, 3, or 4
Lectures on Hotel Management (<i>Hotel Administration</i> 155).....	1
Law of Business (<i>Hotel Administration</i> 171).....	3
Law as Related to Innkeeping (<i>Hotel Administration</i> 172).....	2
Hotel Financing (<i>Hotel Administration</i> 174).....	1
Law of Business: Contracts, Bailments, and Agency (<i>Hotel Administration</i> 272).....	2
Law of Business: Partnerships and Corporations (<i>Hotel Administration</i> 274).....	2
Hotel Public Relations (<i>Hotel Administration</i> 176).....	1
Hotel Promotion (<i>Hotel Administration</i> 178).....	1
Sales Promotion (<i>Hotel Administration</i> 278).....	1
Hotel Advertising (<i>Hotel Administration</i> 179).....	1
General Survey of Real Estate (<i>Hotel Administration</i> 191).....	2
Fundamentals of Real-Estate Management (<i>Hotel Administration</i> 192).....	2
Real-Estate Financing and Investments (<i>Hotel Administration</i> 193).....	2
Real-Estate Appraising (<i>Hotel Administration</i> 194).....	2
Fire and Inland Marine Insurance (<i>Hotel Administration</i> 196).....	3
Liability, Compensation, and Casualty Insurance (<i>Hotel Administration</i> 197).....	3
Special Hotel Equipment (<i>Hotel Engineering</i> 261).....	3
Water Systems (<i>Hotel Engineering</i> 262).....	3
Steam Heating (<i>Hotel Engineering</i> 263).....	3
Electrical Equipment (<i>Hotel Engineering</i> 264).....	3
Hotel Planning (<i>Hotel Engineering</i> 265).....	3
Hotel Structures and Maintenance (<i>Hotel Engineering</i> 266).....	3
Refrigeration (<i>Hotel Engineering</i> 267).....	3
Food Selection and Purchase for the Institution (<i>Institution Management</i> 220).....	3
Quantity Food Preparation and Catering, Advanced Course (<i>Institution Management</i> 330).....	5

Hotel Stewarding (<i>Hotel Administration</i> 118).....	1
History of the Culinary Art (<i>Hotel Administration</i> 120).....	1
Catering (<i>Hotel Administration</i> 122).....	1
Advanced Catering (<i>Hotel Administration</i> 123).....	1
Hotel Menu Planning (<i>Hotel Administration</i> 124).....	1
Nutrition and Health (<i>Food and Nutrition</i> 190).....	2
Seminar in Frozen Foods (<i>Food and Nutrition</i> 325).....	1
General Bacteriology (<i>Bacteriology</i> 1).....	6
Household Bacteriology (<i>Bacteriology</i> 4).....	3
Meat Cutting (<i>Animal Husbandry</i> 93).....	1
Hotel Furnishing and Decorating (<i>Household Art</i> 130).....	2
Hotel Textiles (<i>Textiles</i> 140).....	2
Hotel Housekeeping (<i>Textiles</i> 140a).....	1
Soaps and Detergents (<i>Hotel Administration</i> 145).....	1

HOTEL ADMINISTRATION

SUGGESTED PROGRAM
FOR PROSPECTIVE RESTAURATEURS

THE FRESHMAN YEAR		Credit Hours
*Food Preparation (<i>Food and Nutrition</i> 120).....		3
*Food Preparation (<i>Food and Nutrition</i> 220).....		3
*General Chemistry (<i>Chemistry</i> 101 and 102)		6
*Accounting (<i>Hotel Accounting</i> 81 and 82).....		8
*Introductory Course in Reading and Writing (<i>English</i> 111 and 112).....		6
*Orientation (<i>Hotel Administration</i> 1).....		1
History of the Culinary Art (<i>Hotel Administration</i> 120).....		1
Typewriting (<i>Hotel Administration</i> 37).....		2
		30
THE SOPHOMORE YEAR		
General Biology (<i>Biology</i> 1).....		6
French according to preparation.....		6
*Quantity Food Preparation: Principles and Methods (<i>Institution Management</i> 210).....		4
*Mechanical Drawing (<i>Hotel Engineering</i> 260).....		3
*Meat and Meat Products (<i>Animal Husbandry</i> 91).....		2
*Psychology (<i>Hotel Administration</i> 114).....		3
Personnel Administration (<i>Hotel Administration</i> 119).....		3
Grading and Handling Vegetable Crops (<i>Vegetable Crops</i> 112).....		3
		30
THE JUNIOR YEAR		
Bacteriology (<i>Bacteriology</i> 1).....		6
Hotel Menu Planning (<i>Hotel Administration</i> 124).....		1
Hotel Stewarding (<i>Hotel Administration</i> 118).....		1
Food and Beverage Control (<i>Hotel Accounting</i> 184).....		3
*Modern Economic Society (<i>Economics</i> 105 and 106).....		6
*Special Hotel Equipment (<i>Hotel Engineering</i> 261).....		3
*Water Systems (<i>Hotel Engineering</i> 262).....		3
Meat Cutting (<i>Animal Husbandry</i> 93).....		1
Catering (<i>Hotel Administration</i> 122).....		1
Hotel Furnishing and Decorating (<i>Household Art</i> 130).....		2
*Law of Business (<i>Hotel Administration</i> 171).....		3
		30
THE SENIOR YEAR		
Problems in Food Control (<i>Hotel Accounting</i> 284).....		1
Advanced Catering (<i>Hotel Administration</i> 123).....		1
Hotel Textiles (<i>Textiles</i> 140).....		2
Quantity Food Preparation and Catering, Advanced Course (<i>Institution Management</i> 330).....		5
Hotel Structures and Maintenance (<i>Hotel Engineering</i> 266).....		3
Fire and Inland Marine Insurance (<i>Hotel Administration</i> 196).....		3
Liability, Compensation, and Casualty Insurance (<i>Hotel Administration</i> 197)....		3
Public Speaking (<i>Speech and Drama</i> 101).....		3
Law of Business: Contracts, Bailments, and Agency (<i>Hotel Administration</i> 272)		2
Law of Business: Partnerships and Corporations (<i>Hotel Administration</i> 274)....		2
Human Physiology (<i>Physiology</i> 303).....		3
Elective		2
		30

The courses starred () are required. The other courses are suggested electives. The prospective restaurateur may rearrange the electives or substitute extensively other electives either from the list on pages 40 and 41 or from the courses offered in other colleges.

CERTIFIED PUBLIC ACCOUNTING

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

1. *In Accounting*

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

<i>Credit hours</i>	<i>Subject</i>	<i>Catalogue number</i>
4	Accounting	(Hotel Accounting 81)
4	Hotel Accounting	(Hotel Accounting 82)
4	Hotel Accounting	(Hotel Accounting 181)
4	Intermediate Accounting	(Hotel Accounting 182)
3	Auditing	(Hotel Accounting 183)
3	Food and Beverage Control	(Hotel Accounting 184)
2	Hotel Accounting Problems	(Hotel Accounting 185)
2	Tax Computation	(Hotel Accounting 187)
3	Advanced Accounting	(Hotel Accounting 282)
3	Accounting Practice	(Hotel Accounting 283)
3	Cost Accounting	(Administrative Engineering 3248)

2. *In Business Law*

Enough of the following to total eight hours:

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

3. *In Finance*

<i>Credit hours</i>	<i>Subject</i>	<i>Catalogue number</i>
3	Corporation Finance	(Economics 311)
2	Interpretation of Hotel Financial Statements	(Hotel Accounting 186)
3	Money and Banking	(Economics 201)

4. *In Economics*

<i>Credit hours</i>	<i>Subject</i>	<i>Catalogue number</i>
3	Modern Economic Society	(Economics 105)
3	Modern Economic Society	(Economics 106)

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

PRACTICE REQUIREMENT

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

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

Each student enrolled in the hotel course is expected to spend his summer vacation periods at approved work, and failure to do so without the express permission of the Practice Committee renders him liable to dismissal or discipline. Plans for the summer should be made definite only after a study of the practice instructions and consultation with the Chairman of the Committee. Formal application for credit must be filed on or before the first day of classes following the completion of the period of experience.

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

Since cadets in the Army Reserve Officers Training Corps are expected to spend six weeks in camp during the summer before their senior year, it is especially desirable that hotel students who plan to join the Corps and to elect the advanced courses in Military Science and Tactics make every effort to expedite their practice work early. By working the full vacation periods of thirteen weeks and by filing extra reports

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

it is possible to satisfy the practice requirements and to attend the final summer training camp.

Similarly students enrolled in the Navy Reserve Officers Training Corps who must make summer cruises should anticipate the practice requirements as much as possible.

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

Some hotels and restaurant organizations (among them the American Hotels Corporation, Hotels Statler, Inc., and Stouffers Restaurants) make a point of providing experience opportunities for Cornell students, setting up special apprenticeship arrangements with rotated experience for them.

The type of experience for which practice credit is given is illustrated by jobs previously held by hotel students:

Steward's Helper, Hotel Hendrick Hudson, Troy, New York
Kitchen Worker, Brightwaters Inn, Wolfeboro, New Hampshire
Hostess, Coffee Shop, Statler Hotel, Washington, D. C.
Wine Steward, Hotel Lincolnshire, Boston, Massachusetts
Food Control Clerk, Hotel Statler, Buffalo, New York
Pastry Chef's Helper, Palmer House, Chicago, Illinois
Food and Beverage Control, Nautilus Beach Hotel, Atlantic Beach, Long Island
Manager-Steward, Delta Dam Yacht Club, Rome, New York
Room Clerk, Jefferson Hotel, Moorehead, North Carolina
Food Purchaser, Bolan's Restaurant Inc., Pittsburgh, Pennsylvania
Assistant Steward, DeWitt Clinton Hotel, Albany, New York
Bookkeeper, Ocean House, Nantucket Island, Massachusetts
Office Assistant, Sawbill Lodge, Tofte, Minnesota
Dining Car Steward, New York Central System
Assistant Manager, Burkhart's Restaurant, Shippensburg, Pennsylvania
Personnel Manager, Hotel Dennis, Atlantic City, New Jersey
Front Office Clerk, Hotel Benjamin Franklin, Philadelphia
Pantry and Salad Man, Beach House, Nantucket Island, Massachusetts
Manager, Dunes Carlton Hotel, Narragansett, Rhode Island
Night Clerk, Fort William Henry Hotel, Lake George, New York
Day Clerk, Squirrel Inn, Squirrel Island, Maine
Assistant Day Audit Clerk, Buckhill Inn, Buckhill Falls, Pennsylvania
Trainee, Hotel Statler, Buffalo, New York
Cashier, Star Lake Inn, Star Lake, New York

Room Clerk, Hotel Hanscom, Ocean City, New Jersey
Trainee, Stouffer Corporation, Cleveland, Ohio
Manager, Theanoguen Clubhouse, Lake Placid Club, Lake Placid,
New York
Kitchen Roundsman, Waldorf-Astoria Hotel, New York City
Assistant Manager, Aberdeen Hotel, Longport, New Jersey
Catering-trainee, The Willrey Restaurant, New Rochelle, New York
Assistant Room Clerk, New Surf Hotel, Miami Beach, Florida
Cook, Allenwood Inn, Burlington, Vermont
Assistant Manager, Sunshine Villa, Hunter, New York
Steward, Colonial Hotel, Cape May, New Jersey
Rack Clerk, The Stevens, Chicago, Illinois
Waiter, Seneca Lake Country Club, Geneva, New York
Trainee, Hotel Statler, Boston, Massachusetts
Serving Room Man, Mountain View Inn, Whitefield, New Hampshire
Bellman, DeWitt Clinton Hotel, Albany, New York
Cruise Director, Alcoa Steamship Corporation, New York City
Waiter, Brookdale Lake Lodge, Scotrun, Pennsylvania
Front Office Clerk, Hotel Buena Vista, Biloxi, Mississippi
Kitchen Steward, Mayflower Hotel, Akron, Ohio
Relief Cashier, Brodhead Hotel, Beaver Falls, Pennsylvania
Front Office Clerk, Ambassador Hotel, Los Angeles, California
Desk Clerk, Fishers Island Country Club, Fishers Island, New York
Storeroom Clerk, Book-Cadillac Hotel, Detroit, Michigan
Pantry-Man, Berkeley-Carteret Hotel, Asbury Park, New Jersey
Front Office Clerk, Hotel Roosevelt, New York City
Steward's Department, Palmer House, Chicago, Illinois
Front Office Clerk, Hotel Damon, Rochester, Minnesota
Steward's Assistant, Hotel Robert E. Lee, Winston Salem, North
Carolina
Cashier, Santa Rita Restaurant, Atlantic City, New Jersey
Apprentice, Kahler Hotel, Rochester, Minnesota
Public Relations, El Prado, Mexico City
Kitchen Floor Steward, Hotel Samoset, Rockland, Maine
Receiving Clerk, Berkeley-Carteret, Asbury Park, New Jersey
Assistant Manager, Star Lake Inn, Star Lake, New York
Assistant Steward, White Roe Inn, Livingston Manor, New York
Front Office Clerk, Ambassador Hotel, Tulsa, Oklahoma
Assistant Steward, Somerset Hotel, Boston, Massachusetts
Pantry Worker, Terrace Gables, Falmouth Heights, Massachusetts
Steward, Grace Steamship Lines
Kitchen Helper, Florence Hotel, Missoula, Montana
Assistant Manager, Princess Anne Hotel, Asheville, North Carolina
Trainee, Palmer House, Chicago, Illinois

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.

Each term the student becomes liable on registration for the following:

*Tuition	\$275.00
Laboratory fees.....	15.00
Infirmary fee.....	15.00
University Administration fee.....	8.50
Willard Straight Hall membership fee.....	5.00
Physical recreation fee.....	5.00
	<hr/>
	\$323.50

The university administration fee covers the use of the university's general facilities such as the library, and also covers laboratory fees in courses outside the college. The Willard Straight Hall membership fee entitles the student to share in the common privileges afforded by the operation of the student union, Willard Straight Hall. The infirmary fee covers treatment at the university clinic, medical and emergency surgical care at the infirmary, and hospitalization at the infirmary for a maximum of two weeks in a single twelve-month period. The physical recreation fee entitles the student to use of the university playing fields and athletic equipment.

For information regarding other fees, non-recurring; regarding the time and method of payment, and regarding the automobile parking fees and regulations, the reader is referred to the University's circular of General Information.

SELF-SUPPORT

A study of student budgets suggests that \$1300 a year is necessary for the student who meets all his expenses in cash. Of this amount about \$650 is required for tuition, fees, books, and supplies; about \$200 for room; about \$350 for board; and \$100 for incidentals. This is to be considered a minimum. For comfortable living, more is required. Clothing, transportation, and fraternity dues are not included.

The student who wishes to be partially self-supporting can, however, ordinarily earn his room or his meals, reducing the school-year budget to \$750 or \$900. Many earn more, but the sacrifice in time and energy, the drain on class-room work, especially the first year, is heavy for any but the more capable students. Savings from summer earnings can usually be counted on for from \$200 to \$400.

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

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 to superior character, interest, and scholarship, give evidence of being worthy recipients. The scholarships are payable in two installments and when awarded for the school year their continuance in the second semester is contingent upon good behavior and performance.

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

The Horwath and Horwath Scholarship, founded by the accounting firm of Horwath and Horwath of New York City, entitles the holder to \$300 for the year, and recognizes particularly scholarship in the field of accounting.

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

The New Jersey State Hotel Association Scholarship, supported by annual grant from the New Jersey State Hotel Association, entitles the holder to \$400 for the year. In the award preference is given to residents of New Jersey.

The Pennsylvania Hotels Association Scholarship, established in 1933, entitles the holder to \$100 a year. In the award preference is given to residents of Pennsylvania.

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

The Needham and Grohmann Scholarship, established in 1933 by the advertising agency of that name, entitles the holder to \$100 a year, and recognizes particularly scholarship in the field of hotel advertising.

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

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

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

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

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

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

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

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

The Ralph Hitz Memorial Scholarship is supported by an endowment of \$10,000 contributed by his friends to honor the memory of the late Ralph Hitz, founder of the National Hotel Management Company.

The Herbert L. Grimm Memorial Scholarship consists of the income from an endowment of approximately \$3,000 contributed by the friends of the late Mr. Grimm through the Pennsylvania Hotels Association, of which he was for many years an active member.

The Schlitz Scholarships, supported by an annual donation of \$10,500 from the Joseph Schlitz Brewing Company of Milwaukee, consist of annual grants of \$1500 a year.

The Pick Hotels Scholarship is supported by an annual grant of \$300 from the Pick Hotels Corporation.

The Boss Hotels Scholarship is supported by an annual grant of \$200 by Edward A. Boss, owner of the Boss Hotels in Iowa, Nebraska, Illinois, and Wisconsin.

The Howard Dayton Hotels Scholarship is supported by an annual grant of \$100 from Howard L. Dayton, Albany, Georgia, of the class of '28.

The Barney L. Allis Scholarship is supported by an annual grant of \$100 donated by Barney L. Allis, president of the Hotel Muehlbach, Kansas City, Missouri.

The Koehl, Landis, and Landan Scholarship is supported by an annual grant of \$100 donated by the advertising firm of that name.

The Cornell Society of Hotelmen Scholarship is supported by an annual grant of \$200 from that society.

The Sol Amster Scholarship is supported by an annual grant of \$100 from Sol Amster, proprietor of Balfour Lake Lodge, Minerva, New York.

The Ohio Hotels Association Scholarship entitles the holder to \$250 a year. In the award preference is given to residents of Ohio.

The Duncan Hines Foundation Scholarships. The Trustees of the Duncan Hines Foundation have made an initial donation of \$1250 for scholarships for the benefit of students "engaged in special studies in foods, food values, dietetics, culinary arts, and similar subjects."

Another scholarship of \$100 is supported by an anonymous donor.

The Hotel Management Scholarship in Memory of J. O. Dahl, an annual grant of \$200 was established by the publication "Hotel Management" on the occasion of the joint 25th anniversary of that publication and the Department of Hotel Administration.

The John Sherry Scholarship was established in recognition of Mr. Sherry's many years of volunteer service on the faculty.

The Taylor Scholarship Foundation, S. Gregory Taylor, President, awards "all-expense" scholarships to selected students of Greek descent. Details are obtainable from the Foundation at 50 Central Park South, New York 19, New York.

In addition to the scholarships named above, the Department has funds in the total amount of \$9,000 for grants-in-aid to deserving and meritorious applicants. Hotel students are further eligible for the

general University scholarships described in the *General Information Number*. These include the Cornell National Scholarships, carrying a value up to \$1,100 a year, the University Undergraduate Scholarships, ranging from \$200 to \$400, and the State of New York Scholarships, ranging from \$200 to \$350, open to New York State residents.

ASSISTANTSHIPS

Upper-class students, ranking high in scholarship, are eligible for appointment as student assistants. These positions carry an annual stipend of from \$500 to \$650, and represent excellent experience opportunities.

LOANS

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

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

Ye Hosts, the recognition society of the Department of Hotel Administration, has also established a loan fund for students in need of temporary financial assistance.

CORNELL UNIVERSITY OFFICIAL PUBLICATION

The issues of this publication are designed to give prospective students and other persons information about Cornell University. No charge is made except for the *Directory of Staff and Students* and *A Book of Pictures*.

The prospective student should have a copy of *General Information* and a copy of one or more of the following Announcements:

Graduate School, Medical College, Cornell University-New York Hospital School of Nursing, Law School, College of Arts and Sciences, College of Architecture, College of Engineering, School of Business and Public Administration, New York State College of Agriculture, Two-Year Courses in Agriculture, Farm Study Courses, New York State School of Industrial and Labor Relations, New York State College of Home Economics, Course in Hotel Administration, New York State Veterinary College, School of Nutrition, School of Education, Announcement of the Department of Military Science and Tactics, Summer Session, Annual Report of the President.

Directory of Staff and Students is priced at 25 cents, postpaid. *A Book of Pictures* is priced at 50 cents postpaid.

Correspondence regarding these publications should be addressed to

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