

# CORNELL UNIVERSITY

## DEPARTMENT OF HOTEL ADMINISTRATION

1945-1946



## The University Calendar for 1945-1946

1945

FALL TERM

Nov. 2,	<i>Friday,</i>	Registration, Navy students.
Nov. 3,	<i>Saturday,</i>	Registration, civilian students.
Nov. 5,	<i>Monday,</i>	Instruction begins at 8 A.M.
Nov. 29,	<i>Thursday,</i>	Last day for the payment of tuition for the fall term.
Dec. 25,	<i>Tuesday,</i>	Christmas, a holiday.

1946

Feb. 23,	<i>Saturday,</i>	Examinations end at 5 P.M.
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SPRING TERM

March 1,	<i>Friday,</i>	Registration, civilian students.
March 2,	<i>Saturday,</i>	Registration, Navy students.
March 4,	<i>Monday,</i>	Instruction begins at 8 A.M.
March 28,	<i>Thursday,</i>	Last day for the payment of tuition for the spring term.
June 22,	<i>Saturday,</i>	Examinations end at 5 P.M.

### CORRESPONDENCE

Correspondence concerning admission (see page 40) 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.

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### CORNELL UNIVERSITY OFFICIAL PUBLICATION

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# DEPARTMENT OF HOTEL ADMINISTRATION

## STAFF OF ADMINISTRATION

Edmund Ezra Day, Ph.D., LL.D., President of the University  
George Holland Sabine, Ph.D., LL.D., Vice-President of the University  
Carlton Chase Murdock, Ph.D., Dean of the University Faculty  
Sarah Gibson Blanding, M.A., Dean of the College of Home Economics  
Mary Frances Henry, M.A., Assistant Dean of the College of Home Economics  
and Professor 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  
Beulah Blackmore, B.S., Professor of Home Economics  
Mrs. Jesse Austin Boys, M.S., Associate Professor of Home Economics  
Alice Marguerite Burgoin, M.S., Associate Professor of Home Economics and  
Assistant Manager of Cafeteria  
Henry Arthur Carey, A.B., LL.B., Lecturer in Hotel Administration  
Mac A. Chamberlin, Supervising Steward, Hotels Statler Company, Inc., 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  
Kathleen L. Cutlar, M.S., Instructor, Assistant Manager of Cafeteria  
Crete M. Dahl, M.S., Lecturer in Hotel Administration  
Joseph Alma Dye, Ph.D., Associate Professor of Physiology  
†Mark Egan, A.B., Proprietor, King Edward Hotel, Niagara Falls, Canada, Lec-  
turer in Hotel Administration  
Oscar Diedrich von Engeln, Ph.D., Professor of Geology  
Donald English, B.S., M.B.A., Professor of Economics and Accounting  
George Raymond Hanselman, M.E., M.S., Associate Professor of Administrative  
Engineering  
Katharine Wyckoff Harris, B.S., M.A., Professor of Home Economics and Manager  
of the Cafeteria  
Mrs. Ann Hoke, Lecturer in Hotel Administration  
Paul Thomas Homan, Ph.D., Professor of Economics  
Joseph Douglas Hood, Ph.D., Associate Professor of Biology  
Mrs. Helen M. Johnston, B.S., M.A., Instructor in Hotel Administration  
Myron Slade Kendrick, Ph.D., Professor of Public Finance  
John A. Klugherz, Front Office Manager, Waldorf-Astoria, New York City, Lec-  
turer in Hotel Administration  
Albert Emil Koehl, B.S., Swafford and Koehl, New York City, Lecturer in Hotel  
Administration

† Military service.

Albert Washington Laubengayer, Ph.D., Professor of Chemistry  
 Terrell Benjamin Maxfield, B.S., C.P.A., Lecturer in Hotel Accounting  
 Mrs. Lois Farmer Meek, B.S., Lecturer in Hotel Administration  
 Arthur John Mertzke, Ph.D., 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  
 †Charles McCammon Mottley, Ph.D., Associate Professor of Limnology and  
 Fisheries  
 Marion Aleta Neidert, M.S., Assistant Professor, Assistant Manager of Cafeteria,  
 Department of Institution Management  
 J. Howard Nelson, A.B., A.B. in Business Education, M.S., Instructor in Hotel  
 Administration  
 Paul Martin O'Leary, Ph.D., Dean of the School of Business and Public Adminis-  
 tration and Professor of Economics  
 Jacob Papish, Ph.D., Professor of Chemistry  
 George Eric Peabody, M.S., Professor of Extension Teaching  
 Frank Ashmore Pearson, Ph.D., Professor of Prices and Statistics  
 Marion Caroline Pfund, Ph.D., Professor of Home Economics  
 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  
 Harold Lyle Reed, Ph.D., Robert Julius Thorne Professor of Economics  
 William Merritt Sale, jr., Ph.D., Associate Professor of English  
 Charles Inglehart Sayles, M.E.E., Associate Professor of Institutional Engineering  
 Mrs. Dorothy Fessenden Sayles, B.S., Lecturer in Hotel Administration  
 Cecil D. Schutt, Instructor in Animal Husbandry  
 Milton Robert Shaw, B.S., Manager, Residential Halls, Lecturer in Hotel  
 Administration  
 John H. Sherry, A.B., LL.B., Lecturer in Hotel Administration  
 †Thomas Wesley Silk, B.S., Instructor in Hotel Accounting  
 Louis Toth, C.P.A., Horwath and Horwath, New York City, Assistant Professor  
 of Hotel Accounting (second term)  
 Allan Hosie Treman, A.B., LL.B., Instructor in Hotel Law (first term)  
 Joseph Dommers Vehling, Hotel Pfister, Milwaukee, Wisconsin, Lecturer in Hotel  
 Administration  
 William Binnington Ward, M.S., Professor of Extension Education, Editor and  
 Chief of Publications  
 Theodore Lewis Whitesel, B.Ed., B.S., M.S., Instructor in Administrative  
 Engineering  
 Herbert Augustus Wichelns, Ph.D., Professor of Public Speaking  
 Mabel Wilkerson, Ph.B., Assistant Professor, Department of Household Art.  
 Andrew Leon Winsor, Ph.D., Professor of Hotel Administration  
 Paul Work, Ph.D., Professor of Vegetable Crops

#### VISITING LECTURERS, 1942-1945

Carl L. Becker, Professor of History, Emeritus, and University Historian  
 Lucius M. Boomer, Chairman, Board of Directors, Waldorf-Astoria, New York  
 City  
 Harold B. Callis, Vice-President in Charge of Construction, Hotels Statler Com-  
 pany, Inc.  
 Lt. Col. Daniel N. Casey, Quartermaster Corps, AUS  
 M. Paul Catherwood, Commissioner, Department of Commerce, Albany, New York  
 E. H. Cooley, Executive Vice-President, Massachusetts Fisheries Association,  
 Boston, Massachusetts

† Military service.



Captain John M. Crandall, Office of the Quartermaster General, Washington, D. C.  
Arthur William Dana, Restaurant Consultant, New York City  
William H. Geer, Consulting Chemist, Ithaca, New York  
A. N. Gonsior, Head, Plant Engineering and Service Departments, P. Ballantine and Sons, Newark, New Jersey  
Guy Gundaker, Philadelphia, Pennsylvania  
Ernest H. Henderson, President, Sheraton Corporation, Boston, Massachusetts  
Charles A. Horrworth, Executive Vice-President, American Hotel Association  
Jay Jones, Resident Manager, Hotel Sherman, Chicago, Illinois  
Alexander J. Kish, Lt. (jg), USNR  
Kenneth A. Lane, Personnel Manager, Hotel New Yorker, New York City  
Olive Lawry, President, Auxiliary of the Hotel Greeters of America; Executive Secretary, Pittsburgh Hotels Association  
James A. Morrison, Commissary Supervisor, General Cable Corporation, New York  
Captain H. Mowrey, Executive Secretary, Ohio Hotels Association  
Frank J. Oehlschlaeger, Treasurer, Clifton Springs Sanitarium, Clifton Springs, New York  
William G. Power, Personal Representative, General Sales Manager, Chevrolet Motor Division, General Motors Corporation  
Edward D. Ramage, Manager, Hillcrest Hotel, Toledo, Ohio  
Saul Shuff, Social Security Board  
Annette M. Snapper, Director of Consumer Service, Pabst Brewing Company  
Vernon Stouffer, President and Treasurer, The Stouffer Corporation, Cleveland, Ohio  
Walter D. Tiedeman, Chief, Bureau of Milk Sanitation, State Department of Health, Albany, New York  
Roger Williams, Assistant Director in Charge of Inspection and Safety Department, The State Insurance Fund, New York City

## DEPARTMENT OF HOTEL ADMINISTRATION\*

The course in Hotel Administration at Cornell University, the first of its kind anywhere, was established in 1922 at the request of the American Hotel Association. The members of that Association, notably Thomas D. Green, Frank A. Dudley, John McF. Howie, and the late E. M. Statler, and others, have provided financial support, have found places in their organizations for the students and graduates, and have on many occasions endorsed the curriculum. The Statler Foundation — Mrs. Ellsworth M. Statler, Frank A. McKowne, and Edward H. Letchworth, trustees,— is providing \$1,000,000 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 46). The department has support in the form of scholarships from restaurant organizations, and many graduates are in responsible restaurant positions.

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

Each of the ten 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.

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.

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

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 studied by the student with the same focusing interest: how does this material relate to hotel operation? Breadth of training is obtained without dissipation of interest. The graduate should be well-educated and a socially useful individual.

### SUMMER SHORT COURSES

To meet the needs of those who are actively engaged in hotel work but who may be able to spend a week or more in study, the Department of Hotel Administration offers a series of short unit courses during the six weeks beginning July 1, 1946. 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, Interpretation of hotel statements, Hotel engineering and maintenance, Hotel house-keeping, and Hospital operation.

Detailed information will be furnished on request.

### ONE-YEAR REFRESHER PROGRAM

For the benefit of returning service men who by virtue of formal training at Cornell or elsewhere in the operation of hotel properties, or who by virtue of experience in hotel work, are equipped for positions of responsibility in hotels, but who wish first to take a refresher program of instruction to bring them up to date with modern hotel practice, the Department of Hotel Administration at Cornell University is also offering a one-year Refresher Program.

Detailed information will be supplied 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 free access to a complete set of statistical machines, including an eighty-column and a forty-column tabulating machine, and sorting, coding, and verifying machines.

*ACCOUNTING* (Hotel Accounting 81). Fall term. Credit four hours. Required. Lecture, Th 8, Room 3M13. Practice: M W F 11-12.50 or M W F 8-9.50. Room 3M11. Associate Professor COURTNEY and Mr. SILK.

An introduction to the principles of accounting. Practice includes elementary problems with the books necessary to maintain a double-entry system of accounting, controlling accounts and the voucher system, working papers, profit and loss statements, and balance sheets; elementary problems in the accounting incident to the organization 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). Spring term. Credit four hours. Required. Prerequisite, Hotel Accounting 81 or the equivalent. Lecture, Th 8, Room 3M13. Practice: M W F 8-9.50 or M W F 11-12.50. Room 3M11. Associate Professor COURTNEY and Mr. SILK.

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, special-

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

ized 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 six 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). Fall term. Credit one hour. Hotel elective. Prerequisite, Hotel Accounting 82. M 1.40-4 or S 9-11.20. Room 3M11. Associate Professor COURTNEY and Associate Professor CLADEL.

A continuation of the Little Hotel Problem begun in Hotel Accounting 82 involving the recording 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.

*COMPUTATION* (Hotel Accounting 89). Fall or spring term. Credit two hours. Hotel Elective. Lecture and Practice, T Th 2-4. Room 3M11. Associate Professor COURTNEY.

*HOTEL ACCOUNTING* (Hotel Accounting 181). Fall term. Credit three hours. Required. Prerequisite, Hotel Accounting 81 and 82 and hotel experience. Lecture, T 9 or W 10. Room 339. Practice: T Th 8-9.50; T Th 11-12.50; T Th 2-3.50; or W 2-3.50 and F 11-12.50. West Bailey. Associate Professor CLADEL.

A study of the Uniform System of Accounts for Hotels as recommended by the American Hotel Association. The course is concerned with accounting for the transactions of a 400-room transient hotel. It includes a study of front-office routine, the night audit and transcript, the daily report, and the duties of the 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). Spring term. Credit three hours. Required. Prerequisite, Hotel Accounting 181 and ten points of hotel-practice credit. Lecture, T 9, Room 339; or W 10, Room 339. Practice: T Th 8-9.50; T Th 11-12.50; T Th 2-3.50; or W 2-3.50 and F 11-12.50. West Bailey. 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). Fall term. Credit three hours. Hotel elective. Prerequisite, Hotel Accounting 182. Lecture, F 12. Room 339. Practice, M W 11-12.50 or 2-3.50. West Bailey. 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). Spring term. Credit three hours. Hotel elective. Prerequisite, thirty points of hotel-practice credit. Lecture, F 12. Room 339. Practice: T Th 8-9.50; M 2-3.50 and S 10-11.50; or M W 11-12.50. West Bailey. 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). Spring term. Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 182, an average of not less than 75 in required accounting courses, and forty points of practice credit. W 11-1. West Bailey. Assistant Professor TOTH.

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). Spring term. Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 182 and forty points of practice credit. W 1.40-4. Warren 201. Assistant Professor TOTH.

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). Spring term. Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 182. Lecture and practice, T 1.40-4. West Bailey. 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 follow-



ing taxes: the federal normal-income tax, surtax, and 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). Spring term. Credit one hour. Hotel elective. Open to juniors and seniors and to lowerclassmen by permission. Mr. KLUGHERZ.] Not given in 1945-46.

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). Fall or spring term. Credit two hours. Hotel elective. Lecture, M 11. Room 3M11. Practice: one 2-hour, 20 minute period to be arranged. Room G-1. 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, mode, 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). Fall or spring term. 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. Conference, T 10. Room G-1. 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). Spring term. Credit two hours. Hotel elective. Mr. MAXFIELD.] Not given in 1945-46.

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). Fall term. Credit three hours. Hotel elective. Prerequisite, Hotel Accounting 182. Hours and room to be arranged. 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, 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). Spring term. Credit three hours. Hotel elective. Prerequisite, Hotel Accounting 182. Hours and room to be arranged. 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). Spring term. Credit one hour. Hotel elective. Prerequisite, Hotel Accounting 184.] Not given in 1945-46. Permission to register required. Hours to be arranged. 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). Fall or spring term. Credit one hour. Hotel elective. Four lectures or demonstrations during the term. One practice period a week. Hours to be arranged. West Bailey. Associate Professors COURTNEY and 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). Fall or spring term. Credit three hours. For institution management students only. Fall term: lecture, T 8, Room 124; practice, W F 2-4.20, Warren 201. Spring term: lecture, T 8, Room 124; practice, M F 2-4.20, Warren 240. Associate Professor COURTNEY.

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

*RESTAURANT COST AND SALES ANALYSIS* (Hotel Accounting 340). Spring term. Credit two hours. For institution-management students only. Prerequisite, Institution Management 230. Lecture, T 8. Room 3 M 13. Practice, F 11-1. West Bailey. 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 3A47). Fall term. Credit three hours. Prerequisite, Hotel Accounting 81 or its equivalent. Associate Professor HANSELMAN and Mr. WHITESEL.

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). Fall term. Credit three hours. Lecture, M 8. Warren 125. Laboratory, M 1.40-4. Warren 25. 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). Spring term. Credit three hours. Prerequisite, Agricultural Economics 111. Lecture, M 8. Laboratory, M 1.40-4. Warren 125.

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.

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

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

## ADMINISTRATION

[*ORIENTATION* (Hotel Administration 1). Fall term. Credit one hour. Required. T Th 10. Warren 225. A course designed to orient students in the life of the University and in the work of the Department of Hotel Administration. Professor WINSOR.] Not given in 1945-46.

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\* Will satisfy the requirement of elective work in economics.

[*TOURISM* (Hotel Administration 56). Spring term. Credit one hour. Hotel elective. Open to all students.] Not given in 1945-46. Lectures on the volume and distribution of travel.

[*HISTORY OF HOTELS AND INNS* (Hotel Administration 58). Spring term. Credit two hours. Hotel elective. Professor WINSOR.] Not given in 1945-46.

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

*PSYCHOLOGY FOR STUDENTS OF HOTEL ADMINISTRATION* (Hotel Administration 114). Fall term. Credit three hours. Required. Open to sophomores, juniors, and seniors. Lectures, M W F 8. Warren 225. Professor WINSOR.

A study of the methods and problems of general psychology.

*PERSONNEL ADMINISTRATION* (Hotel Administration 119). Fall or spring term. Credit three hours. Hotel elective. Open to sophomores, juniors, and seniors. Prerequisite, Hotel Administration 114 or its equivalent. Lectures, M W F 10. Plant Science 233. Professor WINSOR.

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

*USE AND INTERPRETATION OF TESTS IN GUIDANCE AND PERSONNEL ADMINISTRATION* (Hotel Administration 217). Spring term. Credit three hours. Open to advanced students in personnel administration or guidance. M W F 8, Warren 140. Professor WINSOR.

The use and interpretation of accepted methods and techniques of appraisal for selection and guidance. Practice in administering and evaluating aptitude tests and rating devices.

*SEMINAR IN PERSONNEL ADMINISTRATION* (Hotel Administration 219). Spring term. Credit two hours. Hotel elective. Open to qualified seniors and graduates. Th 4.15-6. Warren 340. Professor WINSOR.

*MENTAL HYGIENE* (Hygiene 8). Spring term. Credit two hours. Prerequisite, Hygiene 1 and 2. Section 1, M F 11. Stimson G 1. Assistant Professor DARLING. Section 2, T Th 2. Stimson G 1. Assistant Professor STELLE.

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

*TYPEWRITING* (Hotel Administration 37). Fall or spring term. Credit two hours. Hotel elective, M T W Th F 9; or M W F 12 and T Th 10. Bailey 44-B. 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.

*TYPEWRITING* (Hotel Administration 38). Fall or spring term. Credit three hours. Hotel elective. M W F 11 and T Th 12. Bailey 44-B. Mr. NELSON and Mrs. JOHNSTON.

Elementary typewriting and the composition of effective business communications used in hotel administration.

*ELEMENTARY SECRETARIAL SHORTHAND* (Hotel Administration 131). Fall or spring term. Credit four hours. Hotel elective. Fall term: M W F 9 or 12; one additional hour to be arranged. Spring term: M W F 2; one additional hour to be arranged. Mrs. 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). Fall or spring term. Credit two hours. Hotel elective. M W F 3 and T Th 11. Bailey 44-B. Mrs. 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). Fall or spring term. Credit four hours. Hotel elective. M W F 10; T 2-4; one additional hour to be arranged. Bailey 44-B. Mrs. 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). Spring term. Credit two hours. Hotel elective. M W 11. Mrs. 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). Fall or spring terms. Credit two hours. Hotel elective. Th 2-4; one additional hour to be arranged. Bailey 2. Mr. NELSON.

Development of proficiency in the operation of the major types of office machines and appliances. Permission of the instructor is required for enrollment.

*OFFICE SUPERVISION* (Hotel Administration 138). Spring term. Credit two hours. Hotel elective. Hours to be arranged. Mrs. JOHNSTON and Mr. NELSON.

Principles of business procedure and management on the level of the supervisor and executive assistant. Among the problems studied are office organization and methods, performance standards for clerical workers, training and personnel adjustment, office manuals, and office procedures. Permission of instructor is required for enrollment.

[*HOTEL OPERATION* (Hotel Administration 151). Fall term. Credit two hours. Hotel elective. Prerequisite, Economics 1, Hotel Accounting 82, and thirty points of hotel-practice credit. Professor MEEK.] Not given in 1945-46.

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

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

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

*LECTURES ON HOTEL MANAGEMENT* (Hotel Administration 155). Fall or spring term. Credit one hour. Hotel elective. Open to all classes. To be taken for credit each semester. F 2-4. Warren 25. Under the direction of Professor MEEK.

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



*LAW OF BUSINESS* (Hotel Administration 171). Fall term. Credit three hours. Required. Open to juniors and seniors. M W F 8. Warren 225. Mr. TREMAN.

An elementary course on the law of business.

*LAW AS RELATED TO INNKEEPING* (Hotel Administration 172). Spring term. Credit two hours. Hotel elective. Best taken after course 171. M 2-4. Room 3M13. Mr. SHERRY.

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

[*HOTEL FINANCING* (Hotel Administration 174). Spring term. Credit one hour. Hotel elective. Open only to juniors and seniors who have had either Hotel Accounting 183 or Corporation Finance 31.] Not given in 1945-46.

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). Spring term. Credit two hours. Hotel elective. Prerequisite, Hotel Administration 171. M 11-12.50. Room G 62. 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). Spring term. Credit two hours. Hotel elective. Prerequisite, Hotel Administration 171. Mr. SHERRY.] Not given in 1945-46.

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). Fall term. Credit one hour. Hotel elective. Recommended for juniors and seniors. Alternate Saturdays, 10-12.] Not given in 1945-46.

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

[*HOTEL PROMOTION* (Hotel Administration 178). Spring term. Credit one hour. Hotel elective. Recommended for juniors and seniors but open to sophomores. Alternate Saturdays 10-12. Comstock 245. Mr. EGAN.] Not given in 1945-46.

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

*SALES PROMOTION* (Hotel Administration 278). Fall term. Credit one hour. Hotel elective. Alternate Saturdays 10-12. Comstock 245. 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 co-ordination of the instructor leads the discussion of the subject.

*HOTEL ADVERTISING* (Hotel Administration 179). Spring term. Credit one hour. Hotel elective. Alternate Mondays 11-1, Warren 125; or 2-4, Caldwell 100. 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). Fall term. Credit two hours. Hotel elective. Prerequisite, Economics 1 or its equivalent. Comstock 245. Doctor MERTZKE.] Not given in 1945-46.

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). Spring term. Credit two hours. Hotel elective. Prerequisite, Economics 1 or its equivalent. Caldwell 100. Doctor MERTZKE.] Not given in 1945-46.

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). Fall term. Credit two hours. Hotel elective. Prerequisite, Hotel Administration 191 or 192. Room G62. Doctor MERTZKE.] Not given in 1945-46.

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). Spring term. Credit two hours. Hotel elective. Prerequisite, Hotel Administration 191 or 192. Room G62. Doctor MERTZKE.] Not given in 1945-46.

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

*FIRE AND INLAND MARINE INSURANCE* (Hotel Administration 196). Fall term. Credit three hours. Hotel elective. Open to juniors and seniors. M W F 12. Comstock 245. 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). Spring term. Credit three hours. Hotel elective. Prerequisite, Hotel Administration 196. M W F 12. Comstock 245. 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 1). 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 2a). Credit three hours. Not open to freshmen.

*MODERN ECONOMIC SOCIETY* (Economics 2b). Spring term. Credit three hours. Prerequisite, Economics 2a.

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

*MONEY, CURRENCY, AND BANKING\** (Economics 11). Credit three hours. Prerequisite, Economics 1 or its equivalent. Enrollment limited. Students should register with the Department of Hotel Administration.

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

*COMMERCIAL BANKING* (Economics 12). Credit three hours. Prerequisite, Economics 11.

Problems of bank administration.

*TRADE FLUCTUATIONS* (Economics 15). Credit three hours. Prerequisite, Economics 11.

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

*CORPORATION FINANCE\** (Economics 31). Credit three hours. Advised. Prerequisite, Hotel Accounting 82, Economics 1, and upperclass standing.

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.

*LABOR CONDITIONS AND PROBLEMS\** (Economics 41). Credit three hours. Prerequisite, Economics 1 or the equivalent.

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

*TRADE UNIONISM AND COLLECTIVE BARGAINING\** (Economics 42). Credit three hours. Prerequisite, Economics 41 or the consent of the instructor.

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

*TAXATION\** (Agricultural Economics 138). Fall term. Credit three hours. Open to juniors, seniors, and graduate students. M W F 11. Warren 25. Professor KENDRICK.

The principles and practices of public finance, with emphasis on taxation. Among the topics examined are: the growth of public expenditures; the changing pattern of federal, state, and local taxation; general property, personal-income, inheritance, business com-

\* Will satisfy the requirement of elective work in economics.

modity, and motor-vehicle taxation; the incidence of taxation; relations among taxing units; and the problem of developing a system of taxation.

### 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. 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). Fall or spring term. Credit three hours. Required as first course. Lecture, M 8. East Roberts 222. Laboratory, M 1.40-4 and W 1.40-4 or W 8-10.20 and Th 1.40-4 or T 1.40-4 and F 8-10.20.

Freehand and mechanical drawing leading to practical representation of typical applications.

*SPECIAL HOTEL EQUIPMENT* (Hotel Engineering 261). Fall term. Credit three hours. Lectures, W F 10. East Roberts 222. Laboratory section as assigned in alternate weeks; computation period M 10 in alternate weeks. Associate Professor SAYLES.

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

*WATER SYSTEMS* (Hotel Engineering 262). Spring term. Credit three hours. Lectures, W F 10. East Roberts 222. Laboratory section as assigned in alternate weeks; computation period M 10 in alternate weeks. Professor RANDOLPH.

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

*STEAM HEATING* (Hotel Engineering 263). Fall term. Credit three hours. Lectures, W F 9. East Roberts 222. Laboratory section



as assigned in alternate weeks; computation period M 9 in alternate weeks. Professor RANDOLPH.

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

*ELECTRICAL EQUIPMENT* (Hotel Engineering 264). Spring term. Credit three hours. Lectures, W F 9. East Roberts 222. Laboratory section as assigned in alternate weeks; computation period M 9 in alternate weeks. Associate Professor SAYLES.

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

*HOTEL PLANNING* (Hotel Engineering 265). Spring term. Credit three hours. Open to seniors. Discussion, T Th 9-10.30. East Roberts 223. Professor RANDOLPH.

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

[*HOTEL STRUCTURES AND MAINTENANCE* (Hotel Engineering 266). Spring term. Credit three hours. Lectures, M W F 11. East Roberts 222. Laboratory sections as assigned in alternate weeks; computation period M 9 in alternate weeks. Associate Professor SAYLES.] Not given in 1945-46.

## 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). Fall or spring term. Credit three hours. Required. Lecture, T 8. Room 339. Practice: W F 8-10.20 or 10.30-12.50. Rooms 352 and 356. Mrs. MEEK and Mrs. SAYLES.

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.

[*CHEMISTRY OF FOOD PREPARATION* (Food and Nutrition 105). Credit four hours. Must be accompanied by Food and Nutrition 205. Together they will satisfy for hotel students the requirement in Chemistry and Elementary Food Preparation (Food and Nutrition 120). Professor PFUND.] Not given in 1945-46.

Fundamental principles of general chemistry and food chemistry that pertain to the preparation, cookery, and care of food; also some related bacteriology. Consideration of physico-chemical properties of gases, liquids, solids, solutions and colloidal system; crystallization; acidity and buffer mixtures; reactions of selected electrolytes; hydrolysis; metals of the institutional household, hard water soaps and detergents; fats, proteins, and carbohydrates; food infections and intoxications.

[*COMPARATIVE COOKERY* (Food and Nutrition 205). Credit three hours. Must be elected with Food and Nutrition 105. Professor PFUND.] Not given in 1945-46.

Fundamental principles and practices of food preparation and care, approached through the application of the related sciences. The influence of the kind and proportion of ingredients and of methods of manipulation and cookery on the palatability and, when possible, the nutritive value of various types of food.

As a result of the courses Food and Nutrition 105 and 205, students should: recognize culinary quality in cooked food; understand the factors that contribute to quality; attain some skill in specific technics used in the preparation of small quantities of food; be able to apply their knowledge and skill critically in food preparation; and care for food in a manner that will insure that it is free from contamination.

*FOOD PREPARATION* (Food and Nutrition 220). Fall or spring term. Credit three hours. Required. Prerequisite, Food and Nutrition 120 or its equivalent. Lecture, M 12. Room 3 M 13. Practice, T Th 8-10.20 or 10.30-12.50. Room 352. Associate Professor BOYS.

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 two hours. Required. Registration for each block limited to ten students. Prerequisite, Food and Nutrition 220 or equivalent experience.] Not given in 1945-46.

Laboratories consist of quantity cooking in the cafeteria kitchen in the preparation of meals for approximately three hundred and

fifty patrons. Some emphasis is given to standard procedures and technics and to the use and operation of institution kitchen equipment. Regulation uniform of white coat, apron, and chef's cap is furnished by the student and required for the first laboratory.

*QUANTITY-FOOD PREPARATION: PRINCIPLES AND METHODS* (Institution Management 210). Fall or spring term. Credit four hours. May be substituted for Institution Management 200, and when so substituted satisfies also two hours of hotel-electives requirement. Registration limited to eighteen students. Prerequisite, Food and Nutrition 220 or equivalent experience. Lecture, M 10. Room G 62. Discussion, T and Th 8.15. Room G 62. Laboratory, 9-1.15. Cafeteria. Miss CUTLAR.

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

*FOOD SELECTION AND PURCHASE FOR THE INSTITUTION* (Institution Management 220). Fall or spring term. Credit three hours. Hotel elective. Admission by permission of the instructor. Lectures and discussions, T 9, Th 9-11. Room G 62. Professor HARRIS.

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). Fall or spring term. Credit four hours. Prerequisite, Institution Management 210. Registration subject to the approval of Department of Institution Management. Limited to ten students. Special catering assignments require from 25 to 30 hours in addition to scheduled laboratories. Discussion, S 9, laboratory T or Th 8.30-2. Conference hours by appointment, Green Room. 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). Fall term. Credit one hour. Hotel elective. Open to sophomores, juniors, and

seniors. Amphitheater. Mr. CHAMBERLAIN.] Not given in 1945-46.

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

[*HISTORY OF THE CULINARY ART* (Hotel Administration 120). Fall term. Credit one hour. Hotel elective. Open to all students. Mr. VEHLING.] Not given in 1945-46.

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

[*CATERING* (Hotel Administration 122). Fall term. Credit one hour. Hotel elective. Recommended for juniors and seniors, but open to sophomores. Mr. CRANE.] Not given in 1945-46.

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

[*ADVANCED CATERING* (Hotel Administration 123). Fall term. Credit one hour. Hotel elective. Prerequisite, Hotel Administration 122. Mr. CRANE.] Not given in 1945-46.

A seminar for the discussion of catering problems.

*HOTEL MENU PLANNING* (Hotel Administration 124). Spring term. Credit one hour. Hotel elective. Enrollment limited to twenty-five. Lecture, alternate Saturdays, 8-9.50. Room 3 M 13. Mrs. HOKE.

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

[*BACTERIOLOGY* (Bacteriology 5). Fall term. Credit three hours. (Given in alternate years). Hotel elective. Mr. ————.] Not given in 1945-46.

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

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

*GRADING AND HANDLING VEGETABLE CROPS* (Vegetable Crops 12). Fall term. Credit three hours. Hotel elective. Lectures, T Th 10. East Roberts 222. Laboratory, T or W 1.40-4. East Roberts 223, vegetable greenhouses, and East Ithaca gardens. Professor WORK.

Geography of vegetable production and distribution. Factors of environment, culture, and handling as affecting quality, condition, and marketing of vegetable crops. Harvesting, grades and grading, packing, shipping-point and terminal-market inspection, transportation, refrigeration, and storage are discussed with reference to the various crops. A two-day trip is required; maximum cost, \$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). Fall or spring term. Credit two hours. Required. Open to sophomores, juniors, and seniors. Laboratory assignments must be made at the time of registration. Lecture, M 8. Wing B. Laboratory period, T 1.40-4. Wing B and Meat Laboratory. Laboratory section limited to ten students. Professor MILLER and Mr. SCHUTT.

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

**MEAT CUTTING** (Animal Husbandry 93). Fall or spring term. Credit one hour. Prerequisite, Animal Husbandry 91 or 92. Enrollment limited to five students a section. Laboratory and lecture period, F 1.40-4 or S 8-10.30. 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 102). Throughout the year. Credit three hours a term. First term prerequisite to second. Open only to those students who do not offer entrance chemistry. Hours and instructors to be announced.

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

**GENERAL CHEMISTRY** (Chemistry 104). Throughout the year. Credit three hours a term. First term prerequisite to second. Open to those students who offer entrance chemistry. Hours and instructors to be announced.

Fundamental laws and theories of chemistry and 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.

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* (Biology 303). Either term. Credit three hours. Hours and instructors to be announced.

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

## HOUSEKEEPING

*HOTEL FURNISHING AND DECORATING* (Household Art 130). Spring term. Credit two hours. Hotel elective. Advised for juniors. Limited to twenty students. Lecture and laboratory, T Th 10-12. Room 408. Assistant Professor WILKERSON.

[*HOTEL TEXTILES* (Textiles 140). Fall term. Credit two hours. Hotel elective. Not open to freshmen. W F 9-11. Room 278. Professor BLACKMORE.] Not given in 1945-46.

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). Spring term. Credit one hour. Hotel elective. Open to upperclassmen. Hours to be arranged.] Not given in 1945-46.

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). Fall term. Credit one hour. Hotel elective. Alternate Saturdays 10-12. Mr. MILLER.] Not given in 1945-46.

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 COMPOSITION AND LITERATURE* (English 2). Throughout the year. Credit three hours a term. Required.

The course, open to freshmen who have satisfied the entrance requirements in English, is a training in reading and writing.

*INTRODUCTORY COURSE IN COMPOSITION AND LITERATURE* (English 2a). Spring term. A repetition of the first term of English 2.

*THE STUDY OF POETRY* (English 15). Spring term. Credit three hours. Open to sophomores, and to freshmen who have passed the first term of English 2 with a grade of 80 or better. Freshmen who have received a grade of 90 or better in the first term of English 2 may substitute this course for the second term of English 2 to satisfy the requirement in English, but they are expected in addition to write a formal library paper. Those who pass course 15 may not take course 21 for credit, and those who pass course 21 may not take course 15 for credit.

*PUBLIC SPEAKING* (Public Speaking 1). Fall or spring term. 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 for course 1.

*ORAL AND WRITTEN EXPRESSION* (Extension Teaching 101). Fall or spring term. Credit two hours. Open to juniors and seniors. The number in each section is limited to twenty students. Students should consult Professor Peabody for assignment to sections. Lectures and practice: fall term, T Th 9, T Th 11, or W F 10, Roberts 131; spring term, T Th 9, or T Th 11, Roberts 131. Criticism, by appointment, daily, 8-4, S 8-1. Professor PEABODY and Mr. \_\_\_\_\_.

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). Spring term. Credit two hours. Prerequisite, Extension Teaching 101, of which 102 is a continuation. A part of the work of course 102 consists of a study of parliamentary practice. Lectures and practice, W F 10, or T Th 10. Roberts 131. Criticism, by appointment, daily 8-4, S 8-1. Professor PEABODY and Mr. -----.

*ELEMENTS OF JOURNALISM* (Extension Teaching 15). Fall term. Credit three hours. T Th S 10. Roberts 392. Professor WARD.

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

*FRENCH, FIRST COURSE FOR BEGINNERS* (French 1). Two terms. Credit three hours a term. Hours to be arranged.

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

*FRENCH, SECOND COURSE* (French 3a). Two terms. Credit three hours a term. Prerequisite, French 1, or second year entrance French. Hours to be arranged.

*FRESHMAN FRENCH: READING AND COMPOSITION* (French 6). Two terms. Credit three hours a term. Prerequisite, French 3a, or third year entrance French. Designed primarily for the satisfaction of the Prescribed Subjects in foreign languages. Hours to be arranged.

*SPANISH, FIRST COURSE FOR BEGINNERS* (Spanish 1). Two terms. Credit three hours a term. Hours to be arranged.

Students entering the University with one unit in Spanish should take the second term of this course.

*SPANISH, SECOND COURSE* (Spanish 3). Two terms. Credit three hours a term. Prerequisite, Spanish 1, or second year Spanish. Hours to be arranged.

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

*PROSE AND COMPOSITION* (English 20).

*INTRODUCTION TO THE DRAMA* (English 23).

*INTRODUCTION TO SHAKESPEARE* (English 24).

*THE ENGLISH RENAISSANCE* (English 33).

*AMERICAN LITERATURE* (English 39).

*THE MODERN ENGLISH NOVEL* (English 40a).

*THE MODERN AMERICAN NOVEL* (English 40b).

*SHAKESPEARE* (English 61).

### RESERVE OFFICER TRAINING

An Army Reserve Officers Training Corps is maintained in peace times at Cornell University. Young men enrolled as freshmen and sophomores in the Department of Hotel Administration take the two years of basic military science and tactics. As juniors they are eligible for enrollment in the advanced course, described below, receiving academic credit therefor and with compensation from the Government known as commutation of subsistence, approximating \$140 for the full two-years course. Upon completion thereof they receive reserve officer commissions in the field artillery or the quartermaster corps.

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

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

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

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

2. *ADVANCED COURSE*. Elective. Throughout the year. Credit two hours a term. The complete course covers two years. Prerequisite, course 1. Five hours a week, and in addition attendance at a summer training camp of six-weeks duration. Hours by assignment. Barton Hall.

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

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

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

A Naval Reserve Officers Training Corps will be established at Cornell University November 1, 1945.

### PHYSICAL TRAINING

By action of the University Faculty all undergraduate students are required to take physical training during their first four terms of residence.

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

*PHYSICAL TRAINING FOR MEN (JUNIORS and SENIORS)* (Physical Training 3). Building-up and corrective exercises, as prescribed by the medical examiners as a result of the physical examination required of all students in the University. Mr. KRAFT.

*BOXING, WRESTLING, AND FENCING* (Physical Training 4). Instruction 3-6 daily except Saturday. Messrs. WOLF, O'CONNELL, COINTE, and LITTLE.

*PHYSICAL EDUCATION FOR WOMEN* (Physical Training 6) (Freshmen). Throughout the year. Three periods a week. Misses BATEMAN, ASHCROFT, ATHERTON, and DORNEY, and Mrs. BAIRD.

*PHYSICAL EDUCATION FOR WOMEN* (Physical Education 7) (Sophomores). Throughout the year. Misses BATEMAN, ASHCROFT, ATHERTON, and DORNEY, and Mrs. BAIRD.

The year is divided into quarters: outdoor seasons in spring and fall, two indoor seasons during the winter. Activities include: arch-

ery, badminton, baseball, basketball, canoeing, fencing, fundamentals, folk, tap, and modern dance, field hockey, golf, individual gymnastics, outing, riding, riflery, soccer, swimming, tennis, volleyball.

*MILITARY PREVENTIVE MEDICINE* (Hygiene 7). Spring term. Credit two hours. Prerequisite, Military Science and Tactics, Basic Course 1. T Th 12. Stimson G 1. Assistant Professor DEYOE.

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

### STUDENT ACTIVITIES

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

Veterans, as students in the department, are eligible to receive assistance under the Veterans Administration.

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

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

## PLACEMENT SERVICE

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

Before the war the Waldorf-Astoria in New York and the Mayflower Hotel in Washington offered a two-year "internship" to leading members of each senior class. It is expected that these arrangements will now be renewed. The "interne" works in each department of the hotel and thus receives training and experience in all of the operations of a large well-managed hotel organization. The "interne" receives appropriate compensation during his service, and at the close thereof is free either to accept permanent employment with the cooperating hotels or with other hotel organizations.

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

The first Cornell hotel class was graduated in 1925, with eleven members. On May 1, 1941, the last pre-war count, there were 465 living graduates. Of these, all but three, or less than 1 per cent, were then reported as employed; 80 per cent were employed in hotel, restaurant, club, or allied work, 20 per cent were managers or chief executives, twelve persons owned or leased their own properties, and five operated chains of three or more hotels. Average reported earnings, including a fair cash value of maintenance, ranged from \$35 a week for men in their first year out to \$150 a week for those in the oldest class, that of 1925.

The partial list below as of 1941 gives an indication of the types of positions held by graduates in peace time. A complete list and an analysis of earnings is published in the Directory of the Cornell Society of Hotelmen, copies of which are available on request.



## EXECUTIVE POSTS HELD BY GRADUATES

## HOTELS

- Adams, B. B., '37, Vice-President and Managing-Director, Hotel Beechwood, Summit, New Jersey.
- Alexander, W. A., '36, General Manager, Hotel Dudley, Brookings, South Dakota; and Hotel General Beadle, Madison, South Dakota.
- Amberg, E. L., '32, Manager, Hotel Marie Antoinette, New York City.
- Arbogust, Mrs. J. B., '30, Proprietor, Sawbill Lodge, Tofte, Minnesota.
- Babbitt, F. M., '38, Manager, Hotel Columbus, Harrisburg, Pennsylvania.
- Baker, K. W., '29, General Manager, The Traymore, Atlantic City, New Jersey.
- Barns, G. R., '35, Manager, Hotel Rowe, Grand Rapids, Michigan.
- Benner, D. L., '34, Manager, Sun Valley Lodge, Sun Valley, Idaho.
- Bentley, L. V., '33, Manager, Molly Pitcher Hotel, Carlisle, Pennsylvania.
- Bevier, R. H., '32, Manager, Hotel Fairmont, Fairmont, West Virginia.
- Binns, J. P., '28, Vice-President and General Manager, Hotel Stevens, Chicago, Illinois.
- Boggs, R. H., '26, Manager, Hotel Kennewood, Elizabethtown, Pennsylvania.
- Bostrom, E. L., '37, Manager, Hotel Huron, Ypsilanti, Michigan.
- Bovard, W. T., '26, Summer: General Manager, Graystone Inn, Roaring Gap, North Carolina. Winter: General Manager, Riomar Club, Vero Beach, Florida.
- Briggs, F. H., '35, President and Managing Director, Hosts Inc. Hotels, Springfield, Massachusetts.
- Bright, T. M., '27, Proprietor, The Colonial Terrace Hotel, Atlanta, Georgia.
- Buddenhagen, A. E., '27, Managing-Director, Hotel Touraine, Buffalo, New York.
- Burdge, E. E., '30, Manager, Hotel Anthony-Wayne, Hamilton, Ohio.
- Claycomb, R. O., '27, Manager, Pennsylvania Hotel, Bedford, Pennsylvania.
- Cole, J. W., '30, Manager, Hotel General Brodhead, Beaver Falls, Pennsylvania.
- Conner, J. W., '40, Manager, Hotel Uncas, Silver Bay-on-Lake George, New York.
- Crandall, J. M., '25, Managing-Director, Hotel Hillsboro, Tampa, Florida.
- Culver, R. D., '36, Manager, Hotel Sovereign, Chicago, Illinois.
- Dayton, H. L., '28, Owner and Operator, Dayton Hotels Company, Albany, Georgia.
- Deveau, T. C., '27, Resident Manager, Empire Hotel, New York City.
- Faiella, J. P., '38, Manager, Hotel Embassy, Tampa, Florida.
- Fassett, J. S., 3rd, '36, Proprietor, Jefferson Hotel, Watkins Glen, New York.
- Gibbs, L. C., '26, Supervisor, Hotel Division, New York Life Insurance Company, New York City.
- Gorman, W. P., '33, Manager, Penn-Alto, Altoona, Pennsylvania.
- Gray, F., '34, Resident Manager, George Wythe Hotel, Wytheville, Virginia.
- Grosjean, P. R., '35, Lessee, Hotel Wagner, Penn Yan, New York.
- Hahn, L. E., '33, Manager, The Admiral Hotel, Minneapolis, Minnesota.
- Hartnett, P. F., '34, Manager, Hotel Albert, New York City.
- Hodges, R. C., '35, Manager, Elkhart Hotel, Elkhart, Indiana.
- Holding, R., '32, Manager, Hotel Wellington, Albany, New York.
- Hougen, R. T., '35, Manager, Boone Tavern, Berea College, Berea, Kentucky.
- Irwin, R. P., '33, Managing-Director, Hotel Secor, Toledo, Ohio.
- Jennings, C. A., '25, Hotel Elton, Waterbury, Connecticut.
- Jones, O. B., '34, Manager, Roosevelt Field Inn, Mineola, Long Island, New York.
- Just, P. O., '34, Manager, Osthoff Hotel, Elkhart Lake, Wisconsin.
- Kemmotsu, K., '28, Manager, Tokyo Railway Hotel, Tokyo, Japan.
- Kenaga, A. C., '35, Manager, Wade Park Manor, Cleveland, Ohio.
- Knipe, J. R., '31, Manager, Tide Mill, Southport, Connecticut.
- Levy, L. H., '30, Managing-Director, Hotel Claridge, Memphis, Tennessee.
- Lewis, R. W., '30, Manager, New Capitol Hotel, Frankfort, Kentucky.
- MacDonald, U. A., '38, Hotel Cadillac, Rochester, New York.
- McGinn, J. P., '31, Executive Offices, Tangney-McGinn Hotel Company, Des Moines, Iowa.
- MacLennan, H. A., '26, Resident Manager, Hotel Royal Connaught, Hamilton, Ontario, Canada.

- MacNab, J. K., '38, Proprietor, Hotel Prince, Bismarck, North Dakota.  
 MacNab, R. B., '36, Proprietor, Baxter Hotel, Bozeman, Montana.  
 Martin, T. W., '32, Manager, The Shenandoah, Martinsburg, West Virginia.  
 Merrick, A. B., '30, Manager, The Roger Smith Hotel, White Plains, New York.  
 Miner, F. L., '26, Summer: Manager, Spruce Point Inn, Boothbay Harbor, Maine.  
 Winter: Manager, Hotel Ormond, Ormond Beach, Florida.  
 Moon, H. V., '30, Owner, Pisgah National Forest Inn, Asheville, North Carolina;  
 Lessee, Cliff Dwellers Inn, Chimney Rock, North Carolina; Executive Vice-  
 President and General Manager, Rainbow Springs, Inc., Dunnellon, Florida.  
 Munns, R. B., '27, Proprietor, Coleman Hotel, Lewistown, Pennsylvania.  
 Muntz, W. E., '33, Owner and Proprietor, New Richmond Hotel, Seattle, Wash-  
 ington.  
 Newcomb, J. L., '27, Manager, DeSoto Beach Hotel, Savannah, Georgia.  
 Norton, C. G., '38, Manager, The Loomarwick, New Preston, Connecticut.  
 Oehlschlaeger, F. J., '33, Manager Seneca Hotel, Geneva, New York.  
 O'Rourke, J. C., '32, Manager, Hotel Samuels, Jamestown, New York.  
 Perry, J. F., '30, Manager, Parker Inn, Albion, Michigan.  
 Pew, R. H., '33, Manager, Lora-Locke Hotel, Dodge City, Kansas.  
 Ramage, E. D., '31, Manager, Hillcrest Hotel, Toledo, Ohio.  
 Ready, F. A., '35, Manager, Hotel Concourse Plaza, New York City.  
 Redington, R. E., '32, Manager, Holland Hotel, Duluth, Minnesota.  
 Reynolds, H. E., '25, Manager, Hotel Royal, Front Royal, Virginia.  
 Robinson, J. F., '36, Lessee, Elvin Lodge, Mt. Pocono, Pennsylvania.  
 Rooney, G. F., jr., '33, Operator, Hotels Flora Villa and Graymont, Cincinnati,  
 Ohio.  
 Rose, R. A., '30, Proprietor, Hotel Weber, Lancaster, Pennsylvania.  
 Sayles, C. I., '26, Manager, Star Lake Inn, Star Lake, New York.  
 Schoenbrunn, L. E., '40, Manager, Hotel Haverford Court, Haverford, Pennsyl-  
 vania.  
 Seneker, V. M., '35, Manager and Vice-President, Hotel Bristol, Bristol, Virginia-  
 Tennessee.  
 Shea, J. L., '26, Manager, The Grosvenor, New York City.  
 Shields, W. W., '33, Manager, Hotel Pontiac, Oswego, New York.  
 Smith, H. A., '30, Manager, Hotel Essex, Philadelphia, Pennsylvania.  
 Smith, J. B., '31, Manager, Plaza Apartment Hotel, Houston, Texas.  
 Smith, M. C., '32, President, Hotel Kirkwood, Camden, South Carolina.  
 Snyder, V. T., '35, Manager, Hotel White, New York City.  
 Trier, R. C., '32, Manager, Hotel Murray, New York City.  
 Turner, F. M., '33, Manager, Gladstone Hotel, Casper, Wyoming.  
 Tyo, R. E., '27, Manager, Hotel Allerton, Cleveland, Ohio.  
 Vestal, R. B., '35, Manager, Doucuff Hotel, Douglas, Georgia.  
 Vinnicombe, E. J., jr., '33, Resident Manager, Hotel Puritan, Boston, Massachusetts.  
 Washburn, W. C., '40, Manager, Hotel Upson, Thomaston, Georgia.  
 Welt, H. E., '34, Manager, Hotel McLure, Wheeling, West Virginia.  
 Whitehill, R. K., '39, Manager, Hotel Hawkeye, Burlington, Iowa.  
 Williams, H. B., '30, Manager, Hotel Dodge, Washington, D. C.  
 Williams, R. W., '35, Manager, Walnut Park Plaza Hotel, Philadelphia, Pennsyl-  
 vania.

## RESTAURANTS

- Allison, N. T., '28, Manager, Stouffer's Restaurant, Pittsburgh, Pennsylvania.  
 Birdsall, J. F., '35, In charge of Commissary, Telling Belle Vernon Company,  
 Cleveland, Ohio.  
 Blankinship, W. C., '31, Manager, Stouffer's Restaurant, Cleveland, Ohio.  
 Bullock, J. A., '32, Manager, Commissary Department, Prudential Life Insurance  
 Company, Newark, New Jersey.  
 Dillenbeck, H. A., '37, Manager, Hot Shoppes, Washington, D. C.  
 Dunlap, A. W., '25, Supervisor, Operators Quarters, New Jersey Bell Telephone  
 Company, Newark, New Jersey.  
 Dunn, K., Miss, '38, Manager, Ranch Tavern, Berlin, New York.

Dunn, P. A., '37, Manager, Fried's, Philadelphia, Pennsylvania.  
 Dunnack, G. B., '30, Manager, Hot Shoppes, Washington, D. C.  
 Faber, E. C., '28, Proprietor, Faber's Bakery, Buffalo, New York.  
 Fertitta, I. A., '39, Manager, Anthony's Restaurant, Woodmere, New York.  
 Gillette, C. J., '28, Proprietor-Manager, Gillette's Cafeteria, Ithaca, New York.  
 Gillette, K. P., '28, Proprietor-Manager, Gillette's Cafeteria, Elmira, New York.  
 Heilman, H. R., '39, Manager, Heilman's Marine Grill and Dining Room, Lorain, Ohio.  
 Herman, B. C., '39, In charge of Dairy Bar, Hotel State College, State College, Pennsylvania.  
 Kahrl, W. L., '35, Manager, Hot Shoppes, Washington, D. C.  
 King, F. M., '34, Manager, Hot Shoppes, Baltimore, Maryland.  
 Lucha, A. M., '35, Commissary Supervisor, Ravenna Ordnance, Ravenna, Ohio.  
 Steinberg, R. W., '29, Manager, Stouffer's Restaurant, New York City.  
 Swanson, D. C., '28, Vice-President and General Manager, Huyler's Restaurant, New York City.  
 Taylor, E. J., '37, Proprietor, "Dutch Cupboard," Downingtown, Pennsylvania.  
 Terwilliger, E., '28, Manager, Stouffer's Restaurant, Detroit, Michigan.  
 Villepigue, A. H., '27, Proprietor, Villipigue's Inn, Sheeps Head Bay, New York.  
 Waldron, J. H., '34, Manager, Seiler's, Framingham Centre, Massachusetts.  
 Wegner, N. E., '27, Manager, Bishop Cafeteria, Rockford, Illinois.  
 Wladis, A. N., '39, Manager, Oriole Cafeteria, Baltimore, Maryland.

#### CLUBS

Boyer, M. L., '35, Manager, Brookside Country Club, Canton, Ohio.  
 Burns, T. C., '36, Manager, University Club, Cincinnati, Ohio.  
 Coats, C. C., '33, Manager, University Club, Syracuse, New York.  
 Corwin, C. D., jr., '35, Manager, Moraine Country Club, Dayton, Ohio.  
 Frazer, H. E., '34, Manager, Carmel Country Club, Carmel, New York.  
 Galbraith, H. M., '35, Manager, Putnam County Country Club, Mahopac, New York.  
 Harrington, A. A., '30, Manager, Bellerive Country Club, Normandy, Missouri.  
 Jackson, H. S., '32, Manager, Montclair Golf Club, Montclair, New Jersey.  
 Ketterer, V. M., '37, Manager, Fairfield Country Hunt Club, Westport, Connecticut.  
 Love, H. B., '27, Manager, Wheeling Country Club, Wheeling, West Virginia.  
 Love, R. E., '30, Manager, Beechmont Country Club, Cleveland, Ohio.  
 Merwin, E. O., '36, Manager, Oakwood Country Club, Cleveland Heights, Ohio.  
 Middleton, J. C., '36, Manager, Mohawk Golf Club, Schenectady, New York.  
 Olsen, E. L., '36, Manager, Brooklea Country Club, Rochester, New York.  
 Pentecost, W. I., '33, Manager, Scranton Club, Scranton, Pennsylvania.  
 Reber, J. G., '40, Manager, Trenton Country Club, Trenton, New Jersey.  
 Sanborn, A. F., '37, Manager, Cosmos Club, Washington, D. C.  
 Shanley, E. M., '30, Manager, University Club, Cleveland, Ohio.  
 Slack, J. L., '26, Manager, University Club, Pittsburgh, Pennsylvania.  
 Switzer, W. D., '35, Manager, Albany Country Club, Albany, New York.  
 Taft, A. V., '26, Manager, Northland Country Club, Duluth, Minnesota.  
 Traub, G. F., '31, Manager, Elmira City Club, Elmira, New York.  
 Waldron, P. A., '35, Manager, Quunipiack Club, New Haven, Connecticut.  
 Westfall, H. E., '34, Manager, University Club, Albany, New York.

#### DORMITORIES AND UNIONS

Clement, C. A., '28, Steward and Housekeeper, Haverford College, Haverford, Pennsylvania.  
 Hannum, P. C., '33, Commissary Officer, Culver Military Academy, Culver, Indiana.  
 Miller, W. H., jr., '38, Assistant to Housing Director, Northwestern University, Evanston, Illinois.  
 Minah, T. W., '32, Manager, Dining Rooms, Faunce House, Brown University, Providence, Rhode Island.

- Shaw, M. R., '34, Manager, Residential Halls, Cornell University, Ithaca, New York.  
 Stewart, G. E., '39, Steward, Perkiomen School for Boys, Pennsburg, Pennsylvania.  
 Whiting, E. A., '29, Assistant Director, Willard Straight Hall, Ithaca, New York.  
 Williams, Miss G., '32, Manager, Alumni Residence Hall, New York State Teachers College, Albany, New York.

## WAR SERVICE

Since the war began Cornell hotelmen have distinguished themselves in the various services. Of the 910 members of the Cornell Society of Hotelmen, organization of the alumni, 728 were known to have been in uniform June 1, 1945; 345 in the Army; 140 in the Army Air Corps; 175 in the Navy; 23 in the Marines; 9 had given their lives, and 7 were missing.

Extensive use of their technical training was made by the graduates: 72 were in the Army Quartermaster Corps, 27 in the Air Transport Command, and 89 in the Naval Supply Corps.

The following ranks were represented:

<i>Army</i>		<i>Army Air Corps</i>	
Lt.-Colonels .....	4	Lt.-Colonels .....	2
Majors .....	12	Majors .....	13
Captains .....	42	Captains .....	33
First Lieutenants .....	68	First Lieutenants .....	17
Second Lieutenants .....	61	Second Lieutenants .....	27
Officer Candidates .....	4	Flight Officers .....	7
Non-Commissioned .....	150	Cadets .....	6
Rank Unknown .....	4 345	Non-Commissioned .....	35 140
<hr/>		<hr/>	
<i>Navy</i>		<i>Marines</i>	
Lt.-Commanders .....	3	Captains .....	3
Lieutenants .....	35	First Lieutenants .....	5
Lieutenants (j.g.) .....	59	Second Lieutenants .....	6
Ensigns .....	37	Officer Candidates .....	2
Non-Commissioned .....	35	Non-Commissioned .....	5
WAVES .....	1	Rank Unknown .....	2 23
Rank Unknown .....	3	<hr/>	
Canadian Navy .....	2 175	<hr/>	
<hr/>		<hr/>	
Coast Guard .....	7	<hr/>	
Merchant Marine .....	2	<hr/>	
Discharged .....	17	<hr/>	
Missing in Action .....	7	<hr/>	
Killed in Service .....	9	<hr/>	
Prisoners of War .....	2	<hr/>	
Branch Unknown .....	1 45	<hr/>	
<hr/>		<hr/>	
Total .....	728	<hr/>	

## ADMISSION

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

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

## A. ACADEMIC REQUIREMENTS

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

- |  |                                  |
|--|----------------------------------|
| 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.....(½-1) |
| 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* .....(½-1)           |
| 7. 1st to 3d Year Italian†.....(1, 2, 3)     | 14a. Zoology* .....(½-1)         |
| 8a. Ancient History.....(½-1)                | 15. Bookkeeping .....(½-1)       |
| 8b. European History.....(½-1)               | 16. Agriculture, Home            |
| 8c. English History.....(½-1)                | Economics.....(½-4)              |
| 8d. American History and Civics.....(½-1)    | 17. Drawing .....(½-1)           |
| 9a. Elementary Algebra.....(1)               | 18. Manual Training.....(½-1)    |
| 9b. Intermediate Algebra.....(1)             | 19. { Any high-school subject or |
| 9c. Advanced Algebra.....(½)                 | { subjects not already used      |
| 9d. Plane Geometry.....(1)                   | { and acceptable to the Uni-     |
| 9e. Solid Geometry.....(½)                   | { versity. }                     |
| 9f. Plane Trigonometry.....(½)               |                                  |

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

1. By presenting an acceptable school certificate.

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

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

3. By passing the necessary Regents examinations.

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

\* If an applicant has counted Biology (1), he may not also offer Botany (½) or Zoology (½).  
 † One year of a single language by itself will not be counted.



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.

#### B. PERSONAL REQUIREMENTS

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

#### SUPPLEMENTARY RULES GOVERNING ADMISSION

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

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

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

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

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

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

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

## REQUIREMENTS FOR GRADUATION

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

The requirements are the completion, with a general average grade of seventy, of one hundred and twenty hours, required and elective, as set forth below; the completion, before the last term of residence, of sixty points of hotel-practice credit as defined on page 48; and the completion, during the first terms of residence, of the University requirements in military science and tactics (page 30) and physical training (page 31).

A suggested program of courses arranged by years appears on pages 42 to 44. The specifically required courses, there indicated, account for seventy of the total of one hundred and twenty hours. From the list of hotel electives (page 44), some combination of courses the credit for which totals at least twenty-four hours is also to be taken. The remaining twenty-six 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-six 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.

### 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-six hours will ordinarily be given against the requirement of one hundred and twenty hours. Such students will be held, in common with the others, for the completion of the hotel-practice requirement before the last term of residence. For an appraisal of standing, credentials should be submitted to the Director of Admissions, Morrill Hall, Ithaca, New York.

### COLLEGE GRADUATES

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

## THE HOTEL ADMINISTRATION CURRICULUM\*

(Grouped according to years)

## THE FRESHMAN YEAR

## SPECIFICALLY REQUIRED

	<i>Credit in hours</i>
Orientation ( <i>Hotel Administration 1</i> ).....	1
Accounting ( <i>Hotel Accounting 81 and 82</i> ).....	8
Elementary Composition and Literature ( <i>English 2</i> ).....	6
General Chemistry ( <i>Chemistry 102 or 104</i> ).....	6
Food Preparation ( <i>Food and Nutrition 120</i> ).....	3
Food Preparation ( <i>Food and Nutrition 220</i> ).....	3
Mechanical Drawing ( <i>Hotel Engineering 2</i> ).....	3
	<hr/> 30

## SUGGESTED ELECTIVES

†Lectures on Hotel Management ( <i>Hotel Administration 155</i> ).....	1
†Typewriting ( <i>Hotel Administration 38</i> ).....	3
†Computation ( <i>Hotel Accounting 89</i> ).....	2
†French according to preparation.....	6
†General Biology ( <i>Biology 1</i> ).....	6
†History of the Culinary Art ( <i>Hotel Administration 120</i> ).....	1

## THE SOPHOMORE YEAR

## SPECIFICALLY REQUIRED

	<i>Credit in hours</i>
Hotel Accounting ( <i>Hotel Accounting 181 and 182</i> ).....	6
Modern Economic Society ( <i>Economics 2a and 2b</i> ).....	6
Psychology ( <i>Hotel Administration 114</i> ).....	3
Elective Courses in Hotel Engineering.....	6
Quantity Food Preparation: Elementary Course ( <i>Institution Management 200</i> ).....	2
Meat and Meat Products ( <i>Animal Husbandry 91</i> ).....	2
	<hr/> 25

## SUGGESTED ELECTIVES

†Lectures on Hotel Management ( <i>Hotel Administration 155</i> ).....	1
†Food Selection: Dietetics, Elementary Course ( <i>Food Preparation 18</i> )....	1
†Hotel Furnishing and Decoration ( <i>Household Art 130</i> ).....	2
†Hotel Textiles ( <i>Textiles 140</i> ).....	2
†Hotel Housekeeping ( <i>Textiles 140a</i> ).....	1
†Grading and Handling Vegetable Crops ( <i>Vegetable Crops 12</i> ).....	3
†Meat Cutting ( <i>Animal Husbandry 93</i> ).....	1
†Quantity Food Preparation: Principles and Methods ( <i>Institution Management 210</i> ).....	2
†Quantity Food Preparation and Catering, Advanced Course ( <i>Institution Management 330</i> ).....	3
†Hotel Stewarding ( <i>Hotel Administration 118</i> ).....	1
†Catering ( <i>Hotel Administration 122</i> ).....	1
†Elementary Organic Chemistry ( <i>Chemistry 365</i> ).....	3
†Hotel Structures and Maintenance ( <i>Hotel Engineering 166</i> ).....	2
†Food and Beverage Control ( <i>Hotel Accounting 184</i> ).....	3
†Front Office Procedure ( <i>Hotel Accounting 188</i> ).....	1
†Building Costs ( <i>Hotel Engineering 167</i> ).....	1
†Bacteriology ( <i>Bacteriology 3</i> ).....	3
†Human Physiology ( <i>Physiology 303</i> ).....	3

See also the electives suggested for the freshman year.

\* See pages 8 to 32, for detailed description of courses.

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

## THE JUNIOR YEAR

## SPECIFICALLY REQUIRED

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

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## SUGGESTED ELECTIVES\*

‡ Hotel Operation ( <i>Hotel Administration 151</i> ).....	2
‡ Lectures on Hotel Management ( <i>Hotel Administration 155</i> ).....	1
‡ Hotel Menu Planning ( <i>Hotel Administration 124</i> ).....	1
‡ Auditing ( <i>Hotel Accounting 183</i> ).....	3
‡ Interpretation of Hotel Financial Statements ( <i>Hotel Accounting 186</i> )....	2
‡ Tax Computation ( <i>Hotel Accounting 187</i> ).....	2
‡ Budgeting ( <i>Hotel Accounting 281</i> ).....	2
‡ Accounting Practice ( <i>Hotel Accounting 282</i> ).....	3
‡ Advanced Accounting ( <i>Hotel Accounting 283</i> ).....	3
‡ Personnel Administration ( <i>Hotel Administration 119</i> ).....	3
‡ Hotel Financing ( <i>Hotel Administration 174</i> ).....	1
‡ Hotel Public Relations ( <i>Hotel Administration 176</i> ).....	1
‡ Hotel Promotion ( <i>Hotel Administration 178</i> ).....	1
‡ Sales Promotion ( <i>Hotel Administration 278</i> ).....	1
‡ Hotel Advertising ( <i>Hotel Administration 179</i> ).....	1
‡ General Survey of Real Estate ( <i>Hotel Administration 191</i> ).....	2
‡ Fundamentals of Real Estate ( <i>Hotel Administration 192</i> ).....	2
‡ Fire and Inland Marine Insurance ( <i>Hotel Administration 196</i> ).....	3
‡ Liability, Compensation, and Casualty Insurance ( <i>Hotel Administration 197</i> ).....	3
Money and Banking ( <i>Economics 11</i> ).....	3
Corporation Finance ( <i>Economics 31</i> ).....	3
Introduction to Social Science ( <i>Economics 50a and 50b</i> ).....	6
Statistics ( <i>Agricultural Economics 111</i> ).....	3
Commercial Geography ( <i>Geology 206</i> ).....	3
Courses in English composition or literature, in history, or in government	
See also the electives suggested for the freshman and sophomore year.	

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

† Hotel elective. Twenty-six 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 21 and 22.



## THE SENIOR YEAR

## SPECIFICALLY REQUIRED

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

## SUGGESTED ELECTIVES

†Elementary Secretarial Shorthand ( <i>Hotel Administration 131</i> ).....	4
†Secretarial Dictation ( <i>Hotel Administration 133</i> ).....	4
†Secretarial Procedures ( <i>Hotel Administration 134</i> ).....	2
†Office Machines ( <i>Hotel Administration 135</i> ).....	2
†Office Supervision ( <i>Hotel Administration 138</i> ).....	2
†Advanced Catering ( <i>Hotel Administration 123</i> ).....	1
†Lectures on Hotel Management ( <i>Hotel Administration 155</i> ).....	1
†Special Hotel Problems ( <i>Hotel Administration 153</i> ).....	2, 3, or 4
†Hotel Accounting Problems ( <i>Hotel Accounting 185</i> ).....	2
†Law as Related to Innkeeping ( <i>Hotel Administration 172</i> ).....	2
†Problems in Hotel Analysis ( <i>Hotel Accounting 189</i> ).....	2 or 3
†Real Estate Financing and Investments ( <i>Hotel Administration 193</i> ).....	2
†Real Estate Appraising ( <i>Hotel Administration 194</i> ).....	2
†The Use and Interpretation of Tests in Guidance and Personnel Administration ( <i>Hotel Administration 217</i> ).....	3
†Seminar in Personnel Administration ( <i>Hotel Administration 219</i> ).....	2
†Law of Business: Contracts, Bailments, and Agency ( <i>Hotel Administration 272</i> ).....	2
†Law of Business: Partnerships and Corporations ( <i>Hotel Administration 274</i> ).....	2
†Problems in Food Control ( <i>Hotel Accounting 284</i> ).....	1
†Accounting Machines in Hotels ( <i>Hotel Accounting 288</i> ).....	1
Cost Accounting ( <i>Economics 25</i> ).....	2
Public Control of Business ( <i>Economics 32a and 32b</i> ).....	6
Taxation ( <i>Agricultural Economics 138</i> ).....	3
Labor Conditions and Problems ( <i>Economics 41</i> ).....	3
Trade Unionism and Collective Bargaining ( <i>Economics 42</i> ).....	3
Courses in philosophy, in music, and in the fine arts	

See also the electives suggested for the earlier years.

## HOTEL ELECTIVES

	<i>Credit in hours</i>
Bacteriology ( <i>Bacteriology 5</i> ).....	3
Grading and Handling Vegetable Crops ( <i>Vegetable Crops 12</i> ).....	3
Tourism ( <i>Hotel Administration 56</i> ).....	1
History of Hotels and Inns ( <i>Hotel Administration 58</i> ).....	2
Hotel Furnishing and Decoration ( <i>Household Art 130</i> ).....	2
Hotel Textiles ( <i>Textiles 140</i> ).....	2
Hotel Housekeeping ( <i>Textiles 140a</i> ).....	1
Soaps and Detergents ( <i>Hotel Administration 145</i> ).....	1
Meat Cutting ( <i>Animal Husbandry 93</i> ).....	1
Hotel Stewarding ( <i>Hotel Administration 118</i> ).....	1
Personnel Administration ( <i>Hotel Administration 119</i> ).....	3
The Use and Interpretation of Tests in Guidance and Personnel Administration ( <i>Hotel Administration 217</i> ).....	3
Seminar in Personnel Administration ( <i>Hotel Administration 219</i> ).....	2
History of the Culinary Art ( <i>Hotel Administration 120</i> ).....	1
Catering ( <i>Hotel Administration 122</i> ).....	1
Advanced Catering ( <i>Hotel Administration 123</i> ).....	1

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

Hotel Menu Planning ( <i>Hotel Administration 124</i> ).....	1
Quantity Food Preparation: Principles and Methods ( <i>Institution Management 210</i> ).....	4
Food Selection and Purchase for the Institution ( <i>Institution Management 220</i> ).....	3
Quantity Food Preparation and Catering, Advanced Course ( <i>Institution Management 330</i> ).....	4
Typewriting ( <i>Hotel Administration 37</i> ).....	2
Typewriting ( <i>Hotel Administration 38</i> ).....	3
Elementary Secretarial Shorthand ( <i>Hotel Administration 131</i> ).....	4
Elementary Secretarial Typewriting ( <i>Hotel Administration 132</i> ).....	2
Secretarial Dictation ( <i>Hotel Administration 133</i> ).....	4
Secretarial Procedures ( <i>Hotel Administration 134</i> ).....	2
Office Machines ( <i>Hotel Administration 135</i> ).....	2
Office Supervision ( <i>Hotel Administration 138</i> ).....	2
Hotel Operation ( <i>Hotel Administration 151</i> ).....	2
Special Hotel Problems ( <i>Hotel Administration 153</i> ).....	2, 3, or 4
Lectures on Hotel Management ( <i>Hotel Administration 155</i> ).....	1
Law as Related to Innkeeping ( <i>Hotel Administration 172</i> ).....	2
Hotel Financing ( <i>Hotel Administration 174</i> ).....	1
Law of Business: Contracts, Bailments, and Agency ( <i>Hotel Administration 272</i> ).....	2
Law of Business: Partnerships and Corporations ( <i>Hotel Administration 274</i> ).....	2
Hotel Public Relations ( <i>Hotel Administration 176</i> ).....	1
Hotel Promotion ( <i>Hotel Administration 178</i> ).....	1
Sales Promotion ( <i>Hotel Administration 278</i> ).....	1
Hotel Advertising ( <i>Hotel Administration 179</i> ).....	1
Auditing ( <i>Hotel Accounting 183</i> ).....	3
Food and Beverage Control ( <i>Hotel Accounting 184</i> ).....	3
Hotel Accounting Problems ( <i>Hotel Accounting 185</i> ).....	2
Interpretation of Hotel Financial Statements ( <i>Hotel Accounting 186</i> )....	2
Tax Computation ( <i>Hotel Accounting 187</i> ).....	2
Front-Office Procedure ( <i>Hotel Accounting 188</i> ).....	1
Computation ( <i>Hotel Accounting 89</i> ).....	2
Problems in Hotel Analysis ( <i>Hotel Accounting 189</i> ).....	2 or 3
Problems in Hotel Analysis ( <i>Hotel Accounting 289</i> ).....	1, 2 or 3
Budgeting ( <i>Hotel Accounting 281</i> ).....	2
Accounting Practice ( <i>Hotel Accounting 282</i> ).....	3
Advanced Accounting ( <i>Hotel Accounting 283</i> ).....	3
Problems in Food Control ( <i>Hotel Accounting 284</i> ).....	1
Accounting Machines in Hotels ( <i>Hotel Accounting 288</i> ).....	1
General Survey of Real Estate ( <i>Hotel Administration 191</i> ).....	2
Fundamentals of Real Estate Management ( <i>Hotel Administration 192</i> )..	2
Real Estate Financing and Investments ( <i>Hotel Administration 193</i> ).....	2
Real Estate Appraising ( <i>Hotel Administration 194</i> ).....	2
Fire and Inland Marine Insurance ( <i>Hotel Administration 196</i> ).....	3
Liability, Compensation, and Casualty Insurance ( <i>Hotel Administration 197</i> ).....	3

SUGGESTED PROGRAM FOR PROSPECTIVE RESTAURATEURS  
THE FRESHMAN YEAR

	<i>Credit in hours</i>
*Food Preparation ( <i>Food and Nutrition 120</i> ).....	3
*Food Preparation ( <i>Food and Nutrition 220</i> ).....	3
*General Chemistry ( <i>Chemistry 102 or 104</i> ).....	6
*Accounting ( <i>Hotel Accounting 81 and 82</i> ).....	8
History of the Culinary Art ( <i>Hotel Administration 120</i> ).....	1
*Elementary Composition and Literature ( <i>English 2</i> ).....	3
*Mechanical Drawing ( <i>Hotel Engineering 2</i> ).....	3
*Orientation ( <i>Hotel Administration 1</i> ).....	1
Typewriting ( <i>Hotel Administration 37</i> ).....	2
	<u>30</u>

THE SOPHOMORE YEAR

	<i>Credit in hours</i>
General Biology ( <i>Biology 1</i> ).....	3
French according to preparation.....	6
*Quantity Food Preparation: Principles and Methods ( <i>Institution Management 210</i> ).....	4
Quantity Food Preparation and Catering, Advanced Course ( <i>Institution Management 330</i> ).....	3
*Meat and Meat Products ( <i>Animal Husbandry 91</i> ).....	2
*Psychology ( <i>Hotel Administration 114</i> ).....	3
Personnel Administration ( <i>Hotel Administration 119</i> ).....	3
Grading and Handling Vegetable Crops ( <i>Vegetable Crops 12</i> ).....	3
Elementary Organic Chemistry ( <i>Chemistry 365</i> ).....	3
	<u>30</u>

THE JUNIOR YEAR

	<i>Credit in hours</i>
Bacteriology ( <i>Bacteriology 3</i> ).....	3
Hotel Menu Planning ( <i>Hotel Administration 124</i> ).....	1
Hotel Stewarding ( <i>Hotel Administration 118</i> ).....	1
Food and Beverage Control ( <i>Hotel Accounting 184</i> ).....	3
*Modern Economic Society ( <i>Economics 2a and 2b</i> ).....	6
*Introductory Hotel Engineering ( <i>Hotel Engineering 160</i> ).....	4
*Mechanical Service Equipment ( <i>Hotel Engineering 161</i> ).....	4
Meat Cutting ( <i>Animal Husbandry 93</i> ).....	1
Catering ( <i>Hotel Administration 122</i> ).....	1
Hotel Furnishing and Decoration ( <i>Household Art 130</i> ).....	2
Law of Business: Contracts, Bailments, and Agency ( <i>Hotel Administration 272</i> ).....	2
General Survey of Real Estate ( <i>Hotel Administration 191</i> ).....	2
	<u>30</u>

THE SENIOR YEAR

	<i>Credit in hours</i>
Problems in Food Control ( <i>Hotel Accounting 284</i> ).....	1
Advanced Catering ( <i>Hotel Administration 123</i> ).....	3
Hotel Textiles ( <i>Textiles 140</i> ).....	2
*Law of Business ( <i>Hotel Administration 171</i> ).....	3
Hotel Structures and Maintenance ( <i>Hotel Engineering 166</i> ).....	2
Building Costs ( <i>Hotel Engineering 167</i> ).....	1
Fire and Inland Marine Insurance ( <i>Hotel Administration 196</i> ).....	3
Liability, Compensation, and Casualty Insurance ( <i>Hotel Administration 197</i> ).....	3
Public Speaking ( <i>Public Speaking 1</i> ).....	3
Law of Business: Partnerships and Corporations ( <i>Hotel Administration 274</i> ).....	2
Human Physiology ( <i>Physiology 303</i> ).....	3
Elective .....	4
	<u>30</u>

\* 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 44 and 45 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)
3	Hotel Accounting	(Hotel Accounting 181)
3	Intermediate Accounting	(Hotel Accounting 182)
3	Auditing	(Hotel Accounting 183)
3	Food and Beverage Control	(Hotel Accounting 184)
2	Hotel Accounting Problems	(Hotel Accounting 185)
2	Tax Computation	(Hotel Accounting 187)
3	Accounting Practice	(Hotel Accounting 282)
3	Advanced Accounting	(Hotel Accounting 283)
3	Cost Accounting	(Administrative Engineering 3A47)
4	Accounting Theory and Problems	(Economics 26)

2. *In Business Law*

Enough of the following to total eight hours:

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

3. *In Finance*

Enough of the following to total eight hours:

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

4. *In Economics*

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

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

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

Although the supervised practice is an essential part of the stu-

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



dent'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.

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

Salad and Sandwich Man, Flanders Hotel, Ocean City, New Jersey.  
 Busboy, Hotel Sherman, Chicago, Illinois.  
 Relief Man, Hotel Carter, Cleveland, Ohio.  
 Storeroom Assistant, Hotel Lenox, Boston, Massachusetts.  
 Assistant Steward, Anchor Inn, Beach Haven, New Jersey.  
 Beverage Checker, Cataract House, Niagara Falls, New York.  
 Desk Clerk, Hotel William Penn, Pittsburgh, Pennsylvania.  
 Steward, Star Lake Inn, Star Lake, New York.  
 Assistant Manager, Hotel Glenmore, Big Moose, New York.  
 Kitchen Clerk and Banquet Boy, Hotel Utah, Salt Lake City, Utah.  
 Assistant to Executive Director, Kamp Tagola, Lake Sackett, New York.  
 Promotion Manager, Jack O'Lantern Inn, Derry, New Hampshire.  
 Bell Captain, Star Lake Inn, Star Lake, New York.  
 Clerk, Berkshire Country Club, Wingdale, New York.  
 Food Checker, Lake Placid Club, Lake Placid, New York.  
 Assistant Coffee Shop Manager, Hotel Davis, Wildwood, New Jersey.  
 Bellman, Rangeley Lake Hotel, Rangeley, Maine.  
 Publicity Director, Basin Harbor Hotel, Basin Harbor, Vermont.  
 Accounting Clerk, Harris, Kerr, Forster & Company, St. Louis, Missouri.  
 Tube Clerk, Waldorf-Astoria, New York City.  
 Kitchen Helper, Countryside Restaurant, Lexington, Massachusetts.  
 Receiving Clerk in Storeroom, Ritz-Carlton Hotel, New York City.  
 Assistant Night Auditor, Daniel Boone Hotel, Charleston, West Virginia.  
 Mail and Key Clerk, Hotel New Yorker, New York City.  
 Switchboard Operator, Schaefer Center, World's Fair, New York City.  
 Day Clerk, Concourse Plaza Hotel, New York City.  
 Snack Shop Operator, Basin Harbor Lodge, Basin Harbor, Vermont.  
 Assistant in Auditor's Office, Hotel Martinique, New York City.  
 Clerk, Coral Island Club, Bermuda.  
 Assistant Manager, Kenwood Country Club, Bethesda, Maryland.  
 Elevator Operator, Hotel Statler, Buffalo, New York.  
 Front Office Clerk, Hotel Rochester, Rochester, New York.  
 Houseman, Hotel Hollenden, Cleveland, Ohio.  
 Night Clerk, Hotel Holmhurst, Atlantic City, New Jersey.  
 Night Auditor, Star Lake Inn, Star Lake, New York.  
 Assistant Manager, Coral Island Club, Bermuda.  
 Assistant Manager, Roosevelt Hotel, New York City.  
 Restaurant Cashier, Hotel La Fonda, Santa Fe, New Mexico.  
 Clerk, Boule Rock Hotel, Metis Beach, Quebec, Canada.  
 Cashier and Headwaiter, Cataract House, Niagara Falls, New York.  
 Auditing Department, Hotel Taft, New York City.  
 Lessee, Taughannock Farm Tea Room, Trumansburg, New York.  
 Sales Promotion Department, Hotel William Penn, Pittsburgh, Pennsylvania.  
 General Utility Man, Hotel Barclay, New York City.  
 Information Clerk, Hotel Pennsylvania, New York City.  
 Pantry Boy, Hotel Kenmore, Boston, Massachusetts.  
 Manager, Hotel New Walters, Cairo, New York.  
 Apprentice, Stouffer's Restaurant, New York City.  
 Room Clerk, The White House, Biloxi, Mississippi.  
 Front Office Clerk, Waldorf-Astoria, New York City.

## 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 .....	\$200.00
Laboratory fees .....	15.00
Infirmary fee .....	10.00
University Administration fee .....	8.50
Willard Straight Hall membership fee.....	5.00
Physical recreation fee .....	4.00
	<hr/>
	\$242.50

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.

Other fees, non-recurring, are described below:

A matriculation fee of \$10 is required of every student upon entrance to the University. It is charged against the initial deposit of \$25. An examination-book fee of \$1 is also required upon entrance, and is also charged against the deposit. New students are required to have a chest radiograph which may be made at the infirmary at the cost of \$2. A graduation fee of \$10 is payable by candidates for the degree of Bachelor of Science at least ten days before the degree is conferred. Every student enrolled for the Basic Course of instruction in Military Science is required immediately upon registration for his first term thereof to deposit \$20 for the purchase of his military uniform. Most of this deposit is returnable.

Students who are drafted for service to the National Government during the academic year at such a time that they can receive no academic credit for the term in which they are drafted will be entitled to a refund in full of the tuition paid for that term.

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

## SELF-SUPPORT

A study of student budgets suggests that \$1000 a year is necessary for the student who meets all his expenses in cash. Of this amount,

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

about \$500 is required for tuition, fees, books, and supplies; about \$175 for room; about \$250 for board; and \$75 for incidentals. This is to be considered a minimum. For comfortable living, more is required. Clothing, transportation, and fraternity dues are not included.

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

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

### SCHOLARSHIPS

The following scholarships are available for students in Hotel Administration. They are awarded, on application, to students in need of financial aid, and who in respect 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 class-room 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 International Stewards Association Scholarship*, established by the International Stewards Association, entitles the holder to \$100 each year, and is renewable at the option of the Faculty. In the

award of this scholarship preference is given, where equitable, to members or children of members of the Association.

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

\**The New Jersey State Hotel Association Scholarship*, supported by annual grant from the New Jersey State Hotel Association, entitles the holder to \$100 for the year. In the award preference is given to residents of New Jersey.

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

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

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

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

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

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

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\* Scholarships so marked have temporarily lapsed under wartime conditions.

*The Partridge Club Scholarship*, established by the Partridge Club of New York, Inc., is supported by an annual grant of \$400 a year. The award is open to a needy student under 21 years of age, a citizen of the United States, and a resident of 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 Ye Hosts Scholarship*, established by the recognition society of the hotel students, Ye Hosts, is supported by an annual grant of \$100.

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

*The Emil H. Ronay Scholarship Prize* of \$250, the donation of Emil H. Ronay of New York City, is awarded to the "student in the senior class who . . . shows the greatest promise of leadership, executive ability, and general fitness for the hotel business."

*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 initial donation of \$10,500 from the Joseph Schlitz Brewing Company of Milwaukee, consist of annual grants in amounts up to \$1500 a year.

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

\* Scholarships so marked have temporarily lapsed under wartime conditions.



*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 Swafford and Koehl Scholarship* is supported by an annual grant of \$100 donated by the advertising firm of that name.

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

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.

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

### ASSISTANTSHIPS

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

### LOANS

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

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

## CORNELL UNIVERSITY OFFICIAL PUBLICATION

This series of booklets is 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 the *General Information* number and a copy of one or more of the following Announcements:

*Graduate School, Medical College, School of Nursing, Law School, College of Arts and Sciences, College of Architecture, College of Engineering, 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, Department of Hotel Administration, School of Nutrition, New York State Veterinary College, School of Education, Summer Session, Annual Report of the President.*

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

Correspondence regarding these publications should be addressed to

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