

Rochester Athenaeum *and* Mechanics Institute



1923-24

General Information

ROCHESTER ATHENAEUM
and MECHANICS INSTITUTE

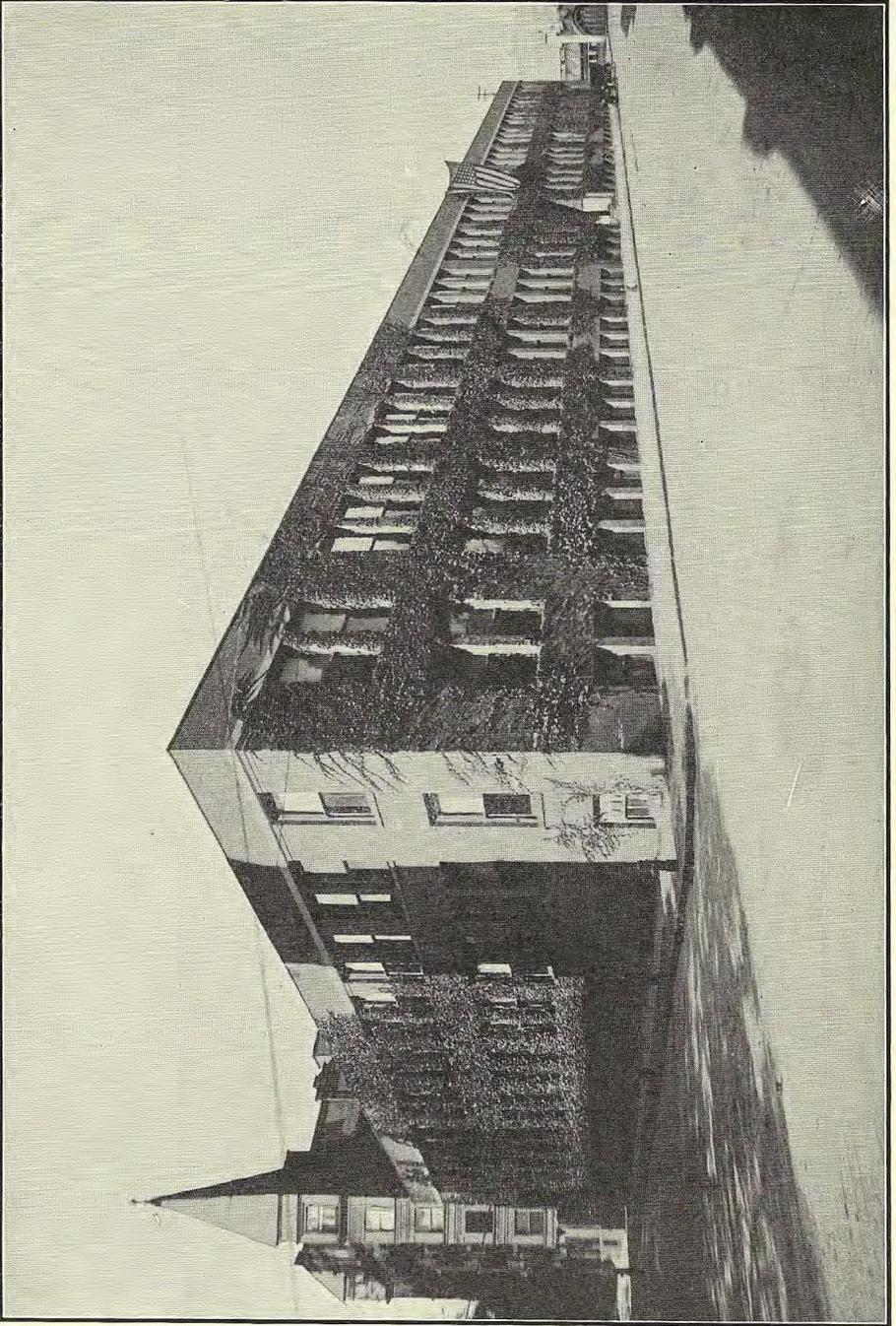
General Information



1923-1924

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EASTMAN BUILDING

CALENDAR 1923-24

FIRST SEMESTER 1923

Spring Registration	Friday, June 15
Fall Registration and payment of tuition and fees	Monday, September 24
Instruction begins for day classes in all departments	Tuesday, September 25
Evening classes begin in all departments	Monday, October 1
Columbus Day recess	Friday, October 12
Thanksgiving recess	Nov. 29—Dec. 2 inclusive
Christmas recess	Dec. 22 to Jan. 2 inclusive
Semester examinations	Jan. 23 to 26 inclusive.

SECOND SEMESTER 1924

Registration and payment of tuition and fees	Monday Jan. 28
Instruction begins for day classes in all departments	Tuesday, January 29
Washington's Birthday recess	Friday, February 22
Evening School closes	Thursday, March 27
Easter recess	April 18 to 27 inclusive.
Memorial Day recess	Friday, May 30
Senior examinations	June 18-19-20
Semester examinations	June 23 to 26, inclusive
Senior Week	June 22 to 26, inclusive
Baccalaureate Sunday	Sunday, June 22
Commencement Day	Thursday, June 26
June Registration	Friday, June 23

General Information

The Rochester Athenaeum was founded in 1829 to provide literary and scientific lectures, a reading-room and a center of liberal influence for the young men of what was then a frontier town. It flourished when its program appealed to the popular fancy but it suffered long periods of inactivity.

In 1885 a group of public-spirited citizens under the inspiring leadership of Captain Henry Lomb founded Mechanics Institute, offering in a single room of the Free Academy Building, part time instruction in applied drawing and design. For eight years Captain Lomb served as President of the growing Institute, giving unsparingly of his time and means.

The constitution, adopted October 21st, 1885, stated: "The object of this Institute shall be to promote such practical education as may enable those persons receiving instruction to become better fitted for their occupations in life." Speaking of the early history of Mechanics Institute, Mr. E. R. Andrews, President of the Board of Directors in 1898 stated: "It began with teaching branches which related only to the practical side of life, although it has been the aim of the managers to cultivate the moral and aesthetical character of the pupils as far as possible in connection with their practical training."

In 1891 the charter of the Athenaeum was taken over and the school from that time has borne the name, The Rochester Athenaeum and Mechanics Institute.

The founders of this school maintained contact with other schools doing similar work and were to a considerable extent guided by their experience. Ohio Mechanics Institute had long been in successful operation in Cincinnati. Pratt Institute opened its doors two years after Rochester Mechanics Institute with a similar curriculum. It was the aim of its founder that Pratt Institute "should reach and help all classes of practical workers, both artists and artisans, and that its courses should be conducted as to give every student definite practical skill along some one line of work, and at the same time, reveal to him the possibilities for development, service and culture offered by the most commonplace tasks." Bradley Polytechnic Institute, Wentworth Institute, Drexel Institute and Dunwoodie Institute are a few of the well-known schools with similar aims, that have since come into existence in this field.

Throughout its history, Mechanics Institute has had the whole-hearted support of the leading men and women of Rochester and the adjacent territory, and as its growth demanded larger quarters the generosity of faithful friends enabled the Institute to acquire a half-block on Washington Street upon which was erected the first building of the present plant. Here, in 1892, a department of Domestic Science was inaugurated through the generous cooperation of the leading women of Rochester, and in 1896 Manual training work was started, developing so

rapidly that two years later an independent department, the Industrial Arts Department, was established. These were types of training which few educational institutions of that time had undertaken, but so outstanding was the success attained that many new friends were made.

In 1900 George Eastman purchased the half-block east of that already owned by the school and erected thereon the present Eastman Building, and Mrs. Susan Bevier, recognizing the needs of the rapidly expanding department of Applied Arts, provided the funds for erecting the Bevier Memorial Building. With the purchase in 1918 of the Residence Hall for women, the Institute acquired possession of the entire city block which it now occupies.

For forty years the Rochester Athenaeum and Mechanics Institute has served thousands of young men and women. As new opportunities for service have appeared, the school has gladly responded. Its enrollment has constantly increased until nearly a thousand attend the day courses and more than a thousand others enjoy the advantages of the evening school. With the expansion from one room to an entire city block with buildings containing nearly five acres of floor space, the founders' hope has become a reality.

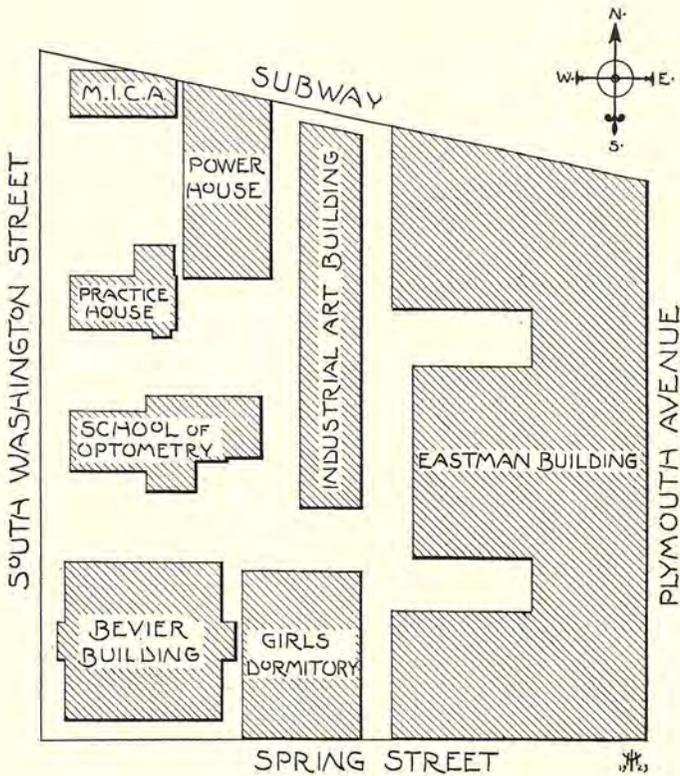
The Institute offers no degrees. It provides specialized courses adapted to the needs of mature persons. These needs are met by thorough, technical training, supplemented by brief intensive instruction in science, English and other essential liberal subjects. This instruction is designed to prepare the student to enter some definite occupation and make progress in it. By offering no elective subjects in any course, close coordination is secured and the time of the student is conserved. By this and similar expedients it is possible for an industrious student to complete a large amount of technical work in a comparatively short time.

Except in the case of the Teacher Training courses the entrance requirements are such that anyone of good character and average ability may become a candidate for a diploma. This offers to any industrious person the opportunity to acquire proficiency in an occupation and habits of working and living which should greatly help him to become a respected member of any community. Graduates of Mechanics Institute seldom fail to find employment in their chosen field and many have already attained positions of great responsibility and prominence. Preference is given to applicants for admission who are eighteen years of age or over. Entrance requirements will be found in detail in the sections devoted to the courses offered by each school. In no case, however, are these requirements so administered as to refuse admission to any person who can reasonably expect to profit by the instruction.

NOTE: The degree B. S. in Home Economics is given by the University of Rochester to students of Mechanics Institute in the four year Home Economics Teacher Training course. The University permits certain elective subjects in this course.

Location and Offices

The Rochester Athenaeum and Mechanics Institute is located near the geographical and business center of Rochester. It occupies the entire block bounded by Plymouth Avenue South, Spring St., Washington St., and the new subway. It comprises, besides a separate power plant, seven buildings. They are the Eastman Building, Industrial Art Building, Bevier Memorial Building, Dormitory, Practice House, Mechanics Institute Christian Association (the M. I. C. A.), and another building now temporarily used by the Rochester School of Optometry.



Buildings

The EASTMAN BUILDING contains beside classrooms the following:

Offices of

President
Dean
Director of School of Industrial Arts
Director of School of Home Economics
School Physician
School Nurse
Recorder
Business Manager
Cashier

The

Information Desk	Girls' Rest Room
Library	Men's Club Room
Store and School Post Office	Girls' Gymnasium
Assembly Hall	Cookery Laboratories
Biology Laboratory	Foods Laboratory
Physics Laboratory	Cafeteria
Gas Engine Laboratory	Restaurant
Steam Laboratory	Laundry
Electrical Laboratories	Millinery Rooms
Mechanical Drawing Rooms	Dressmaking Rooms
Chemical Laboratories	Sewing Rooms

The Library is a technical reference library situated on the first floor of the Eastman Building and operated by a graduate librarian and assistants. At present it consists of 6,000 volumes and 80 periodicals. The majority of the latter are preserved in bound form for continued use.

In addition to the main library there is a constantly growing art library housed in the Bevier Building. This consists of books and plates covering all phases of applied and fine art and includes both current and bound volumes of domestic and foreign periodicals. Its 500 books include not only technical works but also many beautifully illustrated editions of works on art.

The Institute is within two blocks of the Reynolds Library, containing 72,000 volumes, including the excellent reference library of the Rochester Engineering Society.

A Public Restaurant and a Students' Cafeteria are maintained in the Eastman Building, the latter being conducted exclusively for, and open only to, the student body and faculty for luncheon each day of the school week, throughout nine months of the year. In the cafeteria food is served at cost. The public restaurant is conducted a la carte and is open to the general public from twelve to two each day. The food served in both restaurant and cafeteria is prepared in two institutional kitchens devoted exclusively to the cooking of the three daily meals and to the training of students registered in the one year Institutional Management course.

A Store is maintained for the benefit of the students in Room 124, Eastman Building, to furnish them with needed supplies for the various departments of instruction, every effort being made to supply materials at the lowest possible cost.

For the convenience of students whose mail is directed to them at the Institute, a post office is located in the store, which is open from 8:30 in the morning until 5:00 in the afternoon. Locked boxes are furnished for those wishing to rent them.

The BEVIER BUILDING is used almost exclusively by the School of Applied Art. It contains the following offices, shops and studios:

- Office of Director of School of Applied Art
- Main Office
- Exhibition Hall
- Art Library
- Architectural Drawing Rooms
- Design Studios
- Weaving Room
- Life Drawing and Painting Studio
- Drawing Studios
- Art Metal Shop
- Pottery Room
- Modeling Room

The INDUSTRIAL ART BUILDING houses the following shops:

- Machine Shop
- Pattern Shop
- Forge Shop
- Foundry
- Cabinet Shop
- Electrical Construction Shop
- Woodworking Mill

It will be observed from the foregoing that the Institute maintains adequate shop, studio and laboratory equipment for all courses. The equipment in these is constantly being developed to keep them thoroughly modern.

The RESIDENCE HALL FOR WOMEN is located conveniently between the Eastman and Bevier Buildings, where all classes for women are held, and is connected on the third floor with the School of Home Economics, in which the dining room for girls is provided.

This dining room, as well as the cafeteria where noon luncheons are served at cost for all students of the Institute, is managed by the School of Home Economics. The head of these lunch rooms is a member of the faculty and supervises the preparation and service of food for the students' dining rooms. Thus the provision of an attractive and wholesome dietary for resident students is assured.

The head of the residence hall not only manages the business and housekeeping, but is the resident house mother and gives a considerable share of her attention to the personal welfare of the women students.

A few single rooms are available but generally the students are located in suites for two or four girls. Each suite includes a study, one or two bedrooms with single beds and a bath. Attractive furnishings are provided for all students' rooms.

Other interesting features of this residence hall are: a large living room on the first floor; a kitchenette for the use of students when serving afternoon tea or refreshments at other social affairs; a laundry equipped with stationary tubs, ironing tables, and electric irons. An electric elevator gives easy access to all the floors. The office of the residence hall is situated on the first floor and a member of the house staff is always on duty to receive callers or messages, or to register students leaving for an evening or week-end away from the residence hall.

All women students are required to live in the residence hall unless permission for residence elsewhere is granted by the Director of the School in which the student is registered. In the case of women under twenty-five years of age application for this permission must be made by parents and should state that they assume the responsibility for the welfare of their daughters when living outside of the residence hall.

Reservation of rooms and full information regarding the residence hall may be secured by addressing Mrs. Jessie Lockwood, Director of Residence Hall, Mechanics Institute, Rochester, N. Y.

The PRACTICE HOUSE is a separate building, formerly one of the early residences of the city, now used by the School of Home Economics as a practice house in which small groups of students have complete charge of the management and upkeep of a home for a family of five or six persons for given periods of time during their course of training.

The MECHANICS INSTITUTE YOUNG MEN'S CHRISTIAN ASSOCIATION is housed in one of the Institute's residential buildings. The first floor of this building is used as a students' club room while the furnished rooms above are rented to students.

The INSTITUTE POWER HOUSE provides opportunity for the student to observe and study a modern 600 H. P. plant with water tube boilers and stokers and a 225 K. W. capacity in generators and engines, both Corliss and high speed.

The ROCHESTER SCHOOL OF OPTOMETRY temporarily occupies the building between the Practice House and the Bevier Building.

Expenses

TUITION. The tuition for any course is \$200 per year. This includes practically all shop and laboratory fees. It is payable at the beginning of each semester and cannot be refunded after the course has started. Evening school tuition varies from \$5 to \$20.

BREAKAGE FEES. In certain courses in Chemistry, Physics, Steam and Gas, and in certain Electrical Courses, where there is danger of breakage, a deposit of \$5.00 is required. At the end of the semester, after the expenses of breakage have been deducted, the balance is returned to the student.

MEDICAL FEE. A medical fee of \$2.00 per semester is charged all out-of-town students to cover the cost of ordinary medical aid and attention. This includes the service of the school nurse and the school physician for a period not to exceed one week. With students living at home or commuting and who may desire the services of their own physician this fee is optional. Students requiring special medical service in addition to that of the school physician will be responsible for the expense thereof.

STUDENTS' ASSOCIATION DUES. The Institute as agent for the Students' Association collects a fee of \$4.00 per semester. This entitles the student to admittance to all athletic events in which the school competes, a full year's subscription to the school publication, "The Siren," and, in short, is intended to cover all minor expenses for which a student is generally taxed.

DIPLOMA FEE. A fee of \$2 is charged for the diploma, to cover the cost of printing and lettering.

BOOKS AND SUPPLIES. The cost of books and supplies varies with the course taken. Detailed information is given under courses in separate folders.

LIVING EXPENSES. While the matter of room and board is settled largely by the judgment of the student, the average cost of this item is about \$10.00 per week. The rate for room and board in the Residence Hall for women is \$165 to \$215 per student for a term of twenty weeks. The school year covers forty calendar weeks. This cost will include room, breakfasts, dinners, and the laundering of bed linen and towels. Students may purchase luncheon at cost in the school cafeteria, where the daily luncheons average twenty-three cents.

STUDENT EMPLOYMENT. It is always advisable that a student expend all of his time upon the studies and activities of the Institute and not attempt to carry on any outside work. However, in case a student is unable to enter upon the year's work with the required funds, the Institute is in a position to help him. The secretary of each school will aid students to find employment either about the school or in concerns and homes in the city which arrange with the Institute for students to work on a part time basis.

PLACEMENT SERVICE. The director of each school together with the instructors designated as course heads will assist graduates to find suitable employment. Placement of graduates from the various courses is made in industrial plants, commercial firms, institutions, social organizations and departments of education. Promotion of alumni to new and larger fields of responsibilities is aided by the Institute.

STUDENT LOAN FUND. A small fund has been donated by interested citizens of Rochester for the purpose of helping a student over a temporary difficulty. A Junior or Senior is privileged to borrow amounts not exceeding \$50.00 from this fund, by assuming the obligation of paying it back within a year.

STUDENT AID PLAN. The Board of Directors of Mechanics Institute annually appropriates a certain sum of money to be loaned to special students in amounts sufficient to cover the cost of tuition. While such loans are not usually made during the first semester, to incoming students, details of the plan may be secured by addressing the Dean.



GIRLS' HOCKEY TEAM

Student Activities

The Students' Association

This Association is composed of all full course day students who have paid their Association fee of four dollars per semester. The object of the Association, as stated in the preamble of its Constitution, is "to promote the interests of the Institute in athletics, literary societies, musical and dramatic clubs, student publications and other student activities." The legislative and administrative powers of the Association are vested in a Students' Council, composed of representatives elected by the students from their own number and a faculty adviser who has no vote.

It has long been the policy of the Association to support only such activities as are open to students in all the schools of the Institute. All athletic organizations which represent the Institute are under the control and supervision of the Association, as are also the school paper, senior year book, glee clubs and school orchestra. The freshman, sophomore, junior and senior classes are considered as association organizations and, as such, are governed in some respects by the regulations of the Council.

The Carnival. In December the Association holds its annual carnival and frolic. All of the entertainments which constitute the carnival are arranged and carried out by the Association and faculty.

Pay Day. In May occurs the annual association picnic and field day. Pay Day, as it is called, always provides an abundance of fun in the form of games and friendly contests in which students and faculty alike take part.

The Siren. Each member of the Students' Association receives a paidup subscription to the Siren, the official publication of the student body.

The Ramikin. The Ramikin or senior year book is issued each June under the financial supervision of the Council. Though the Ramikin is primarily a Senior Book, many copies are usually taken by members of the undergraduate classes.

Athletics

For Men. The athletic activities include football, basketball and baseball. Of these, basketball is considered the major sport. It is the policy of the Association to play only teams of high calibre and to maintain high standards of sportsmanship.

Girls' Athletic Association

The social and recreational interests of the women students of the Institute are fostered by means of the Girls' Athletic Association.

Clubs for swimming, hockey, captainball, basketball, hiking and dramatics are popular.

One of the most successful social events of the year is the annual banquet arranged by this association for all the girls in the school.

General Regulations

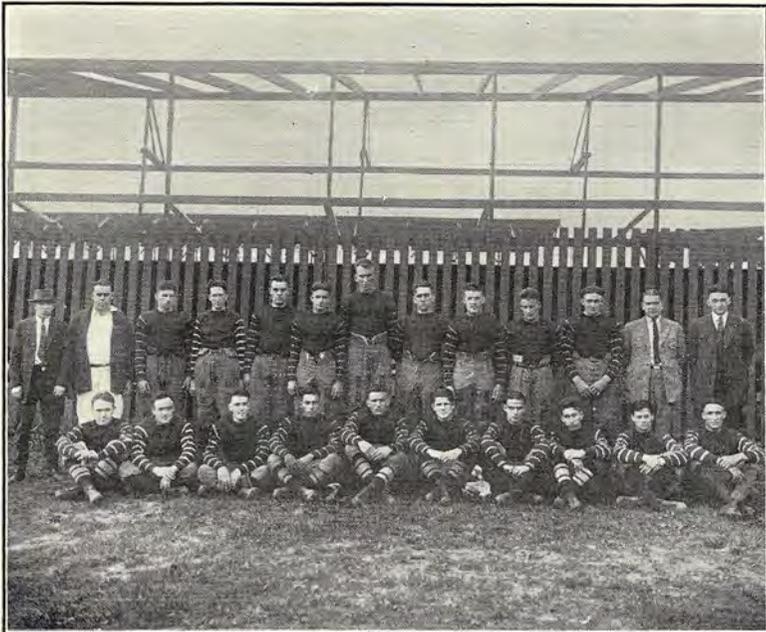
REGISTRATION. Registration for all courses in all schools will be conducted on Monday, September 24, for the first semester, and on Monday January 28th, for the second semester, in the Assembly Hall of the Eastman Building. Tuition, or a deposit on the same, and fees must be paid at the time of registration.

Admittance blanks should be obtained from the Course Supervisors before registration.

LATE REGISTRATION. No student will be allowed to register for a regular course after two weeks of class and laboratory work have elapsed.

For all teacher training courses no late registration will be allowed after five days of classes.

ADVANCED CREDIT. All student schedules are prescribed and, except where a student secures advanced credit, will be rigidly adhered to. Application for advanced credit must be made on blanks secured from the Director of the school in which the student desires to enroll.



THE 1922 SQUAD

CREDIT SYSTEM. In all teacher training courses a credit system is followed to determine diploma eligibility. While the requirements as to the number of credit hours necessary for graduation varies slightly in the three schools, the same scheme for defining a credit is followed.

Three hours whether spent in recitation laboratory or preparation constitute a credit hour.

MARKING SYSTEM. The following system of marking is used in all schools and departments:

E 90—100%—Excellent.

G 80— 89%—Good.

F 70— 79%—Fair.

P 60— 69%—Poor.

D Below 60% Deficient, subject must be repeated.

Dc Conditional failure.

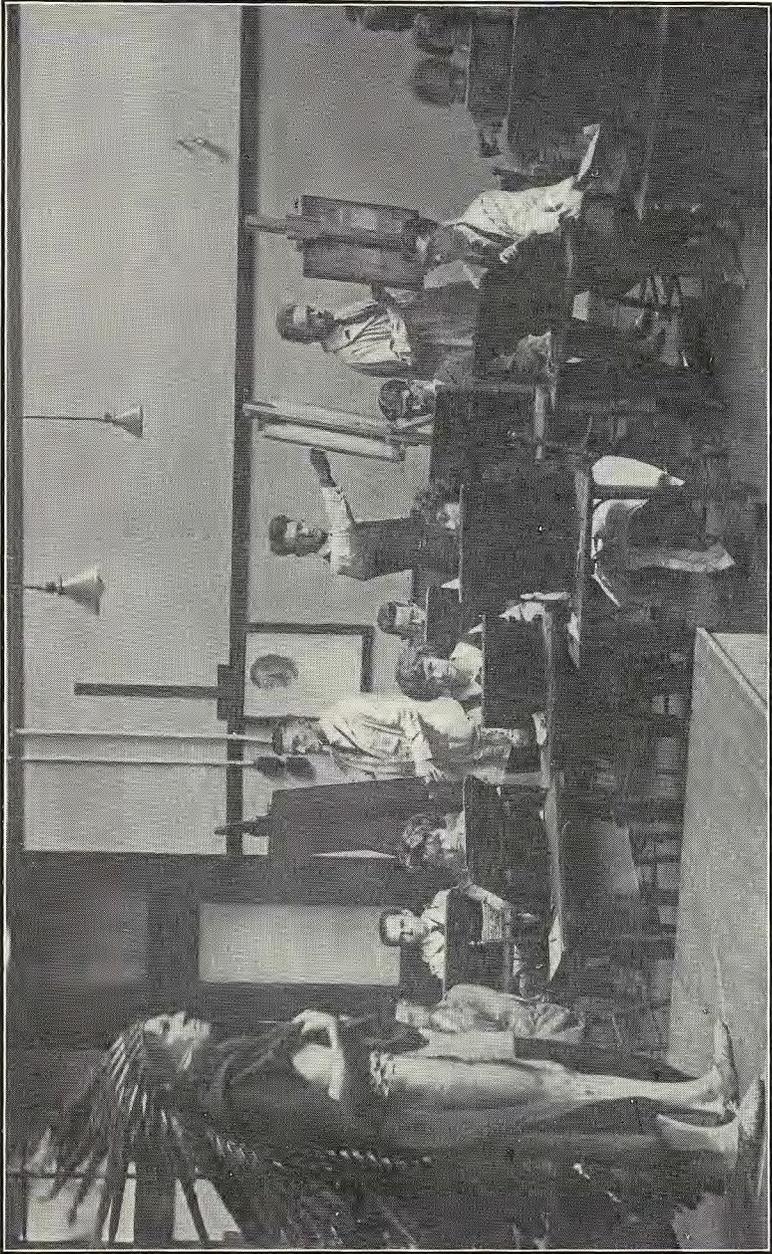
No attempt is made to give exact numerical grades in any case. A mark of Dc, conditional failure, means either that a part of the work of a subject has not been completed or that the student has not received a passing grade, but in the judgment of the instructor is entitled to another examination for which he will be allowed a short period of preparation.

STUDENTS' RECORDS. Permanent records are kept by the Institute of all class room and laboratory work, of written exercises required of the students and of the general character attributes. Final records and class standings may be obtained by any student upon application to the Recorder. Parents or guardians will be furnished with reports of attendance and scholarship upon request. Character reports are given to prospective employers.

REPORTS OF STANDINGS will be mailed to the parents or guardians of students at the close of each semester. Reports at other times will be mailed on request. If a student is markedly delinquent in his work at any time, a report will be sent immediately.

ATTENDANCE. Regular and prompt attendance at all classes, laboratories and shops is essential to the successful completion of any course. Many failures are due directly to irregular attendance. The fact that a large amount of technical work is included in a two years' course makes it imperative that there shall be no tendency toward frequent absences. Absence automatically excludes a student from the Institute. He may be reinstated if an acceptable excuse is given.

VACATIONS. The length of vacations and recesses is definitely stated in the Calendar. No student will be allowed to leave before his classes are over on the day preceeding the vacation period, and all students are required to be in all their classes on the day following the vacation period. Failure to comply with this regulation will automatically exclude the student from the Institute.



CLASS IN ILLUSTRATION

EVENING SCHOOL

General Information

Evening instruction will begin on Monday, October 1, 1923 and continue for 24 weeks, excluding the Christmas holidays, and will close Friday, March 28th.

In view of the fact that the evening session is to occupy only 24 weeks, prospective students are urged to register at the opening of the night classes, since failure to cover with the class the most elementary ground of any course, makes the completion of the full term's work a difficult matter for the late entering students.

Comprehensive courses will be offered in all departments of technical and vocational training of the school. In all cases possible, the courses completed will be credited on regular two or three year courses of the Institute which the student may desire to complete at a future time as a day student.

No class will be conducted unless the required number of students register for it, even though the subject may be required in a full diploma course.

CERTIFICATE AND DIPLOMA COURSES. Mechanics Institute grants a certificate for all courses successfully pursued and completed in the prescribed evening school year. Students may register for more than one course, in different departments, if desired, providing the nights of scheduled work in each course do not conflict. A diploma is granted by the Institute upon the completion of an evening course covering 288 lessons of directed work. Credit will be given for work taken at other institutions, but at least one-third of a diploma course must be taken at the Institute.

ADMISSION, REGISTRATION AND FEES. Men and women will be admitted to all courses of instruction for which they are qualified by previous education and training. Advanced classes in all departments are open only to students who have completed elementary courses in the subject desired.

Evening class fees are placed at the lowest possible figure and students registering for work will not be accepted for less than the prescribed length of instruction. Fees are payable in advance and cannot be refunded. The fee for the diploma, given to those who have completed a course covering three years, four evenings a week, or the equivalent, is \$2.50.

STUDENTS' RECORDS. Permanent records are kept by the Institute of all class room and laboratory work, as well as written exercises required of the students. Final records and class standings may be obtained by any student upon application to the Recorder. Parents or guardians will be furnished with reports of attendance and scholarship upon request.

LOCKERS. A deposit of 50 cents is required for the use of a locker, but 25 cents will be refunded upon the return of the key when the locker is vacated at the end of the term. The Institute will not be responsible for materials lost from lockers.

Certificate Courses

Home Economics Courses

FOOD

- Cookery 1-E—Meal Preparation for the Family
- Cookery 2-E—Advanced Cookery
- Cookery 3-E—Formal and Informal Table Service
- Cookery 4-E—Preparation of Food for the Sick and Convalescent
- Cookery 5-E—Candy Making
- Cookery 6-E—Cookery Demonstrations

CLOTHING

- Undergarments and Lingerie Waists making in Elementary Schools
- Clothing Course for Teachers of Home-Dressmaking
- Advanced Dressmaking
- Ladies Tailoring
- Home Millinery

Applied Art Courses

ARCHITECTURE

- Architectural Drawing
- Structural Drafting
- Full Course in Architecture

FREEHAND DRAWING

- Elementary Drawing
- Life Drawing and Illustration
- Composition
- Sign Painting
- Show Card Writing

DESIGN

- Course I
- Course II
- Course III
- Popular Course in Home Decoration and Costume Design
- Appreciation of Art

HAND CRAFTS

- Metal Work and Jewelry
- Modeling
- Photography
- Pottery
- Sheet Metal Work

Industrial Courses

DRAFTING

- First year
- Second year
- Third year
- Fourth year—Machine Design
- Tool Design
- Statics
- Full Course

ELECTRICITY

- Course I
- Course II
- Course III
- Meter Testing
- Full Course

MACHINE SHOP AND FORGING

- Machine Shop Practice
- Advanced Machine Shop Practice
- Tool Making
- Forging
- Full Course

WOODWORKING

- Wood Turning
- Pattern Making
- Elementary Cabinet Making
- Advanced Cabinet Making

- STEAM, GAS AND AUTOMOBILE
- Steam Engineering
- Auto and Gas Engine

Academic Courses

CHEMISTRY

- General Chemistry
- Qualitative Analysis
- Industrial Chemistry
- Full Course—Industrial Chemistry

ENGLISH

- General and Business English

MATHEMATICS

- Applied Arithmetic
- Algebra
- Plane Geometry
- Trigonometry and Applied Elementary Mathematics
- Elementary Mechanics

Tuition varies for each subject from \$5 to \$20

Diploma Courses

DIPLOMA. The Evening School Diploma is granted for the completion of any of the following courses, attendance two evenings per week for six years, or the equivalent, being required.

MECHANICAL. For those who wish to pursue a definite plan, a full course has been arranged, including three years' instruction in mechanical drawing, one year in algebra, one year in geometry and one year in machine design or statics. This course requires six years of two evenings a week; but, if the student has had algebra to quadratic equations and has a satisfactory knowledge of geometry, it may be completed in four years. It may also be completed in four years by attending four nights a week for two years and two nights a week for two years.

ELECTRICAL. A Mechanics Institute diploma is granted for the successful completion of the full electrical course of evening instruction, which includes Courses I and II in electricity, algebra and trigonometry, one year of mechanical drawing, and physics or steam engineering.

To complete this course six years of two evenings a week, or three years, four evenings a week are required.

CHEMICAL. This course, comprising instruction covering two evenings a week for six years or four evenings a week for three years, is offered for students wishing to pursue a definite and comprehensive course of training in chemistry. The three years of chemistry, previously outlined, are supplemented by algebra, one year of electricity or physics, English or business English. The student is required to take algebra before first year electricity.

MACHINE SHOP PRACTICE. The Institute diploma will be granted for the completion of a course consisting of two years of machine shop practice, and two years of mechanical drawing, arithmetic and algebra.

ARCHITECTURE. The evening students in architectural drawing are given the opportunity of selecting one of two separate courses. The Institute diploma will be granted upon the completion of either course.

COURSE I. A course in architectural drafting, as given in the general outline, consists of four years of instrumental drawing, one year of freehand drawing and design for one year, for students who wish to become architectural draftsmen.

COURSE II. A course, planned primarily for masons, carpenters, and other craftsmen in the building trades, enabling them to become more proficient in the making and reading of working drawings. This course consists of three years of architectural drawing and one year each of algebra, geometry and graphic statics.

DESIGN. Students enrolling for design are allowed to choose one of the three courses of study which are outlined below.

In each of these three courses is included a series of 24 lectures consisting of six on the Principles of Design or the Elements of Beauty; six on the Use and Appreciation of Color; and twelve on Historic Ornament. The lectures will be appropriately illustrated and arranged to interest the students as well as to give practical information.

Opportunities for advanced work are provided in each of the three courses. The Institute will grant an Evening School Diploma for satisfactory work covering three or more years in design together with other related subjects recommended by the Head of the Department, the requirement being 288 lessons in directed work.

Each year in any one of the three courses, successfully carried, gives the student one and one-half Institute credits which may be applied, if desired, on a regular day course.

DESIGN FOR TEACHERS—COURSE No. I.

This course is arranged especially for public school teachers and is planned to give them an idea of the professional possibilities of the subject. The lecture course described above is included. The problems given will cover poster design, textiles, book covers, borders, illumination and lettering, stenciling, batik, block printing, stick printing and lamp shade design. With each problem suggestions will be made for simplification and application to public school teaching.

Advanced students will be given the opportunity to elect a course in the Application of Color Theory to Teaching in the Grades.

For the sake of completeness, the course in Design for Teachers should be pursued for three years, although considerable progress may be made in one year.

APPLIED DESIGN—COURSE No. II.

This course is especially arranged for those who desire to receive instruction in the art of designing and executing beautiful and useful decorations for personal use, such as block printed fabrics, stenciled table runners and curtains, batik panels, leather book covers, lamp shades, Christmas cards, illuminations, place cards.

This course should be of value to those who are interested in designing some of the articles usually offered for sale in gift shops.

COMMERCIAL DESIGN—COURSE No. III.

This course includes only special work arranged to fill the need of each student in his or her regular occupation.

The course is planned for advanced students only, and the presentation of samples of the prospective student's work in design or drawing will be required before admittance.

Students may elect textile design, stained glass design, the designing of ornament for newspaper and magazine work, illumination and lettering, the application of historic ornament to commercial art, or allied phases of design.

For further information regarding any of the above courses, write the Director of Evening Schools.



BEVIER BUILDING

THE SCHOOL OF APPLIED ARTS

GENERAL INFORMATION

The purpose of the School of Applied Arts is to provide practical training in art; to emphasize the importance of art in Industry; and to turn the artistic abilities of the student to practical problems of art in daily life. In developing the practical side of art, the fine arts are not neglected and the student is taught to recognize and appreciate true beauty in all its varied forms.

A diploma is granted in all regular three year courses.

REQUIREMENTS FOR ADMISSION. Students may enroll who are eighteen years of age, show satisfactory evidence of good character and display artistic ability and appreciation.

In Teacher Training Courses an academic certificate issued by the New York State Department of Education or graduation from an approved four year high school course of study is a further entrance requirement.

For further information regarding any of the following courses, write the Director of the School of Applied Arts.

Architectural Course

THREE YEARS

The architectural course trains students for positions as architectural draftsmen, emphasizing the artistic side of the planning of structures.

Preliminary work in orthographic projection, surface development, and intersections is given in order that the student may acquire a practical knowledge of the principles underlying all structural drawing.

The study of the classic orders is begun early in the course. The classic orders embody many of the basic principles of architectural design and their proportions and structural and decorative details are important elements in present day architecture. Problems in the application of the orders to modern structures form the final work in this subject.

Freehand drawing is of the utmost importance in architecture, and finds its application in every phase of the subject. The problems consist of the laws of perspective applied to freehand sketching from models, ornament, and exteriors and interiors of buildings and their details.

A course in history of architecture comprises lectures and notebook work on the development of historic styles of building. Architectural planning is begun during the first year and continues throughout the entire course, and the aim is to work as nearly as possible under conditions similar to those of actual architectural office practice.

Costume Design Course

THREE YEARS

The costume design course is planned to train students who have some art ability for practical work in the women's clothing industry. In addition to the thorough study of the history of costume, textiles and other allied subjects, the student is taught the principles of design in their application to modern dress, together with the technical training necessary for creating costumes in various fabrics. This includes free-hand drawing, pen, pencil and water color rendering, figure drawing, sewing, dressmaking and millinery.

Two fields of opportunity are open to the student upon graduation—sketching and designing for fashion houses, and designing for theatrical purposes.

Craft Course

THREE YEARS

The craft course is planned to supplement the teacher training courses and to give special students training work for the industrial world. In addition to the study of the underlying principles of design and color and lectures on ceramic chemistry, the student is given technical instruction in the various crafts. This includes basketry, metal work and jewelry, pottery, weaving, and wood carving.

Two fields of work are open to the students upon graduation—free lance work as craftsmen specializing in metalry or pottery, or positions in potteries and crafts shops.

Design and Interior Decoration

THREE YEARS

The design course is planned to train students who have originality and ability in drawing, for practical work in the many branches of industry requiring artistic designers. In addition to the thorough study of the history of ornament, the history of architecture and the history of painting and sculpture, the student is taught the principles governing both decorative and pictorial design particularly in their application to textiles, wall coverings, labels, stained glass, illumination, book covers, boxes, and lamp shades. This includes composition, design and color theory, lettering, drawing and water color, painting, life drawing, craft application, pottery, metalry, and interior decoration.

The whole field of design in industry is open to students upon graduation. This includes positions as designers of textiles, of wall coverings, of stained glass, of ornament in commercial art, or as ecclesiastical or interior decorators.

Illustration and Advertising Art

THREE YEARS

The illustration and advertising art course is planned to train students who have originality and ability in drawing, for practical work in illustration. In addition to a comprehensive study of design and composition, the student is given the essential technical training in drawing and painting in various mediums. This includes perspective, freehand drawing, clay modeling, life drawing, painting, lettering and sketching.

Two branches of work are open to the student upon graduation—free lance work in magazine and general illustration, or the position of artist in the art department of an advertising agency.

Occupational Therapy

THREE YEARS

Occupational Therapy is the science of healing by occupation and is the step in the rehabilitation of a patient beginning with convalescence and continuing until vocational training begins or until as in many acute cases, a cure is effected. Often the initial work is begun with pre-operative cases and continues until the patient is discharged.

The purpose of the course is to train women to efficiently perform the duties of Reconstruction Aides in Occupational Therapy who will be employed to instruct in its two branches, bedside occupation, and occupational shop work, the latter of which leads to vocational rehabilitation.

This course includes drawing, design, modeling, basketry, weaving, craft application, anatomy, physiology, psychology, sociology, wood work, metal work and jewelry, pottery, mechanical drawing, records and accounts, bedside occupation, occupational therapy and hospital practice.

Teacher Training Course Art Education

THREE YEARS

The Teacher Training course in Art Education is planned to prepare students with art appreciation and some ability in drawing to teach in elementary and secondary schools. In addition to a thorough understanding of the principles underlying all art expression, the student is given a broad academic, historic, and technical training. This includes freehand, mechanical, and blackboard drawing, design, modeling, pottery, weaving, practice teaching and pedagogy.

Upon graduation, the student is eligible for a position as supervisor of drawing or as teacher of drawing in private and public schools.

Teacher Training Course Craft Education

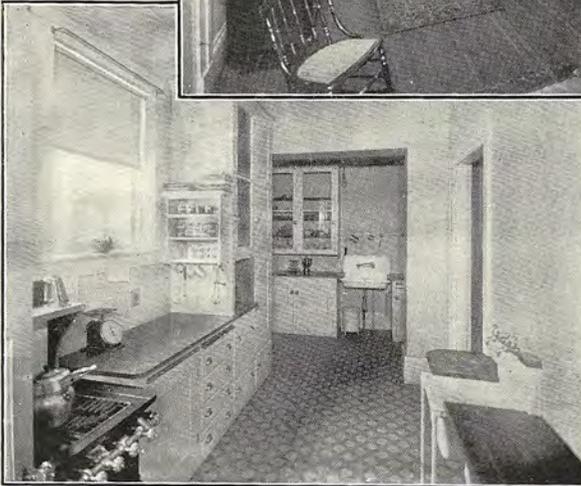
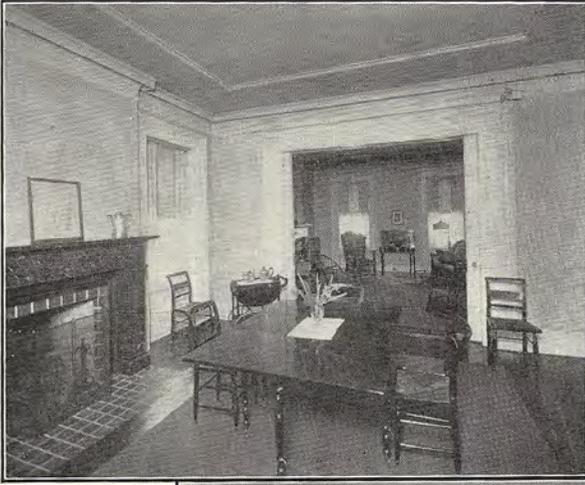
THREE YEARS

The Teacher training course in Craft Education is planned to prepare students with art appreciation and some ability in drawing to teach in elementary and secondary schools. In addition to a thorough understanding of the principles underlying all art expression, the student is given a broad training in the technique employed in the various crafts with the application of designs suited in purpose, form and color to different mediums. This includes design and color, free hand, mechanical, and blackboard drawing, basketry, elementary handwork, pottery, metalry, history of education and practice teaching.

Upon graduation, the students are eligible for positions as teachers of drawing and handwork, or as craft teachers in private and public schools.



CRAFTS CLASS AT WORK



VIEWS OF PRACTICE HOUSE

THE SCHOOL OF HOME ECONOMICS

GENERAL AIM

It is the aim of the School of Home Economics to give to women that training which will enable them to become not only good citizens, but good homemakers as well. Science, art, economics and psychology are presented as a basis for the household activities; as all combine to educate women to promote the health of the family and of the community, to be wise consumers, to develop beauty in homes and in dress, to establish right ideals of life, and to be intelligent in the care and training of children.

For further information regarding any of the following courses write the Director of the School of Home Economics.

Teacher Training Course in Home Economics

FOUR YEARS

The New York State Department of Education requires that teachers of home-making classes in high schools be graduated from an approved four year course in home economics. Accordingly, the course in home economics for the training of teachers has by co-operation with the University of Rochester been extended from a three to a four year course.

Mechanics Institute will continue to give all required technical and professional courses in home economics as hitherto. In addition, the equivalent of a full year's work is given at the University of Rochester.

At the completion of this course students will be granted the Diploma for Teaching Home Economics, by Mechanics Institute, and at the same time the degree of Bachelor of Science in Home Economics, by the University of Rochester.

The President of the University has named the Head of the Department of Vital Economics, Dr. John R. Murlin, to act as Advisor for the course in Home Economics. The University, at the request of the Mechanics Institute, exercises such supervision of the teacher training courses in the School of Home Economics at Mechanics Institute as is necessary to enable the University to give college credit for these courses.

There is no specialization during the first year, all students being required to take the same courses. At the end of the freshman year, a choice of one of three majors is offered:

- I. General Homemaking.
- II. Foods and Household Management.
- III. Clothing and Textiles.

Graduates of the former normal course in household arts will be admitted to advanced standing in the new course leading to the degree of Bachelor of Science. Alumnae now in the teaching field may return to the Institute and register for a B. S. degree under the new course. Although the case of each registrant will be considered individually in deciding upon the work required of her, in general a graduate (since 1914) will be able to secure the degree in one year and a semester, or in one year and two summer sessions.

Entrance Requirements: 15 units of high school work including:

- English, 3 units.
- Foreign Language, 3 units in one language or 2 units in each of two languages.
- History, 1 unit.
- Mathematics, 2½ units (including Intermediate Algebra.)
- Science, 2 units.
- Electives, 2½-3½ units.

Teacher Training for Part Time Schools

TWO YEARS AND THREE YEARS

Teaching in the part-time or continuation school offers an exceptionally attractive opportunity for persons of special training and unusual experience.

Competency as a teacher in the part-time schools involves four qualifications: skill in one or more of the household arts; contact with civic, social and economic problems; ability to train girls in the homemaking skills, to develop informational background and to develop the habitual use of fundamental principles in thinking and living.

These four requirements have been analyzed in detail and standards are being set for three types of teaching positions:

1. There is need of teachers equipped to teach one specialty such as meal preparation for the family or clothing for the family group with the related problems.
2. Other schools require teachers who can teach a combination of subjects.
3. The small city and village schools call for teachers who can cover the entire homemaking field and related liberal interests.

Students will be enrolled to prepare for any of these types of teaching positions. A special schedule will be arranged for each student to make the most economical use of all the preparation which the individual offers.

In exceptional cases this course of training will be completed in two years. A diploma will be granted at the completion of either course.

TWO YEAR COURSE

Persons of exceptional previous liberal training and unusual skill in one or more of the household arts will be given brief review work to insure requisite skill for teaching. Adequate instruction in psychology and in the specific educational procedure of the part-time school is offered. Practice teaching and apprentice teaching will be required as a gauge of teaching ability.

THREE YEAR COURSE

An opportunity is offered for preparation to teach in any one of the three types of school listed above. A special schedule is prepared for each student in order to facilitate intensive training.

ENTRANCE REQUIREMENTS

Applicants must satisfy the supervisor of the course that a rich background for this type of teaching has been acquired either through a well balanced experience in homemaking or in wage earning, or through the formal training of at least the equivalent of a junior college course

Retail Distribution

FOUR YEAR CO-OPERATIVE COURSE

This course is being offered for the first time to students entering in the fall of 1923, and presents an opportunity available nowhere else in the United States. It is being introduced at the request of the retail stores and the technical instruction given is being outlined and will be carried out with the full co-operation of store executives. The technical instruction includes salesmanship, advertising, personnel management, general administration, organization, merchandising, and related technical subjects. Liberal instruction will be included in the course, covering in an intensified form material usually given in a four year arts college course. This includes English, history, economics, psychology, design and health.

The pressure of the public to reduce costs of distribution of all classes of commodities and the demand on the part of the public for a high quality of service in the department stores makes retailing a very attractive field for ambitious men and women. There is a large demand for well trained people for positions as assistant buyers and in the administrative and service departments of stores.

Students will spend mornings of the first five working days of the week in school during the following months: September, October, November, January, February, April, May and June. The remainder of the working days of the year will be spent in the store with the exception of one week after Christmas and the month of July which are allowed for holidays. Students will receive pay for the time devoted to work in the stores. Thus students will be able to earn a very considerable part of their expenses during their course.

Tuition for this course is \$125 per year.

Institution Administration Courses

ONE YEAR COURSE

It is the aim of this course to prepare women for managerial positions in the field of commercial food service, namely:

Lunch room management of cafeterias in Young Women's Christian Associations, Young Men's Christian Associations, industrial plants, retail stores, or hotels.

Management of tea rooms, coffee shops, food specialty shops, club dining rooms, or restaurants.

TWO YEAR COURSES

It is the aim of these courses to prepare women for managerial positions in these several fields:

1. Food administration in institutions, namely:

Dietitian in hospital. Dietitian in students' residence hall. Dietitian in club, camp, or apartment hotel.

2. Household administration in institutions, namely:

House Director in students' residence hall. Housekeeper in club or hotel.

3. Nutrition work in social and educational organizations, namely:

Nutrition worker in schools or institutions for children.

Visiting dietitian for public health nursing associations.

Dietitian for social welfare organizations.

Students are admitted to this course whose capacity, maturity, personal attributes and experience qualify them for executive positions of responsibility and trust. A high school education or its equivalent in experience is required as a basis for this training. Practical experience in a home, institution, or business is desirable. A personal interview with the supervisor of this course is required.

Trade Dressmaking and Costume Designing Course

TWO YEARS

The object of this course is to enable students to employ the best principles of costume design in expert dress construction. The course includes textile problems, shop management and accounting, English, and industrial problems. Positions as fitters, drapers, finishers and designers are open to women with this training. Graduates of the course with special aptitude for this kind of work are at present successfully conducting enterprises of their own.

This course is open to girls over sixteen years of age who are skillful in the use of the needle and sewing machine.

Homemaking Course

ONE YEAR

This course is designed to train young women for the vocation of homemaking. It gives training not only in the practical household arts such as cookery, sewing, dressmaking and millinery, but also includes short courses in the household sciences. In connection with the making of clothing a study is made of textiles and costume design.

Courses in dietetics and marketing, related to the subject of food preparation, are given to enable the homemaker to meet additional problems. Such subjects as house decoration, household management, home nursing and care of children are included.

This course is open to young women more than sixteen years of age, who have completed two years of high school work.

PART TIME COURSES

TRADE MILLINERY

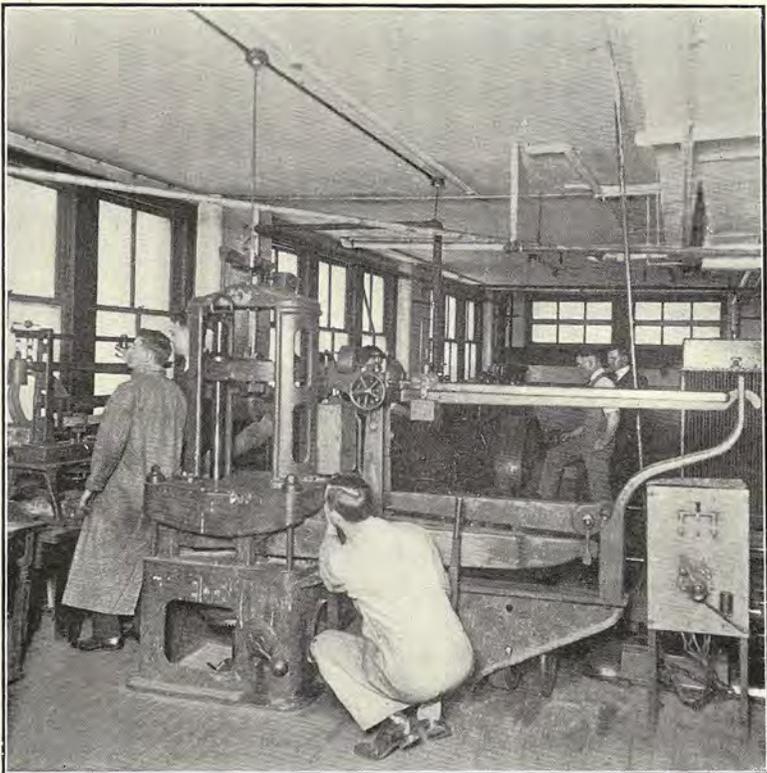
This course aims to train students to become designers and trimmers for the millinery trade. Instruction will be given in designing, making and trimming of hats for all seasons. Students registering for this course are advised to schedule costume design.

This course is open to girls over sixteen years of age who are skillful in the use of the needle.

DAY CLASSES FOR HOMEMAKERS

Many homemakers are interested in special training in various branches of Household Arts and Sciences. Due to the responsibilities of the home, it is possible for these women to give only a few hours a week to class work. To meet this condition, part-time day courses are offered as follows:

- Elementary Clothing (Hand and machine sewing.)
- Advanced Clothing (Commercial patterns.)
- Advanced Clothing (Draping, drafting and designing.)
- Millinery (Fall and Winter.)
- Millinery (Spring and Summer.)
- Cookery for the home table.
- Meal Preparation.
- Foods and Nutrition (Survey of foods and dietetics.)
- Household Budgeting.
- Textiles.



TESTING MACHINE

THE SCHOOL OF INDUSTRIAL ARTS

GENERAL INFORMATION

The School of Industrial Arts is organized primarily to help men who have had some industrial experience and who have discovered a need for further training. Intensive technical instruction is given in the special field covered by the various courses offered. This is supplemented by instruction in industrial organization, management, business English and such other liberal matter as is required as a background for work and life in an industrial community.

Adequate shop and laboratory facilities are maintained for each of these courses. These facilities are continually being developed to insure an ample opportunity for advanced work for all. A diploma is granted by the Institute for all courses except the one year trade teacher training and machine shop practice.

Detailed information concerning each course may be obtained upon direct application to the Director of the School.

Industrial Mechanical Course

TWO YEAR

The Industrial Mechanical Course is designed to prepare the student for work in the maintenance, erection, and manufacture of machinery, gas engines, machine tools, pumps, turbines, hardware, and specialties. In addition to a liberal training, the student is given instruction in steam and gas engines, power plants, heating and ventilation, the efficiency of plant operation, and the theory and operation of boilers and electrical machines. A thorough training is given in analyzing and computing stresses in machine parts, in practical drawing room work in the designing of machines, and in a basic knowledge of hydraulics.

All of the above subjects are supported by a thorough, comprehensive ground work of mathematics and the principles of mechanics, heat and electricity. Shop work includes forging, foundry, pattern making, and machine shop. Wherever possible, all of the work includes a large amount of problem practice, whereby the work is directly related to the job.

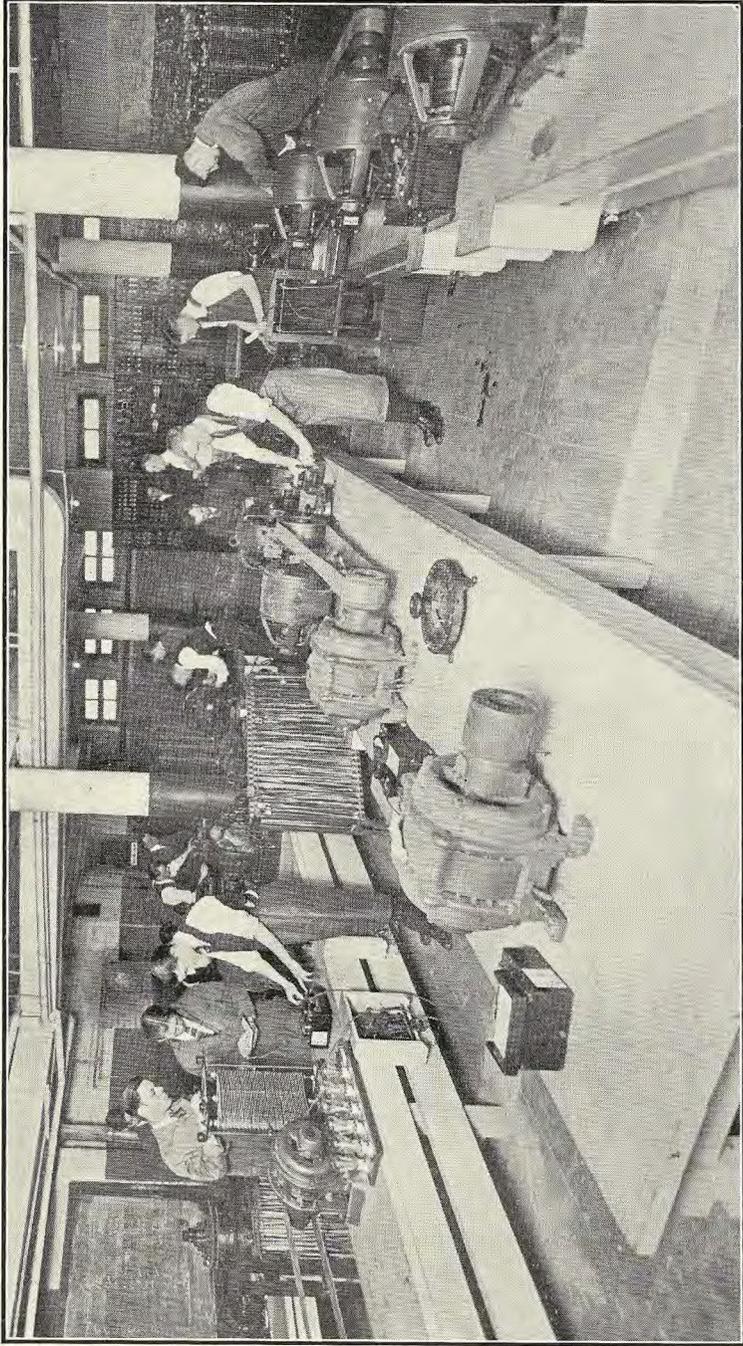
Industrial Electrical Course

TWO YEAR

The Industrial Electrical Course aims to prepare the student for work, involving a technical knowledge of electricity and electrical apparatus such as positions in the industries manufacturing electrical apparatus and telephone systems, and positions in connection with illumination projects, power houses and electric railways. This course includes, in addition to liberal subjects, a basic training in mathematics, in the principles of electricity, heat and mechanics, and in mechanical drawing, as in the mechanical course, with the difference that the main emphasis is placed on the application of these subjects to the study of electricity.

Advanced work includes a comprehensive study of the theory and use of electrical machinery, electrical power transmission, electrical machine design, and storage batteries. The student is, in addition, well grounded in the application of all the necessary principles of mechanics and strength of materials, in the theory and operation of steam and gas engines, and in chemistry, as related to electrical theory. Shop work includes pattern making and machine shop.

Every effort is made to fit the student to return to industry where with his greater knowledge of theory and his superior skill, he has every opportunity of early advancement.



STUDENTS RECEIVE VARIED EXPERIENCE IN ELECTRICAL TESTING

Industrial Chemical Course

TWO YEAR

The course in chemistry is organized to meet the needs of those who desire to obtain advancement in industrial plants where chemical processes and control play an important part. The course is intended to acquaint the student with the general field of chemistry and chemical production; to give him technical skill in routine analysis; to teach the methods used in the quantity production of chemicals and in the operation of chemical processes on a large scale; and to give the broad theoretical foundation essential for continued progress after graduation. In this course are given the essentials of technical chemistry, chemical analysis, both qualitative and quantitative, general industrial chemistry, varied special experimental work in the chemical laboratories, and a basic study of mathematics, heat, mechanics, and electricity as well as a special course in mechanical drawing.

Teacher Training

THREE YEAR INDUSTRIAL COURSE

The Industrial Teacher Training Course is primarily arranged to train teachers and supervisors for elementary, high and vocational schools. Practically the entire course is prescribed and arranged so that the student will become thoroughly familiar with, and competent to teach, all the subjects taught in these vocational schools. A large part of the course consists of actual shop work and a study of industrial methods, a comprehensive knowledge of which is necessary for the teacher's success. Appropriate time is given to the study of teaching methods and to educational subjects, including those required by the New York State law.

The shops of the Institute are well equipped for elementary and advanced woodwork, sheet metal work, machine shop training and pattern making. In addition to this, the craft shops offer unlimited opportunities in pottery, art metal work and jewelry.

ONE YEAR TRADE COURSE

The tendency of public school systems at the present time is toward an increased amount of shop work so organized as to help the young student select his life work wisely and enter industry with definite skill and knowledge in his chosen field.

There is a steady demand for teachers who have long experience as journeymen or foremen in the building or machine trades, and who have a genuine interest in teaching boys. The training offered during the year in this course, supplements the prospective teacher's previous trade experience and gives a knowledge of educational and teaching methods. In particular, he is taught how to analyse his trade into teaching units, to prepare teaching plans, instruction sheets and jobs, and to properly instruct in his trade. The course of study to be followed will be prescribed according to the trade experience and the individual needs of the student.

A certificate is granted in this course by the Institute.

Machine Shop Practice Course

ONE YEAR

At the present time, when modern industry is so highly specialized, it is very difficult to obtain an adequate and thorough training in machine shop practice. In view of this fact, the Institute has developed this course to meet the demand.

Students who select this course spend more than half of their time in the machine shop where they are instructed in the use of all types of machines and in turning out useful machine parts, in many cases of marketable value. A portion of the time is given to elementary mechanical drawing as well as machine detail drawing, enabling the student not only to make his own drawings, but also to read a blueprint. A special course in shop arithmetic is open to those who wish to review their elementary mathematics.

