

CORNELL UNIVERSITY SCHOOL OF BUSINESS  
AND PUBLIC ADMINISTRATION \* 1946-1947

EDMUND EZRA DAY, *President of the University*

PAUL M. O'LEARY, *Dean*

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THE SCHOOL of Business and Public Administration will open in September, 1946. The principal purpose of the School is to give professional training to men and women who want to enter private business or who desire employment with public agencies, federal, state, or local. Graduates may anticipate careers as independent business men or with established concerns engaged in a wide range of trade, industry, or finance. Graduates who have concentrated in Public Administration may enter government service as administrative specialists, economists, or trade analysts. Both private business and government agencies need increasingly the services of persons who can function usefully in either field. Consequently, the curriculum of the School and its methods of instruction will aim at developing transferable skills, resourcefulness and analytical capacity rather than mere knowledge of highly specialized and transitory techniques. The School will attempt to equip its graduates to deal competently with the varied situations confronting persons who must make practical decisions and carry out programs of action in modern economic society.

## REQUIREMENTS FOR ADMISSION

Admission to the work of the first year of the School of Business and Public Administration is open to Cornell students who have completed at least three years' work in one of the University's undergraduate schools or colleges and who have arranged with their undergraduate school or college to accept the first year's work in the School of Business and Public Administration in satisfaction of all remaining requirements for the student's baccalaureate degree. Having received that degree, the student may then obtain the Master of Business Administration or Master of Public Administration degree by completing the second year's work in the School.

Students who have done their undergraduate work away from Cornell must obtain the baccalaureate degree before entering the School of Business and Public Administration.

Cornell students are expected to arrange with their college offices for

approval of double registration when applying for admission to the School of Business and Public Administration. It is the student's obligation to be sure that he will qualify for his appropriate bachelor's degree if he completes successfully the first year's work in the School of Business and Public Administration.

The School will give predominant weight to the quality of an applicant's previous academic record rather than to the particular courses which he has taken. But students who plan to enter the School are urged to include in their undergraduate programs basic courses in Economics and American Government. Students who expect to concentrate in Accounting or Statistics should take as much work in Mathematics as is feasible. Students who intend to specialize in Public Administration should try to include a course in Constitutional Law in their undergraduate program prior to entering the School. The School will expect its students to have and to maintain a command of good oral and written English.

Admission application forms may be obtained from the Secretary, School of Business and Public Administration, Cornell University, Ithaca, New York. They should be filled out carefully and completely and returned to the secretary. In order to accommodate the needs of returning war veterans, applications for the term beginning September, 1946 will be accepted until August 1, 1946. Applications received well before that date, however, will be passed upon promptly and will either be accepted, rejected, or deferred for further consideration. Applicants who have been either accepted or rejected will be notified promptly.

## REGISTRATION

Students who have been accepted for admission in the fall term, 1946-1947, should report to Room 260, Goldwin Smith Hall on September 24 for registration and assignment to classes.

Students who are registering at Cornell for the first time must, prior to registration or during the process thereof, (1) make a deposit of \$25; and (2) present a certificate of vaccination against smallpox.

*THE DEPOSIT:* Of the \$25 deposit, \$11 will be credited as payment of the University matriculation fee. The remaining \$14 constitutes a guaranty fund which all students must maintain and which will be refunded upon graduation or permanent withdrawal, less any indebtedness to the University. An applicant who has made this deposit in advance of registration and who decides not to enter the School should notify the

Secretary of the School immediately and request the return of the deposit. Applications for refund received on or before registration day will be granted as a matter of course. An application for refund received after registration day will not be granted unless the applicant's failure to matriculate is due to illness or to some other circumstance beyond his control.

Students who have previously matriculated at Cornell and who have for any reason received a refund of the \$14 guaranty fund must redeposit it on or before registration day of their first term in the School.

*THE CERTIFICATE OF VACCINATION:* Every candidate for admission who has not previously matriculated at Cornell is required to present a certificate of vaccination against smallpox. This must certify that within the past five years a successful vaccination has been performed or three unsuccessful attempts at vaccination have been made.

*SPECIAL NOTICE TO WAR VETERANS:* Students who are attending the University with the aid of the benefits provided under Public Law 16 or Public Law 346 as amended (the so-called G. I. Bill) do not have to make the \$25 deposit nor do they have to present the certificate of vaccination referred to above. They are exempt from both requirements.

## DEGREES CONFERRED

The School of Business and Public Administration confers two degrees, the Master of Business Administration and the Master of Public Administration. The principal divergence in the courses of study occurs in the work of the second year. Consequently, although every student must indicate, upon entering the School, for which degree he is a candidate, it is possible to switch to candidacy for the other degree at the beginning of the second year in the School.

Candidates for either degree must complete courses carrying 60 credit hours in the School in order to qualify for the degree. Of these 60 hours, at least 45 must be passed with a grade of 70 or better.

## TUITION AND FEES

Tuition and fees in the School of Business and Public Administration are as follows for each term (there are two terms of sixteen weeks each in the normal academic year):

## COURSES OF STUDY

Tuition.....	\$200.00
Laboratory and Library.....	10.00
Health and Infirmary.....	10.00
Willard Straight Hall.....	5.00
Physical Recreation.....	4.00
	\$229.00

In addition to these term fees, new students must pay the \$11 matriculation fee and \$14 guaranty fund deposit as explained previously under *Registration*.

A graduation fee of \$10 must be paid not less than ten days before a degree is to be conferred.

For additional information about rules of payment and living costs at Cornell, consult the *General Information* booklet published by the University.

## COURSES OF STUDY

*THE FIRST YEAR:* During the first year, candidates for either degree must complete the following courses:

Accounting.....	6 hours
Business and Industrial Statistics.....	6 hours
Principles of Administration.....	6 hours
Legal Problems of Business.....	6 hours

In addition to the above courses, candidates for the MBA degree must complete 6 hours of electives selected with the aid of their faculty advisers from the following list of courses:

Business Finance.....	6 hours
Marketing.....	6 hours
Transportation.....	6 hours
Economic and Business History.....	6 hours
Advanced Accounting.....	6 hours

Candidates for the MPA degree must complete the four required courses, plus 6 hours of electives from the following list of courses:

Transportation.....	6 hours
Advanced Accounting.....	6 hours
Regional and City Planning (Architecture 710).....	3 hours
City Planning Practice (Architecture 711).....	3 hours
Zoning Principles and Practice (Architecture 717).....	3 hours

It is specifically pointed out that the 6-hour required course in *Accounting* may be taken by Cornell students in their junior year in anticipation of entrance into the School of Business and Public Administration. This is the only required course in the School of Business and Public Administration which Cornell students may take prior to entrance into the School. Students who plan to become professional accountants are advised to take the 6 hours of beginning work in Accounting the year before entering the School. By so doing, they are assured of being able subsequently to cover enough advanced work in Accounting to qualify for the preliminary examinations for Certified Public Accountant required by the certifying authorities in the different States.

The School of Business and Public Administration does not give course credits for work done elsewhere. It does, however, permit students to substitute electives for required courses when the work of the required course has been substantially covered elsewhere. The professor in charge of the required course will pass upon all such requests for the privilege of substitution.

*THE SECOND YEAR:* In their second year, all candidates for the MBA degree will take the 6-hour course in *Business Economics and Policy* and the 3-hour course, *Business Policy and the Public Interest*. In addition, they will be held for 21 hours of courses of which at least 15 hours must be in a special area of concentration. The following are examples of areas of concentration in which courses totalling at least 15 hours will be available:

Professional Accounting	Marketing and Statistics
Finance and Accounting	Marketing and Foreign Trade
Finance and Statistics	Transportation and Marketing

In their second year, candidates for the MPA degree will take 9 to 12 hours of required courses in *Public Administration* and *Administrative Law*. The rest of the work will be concentrated in certain areas of special interest such as:

Public Budgeting and Personnel Management  
 Regional and Local Planning, and Public Housing  
 Regulatory Agencies and Public Control  
 Public Administrative Management

Additional areas of concentration for both the MBA and MPA degrees will be made available in accordance with expressed interests of the students in the School. The above list is not exhaustive. The full and detailed content of the second year's work in the School cannot be definitely announced until the Spring of 1947.

## SUMMER EMPLOYMENT

During the summer between the first and second year in the School, all students are required to spend a minimum of ten weeks in employment with a business enterprise or a government agency, local, state, or federal. Students may find such employment for themselves, but the School will undertake to place those who are unable to do so. The Director of Student Personnel must approve all summer employment not obtained through his office. He will also receive from employers reports covering the work of students under the summer employment program. The School will not expect its students to accept summer employment which does not pay reasonable subsistence costs. Every effort will be made to see that summer employment credit is given for more remunerative employment obtained by the student himself, but such employment must be reasonably related to the student's study program in the School.

## STUDENT AID

*SCHOLARSHIPS:* Through the generosity of The Grolier Society, educational publishers, its president, Mr. Fred P. Murphy, and its vice-president, Mr. Claude C. Harding, the School offers five scholarships of \$1,000 each, paid \$500 a year through the two years 1946-1948 to students showing genuine academic promise and financial need. From year to year, the School hopes to be able to offer additional scholarships of this same general sort.

Application forms for scholarships may be obtained from the Secretary, School of Business and Public Administration, Cornell University, Ithaca, New York. All applications should be filed not later than June 1.

*THE UNIVERSITY LOAN FUND:* Students who have been in residence and in good standing for at least two terms are eligible to borrow money from the student loan fund. Preference is given to applicants who have a high scholastic standing and who are within a year or two of graduation. The Dean of Students receives applications for aid from the loan fund.

*JOB PLACEMENT:* The School maintains a job placement service. It will make every effort to find suitable employment for its graduates. In many cases, the summer employment program will lead to permanent employment. The Director of Student Personnel, however, will not neglect to develop other sources of permanent employment much more varied than the summer employment program affords.

## GENERAL INFORMATION

War veterans who plan to attend Cornell under the benefit provisions of Public Law 16 or Public Law 346 as amended (the so-called G. I. Bill) should take all up matters pertaining to qualifying for such benefits with the Office of Veterans Education, Cornell University, Ithaca, New York.

**HOUSING:** All requests for information about rooms for single students and house-keeping accommodations for married students should be addressed to Manager, Residential Halls, Cornell University, Ithaca, New York.

Consult the *General Information* booklet for other information about the University. It may be obtained from Cornell University Official Publication, 124 Roberts Place, Ithaca, New York.