

1957

1957-1958 Resident Handbook

State University of New York College at Cortland

1957-58 10

Head Resident's Handbook



STATE UNIVERSITY TEACHERS COLLEGE
CORTLAND, NEW YORK

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PREFACE

No printed information for housemothers has been available, except for the College Handbook. For this reason, a committee of Head Residents and the Associate Dean of Students have attempted to compile information that would be useful to both the new and the experienced housemother. Procedures differ to some degree from house to house, and no attempt is made to set up rigid rules and regulations except in limited cases. Certain rules have been voted upon by the girls of the entire campus and, therefore, must be the same in all houses. These include such things as hours and permissions. Certain regulations, such as fire drills and health and safety are also the same in all houses, and must be followed exactly. In some cases, however, housemothers will need to use their own judgment in order to meet situations successfully.

HANDBOOK COMMITTEE

Mrs. Harriet Bentley - Chairman
Mrs. Ida Boehm
Mrs. G. Butler
Mrs. L. Miner

Dr. Marian R. Brown, Associate Dean of Students

List of Head Residents
1957-58

Aschmotat, Mrs. M.	Private Dormitory 80 Tompkins Street	3-0597
Bentley, Mrs. H.	Nu Sigma Chi 52 Prospect Terrace	6-5718
Boehm, Mrs. I.	Private Dormitory 46 Tompkins Street	3-0478
Braun, Mrs. E.	Wickwire 55 Tompkins Street	3-0592
Burtis, Mrs.	San-Jo-Ho 2 Stevenson Street	6-5711
Butler, Mrs. G.	Leah Day 59 Tompkins Street	3-1452
Dispenza, Mrs. E.	Sigma Delta Phi 53 W. Court Street	6-2101
Farley, Mrs. L.	Garners 41 W. Court Street	6-8377
Gehr, Mrs. H.	Private Dormitory 10 & 14 Reynolds Ave.	6-7695
Haynes, Mrs. R.	Robinson Manor 22 Tompkins Street	3-0598
Hunt, Mrs. G.	Sigma Rho Sigma 15 Prospect Terrace	3-1258
Kelly, Miss M.	Alpha Sigma 19 W. Court Street	6-8301
Miner, Mrs. L.	Arethusa 64 Tompkins Street	6-7026
Neumann, Mrs. R.	Krebs 46 Church Street	6-5278
Quist, Mrs. A.	Theta Phi 21 W. Court Street	6-2986
Sopp, Mrs. G.	Private Dormitory 76 Lincoln Avenue	6-6172
Webster, Mrs. M.	Alpha Delta 24 Stevenson Street	6-7340
Wilson, Miss S.	College Dormitory Brockway	6-9914
Ziegler, Mrs. E.	82 Tompkins Street	6-8608

THE HOUSE MOTHER

The housemother is a woman chosen because of character, understanding and liking of young people. She should be tactful, well groomed, gracious, and have a sense of humor. Patience, sincerity, good judgment, firmness, impartiality and ability to cooperate with students, the college, the Board and other housemothers are important. Good health, a broad educational background and the ability to maintain a happy outlook on life are requisites for a successful housemother.

DUTIES OF THE HEAD RESIDENT

1. Keep the house running smoothly (avoid friction.)
2. Try to build up a good relationship with girls in the housing unit.
3. Know and follow rules and regulations as set up by the women on campus and the College.
4. Be responsible for the physical condition of the house.
5. Treat each girl as an individual and be alert to her physical, mental, and emotional condition.
6. Listen to problems, don't pry, guide when necessary. Know when and where to refer problems.

7. Emphasize social graces. Help girls with manners without making girls self-conscious.
8. Encourage social activities and good taste in personal conduct.
9. Be a gracious hostess.
10. With their cooperation, make a cheerful home for the girls.
11. Be aware of homesickness, roommate problems, lack of consideration on the part of certain girls (toward housekeeping staff, girls and guests.)
12. Maintain an up to date file of parent's names, home addresses and telephone numbers. (Some head residents keep class schedules.)
13. Keep records and send reports to the Associate Dean's office.
14. Keep an outline of coming events, the names of Board members, names to call in emergencies, the duties of officers and proctors, addresses of maintenance people and companies, lists of substitutes.
15. In some houses, head residents hire cooks and other household staff, order food and plan menus if required.

RELIGIOUS, CULTURAL AND RECREATIONAL ACTIVITIES

Although the head resident's primary responsibility is to the students in her house, and to the college, she will wish to have a normal relationship with the community. The churches of Cortland welcome new people. The YWCA has many activities, such as the Public Affairs group, adult education classes, Progress Club for new comers, Business and Professional Women's Club and Ladies Day Out. The Twentieth Century Club is the official women's group in Cortland. Civic Music is open to head residents.

In the college, the Lyceum programs, college plays, certain lectures, music and dance recitals, etc., are attended by many head residents. Some enroll for classes on the campus.

COUNSELING

All housemothers are counselors. They are willing at all times to listen and share a girl's troubles or anxiety, and to help her think through a problem to a solution. Their role is one of listening and guiding, rather than making decisions or giving advice.

There are many definitions of counseling. Two definitions by well known authorities follow: "Counseling refers to the steps taken by the student and by the counselor to bring about adjustment and readjustment." (E. G. Williamson, Counseling Adolescents. New York: McGraw Hill, 1950. P. 101). "Counseling is a person-to-person situation in which the focus is on enabling the person who is being counseled to work through to solutions of problems which perplex him and in which opportunities are provided for him to reorient his views of self and world." (Ira J. Gordon. The Teacher As A Guidance Worker. New York: Harper and Bros., 1956. P. 264.)

Not all counseling is psychotherapy (deep therapy for helping individuals with emotional problems.) All counseling, however, is based upon the establishment of rapport with students so that they feel free to express their feelings. This calls for the adult to play a sympathetic, understanding role. Sometimes information and even suggestions may be in order. Many times, however, a girl will gain insight into her problems and be able to plan some method of solving them, if the adult provides a friendly, accepting atmosphere in which the problem can be discussed freely.

It is essential that housemothers know when to refer students to the Associate Dean. All serious problems should be referred to her. These include withdrawal from the group, oversensitiveness, unhappiness, inability to differentiate between imagination and reality, unusual behavior or aggressive behavior such as stealing. The Associate Dean will either work with the case herself or refer it through proper channels.

RELATIONSHIPS

A Head Resident should have a very friendly, cordial relationship with her girls. She should aim for their respect and confidence and a mutual regard. She should encourage them in taking as much responsibility as they are capable of assuming - with the reservation that in certain matters she must have the final decision. Firmness is sometimes necessary.

Acquaintance with parents is pleasant and helpful. This may be accomplished through visits with them when they come to the house, and by occasional notes (should avoid taking up unpleasant matters with them unless absolutely necessary.) It is nice to know other students, especially those who come to the house frequently (dates).

A Head Resident should make a point of becoming acquainted with some of the faculty and particularly those in the Personnel Office, working very closely with the Associate Dean.

The Head Resident should set the example for a courteous cooperative relationship with the housekeeping staff.

The relationship with the Board of Directors should be a delightful one. The Head Resident should keep them informed on the needs of the girls, and their progress, and on house repairs and improvements.

A Head Resident should take some part in community affairs. Here is an opportunity for fostering good relations between students and the city.

RULES AND REGULATIONS

Hours for Women

Monday through Thursday

10:00 - Freshmen

11:00 - Upperclassmen

Friday - 12:00 for all girls

Saturday - 1:00 A.M. for all girls

Sunday - 12:00 for all girls

After the last scheduled examination in January and June, the girls have 12:00 curfew.

Fridays, Sundays and nights before days when no classes are held for the entire student body, doors shall be locked at midnight.

Freshmen attending an all-school function may have upperclass hours (Dance concerts, music concerts, school plays, athletic events.)

On the night preceding Moving-up Day, all girls have midnight curfew. On Moving-up Day, freshmen who have entered before January are given upperclass hours (11 O'clocks)

Special Late Permission for all Students

2:00 A.M. - Junior Prom

Senior Prom

Winter Carnival

$\frac{1}{2}$ hour leeway - W. R. O. Penny Night

Quiet Hours

8:00 P.M. - 7:00 A.M. - Monday through Thursday

11:00 P.M. - 9:00 A.M. - Friday

Saturday and Sunday quiet hours are established by the individual housing units.

REGULATIONS REGARDING STUDENT ROOMS

Students shall be provided with individual sleeping accommodations. Minimum closet space shall be: 32" x 40", or a 27" pole 5 ft. above floor, with shelf above. Minimum dresser space shall equal three large drawers.

Each student shall have a minimum of 5 sq. ft. of working desk space with a 100 watt bulb in the study lamp. Thirty inches of book-shelf space and a comfortable study chair shall be provided. Card tables shall NOT be substituted for study tables or desks.

Rooms occupied by students must be provided with adequate light and air. Window space should equal approximately one-fifth of floor space. Proper and workable windows and window shades shall be maintained.

The ratio of individuals shall be no more than one bathtub or shower, one wash bowl and one toilet for seven people. A continuous supply of hot water shall be provided. Baths and toilets shall be cleaned daily by paid help or householder. All plumbing shall be kept in good condition and heat and plumbing shall be checked at least once a year.

Sufficient heat shall be provided at all times to maintain students' rooms at a uniform temperature of 70 degrees F., as registered by a thermometer four feet from the floor.

A suitable and pleasant living room in which students may entertain guests is required. Each student residence must have a telephone. This is a safety measure as well as one of convenience to both students and College. Suitable laundry privileges shall be provided by the householder.

Student rooms shall be open for inspection by college authorities at any time. Any residence housing students shall be reserved for them, and is not to be used by other tenants except by permission from the Associate Dean of Students.

Sign Out Books or Sheets: Head residents shall provide sign-out books for women. These books shall be kept daily, and are subject to call by the College at any time. Completely filled books shall be sent to the Associate Dean of Students at the end of the college year or when new books are begun. Head residents shall likewise be responsible to keep a record of student trips out of the city.

Absence of Head Resident: If a head resident is obliged to be absent overnight she shall secure some substitute acceptable to the Associate Dean of Students.

Cleaning: Sleeping rooms shall be cleaned carefully at LEAST once a week by the student. All other rooms used by students shall be cleaned DAILY by a system of PAID HELP as determined by each respective household. Student rooms shall be thoroughly house cleaned by householder three times a year - (Christmas, Easter, summer.)

Change of rooms and furniture: Students shall not exchange rooms, either permanently or temporarily, unless they have specific permission from the head resident. Furniture shall not be moved except upon consultation with the head resident.

VIOLATION OF SCHOOL REGULATIONS

Head residents shall report to the office of the Associate Dean of Students any violation of school regulations by the students.

After closing hour, lights shall remain on only in upper halls and study rooms.

Travel Permits: All girls must file travel permits with the Associate Dean. Head Residents should check to be sure each girl has a signed travel card.

Signing Out: Each girl must sign out if she leaves the housing unit after 8:00 P.M. The name, date, destination, time of leaving and expected time of return must be given. No check is made on where girls go. An accurate record must be kept so we can reach girls in emergencies, such as a death or accident in their family.

Signing In: All girls must sign in when they return.

Emergency Late Return: If due to inclement weather, an accident or similar reason, a girl cannot return before closing time, she must call her head resident. Any girls who have not called in, and who are half an hour late should be reported immediately to the Associate Dean. She will call the police, parents or take other necessary actions.

Overnights: All overnights in town. Permissions must be obtained from the Office of the Associate Dean.

Late Permissions: These may be obtained from the Permissions Board. A permission sheet is picked up in Room 116, filled out by the girl and left in the Permissions Board mailbox by Tuesday noon. Permission cards to be shown to the head residents are picked up in Room 116 on Wednesday.

PENALTIES

Penalties set up by the Cortland women and approved by the Administration are listed in the W. R. O. Handbook. These must be followed exactly in all houses.

DRESS

Girls must wear skirts at meals and in the living rooms during visiting hours.

PRACTICE TEACHERS

Practice teachers staying in the housing units are under the same rules and regulations as permanent residents. They are not permitted to sleep more than one in a bed, and, in no case, are allowed to sleep on the floor. A small fee is charged for clean sheets and pillow cases.

FINANCES

Most housemothers have very little responsibility for finances. The Board or the owner takes care of such details. In some cases, however, the housemother sends out contracts and keeps track of the money for board and room. She should encourage prompt payment of student financial obligations. In case girls are unable to meet these, she will talk the situation over and may refer the girl to the Personnel Office.

FIRE AND FIRE PREVENTION

Before students arrive in the Fall, a list of people to live in the house should be compiled. Each housemother should test the fire alarm, bell or whistle at certain times. A fire marshall should be elected to check beds during each fire drill. Smoking in the rooms, with the exception of Brockway, is forbidden. Metal wastebaskets must be used exclusively. Electric plugs must be checked. Extra electric appliances cannot be used without the approval of the fire department. Fire extinguishers must be checked. Girls should be warned never to touch these fire extinguishers except in case of fire. They should be told, however, how to use them in the first meeting on fire drills. In freshman houses, fire drill procedure should be explained the first night. Drills are a safety measure. Their seriousness should be emphasized to girls. The local fire marshall will inspect all units housing over four girls.

POLICE PROTECTION

When leaving on vacation, head residents should inform police of the date of leaving, and date of return. They will then check the house periodically.

RECORDS

The Head Resident should have on file at all times considerable information concerning her girls.

1. Name and address, town, father's name, tel. no. birth date.
Name and address, town, neighbor or friends, tel. no.
2. Schedule for classes. (Optional)
3. Name, address, tel. no. of tradesmen:
Plumber, electrician, carpenter, roofer, snow remover, yardman, rubbish, police, firemen.
4. Name, address, tel. no. of substitutes.
5. Name, address, tel. no. of housemothers.
6. Name, address, tel. no. of Board and honorary members.
7. Name, tel. nos. of Dean of College, Dean of Men, Dean of Women, Doctor and Medical Office.
8. Names of House Standard Committee.
9. Names and tel. nos. of President of Permissions Board, Appellate and College Courts.
10. Names of house officers.

REPORTS

1. (8) eight fire drills to Associate Dean's office.
2. Latenesses.
3. Call Medical Office if student is ill.
4. Sign-out book to be turned into the Associate Dean's office each semester.
5. Weekly sign-cut sheets.
6. Menus (One week sent in Fall)
7. Year's residence names in alphabetical order.
Notify office of any changes.
8. Petty cash report.
9. Housekeeping financial report.

LAUNDRY

Most housemothers are responsible for seeing that the linen units are available to residents each week. They charge for fresh linen for guests. In each house, there should be facilities for the girls to wash and dry clothes and iron. The housemother sees that these appliances are in working condition and reports to the proper authority when they are not. Clothing should not be left in the laundry. No clothes should be out on the clothes line on Sunday.

SUPERVISION OF HOUSE AND CLEANING

To a certain extent, the head resident in all houses have responsibility to see that the house is clean and in order. In some houses, this is almost entirely left up to the housekeeper. Rooms and bedrooms should be in order, and beds made by 10:30 A.M. Students clean their own rooms. Waste paper baskets should be emptied daily. Shades should be kept even and pulled down at night. Nothing should be placed on window sills.

A housemother checks on facilities such as plumbing and lights. She checks fire hazards and reports to the proper authority. She checks with the housekeeper or cleaning woman about cleaning problems and the repair of any equipment.

FOOD AND MENUS

Some head residents have no responsibility for ordering food or planning menus. Others have full responsibility for these items.

Each year a week's menus from each house is filed in the Associate Dean's office. Composites of these are available to all head residents. The Medical Office gives the following suggestions for planning menus or diets.

A Daily Food Plan*

It is recommended that the types of food listed below be eaten daily in the amounts suggested.

Milk group:

Teen-agers	4 or more cups
Adults	2 or more cups

Cheese and ice cream can replace part of the milk.

1 oz. cheddar cheese (a cube about 1 inch square or one average slice)

or

2 large servings of ice cream - 1 glass of milk
 $\frac{1}{2}$ cup cottage cheese - $\frac{1}{3}$ glass of milk

Meat group: 2 or more servings

Beef, veal, pork, lamb, poultry, fish, eggs, with dry beans and peas and nuts as alternates.

Vegetable - fruit group: 4 or more servings, including

A dark-green or deep-yellow vegetable important for vitamin A - at least every other day.

A citrus fruit or other fruit or vegetable important for vitamin C - daily

Other fruits and vegetables including potatoes.

Bread - cereals group: 4 or more servings

Whole grain, enriched, restored.

The minimum number of servings listed above forms a foundation for a good diet. To round out meals and to satisfy the appetite many people will use more of these foods and everyone will use foods not specified butter, margarine, other fats, oils, sugars, and unenriched refined grain products. These "other" foods are frequently combined with the suggested foods in mixed dishes, baked goods, desserts, and other recipe dishes.

*Essentials of an Adequate Diet Home Economics Research Report #3, U. S. Dept. of Agriculture.

MEDICAL CARE

Office Hours: The Medical Office is located on the first floor of the Physical Education Building. This office is open to students between the hours of 9:00 A.M. - 11:00 A.M., 1:30 P.M. - 3:00 P.M., and Saturday, 9:30 - 11:00. In emergencies, students will be seen at any time.

After Office Hours: When it is necessary to call the physician after regular office hours, either the college physician may be called at SK 6-9615 or a local physician may be called. The hospital has a doctor on emergency call at all times, but he should be called only in a true emergency. In calling doctors other than the school physician, the call is on a private fee basis. This is covered by the student's insurance.

Before calling the school physician, the housemother should get the pertinent facts - the girl's temperature and a history of how she feels.

Medical Excuses: Medical excuses are to be acquired at the Medical Office after an illness and before students may return to class. In order to have an excused medical absence, the illness must be reported to the Medical Office the first morning of absence by the proctor or head resident. (An excuse reported by a student is less acceptable.) When an illness lasts more than one day, it is not necessary for the Head Resident to report it every day.

Confinement to Residence Unit: All students who have missed classes during the day due to illness shall remain in the residence unit until excused by the college physician or head resident. They shall not have visitors while confined to the residence unit.

Hospital Visitation: Student visitation at the hospital is discouraged. At no time shall there be more than two guests in a hospital room during visiting hours.

ILLNESS IN RESIDENCE

Supplies: Each house shall, through its head resident keep first aid supplies as follows: 2 thermometers, 25 band aids, 15 gargle tablets, 1 oz. vaseline, 1 oz. antiseptic, 1 oz. tinc. green soap, 1 box boric acid powder, 1 pair scissors, 1 basin, 1 eye cup, 1 steam vaporizer, 1 enema set (disposable set preferred).

For every fifty students: 1 roll 1" bandage, 1 roll 2" bandage, 1 roll adhesive tape, 50 aspirin, 1 hot water bottle, and 10 2" x 2" gauze squares.

With the exception of the dormitories, it is the responsibility of each residence to equip itself with these supplies. They do not come from the Medical Office.

Epidemics or Emergencies: In case of emergency, all housing units should have available canned soups, crackers, canned fruit juice, and tea bags to care for the dietary needs of students. Meal trays shall be carried to students only on receipt of a permissions card from the Head Resident or Doctor. This should be given to the person in charge of food services. The exact time when this is to be done, and the method will depend on the regulations set up in each house.

Procedure:

Report of illness: Any illness shall be reported to the head resident at once, and by her to the College Medical Office, SK 6-5391. MEDICAL EXCUSES WILL NOT BE GIVEN FOR UNREPORTED ABSENCES. The student shall also be cleared by the college physician before returning to campus. If a head resident feels a student's absence is not justified, this fact should be made known to the Medical Office.

Students who have missed classes during the day shall remain in the residence unit until excused by the physician or head resident and shall not have visitors while confined to the housing unit.

Hospitalization: Parents should be notified by the school doctor when students enter the hospital. The Head Resident should notify the Associate Dean. If the doctor does not call the parents, the Associate Dean or the Head Resident should do so.

Illness and Accident Insurance Coverage: All illnesses and accidents, whether so occurring on campus or off campus are covered by the student's insurance. In order to benefit from this coverage, students must report illness or accident to the Medical Office and obtain the forms to be filled out. The secretary in the Medical Office has this material available and will help students if there are any questions.

SUBSTITUTES

Mrs. Maude Woodhull	3-1146	66 Maple Ave.
Miss Angela Priore	3-0594	14 Harrington
Miss Patricia Broun	3-0694	38 Greenbush
Miss Celeste Doherty	6-2051	55 Clayton
Miss Mary Lou Dickinson	3-0594	14 Harrington

SUGGESTION SHEET

This is our first Head Resident's Booklet. As questions and problems arise or changes are made, please record any suggestions for changes on this sheet. It will help immensely when it becomes necessary to revise this booklet.

