

ADMINISTRATIVE PROCEDURES IN MENS' DORMITORIES
IN OKLAHOMA AND ARKANSAS STATE COLLEGES
AND UNIVERSITIES

ADMINISTRATIVE PROCEDURES IN MENS' DORMITORIES
IN OKLAHOMA AND ARKANSAS STATE COLLEGES
AND UNIVERSITIES

By

LOYAL VERNON NORMAN

Bachelor of Science

Arkansas Agricultural and Mechanical College

Monticello, Arkansas

1937

Submitted to the Graduate School
Oklahoma Agricultural and Mechanical College
In Partial Fulfillment of the Requirements
For the Degree of
MASTER OF SCIENCE
1940

LIBRARY
A & M COLLEGE
MONTICELLO OKLA

APPROVED:

Clroy L. Rosenberg

In Charge of Thesis

W. C. Casper

Dean, School of Education

D. C. McIntosh

Dean, Graduate School

ATLANTIC PARCHMENT

126817

ACKNOWLEDGEMENT

It is a pleasure to express appreciation to Dr. Eleroy L. Stromberg my adviser, for constant encouragement, valuable suggestions, and for constructive criticism in the selection, preparation, pursuit and completion of this work. I am also deeply indebted to Dr. N. Conger, Dean, School of Education and to Dr. S. L. Reed, Professor of Psychology, for guidance, encouragement, and criticism in the pursuit of this study.

The Deans of Men in the various institutions included in this study or the corresponding official in the administration of mens' dormitories helped very much by supplying data and information. Appreciation is extended to them for this assistance. Especially, do I wish to express appreciation to Dean C. H. McElroy of Oklahoma A & M College for encouragement and suggestions in this work.

An expression of appreciation is made to President Marvin S. Bankston of Arkansas A & M College for suggestions, encouragement, and guidance in the selection and completion of this undertaking.

The writer also desires to express appreciation and gratitude to his wife, Velma Norman, for helpfulness, encouragement and suggestions in the preparation of this work. The development of this study has been made possible by her great sacrifice.

May 10, 1940.

Loyal W. Norman

PREFACE

It has been customary from the earliest days for American colleges to provide housing facilities for their students, or at least a portion of their students. It was once necessary to provide dormitory accommodations for students because of the wide and sparsely settled areas which the institutions served. Today, we find student housing facilities being erected at colleges and universities all over the country, even though the communities in which the institutions are situated could absorb the student population.

While dormitories for men are being erected in many institutions and at great expense, their possibilities as a part of the educational process have been overlooked in a great many instances. Many of these buildings are neither well suited to the needs of students nor well planned for efficient management.

During recent years there has been an effort in many institutions of higher learning to provide living quarters for students which will furnish optimum conditions for the development of physical, mental, moral, and social qualities among the student personnel. Colleges and universities are being staffed with deans of men, deans of women, counselors, and other personnel workers who are concerned

with the development of student personality. It is being recognized that the administration of dormitories involves more than merely providing a place of body shelter and a place to store one's personal belongings.

It is in line with this thought that the author has undertaken this study of administrative procedures in mens' dormitories in Oklahoma and Arkansas state colleges and universities. This interest is a normal and vested one since the writer occupies the position of Assistant to the Dean of Men in one of these institutions and has performed the duties of a graduate counselor in Cordell Hall, Oklahoma A & M College this year, while on leave from the first named position.

CONTENTS

CHAPTER	PAGE
INTRODUCTION	1
1. Purpose and Scope of the Study	1
2. Importance of the Study	2
3. Results of Similar Investigations	5
CHAPTER ONE	7
1. Number of Mens' Dormitories	9
2. Use of Mens' Dormitories	12
CHAPTER TWO	16
1. Administrative Channels	16
2. Tenure and Training of High Officials	21
3. Training and Experience of Hostesses	23
4. Student Assistants	26
5. Student Self-Government	32
CHAPTER THREE	34
1. Some Administrative Practices	34
2. Some Important Service Features	44
CHAPTER FOUR	50
1. Some Physical Features of the Building	50
CHAPTER FIVE	58
1. Summary and Conclusions	58
BIBLIOGRAPHY	62
APPENDIX	65

I N T R O D U C T I O N

P U R P O S E A N D S C O P E O F T H E S T U D Y

In making this study, the author has endeavored to find what administrative channels and procedures are followed in matters pertaining to the management of mens' dormitories in Oklahoma and Arkansas state colleges and universities. The author has, moreover, given some attention to the training and experience of officials connected with the management of mens' residence halls. Attention has also been given to important physical conditions and characteristics of buildings which lend to, or detract from, the efficient management of the dormitories. Twenty-two institutions and 37 dormitories are included in this study.

IMPORTANCE OF THE PROBLEM

College administrators have begun to realize that residence halls are important enterprises of colleges and universities. Efficient management of dormitories increases the desirability and attractiveness of such places for the residence of young men while in college.

Since 1933, the governmental lending agencies have given great impetus to the construction and rebuilding of dormitories in colleges, making it possible for many institutions to build or to rebuild where otherwise it would not have been possible. This has created new interest in the possibilities of residence halls, and college administrators are in the midst of a vigorous movement toward the more effective and efficient use of this part of the college plant.

There seems to be much difference in opinion among authorities in regard to what a dormitory should provide. Dr. W. H. Cowley (6) of The Ohio State University explored the history of student residential housing and found three dominant housing philosophies. First, the British Point of View, which is exemplified at Harvard and to a degree at Yale. According to this idea, the residence hall should be the center of the students' formal as well as his informal education.

Second, the German Philosophy, which dominated at the University of Nebraska until recently. This idea rules out the desirability of concern with student life outside the lecture room, and eschews dormitories. Third, the American Method, which has developed from the British, largely. This is a compromise which gives students body shelter and varying degrees of social education, but it remains considerably distant from the curricular life of the campus.

The American Method apparently is giving more and more attention to social education. Some (1)* consider residential buildings for men as an important part of the educational offering of the institution and hold that they should be planned and administered with this in view. Another authority (18) calls attention to the fact that colleges and universities have a method for controlling experiences and influences through the housing program that can not be matched by other methods. Others go so far as to say that the most desirable type of student housing is the institutionally owned dormitory (9).

One of the seven cardinal principles of education is health. Realizing the importance of student health, Hayes (12) says that dormitories should contribute to the good health and well-being of their occupants, and that

*Numbers within the parenthesis refer to the number of the article in the bibliography of this paper.

they should exemplify rather than violate, generally recognized standards for proper living. Since they have been erected for the special use of students, residence halls may be expected to provide suitable conditions for study and rest. Furthermore, since young people must have opportunity for meeting one another and entertaining guests, their college houses must offer facilities for social life. This is mentioned for the reason that many dormitories, including some of the more elaborate and expensive, are said to fail to meet these reasonable requirements.

The importance of living together in a spirit of friendly cooperation is more avidly recognized now than ever before. College dormitories offer the best laboratory that is now available for teaching cooperative living.

The problem and importance of housing students in college residence halls is great and complex, as is suggested by Hunter (14). When the idea of the building is conceived, problems of management and administration should be carefully considered. It is reasonable to expect that when a student offers himself to an institution for four years and is compelled to live in a dormitory, the surroundings should meet the needs of life to be lived in the hall.

RESULTS OF SIMILAR INVESTIGATIONS

Research in this field is comparatively meager. There are, however, several closely related studies which should be presented here.

In one of her volumes, Harriet Hayes (13) enumerates a series of points for the use of administrators and others who may be interested in the building, maintenance, and administration or management of residence halls. Her work is really a handbook designed for the use of college officers and members of building committees.

Klein (17) made an intensive study of conditions in Land-Grant colleges and universities about a decade ago. He included in his report a chapter on the housing and feeding of students in which he deals ably with matters of management of dormitories and with services and conveniences furnished therein.

Types and supervision of housing facilities have been discussed in a chapter dealing with student housing in Gardner's (9) report of the investigation conducted for the Committee on Revision of Standards, Commission on Higher Institutions of the North Central Association of Colleges and Secondary Schools in which 57 higher institutions cooperated.

Lloyd-Jones and Smith (18) outline an entire campus personnel program and have one chapter devoted to problems of housing students, in which the philosophy of effective dormitory management is discussed and in which practices and procedures in the administration of dormitories are recommended.

CHAPTER ONE

For the sake of brevity, institutions and dormitories included in this study will be referred to according to the following system:

- A. Cameron State School of Agriculture - Lawton.
 - A-1. Cameron Hall.
 - A-2. North Hall.
 - A-3. Reinward Hall.
- B. Central State College - Edmond.
 - B-1. Thatcher Hall.
- C. Colored A & N University - Langston.
 - C-1. Marquess Hall.
 - C-2. University Men.
- D. Commors State Agricultural College - Warner.
 - (No report).
- E. East Central State College - Ada.
 - E-1. Foutem Hall.
- F. Eastern Oklahoma A & M College - Wilburton.
 - F-1. Name of dormitory not indicated.
- G. Murray State School of Agriculture - Tishomingo.
 - G-1. Haskell Lucas Hall.
 - G-2. James Hicks Hall.
- H. Northwestern State College - Alva.
 - H-1. Mens' Residence Hall.
- I. Northeastern State College - Tahlequah.
 - I-1. Haskell Hall.
- J. Northeastern Oklahoma Junior College - Miami.
 - J-1. Commons' Dormitory.
- K. Oklahoma A & M College - Stillwater.
 - K-1. Cordell Hall.
 - K-2. Crutchfield Hall.
 - K-3. Hamer Hall.
 - K-4. Thatcher Hall.
- L. Oklahoma Military Academy - Claremore.
 - L-1. Markham Hall.

- M. Panhandle A & M College - Goodwell.
M-1. New Mens' Dormitory.
M-2. Franklin Hall.
M-3. Industrial Arts.
- N. Southwestern State College of Diversified Occupations - Weatherford.
N-1. Neff Hall.
- O. University Preparatory School and Junior College - Tonkawa.
O-1. Mens' Dormitory.
- P. Arkansas A & M College - Monticello.
P-1. Harris Hall.
P-2. Sorrells Hall.
P-3. Wells Hall.
- Q. Arkansas A, M & N College - Pine Bluff.
Q-1. Mens' Old Dormitory.
Q-2. New Mens' Dormitory.
- R. Arkansas State College - Jonesboro.
R-1. Donner Hall.
R-2. Commons Building.
- S. Arkansas State Teachers College - Conway.
S-1. Doyme Hall and Doyme Annex.
- T. Arkansas Polytechnic College - Russellville.
T-1. Boys West Dormitory.
- U. Henderson State Teachers College - Arkadelphia.
U-1. Name of dormitory not given.
- V. Magnolia A & M College - Magnolia.
V-1. Cross Hall.
V-2. McGray Hall.
V-3. Holt Hall.
- W. University of Arkansas - Fayetteville.
W-1. Razorback Hall.

Table I

FREQUENCY OF MENS' DORMITORIES AND EXTENT
OCCUPIED FIRST SEMESTER 1939-40

College	Number of Dormitories for Men Reported	Number of Dormitory Rooms	Percent of Rooms Filled	Percent of Men Students Living in Dormitories	Percent Who May Live in Dormitories	Are Boys Required to Live in Dormitories
A	3	108	100			
B	1	75	77.3			
C	2	92	100	81.5	81.5	no
D	No data					
E	1	52	96.2	21.5	22.3	no
F	1	10	100	63.2		yes-working
G	2	129	100	76.2	76.2	no
H	1	56	70	21	30	no
I	1	57	100	21.5	21.5	no
J	1	25	68	15	25	no
K	4	493	100	22.5	22.5	no
L	1	98	81.6	100	100	yes
M	3	86	100	59.1	59.1	no
N	1	56	100	30	30	no
O	1	31	83.9	16.2	20.2	no
P	3	140	81.3	72.7	78.8	yes-boarding
Q	2	72	88.8	32.7	36.8	no
R	2	144	90.9	36.6	41.9	yes

Table I
(Continued)

College	Number of Dormitories for Men Reported	Number of Dormitory Rooms	Percent of Rooms Filled	Percent of Men Students Living in Dormitories	Percent Who May Live in Dormitories	Are Boys Required to Live in Dorm- itories
S	1	80	100			yes-boarding
T	1	110	100			no
U	1	44	100	22.2	22.2	no
V	3	96	100	61.3	61.3	no
W	1	60	100	6.6	6.6	no
<hr/>						
Total	37	2114				
Mean	1.68	57.1	97.2	42.2	43.3	
Median	1	77.5	100	31.3	30	
Range	1-4	10- 493	68- 100	6.6- 100	6.6- 100	

Each of the twenty-two institutions included in this study has either one, two, three, or four residence halls for men. The twenty-two institutions have a total of thirty-seven dormitories for men, which averages 1.68 dormitories per institution. There are a total of 2114 rooms or an average of 96 rooms per campus.

One college provides only ten rooms while another offers a total of 493 rooms for men students.

Thirteen institutions reported 100 percent of their rooms as filled, and in only two of them are students required to live in dormitories. One institution reported only sixty-eight percent of its rooms filled. The arithmetical average percent of rooms filled is 97.2 percent.

An average (mean) of 42.2 percent of men students enrolled are living in dormitories while only 43.3 percent could live there. In college "I" for example, only eighty-one and six tenths percent of its rooms are filled, but 100 percent of its male students are living in dormitories. One institution reported that only 6.6 percent of its men students live in dormitories, and that it has only one dormitory on the campus for men students, which is filled to capacity.

Addison (1) found that one out of every four students (both male and female) enrolled in the six Oklahoma Teachers Colleges in 1937-38 lived in a residence hall.

In his study of the land-grant institutions, Klein (17) found in 1930 that approximately fifteen percent of the students lived in college-owned residences. Two of the forty-four institutions reporting in his study had no dormitories and in nine others the dormitories accommodated less than five percent of the enrollment.

Table II

EXTENT TO WHICH INDIVIDUAL DORMITORIES WERE
USED DURING FALL SEMESTER OF 1939-40

Dormitory	Number of Rooms	Percent of Rooms Filled	Percent of Dormitory Boys Living in This Building	Percent of Dormitory Rooms This Building Provides	Percentage of Waiting List (Based on Capacity of Dormitory)
A-1	45	100	41.6	41.6	0
A-2	45	100	41.6	41.6	0
A-3	18	100	16.8	16.8	0
B-1	75	77.3	100	100	0
C-1	47	100	51.1	51.1	
C-2	45	100	48.9	48.9	
E-1	56	94.6	100	100	0
F-1	10	100	1.5	1.5	
G-1	93	100	71.3	71.3	
G-2	36	100	28.7	28.7	
H-1	56	69.6	100	100	0
I-1	57	100	100	100	24.5
J-1	25	68	100	100	
K-1	260	100	55	55	9.7
K-2	41	100	9.2	9.2	36.1
K-3	75	100	17.9	17.9	33.3
K-4	75	100	17.9	17.9	33.3
L-1	98	81.6	53.1		0

Table II
(Continued)

Dormitory	Number of Rooms	Percent of Rooms Filled	Percent of Dormitory Boys Living in This Building	Percent of Dormitory Rooms This Building Provides	Percentage of Waiting List (Based on Capacity of Dormitory)
M-1	61	100	69.7	69.7	16.4
M-2	19	100	21.7	21.7	7.9
N-1	56	100	100	100	7.8
O-1	31	83.9	100	100	0
P-1	60	100	50	42.8	
P-2	48	97.9	39.1	34.3	
P-3	32	62.5	10.9	22.9	
Q-1	32	87.5	45.1	44.4	
Q-2	40	100	54.1	55.6	
R-1	68	88.2	71.3	47.1	
R-2	75	26.6	28.7	52.9	
S-1	80	100	100	100	
T-1	110	100	73.3		
U-1	44	100	100	100	0
V-1	30	100	32.2	32.2	0
V-2	51	100	53.1	53.1	0
V-3	15	100	15.7	15.7	0
W-1	60	100	100	100	29.1

As the above table indicates, variations in size of dormitories range from six to 260 rooms. The average size here is a dormitory of 56 rooms. The median size is forty-eight rooms.

The question of how large a mens' dormitory should be must be considered in terms of purposes to be served.

According to the report (13) made on the study in 1926 by the Institution Economics Section of the American Home Economics Association, one hundred and fifty students in a single unit would be a maximum size group and fifty students in a unit as a social group.

In connection with dormitory size, one authority (18) offers the following statement:

"Although there is no agreement on the distribution of classes within the dormitory, it is generally agreed that the total number of students residing within one unit should be from 100 to 200. A group as small as 50 has definite social and educational advantages, but it is prohibitively expensive for most institutions. A larger number than 100 to 200 loses much in the way of house spirit and solidarity, nor is it possible to work out an effective personnel and social program for too large a group. The nearer to 100 the group, the more effective the program can be".

Differing from the above opinion, Bozorth (4), at the University of Michigan, considers residence units of fifty to sixty students to be the practical ideal, and Handy (11) agrees with her on this point.

There seems to be good foundation to Hayes' (13) belief that there is no "best" size for a residence hall, and that it should be built on the basis of the group to be accommodated, the social and educational needs of the group, and the most satisfactory and economical unit for these needs.

The matter of keeping the dormitory filled is very important, and is even more important where the dormitory is a self-liquidating project. The question of what is a normal vacancy percentage over a period of several years is very important when considering income from a dormitory. One authority (26) thinks that a five to seven-and one-half percent vacancy over a years' time is a practical working minimum at Michigan State College. A few years ago the University of Oregon (22) built a new dormitory and set its rental income up on an anticipated basis of a 15 percent allowance for vacancies.

CHAPTER TWO

ADMINISTRATIVE CHANNELS

Table III

CLASSIFICATION OF ADMINISTRATIVE CHANNELS
 IN HOSPITALORY MANAGEMENT
 (See Key - Page 17-18)

College	Rank	Type of Administrative Channel	Number of Times This Type Occurs
A	Jr.	IV	2
B	Sr.	IV	
C	Sr.	I	3
D	Sr.	V	4
F	Jr.	VI	3
G	Jr.	II	5
H	Sr.	V	
I	Sr.	II	
J	Jr.	II	
K	U.	VIII	1
L	Jr.	VI	
M	Sr.	II	
N	Sr.	III	1
O	Jr.	II	
P	Sr.	I	
Q	Sr.	VI	
R	Sr.	I	
S	Sr.	V	
T	Jr.	VII	3
U	Sr.	VII	
V	Jr.	VII	
W	U.	V	

TYPES OF ADMINISTRATIVE CHANNELS

- I. President
Dean of the College
Dean of Men
Hostess
Student Assistants

- II. President
Hostess
Student Assistants

- III. President
Business Manager
Hostess
Student Assistants

- IV. President
Dean of the College
Hostess
Student Assistants

Eight different types of administrative channels in the management of mens' residence halls are found among the twenty-two institutions reporting. Only one institution employs type VIII; one employs type V. Three use type VII, three type VI, and three type I. Two use type IV; four type V, and five use type II, which occurs most frequently. Two institutions using this type are senior colleges, and three are junior colleges. Type V, which is employed with the second greatest frequency, occurs once at a university, once at a junior college and twice at a senior college.

Despite the fact that senior colleges, and more especially institutions of university rank, would be expected to employ better practices and procedures in the administration of their dormitories, there seems to be little noticeable difference reflected here.

It is difficult to emphasize fully enough the importance administrative techniques, procedures, and practices have upon student life in a dormitory. Without a doubt the administration of dormitories plays a dominant role in the success of student life there.

It has been suggested (18) that where the campus is large and there are a number of dormitories, it is well to provide a separate member of the staff of personnel workers to have jurisdiction over the dormitories. This

official would have around him a staff composed of the various heads of residences.

The suggestion comes from Pierce (23) that it is desirable in institutions of higher learning to consolidate housing under one head, the director of which would be an Assistant Dean or a Director of Housing.

Twenty-four of the institutions included in Gardner's report (9) for the North Central Association had dormitories for men students, and the supervisory methods used in twelve of them were carried on by faculty members, in seven by matrons, in one by faculty members and students, and in one by the matron and students, and in three, no supervision was maintained.

PERSONNEL AND TRAINING OF HIGH OFFICIALS

In one of the senior colleges the business manager, who has no college degree and who has been in this position only one year, is the official responsible directly to the president for mens' dormitories there. There is no intermediary official between the hostess and the president in two senior colleges. In other words the hostess is directly responsible to the president. In four of the junior colleges the hostess or corresponding official is directly responsible to the president, without any intermediary official.

In the large colleges and the institutions of university rank, the dean of men is frequently found to be the official responsible directly to the president for the administration of mens' residence halls, but this practice varies considerably. In one of the universities the official responsible to the president holds the degree of Doctor of Veterinary Medicine and has been in this position for twelve years. The official next to the president in the administration of mens' residence halls in three senior colleges holds the degree of Doctor of Philosophy, and in six the official has the Masters' Degree. Four of them have been in the present position from one to three years; two from six to twelve years; and two over twelve years.

Two officials in this position in two junior colleges have Masters' Degree and two have Bachelors' Degrees. Two of them have been in this position from three to six years, and two of them from six to twelve years.

THE HOSTESS

Table IV

TRAINING AND EXPERIENCE OF HOSTESS
OR CORRESPONDING OFFICIAL IN ACTIVE CHARGE

Rank of Ins- titu- tion	Training Above High School				Years in Present Position				Previous Occupation		
	Number With Bachelors' Degree	Number With Masters'	Number With Ph. D. Deg.	Number With No Degree	Less Than One	From One to Five	From Five to Ten	From Ten to Fifteen	Housewife	Teacher	Hostess
Univ.			4	1	1		2				1
Sr. Col.	6	8	1	4	1	16	2		2	9	2
Jr. Col.		6		5		5	4			5	1

Four persons in active management of dormitories in institutions of university rank have no training above high school. One was listed as having previous experience as a hostess, two had been housewives, and one had been a store clerk. One has been on that job less than a year, one between five and ten years, and two from ten to fifteen years. As indicated later, this is less training in most instances than that of similar officials in institutions of lower collegiate rank.

One person in charge of a dormitory for men in a senior college has a Ph. D. Degree; eight have the Masters' Degree; six have Bachelors' Degrees; and four have no degree at all.

One such official has been on the job less than a year; sixteen have been on the present job from one to five years; two from five to ten years. Two of them are listed as having previous experience as a hostess; two have previously been housewives; and nine have been teachers.

In the junior colleges included in this study, five hostesses or similar officials in charge of mens' dormitories have no degree at all, while six have Masters' Degrees. One of them has had previous experience as a hostess; and five have been housewives. Five have been in their present position from one to five years, and four from five to ten years.

Gardner (9) calls attention to the aid which may be given to student development where housing units are under the supervision of interested and qualified persons.

On this very important subject, Lloyd-Jones and Smith (18) offer the following suggestion:

"Each head of residence should be chosen with a great deal of care and should be a person who has the personnel point of view, who is adept at dealing with students, who has intellectual interests, is a gracious, attractive person, and who is in sympathy with the objectives of the college or university. Many institutions make the mistake of hiring as heads of residence women who 'just love girls or boys', who have had no training in personnel techniques, and in many instances are not even college graduates. These women may not have the slightest inkling of personnel possibilities and are primarily interested in being 'glorified hostesses'.

Table V

AGE, SEX, MARITAL STATUS, AND PLACE OF RESIDENCE
OF HOSTESS OR CORRESPONDING OFFICER IN ACTIVE
CHARGE OR MANAGEMENT OF MEN'S RESIDENCE HALLS

Dormitory	Age of Hostess	Sex		Marital Status			
		Male	Female	Married	Single	Widowed	Divorced
A-1	45		•		•		
A-2			•		•		
A-3	26	•		•			
B-1	54		•				•
C-1	32	•					
C-2	32	•					
E-1	55		•				
F-1	33	•		•			
G-1							
G-2							
H-1	53		•	•			
I-1			•				
J-1	45		•				•
K-1	44		•				•
K-2	60		•				•
K-3	68		•				•
K-4	50		•				•
L-1							
M-1	30		•	•			
M-2	25		•	•			
M-3	22		•	•			

Table V
(Continued)

Dormitory	Age of Hostess	Sex		Marital Status			
		M	F	Married	Single	Widowed	Divorced
N-1	52	'					
O-1	25		'	'			
P-1	32	'		'			
P-2	32	'		'			
P-3	32	'		'			
Q-1	24	'			'		
Q-2	25	'			'		
R-1	50		'		'		
S-1	60		'			'	
T-1	38	'		'			
U-1	29	'		'			
V-1	35	'			'		
V-2							
V-3							
W-1							
Totals	1146	14	17	14	5	5	2

The average (Mean) age of hostesses or corresponding official in active charge of mens' dormitories is 39.5 years. Ages range from twenty-two years to sixty-eight years. Forty-five and one tenth percent of such officials are men, while fifty-four and nine tenths percent are women.

From this we would say there is a division of opinion among authorities in regard to whether a man or a woman makes the most desirable host or hostess. Fifty-three and nine tenths of these officials are married; nineteen and two tenths are single; nineteen and two tenths are widowed, and seven and seven tenths are divorced.

We can safely say that where the host or hostess lives in the dormitory, his or her family connections should be such as to interfere least with his or her duties.

STUDENT ASSISTANTS

Table VI

EMPLOYMENT OF STUDENTS WITHIN THE DORMITORY

Dormitory	Students Are Employed As				
	Proctors	Monitors	Counselors	Janitors	Other
A-1	'				'
A-2	'				'
A-3	'				'
B-1	'				'
C-1	'				'
C-2	'				'
E-1	'				'
F-1		'			'
G-1					'
G-2					'
H-1	'				'
I-1	'				'
J-1	'				'
K-1	'		'		'
K-2	'				'
K-3	'				'
K-4	'				'
L-1					
M-1	'				'
M-2					'
M-3					'

Table VI
(Continued)

Dormitory	Students Are Employed As				
	Proctors	Monitors	Counselors	Janitors	Other
N-1	*			*	
O-1		*		*	
P-1		*		*	
P-2		*		*	
P-3		*		*	
Q-1					
Q-2					
R-1		*		*	
S-1		*		*	*
T-1		*		*	*
U-1		*		*	
V-1		*		*	
V-2		*		*	
V-3		*		*	
W-1		*			*

Students are employed as proctors in forty-seven percent of the dormitories; as monitors in thirty-eight and two-tenths percent; as janitors in all except one dormitory, where colored janitors are used.

Only one dormitory reported using students as counselors. In several instances students are used as mail carriers for the dormitory, and in one instance as board collectors. In some instances the position of student monitor combines with the position of proctor and janitor.

The Counseling System is thought to be a great step forward in adding to the educational and social life in the dormitory. This system is in use in only one institution, and in only one dormitory at that institution, included in this study. Oklahoma A & M College adopted the plan for its new dormitory for men, Cordell Hall, when it opened September 15, 1939. In institutions where a large percentage of dormitory residents are freshmen, who need guidance in becoming orientated to procedures on the campus and in making adjustments to the new way of living and of going to school, counselors may do a great amount of valuable personnel work, especially in the way of helping new students find themselves on the campus. This system involves the employment of graduate students for counselors. Certain rooms or suites of rooms over the building are set aside for counselors to live in and to have as conference rooms, where the men of the hall are encouraged to come and to discuss their personal, educational, social, and all other problems with the counselor, who gives them the solution or refers them

to someone, usually a faculty member or administrative officer, who may answer their queries.

The Counseling System has been in operation at the University of Minnesota in Pioneer Hall for several years, and officials there (24) give favorable reports on the plan.

Great care should be exercised in the selection of student assistants for dormitory work. Of course, most any student who needs financial assistance and who is dependable, is capable of making a janitor, but other student assistants are personnel workers and should be selected because of special fitness for the work and attitude toward this type of work. It seems wise to use upper classmen for proctors and monitors and graduate students as counselors.

With regard to the employment of students as helpers in dormitories, Godfrey (10) says:

"Workers should be selected for specific jobs. They should be teachable, neat in appearance, suitable in size for their job quick and easy motioned, and should possess a pleasing personality. Their previous positions and past experiences should be carefully considered. An inexperienced person who is teachable is far better than one much experienced but careless and indifferent in his work".

STUDENT SELF-GOVERNMENT

Some form of organized student government exists in 48.6 percent of the dormitories included in this study. The other 51.4 percent of the dormitories function without the use of organized student government.

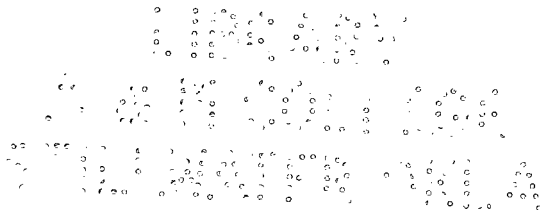
That student participation in house government is both desirable and essential to the success of the group is the opinion of several authorities on personnel work. Lloyd-Jones and Smith (18) point out that the student organization in each house should work in close harmony with its head of residence. Usually there is a student council or executive board composed of house officers and representatives of the classes residing in the dormitory. The head resident must work intimately with this group, and he or she must respect the personalities of the students and merit the same from them. Members of the student government organization can be educated to the personnel point of view and can form a small personnel staff directed and supervised by the head resident.

In regard to student participation in government of the dormitories at the California Institute of Technology, Mitchell (21) states:

"No disciplinary control is vested in faculty residents; entire control is vested in student residents themselves".

AUG 6 1940

There is evidence (2) of great variation, in regard to amount of authority exercised by and duties performed by the student organized government within the dormitory.



CHAPTER FOUR

Table VII

SOME ADMINISTRATIVE PRACTICES

Dormitory	Room Rent	Class of Students Admitted	Room Assignments	Room Inspection	Room Deposit	Use of Master Key	Extra Services-Charges for
A-1	A	A	A	B-1	B-2	A	B
A-2	A	A	A	A-1	B-2	A	B
A-3	A	E	A	A-1	B-2	A	B
B-1	B-4	A	A	D-1	B-1	A	B
C-1	B-5	B	G	B-6			A
C-2	B-5	C,D	G	B-6			A
E-1	B-2	A	D	D-1-6	B-1	F	A
F-1	A		A	B-1-6	B-1	A	B,C,D
G-1	A	A	G	B-6	B-0	E	A
H-1	B-5	A	A-F	C-1	A	F	A
I-1	A	A	G	C-2-5	B-1	D	A
J-1	B-1	A	A	B-1	B-3	A	B
K-1	B-1-2	A	C	A	B-1	A	A
K-2	B-2	E	D	D-1-6	B-1	A-E	A
K-3	B-1-2	A	A-C	D-1-6	B-1	A-E	A
K-4	B-1-2	A	A-C	E-1	B-1	A-E	A
L-1	No data						
M-1	B-2	A	A-C	B-1	B-0	A	B,C,D

Table VII
(Continued)

Dormitory	Room Rent	Class of Students Admitted	Room Assignment	Room Inspection	Room Deposit	Use of Master Key	Extra Service Charges
M-2	A	F	A-C	B-I	B-I		B,C,D
M-3	A	F	A-C	B-I	B-I		B,C,D
N-I	B-I		A	C-I	B-I	A	A
O-I	B-5	B-C	A	C-I	B-I	A	B
P-I	B-2	B	B-E	B-3	A	C	B,C,D
P-2	B-I-2	C-C-I	B-E	B-3	A	C	B,C,D
Q-I	No data						
Q-2	No data						
R-I	A	A	H	E-2-6	B-I	B-G	B
R-2	A	A	E-H	E-3	B-I	G-H	B
S-I	B-2	A	A	D-I	B-I	A-B	B,C,D
T-I	A	A	D	B-2	A	B	A
U-I	A	A		D-1-3	B-I	B-F	B
V-I	A	A	D	B-4	B-I	B-D	B
V-2	A	A	D	B-2-6	B-I	B-G	B
V-3	A	A	D	B-2-6	B-I	B-G	B
W-I	A	A	B	D-I	B-I	A	A

Key to Types in Regard to Supplementary Administrative Matters

1. Room Rent:

- Type A - All rooms priced alike.
- Type B - Prices vary according to:
 - B-1 - Size.
 - B-2 - Location.
 - B-3 - Furnishings.
 - B-4 - Conveniences in Room.
 - B-5 - Location and Furnishings.
 - B-6 - Location and Private Bath.

2. Group or Class of Students Admitted:

- Type A - No Discrimination.
- Type B - Freshmen.
- Type C - Sophomores.
- Type C-1 - Juniors.
- Type D - Seniors.
- Type E - Athletes.
- Type F - N. Y. A. Students.

3. Rooms Assignment:

- Type A - By Host or Hostess.
- Type B - By Business Manager.
- Type C - By Chief Clerk.
- Type D - By Dean of Men.
- Type E - By Assistant to the Dean of Men.
- Type F - Registrar.
- Type G - Head of Residence.
- Type H - Student Monitors.

4. Room Inspection:

- Type A - No regular inspection.
- Type B - Daily inspection.
- Type C - More than once a week, but not daily.
- Type D - Weekly.
- Type E - Monthly.

Combinations as follows:

- 1 - By Host or Hostess.
- 2 - Dean of Men.
- 3 - Assistant to the Dean of Men.
- 4 - Dormitory Supervisor.
- 5 - Head of Residence.
- 6 - Proctors.

5. Room Deposit:

- Type A - None Required.
- Type B - Required.
 - B-1 - \$5.00
 - B-2 - 4.00
 - B-3 - 2.50
 - B-4 - Less than \$2.50
 - B-0 - \$5.00 or \$6.00

6. Use of Master Key:

- Type A - By Host or Hostess.
- Type B - By Dean of Men.
- Type C - By Assistant to the Dean of Men.
- Type D - Head of Residence.
- Type E - Proctor.
- Type F - Night Watchman, Engineer, Hostess, Repairman.
- Type G - Monitors.
- Type H - Maids.

7. Service Charges:

- Type A - No Service Charges.
- Type B - On Radios.
- Type C - On Hot Plates.
- Type D - On Extra Lights.

All rooms are priced alike in 48.5 percent of the dormitories. Rooms are priced according to location in 15.1 percent of the dormitories. In 15.1 percent of the instances, prices of rooms also vary with the size and location of the room. Prices of room rent vary with the size of room in 5.2 percent of the dormitories. In 12.1 percent of the dormitories, rooms are reported to be priced according to location and furnishings. In only three percent of dormitories are rooms priced according to conveniences in rooms.

It seems reasonable that room rent in dormitories should be made in accordance with varying factors of comfort and convenience. This practice tends to equalize demands for certain rooms.

With regard to setting up a room rent policy for college dormitories, Trout (27) says:

"A dormitory that charges too little may unfavorably affect the entire off campus housing by making it not worth while for landladies to offer reasonably good rooms to students. If rates are too low in a beautiful building that has just been built, the problem of fraternities is made more difficult".

The practice of admitting all classes of students without discrimination prevails in 88.7 percent of dormitories from which reports were received. Six and two tenths percent of the dormitories are for athletes, and the same percentage are for H. Y. A. students. Six and two tenths percent are for freshmen and a like percentage for sophomores, juniors, and seniors, while 3.1 percent are for seniors, and one dormitory is for freshmen and sophomores.

Klein (17) found from his study of land-grant colleges and universities a decade ago that the plan of segregating students by classes in residence halls found little favor.

While it is evident that officials do not agree on the distribution of classes within dormitories, it seems probable that the local, individual situation might be a determining factor in such practice, as there are advantages and disadvantages of each method of distribution. Some of the outstanding universities practice admitting all classes, including graduate students, into their dormitories on equal basis (24).

Worthy of consideration are the statements from Lloyd-Jones and Smith (18) to the effect that in instances where freshmen are allowed to live apart from the upperclasses, they establish a solidarity of group that is beneficial, and they tend not to be so overcome by the sophistication of the upper classes. Rules and regulations for living can be worked out for freshmen alone, and there is great opportunity for the head of freshmen units to carry on an orientation program. It may happen that upperclassmen come to feel that freshmen who live separately from the other classes 'get too cocky', and it must be admitted that there is a tendency in this direction. Upperclassmen feel less responsible for the new students when they live in separate housing units. Natural orientation occurs where guidance is supplied within a group of students, through group mores, and guidance given by one student to another is more spontaneous and effective. Freshmen living apart from the other classes do not get acquainted with as many of the upperclassmen as they would living in housing units with them. Some institutions select a few upperclassmen to live in the freshmen dormitory to secure the advantages of better amalgamation, but this plan has its disadvantages in that it more or less isolates the upperclassmen from the rest of his acquaintances of the previous year or years.

In 27.2 percent of the dormitories, it is the practice of the hostess or similar official to assign rooms. The chief clerk assigns rooms in 13.3 percent of the cases and in 15.1 percent of the instances, this duty is performed by the hostess and chief clerk working together. There is a great amount of variation among institutions in the practice of room assignments. Other officials mentioned as performing this duty are deans of men, four times; business manager, once; registrar, twice; student assistants, once; and various combinations of these officials perform this duty in other instances.

The assignment of rooms, especially for new residents, is important. It may be done in a wise manner, with tact and care, or it may be done in a haphazard or mechanical manner. The latter method is apt to result in unrest or dissatisfaction later in the semester, if not immediately.

Lloyd-Jones and Smith (18) found some instances where the assigning of rooms was done by a group composed of heads of residences, director of admissions, and a member of the campus personnel office; and other instances where students were given voice in the matter.

Slightly more than 8.8 percent of the dormitories reported for this item have no regular inspection of rooms. Fifty percent have daily inspection; eleven and eight tenths percent have room inspection more than once a week, but not daily. Twenty-three and six tenths percent have room inspection weekly, and 5.8 percent have room inspection only monthly.

In 41.2 percent of the dormitories, room inspection is conducted by the hostess or corresponding official. In an equal number of instances each, or in 11.7 percent of the dormitories for each of the following; this duty is performed by proctors, by proctors and hostess, and by the assistant to the dean of men; and, in the remaining instances by combinations of officials connected with management of the dormitory.

Forty-two of the 44 institutions in Klein's study (17) had some form of inspection of student rooms, but this applied to womens' dormitories more frequently than to mens'.

The better institutions in Gardner's report (9) are said to carry out a program of room inspection at least weekly in residence halls.

Fifteen and five tenths percent of the dormitories required no room deposit at all; sixty-two and five tenths percent required a five dollar deposit; and others required a deposit of \$2.50, \$4.00, or of \$5.00.

It seems to be good business practice to require a room deposit, subject to deduction for damages and to refund upon withdrawal from college.

Thirty-five and two-tenths percent of the dormitories report that the master key is used by hostesses or corresponding officials; eight and eight tenths percent report both the hostess and proctors as using master keys; and other institutions designate that the master key is used by various officials connected with the dormitory, as maids, night watchman, repairman, monitors, dean of men, assistant to the dean of men, and head of residence. No institution reported unrestricted use of the dormitory master key.

While in 41.1 percent of dormitories no service charges are made for extra electrical appliances, in 32.3 percent of the instances, charges are made for radio; and in the remaining 26.6 percent charges are made for radios, hot plates, and extra lights.

The idea has been expressed that it is unjust to allow unlimited use of electricity for a number of electrical appliances unless extra charges be placed on this extra equipment, such as radios, large light bulbs, and hot plates (2). This is especially significant since those who do not have additional equipment object to the privileges of those who possess such equipment.

SERVICE FEATURES

Table VIII

SOME SERVICE FEATURES OF DORMITORIES

Dormitory	Mail Service	Drinking Water	Bath and Toilet	Ratio of Boys to Bath Rooms	Elevators	Apartment for Hostess	Guest Rooms	Storage of Luggage	Reception Room	Care of the Ill	Food Service	Number of Telephones
A-1	C	A	A	22.5:1	A	B	A	C	A	C	A	I
A-2	C	B	A	22.5:1	A	B	A	C	A	B	C	I
A-3	C	B	A	9:1	A	B	A	C	A	C	B	I
B-1	A	A	A		A	B	B	C	C	A-D	B	6
C-1	C		B	75:1	A	B	A		B	A	B	0
C-2	C	C	A	44:1	A	B	B	F	A	A	B	I
E-1	B	A	A	20:1	A	B	A	C	A	C-D	B	I
F-1	C	A	A		A	B	A	A	B	C	B	I
G-1	C	B	B	50:1	A	B	A	C	B		A	I
H-1	A	A		24:1	A	B	B	F	A	C-D-EA		2
I-1	A	A-C	B	8:1	A	B	B	D	A	A-C-DB		6
J-1	C	A	A		A	B	A	E	A	C-D	B	2
K-1	A	A	A	16:1	A	B	B	C	A	A	A	36
K-2	A	A	A	14:1	A	B	A	E	A	A	B	4
K-3	B	A-C	A	12.5:1	A	B	B	E	B	A	B	7
K-4	B	A-C	A	12.5:1	A	B	A	E	B	A	B	5
L-1	C	A	B	40:1	A	A	A	F	B			2
M-1	A	A	A	19:1	A	B	A	E	A	A	B	3

Table VIII
(Continued)

Dormitory	Mail Service	Drinking Water	Bath and Toilet	Ratio of Boys to Bath Rooms	Elevators	Apartment for Hostess	Guest Rooms	Storage of Luggage	Reception Room	Care of the Ill	Food Service	Number of Telephones
M-2	B	A	B	40:1	A	B	A	A	A	A	B	I
M-3	B	A	A	19:1	A	B	A	A	A	A	B	I
N-I	A	A-C	A	20:1	A	B	B	C	A	C	B	2
O-I	A	A-B	A	8:1	A	B	B	C-E	A	C	B	5
P-I	B	A	B	50:1	D	B	B	D	A	D-B	B	0
P-2	B	B	A	48:1	A	B	B	D	B	B-D	B	0
P-3	B	B	A	25:1	A	B	B	E	A	B-D	B	0
Q-1	C	A	A	34:1	A	A	B	E	A			1
Q-2	C	A	B	18:1	A	B	B	E	A			1
R-I	C	A	B	40:1	D	B	B	C	A	D-B	A	1
R-2	C	A	B		A	B	B	C	A	C-D	A	1
S-I	C	A	A	20:1	D	B	A	D	A	D-A	B	1
T-I	C	A	B	55:1	A	B	A	D	A	A-D	B	3
U-I	C	A	A	6:1	A	B	A	F	B	B	B	3
V-I	C	A-C	B	30:1	A	B	A	E	A	A	B	1
V-2	C	A	B	15:1	A	B	B	E	A	A	B	1
V-3	C	B	B	15:1	A	A	A	E	A	A	B	2
W-1	D	A	A	15:1	A	B	A	C	B	A	A	3

Key to Types in Regard to Services

1. Mail Services:
 - Type A - Individual boxes in dormitory postoffice.
 - Type B - Delivered to individual rooms.
 - Type C - Called for at college postoffice by students.
 - Type D - Delivered to individuals at mail time.
2. Drinking Water:
 - Type A - Hall fountains.
 - Type B - In bathroom only.
 - Type C - In individual rooms.
3. Bathroom and Toilet:
 - Type A - Toilet in same room with showers.
 - Type B - Toilet and shower in separate rooms.
4. Elevators:
 - Type A - No elevators at all.
 - Type B - Both passenger and freight elevators.
 - Type C - Passenger elevators only.
 - Type D - Freight elevators only.
5. Apartment for Hostess:
 - Type A - No apartment.
 - Type B - Apartment for hostess.
6. Guest Rooms:
 - Type A - None provided.
 - Type B - Guest rooms provided.
7. Storage of Luggage:
 - Type A - No special place provided.
 - Type B - In individual rooms.
 - Type C - In basement of dormitory.
 - Type D - In attic of dormitory.
 - Type E - Large closets for storage.
 - Type F - Closets on each floor.
8. Reception Room:
 - Type A - Of sufficient size for house meeting.
 - Type B - Insufficient in size for a meeting.
9. Care of the ill:
 - Type A - In college infirmary.
 - Type B - In hospital room within dormitory.
 - Type C - In students' individual room.
 - Type D - In up-town hospital.
 - Type E - In office of college health department.
10. Food Service:
 - Type A - Provided within the building.
 - Type B - Not provided within the building.

Boys living in 55.5 percent of the dormitories call at the college postoffice for their mail; nineteen and four tenths percent of the dormitories provide mail service in the form of individual boxes in a dormitory postoffice. Mail is delivered directly to the students' room in 22.2 percent of the dormitories, and in 2.9 percent of the dormitories, or in one instance, the mail is delivered to individuals at the college postoffice.

Drinking water is provided in hall fountains in 55.5 percent of the dormitories; in bathrooms only in 19.4 percent of the dormitories; in individual rooms in one case; and in both hall fountains and individual rooms in the remainder of instances.

According to Bozorth (4) every dormitory should have drinking fountains with circulating, chilled water, near the bathroom on each floor and in the main lobby.

Toilets and showers are in the same room in 62.1 percent of the dormitories and in separate rooms in the remaining 37.9 percent. The latter practice seems much more advisable. The ratio of boys to bathroom varies from 6:1 to 75:1, with the mean falling at 26.2:1. Various recommendations (13) have been made in this regard, varying from one plumbing fixture for every three persons to one for six.

No elevators at all are provided in 91.9 percent of the dormitories, and only freight elevators in the remaining 8.1 percent. One writer says all residence halls should be equipped with service elevators (14).

That passenger elevators are needed in halls having more than three floors and freight elevators in halls of more than two or three floors is the opinion of Hayes (13).

Apartments for the hostess are found in 91.9 percent of the dormitories and guest rooms in only 43.3 percent.

In regard to an apartment for the hostess, Bozorth (4) says:

"The suite of the head resident or social director should be on the main floor, near the living room and a suite for overnight guests".

No special place is provided for the storage of luggage in 8.1 percent of the dormitories; in 32.4 percent of the instances, luggage is stored in the basement of the building; in 13.5 percent, storage is in the attic of the building; in 29.9 percent of the cases storage is in large closets; and in 8.1 percent, closets are provided on each floor for storage.

According to Hunter (14), it is well to remember that students have much sport equipment such as tennis racquets, golf clubs, roller skates, riding boots, and other such articles, and lack of space will not prevent them from bringing these articles to college.

Twenty-seven percent of the dormitories do not have a reception room of sufficient size for a house meeting.

Residents of 36.2 percent of the dormitories are cared for in college infirmaries when ill; in students' rooms in 20.4 percent of the instances; and in the remaining instances, ill students are cared for in hospital rooms within the dormitory, in up-town hospitals in serious cases, and in the office of the college health department.

Food service is provided in only 17.6 percent of the dormitories. Lloyd-Jones and Smith (18) think the dormitory food unit presents great opportunities for socialization of dormitory life.

Four dormitories have no telephones at all, but the number of telephones in other dormitories ranges from one to thirty-six. The average (Mean) is 3.27 telephones per building.

A telephone in every room is advocated by Hunter (14), but since this is too expensive, the next best thing is a private booth to each floor.

CHAPTER FIVE

Table IX

SOME PHYSICAL FEATURES OF DORMITORIES

EXTERIOR							INTERIOR					
Dormitory	Stories in Height	Fireproof	Originally Built for	Age	Architecture	Acoustics	Conveniences in Rooms	Capacity of Rooms	Room Floors	Beds	Window Shades	Ceiling Lights
A-1	B	A	A	A	C	B-1	B-2	A	E	A		A
A-2	B	A	A	B	C	C-1	B-3	A	A	A		A
A-3	B	A	A	B	C	C-1	B-3	A	A	A		A
B-1	C	A	A	B	D	B-1	A-2	A	D	A	B	A
C-1	B	B	A	E	A	B	B-3	A	F	C	C	A
C-2	B	A	A	B	C	B	A-2	A	A	D	C	B
E-1	D	A	A	B	C	A	A-2	A	A	D	C	A
F-1	A	B	C	B	A	C	B-1	A	A	E	A	C
G-1	B	A	A	B	A	B-1	B-2	A	A	A	C	A
H-1	B	A	A	A	C	B	B-2	A	B	D	C	A
I-1	C	A	A	B	C	D-1	A-2	A	D	A	E	A
J-1	B	A	A		C	B	B-2	A-B	A	A	C	A
K-1	D	A	A	A	D	A-1-2	B-2	A-B	B	A	E	A
K-2	C	B	A	E	C	B	B-2	A	F	A	C	E
K-3	C	A	A	D	C	A	A-2	A	A	D	C	E
K-4	C	A	B	D	C	B	A-2	A	A	A	C	A

Table IX
(Continued)

	EXTERIOR					INTERIOR							
	Dormitory	Stories in Height	Fireproof	Originally Built for	Age	Architecture	Acoustics	Conveniences in Rooms	Capacity of Rooms	Room Floors	Beds	Window Shades	Ceiling Lights
L-1	C	A	A	D	D	B-1	B-2	A	A-E	A-C	C		
M-1	C	A	A	A	C	B-1	B-2	A	A	A	E	A	
M-2	B	C	A	E	A	C	B-2	A	F	A	C	C	
M-3	B	B	C	E	A	C	B-2	A	G	A	C	C	
N-1	B	A	A	B	C	A	B-2	A	C	A	C	D	
O-1	B	A	A	A	C	B-1-2	B-2	A	B	A	C	A	
P-1	C	A	A	A	B	D	B-1	A-B	A	A		E	
P-2	B	A	A	B	D	B-1	B-2	A	A	A	C	B	
P-3	B	A	A	B	D	B-1	B-2	A	A	A	C	B	
Q-1	C	A	A	A	C	C-1	B-2	A	A		C	A	
Q-2	B	A	A	C	C	C-1	B-2	A	F		C	A	
R-1	D	A	A	B	C	B	B-2	A-B	A	A		A	
R-2	E	A	A	B	B	A	B-2	A	A	A	A	A	
S-1	C	C	B	E	C	B	A-2	A	F	A-C	C	E	
T-1	B	A	A	C	E	C-1	B-2	A	A	C	C	D	
U-1	C	A	A	B	D	B	A-2	A	B		C	A	
V-1	B	A	A	B	C	A-1	A-2	A	F	A	C	A	
V-2	C	A	E	D	A	A	B-2	A	F	C	C	C	
V-3	B	B	A	E	D	B	B-2	A	F	C	C	C	
W-1	C	A	A	B	D	B	A-2	A	B	E			

Key to Types in Regard to Dormitory Building

1. Height of Building with Reference to Stories:

- Type A - One story.
- Type B - Two stories.
- Type C - Three stories.
- Type D - Four stories.
- Type E - Five stories.

2. Fireproof:

- Type A - Building is fireproof.
- Type B - Building is not fireproof.
- Type C - Building is semi-fireproof.

3. Originally Planned for:

- Type A - For boys dormitory.
- Type B - For girls dormitory.
- Type C - For classroom building.

4. Age of Building:

- Type A - Less than one year.
- Type B - From 1 to 6 years.
- Type C - From 6 to 12 years.
- Type D - From 12 to 18 years.
- Type E - Over 18 years.

5. Architecture:

- Type A - No other buildings of same type on campus.
- Type B - All other buildings of same type.
- Type C - From 1 to 3 other buildings of same type.
- Type D - From 3 to 8 other buildings of same type.
- Type E - Over 8 others of same type.

6. Acoustics:

- Type A - Door checks on all doors.
 - Type B - On hall doors only.
 - Type C - No door checks at all.
 - Type D - Sound proof doors to all rooms.
- Subtypes:
- 1 - Soundproof walls, ceiling and floors.
 - 2 - Soundproof doors in corridors.
 - 3. Other soundproofing devices.
- Combine type with subtype in specific instances.

7. Conveniences in Individual Rooms:

- Type A - Lavatory in each room.
 - Type B - No lavatory in each room.
- Subtype:
- 1 - Lockers in each room.
 - 2 - Closets instead of lockers in rooms.
 - 3 - No lockers or closets.
- Combine types for specific instances.

8. Capacity of Rooms:

- Type A - Double rooms.
- Type B - Single rooms.

9. Room Floors:

- Type A - Concrete.
- Type B - Asphalt Tile.
- Type C - Marble.
- Type D - Terazzo.
- Type E - Tile.
- Type F - Wood.
- Type G - Wood covered with linoleum.

10. Kinds of Beds Used:

- Type A - Single.
- Type B - None.
- Type C - Double-deck.
- Type D - Three quarter.
- Type E - Cots.
- Type F - Single and double decker.

11. Window Shades:

- Type A - None.
- Type B - Roller shade and drape.
- Type C - Roller shade.
- Type E - Venetian blinds.

12. Ceiling Lights:

- Type A - Indirect (Semi-indirect).
- Type B - Double light.
- Type C - Drop cord.
- Type D - Reflecting.
- Type E - Direct.

Only one dormitory is one story in height; one is five stories high; forty-eight and six tenths percent of them are two story structures; 35.1 percent are three story; and 10.8 percent are four story buildings.

One authority (16) says it is inadvisable to build dormitories of more than three or three and one half stories in height, unless in large cities where land is limited.

On the subject of how high a dormitory should be Handy (11) says:

"Except where land is very limited or expensive, the best results are secured if the height of the building does not exceed three or three and one half stories".

Seventy-five and six tenths percent of the buildings are fireproof structures; 18.9 percent are not fireproof, and two buildings are semi-fireproof.

As is pointed out by Trout (20), first of all, the dormitory should be fireproof, which adds to the cost, but increases the life of the building, reduces cost of maintenance and repairs, makes a quieter place in which to live, and reduces insurance rates. Harriet Hayes (13) recommends that residence halls be constructed of fireproof materials.

Two of the dormitories were originally built for women's residence halls, and two were originally for classroom purposes. Eighty-nine and two tenths percent of them were built originally for men's dormitories.

Sixteen and six tenths percent are less than one year old; 48.2 percent are from 1 to 5 years old; 5.6 percent are from 6 to 12 years old; 8.3 percent from 12 to 18 years old; and the remaining 22.3 percent are over 18 years old.

Sixteen and two-tenths percent of the dormitories are of different architecture from any other building on the campus; in 51.3 percent of the instances, there are from 1 to 3 other buildings of similar architecture on the campus; 27 percent are of architecture similar to that of 3 to 5 other buildings, and the remaining 5.5 percent are like 6 or more other buildings on the campus. There seems to be differences of opinion as to whether there should be uniformity of architecture on the campus. To say the least, there are advantages and disadvantages of each plan.

Door check on all doors in the building were reported in 16.7 percent of the instances; 59.4 percent reported door checks on hall doors only; 18.9 percent have no door checks at all; and the remainder have sound proof doors to all rooms; 46 percent have soundproof walls, ceilings, and floors. Three dormitories have soundproof doors in the corridors.

Lavatories are provided in individual rooms in 27 percent of the dormitories, and closets in individual rooms in 86.3 percent of them. Lockers instead of closets are found in 5.4 percent of the instances, and in the remaining 8.3 percent, no lockers or closets are provided.

One authority (13) says there is a trend in the direction of more and better plumbing fixtures in residence halls, and that lavatories at or between bedrooms for men are desirable.

Double rooms are reported in 36.3 percent of the dormitories and double and single rooms in 13.7 percent of the instances. Hayes (13) states that double rooms are more generally used but that they give rise to more administrative problems than single rooms, and Bozorth (4) thinks the single room, a study-bedroom, is the most desired by students of college age.

Concrete floors in individual rooms exist in 46 percent of the dormitories, and asphalt tile in 10.7 percent. One dormitory has marble floors; two have terrazzo; two have tile floors; and 24.3 percent of the dormitories have wooden floors. One dormitory has wooden floors covered with linoleum.

It is difficult to say what type of floor is best for a men's dormitory. One thing is certain, floors in a dormitory for men are subject to much wear and tear, and unless made of durable, yet attractive, floor material unsatisfactory service will result.

One writer, Bozorth, (4) employs the following words on the subject of floors for mens' residence halls:

"Cork tile is recommended as a satisfactory floor by some architects. The new composition floors are interesting in color and design, wear well, and are quiet. When waxed and polished, they can be used for dancing. Concrete, painted or plain, is the least desirable floor surface".

She also says that tile and terazzo are surfaces easily cleaned and make good floors for lobby and bathrooms, but are noisy.

Single beds are used in 60.5 percent of the dormitories; double-deck beds are still in use in 16.5 percent of the cases; and a few reported using cots, three-quarter beds, and various combinations of the above. There is no question but what Lloyd-Jones and Smith (18) are right in pointing toward single beds as the objective toward which every house inspector, and standards committee should work.

One dormitory has no window shades at all. One has roller shades and drapes, and 67.5 percent have regular roller shades. Only three dormitories have venetian blinds or shades, which appear to be the most desirable type for most dormitory windows.

Indirect or semi-indirect lights are provided in rooms of 60 percent of the dormitories; drop cord lights in 14.2 percent; and direct or reflecting lights in the remaining number.

CHAPTER FIVE

SUMMARY OF RESULTS AND CONCLUSIONS

Twenty-two state supported institutions of higher learning in Oklahoma and Arkansas are included in this study. A questionnaire was sent to the Dean of Men in each of the institutions; and returns, based on the fall semester of 1939-40, were received from 37 dormitories. From this data the following results and conclusions accrue:

1. Great variations exist in the provision for mens' dormitories and in the extent to which they are occupied. Equally as much variation exists in regard to the size of dormitories. Forty-two and two tenths percent of the men students in these colleges live in dormitories, and 97.2 percent of the dormitory rooms are filled. The dormitory of average size has 57.1 rooms.
2. The line of administrative responsibility differs very much from one institution to another. Generally the responsibility passes from the Hostess to the Dean of Men, to the President.
3. Much variation exists in the training and experience of officials having responsibility in the management of mens' residence halls. Many of the hostesses are sadly lacking in the training and experience, which would prepare them for personnel work. This situation exists in the senior colleges and in institutions of university rank as well as in the junior colleges.
4. There is no uniformity in the matter of age of hostesses; some of them are young women and others are rather aged. The range is from twenty-two years to 68 years, with the mean falling at 39.5 years.

5. Students are employed to do the janitorial work in the buildings and to assist in the management of the dormitory, generally. The Counseling System is in operation in only one dormitory. This system should be used in other dormitories where finances will permit.
6. Some form of student government exists in 48.6 percent of the dormitories while the other 51.4 percent function without the use of organized student government.
7. In 40.5 percent of the dormitories all rooms are priced alike, but in the other dormitories rent varies.
8. Slightly more than two-thirds of the dormitories admit all classes of students without discrimination.
9. The assignment of rooms is done by different officials in different institutions. Usually the chief clerk and the hostess are responsible for room assignments.
10. More than half of the institutions require a room deposit.
11. Free and unlimited use of electrical current is furnished occupants in 41.1 percent of the dormitories, while varying charges are made for appliances in the remaining dormitories.
12. Varying types of mail service is provided among the dormitories, but the most satisfactory type seems to be that of individual mail boxes within the dormitory.
13. Hallway drinking fountains are provided in 55.5 percent of the dormitories.

14. The ratio of boys to bathrooms averages 26.1:1 which is below the standard commonly recommended.
15. No passenger elevators are provided in any of the dormitories, and freight elevators are provided in only 8.1 percent.
16. Most of the dormitories have apartments for the hostess. Fewer than half of them, 43.3 percent, provide guest rooms.
17. Generally some special place such as the basement, the attic, or some special room is designated as a storage place for luggage.
18. Twenty-seven percent of the dormitories do not have a reception room of sufficient size for a house meeting.
19. Residents of 38.2 percent of the dormitories are cared for in the college infirmary when ill; residents in the other dormitories are cared for, when ill, in hospital rooms within the dormitory, in the college health department office, or in city hospitals.
20. Food service is provided in only 17.6 percent of the dormitories.
21. Several dormitories have no telephones at all. The others have from one to 36 telephones each, with the average being 5.27 telephones per building.
22. Almost half of the dormitories are two story structures, and about 35 percent are three story buildings.
23. Seventy-five and six-tenths percent of the buildings are fireproof.

24. Eighty-nine and two-tenths percent of them were built originally for mens' dormitories.
25. Forty eight and two-tenths percent of them are from 1 to 6 years old.
26. In the case of 51.3 percent of the dormitories, there are from 1 to 3 other buildings of similar architecture on the campus.
27. More than half of the dormitories have door checks on the hall doors only.
28. Lavatories are provided in individual rooms in 27 percent of the dormitories, and closets in individual rooms in 36.3 percent of them.
29. Eighty six and three-tenths percent of the dormitories have double rooms.
30. Forty six percent have concrete floors, and 24 percent have wooden floors.
31. Sixty and five-tenths percent of the dormitories use single beds.
32. Sixty seven and five tenths percent have regular roller shades, and indirect or semi-indirect lights are provided in 60 percent of them.

BIBLIOGRAPHY

1. Addison, Phoebe W. A Study of Student Living Conditions in the Six Teachers Colleges of Oklahoma. Oklahoma A & M College Thesis, 1938. (Unpublished).
2. Association of University and College Business Officers of the Eastern States. Nineteenth Annual Meeting. Pittsburgh, Pennsylvania, 1938. pp. 101-116.
3. Augustine, Grace. Some Aspects of Management of College Residence Halls for Women. F. S. Crofts and Co. New York, 1935. 242 pages.
4. Bozorth, Inez V. "Dormitory Design and Equipment", The American School and University. American School Publishing Corporation, New York, 1935. Vol. 7. pp. 302-306.
5. Butts, Porter. "Some Implications of Housing", Journal of Higher Education. January 1937. Vol. 8. pp.27-32.
6. Cowley, W. H. "The History of Student Residential Housing", School and Society. December 1,1934. Vol. 40. pp. 703-712.
7. Cheek, Mary Ashby. "Reorganized Residence Halls", Journal of Higher Education. October 1936. Vol. 7. pp.371-376.
8. Edwards, Harlan H. "A College in Complete Accord with the Landscape About It". The Nations Schools. September 1929. Vol. 4. pp. 51-57.
9. Gardner, D. H. The Evaluation of Higher Institutions. Vol. 5. The University of Chicago Press, Chicago, 1936.
10. Godfrey, Rosalie. "Housekeeping as an Administrative Problem". The American School and University. American School Publishing Corporation, New York, 1939. Vol. II. pp.471 - 472.
11. Handy, Etta H. "The Modern College Residence Hall", Journal of Home Economics. January 1934. Vol. 26. pp.12-14.
12. Hayes, Harriet. "Student Residence Halls - New Model". The American School and University. American School Publishing Corporation, New York, 1932-33. Vol. 5. pp. 295-297.
13. _____ Planning Residence Halls. Teachers College, Columbia University Press. 1932. 247 pages.

14. Hunter, Melissa. "How Proper Building Design and Equipment Can Lessen the Problem of Residence Hall Management". The American School and University. American School Publishing Corporation. New York, 1939. Vol. 11. pp. 409-412.
15. _____ "Problems of Residence Hall Management". Journal of Home Economics. May 1937. Vol. 29. pp. 297-300.
16. Klander, C. Z. and Wise, H. C. College Architecture in America. Charles Scribner's Sons, New York. 1929. pp. 111-136.
17. Klein, Arthur J. Survey of Land-Grant Colleges and Universities. U. S. Bureau of Education Bulletin. 1930. Vol. 1. No. 9.
18. Lloyd-Jones, Esther, and Smith, Margaret A. A Student Personnel Program for Higher Education. Teachers College Press, Columbia University. New York. 1938. pp. 190-208.
19. Lloyd-Jones, Esther. Student Personnel Work at Northwestern University. Teachers College Press, Columbia University. New York. 1929. pp. 79-109.
20. "Low Cost Housing for Students at the University of Wisconsin". School and Society. November 12, 1938. Vol. 48. pp. 623.
21. Mitchell, Gordon S. "Housing the Engineering Undergraduates". Journal of Higher Education. June 1933. Vol. 4. pp. 295-299.
22. Onthank, Karl W. "New Dormitory at University of Oregon Pays for Itself". The American School and University. American School Publishing Corporation. New York. 1930-31. Vol. 2. pp. 406-409.
23. Pierce, Anna. Deans and Advisers of Womens and Girls. Professional and Technical Press. New York. 1928. pp. 260-290.
24. Plank, C. C. "It's Not Alone for Knowledge". Journal of Higher Education. May 1937. Vol. 8. pp. 245-252.
25. Strang, Ruth. "The Housing of Students in Normal Schools and Teachers Colleges". Journal of Home Economics. August 1928. Vol. 19. pp. 562-568.

26. Scales, Laura Woolsey. "The Operation of College Houses at Smith College". American School and University. American School Publishing Corporation. New York. 1933-34. Vol. 6. pp. 279-281.

✓ 27. Trout, Alex. L. "Reconstruction Finance Corporation Funds for Self-Financing Dormitories". Journal of Home Economics. March 1933. Vol. 25. pp. 201-207.

28. _____ "Mary Mayo Hall at Michigan State College". The American School and University. American School Publishing Corporation. New York. 1937. Vol. 9. pp. 407-413.

✓ 29. Walker, E. J. "Student Housing and University Success". School and Society. October 26, 1935. Vol. 42. pp. 575-577.

APPENDIX

QUESTIONNAIRE

COLLEGE DATA: (First semester, 1939-40)

1. Name of college _____
2. Rank of institution; Junior college, Senior College,
or University. (Underscore).
3. Location _____
(City) (State)
4. Name of person furnishing information _____
5. Title of above official _____
6. Number of men students in college _____
7. Number of men students living in dormitories _____
8. Total number of rooms in all mens' dormitories _____
9. Size of waiting list _____
10. Number of mens' dormitories operated by the college _____
11. Are men students required to live in dormitories _____

DATA REGARDING INDIVIDUAL DORMITORY:

- I. Dormitory _____
- II. Located at what college _____
- III. Size of dormitory:
- A. Number of rooms _____
 - B. Number of stories _____
 - C. Number of vacant rooms _____
 - D. Size of waiting list _____
- IV. Type of building:
- A. Fireproof _____
 - B. Designed originally for what purpose _____
 - C. Age of building _____
 - D. Number other buildings of same type of architecture on the campus _____
- V. Interior features of the building:
- A. Acoustical considerations.
 1. Door checks on all doors _____
 2. Door checks on hall doors only _____
 3. No door checks at all _____
 4. Soundproof doors at intervals in the corridors _____
 5. Other soundproofing devices _____
 - B. Individual rooms.
 1. Double or single rooms (underscore). _____
 2. Does each room have a lavatory _____
 3. Type of beds used _____
 4. Individual closets in each room _____
 5. Lockers instead of closets in rooms _____
 6. Type of floor _____
 7. Type of window shade _____
 8. Type of ceiling light _____
- VI. The building in general:
- A. Elevators:
 1. Passenger _____
 2. Freight _____
 - B. Location of storage space for trunks, baggage and other luggage _____
 - C. Is the toilet in same room with showers _____
 - D. Number of students per bathroom _____
 - E. Drinking water: Hallway fountains, bathroom only, in individual rooms, other _____
 - F. Number of telephones in the building _____

- G. Type of mail service:
1. Individual boxes in dormitory postoffice.
 2. Delivered to individual rooms.
 3. Called for at college postoffice by students.
 4. Other _____
- H. Is the reception room of sufficient size for a house meeting _____
- I. Is an apartment provided for the hostess _____
- J. Are special rooms provided for overnight guests _____

VII. Administration of the dormitory:

- A. Chain of responsibility.
1. Title of official responsible directly to the president _____
 - (a). Degree held, Bachelors', Masters' Ph. D. or other _____
 - (b). Major field _____
 - (c). Years on present position _____
 - (d). Previous occupation _____
 2. Title of official in active charge of dormitory _____
 - (a) Other duties on the campus _____
 - (b) Degree held, Bachelors', Masters', Ph. D., None, Other degree _____
 - (c) If no degree, high school or other training _____
 - (d) Age _____ Sex _____
 - (e) Married _____ Single _____
 - (f) Years on present position _____
 - (g) Previous occupation _____
 - (h) Does this person live in this dormitory _____
 - (i) Directly responsible to _____
 3. Student employees in the dormitory.
 - (a) Students are employed as janitors, monitors, proctors, counselors, and _____

(Underscore and / or insert)

VIII. Student government within the building.

- A. Dormitory has such an organization.
 - B. Dormitory does not have student government organization.
- (Underline one)

IX. Care of the sick.

- A. In the college infirmary _____
- B. In hospital rooms within the dormitory _____
- C. In students' individual room _____
- D. In up-town hospital _____
- E. Other _____

X. Food Service.

- A. Is maintained within the building.
- B. Food service is not offered within the building.
(Underline One)

XI. Other administrative matters.

- A. Rate of room rent.
 - 1. All rooms are priced alike.
 - 2. Rooms are priced from \$ _____ to \$ _____
according to _____
- B. Class or group of students admitted to this
dormitory _____
- C. Rooms are assigned by _____
- D. Room inspection.
 - 1. Frequency of _____
 - 2. By _____
- E. Amount of room deposit required _____
- F. Officials using master key _____
- G. Extra charges are made for radio, hot plate, extra
light, and _____
(Underscore and / or insert)