

The University of Maine

DigitalCommons@UMaine

---

General University of Maine Publications

University of Maine Publications

---

1940

## Aids for Freshmen, 1940

University of Maine

Follow this and additional works at: [https://digitalcommons.library.umaine.edu/univ\\_publications](https://digitalcommons.library.umaine.edu/univ_publications)



Part of the [Higher Education Commons](#), and the [History Commons](#)

---

### Repository Citation

University of Maine, "Aids for Freshmen, 1940" (1940). *General University of Maine Publications*. 192.  
[https://digitalcommons.library.umaine.edu/univ\\_publications/192](https://digitalcommons.library.umaine.edu/univ_publications/192)

This Monograph is brought to you for free and open access by DigitalCommons@UMaine. It has been accepted for inclusion in General University of Maine Publications by an authorized administrator of DigitalCommons@UMaine. For more information, please contact [um.library.technical.services@maine.edu](mailto:um.library.technical.services@maine.edu).

# **AIDS FOR FRESHMEN**

**A series of articles designed to assist the entering class in understanding certain phases of college life at the University of Maine.**



## **1940**



## CONTENTS

TITLE	PAGE
To the Members of the Freshman Class .....	1
The Use of the Library .....	3
Some Suggestions on How to Study .....	10
The Academic System .....	16
Scholarships and Prizes .....	18
Honor Societies at the University of Maine .....	21
Student Finances .....	29

## To the Members of the Freshman Class:

This is the eighteenth year that the University of Maine has introduced its incoming class to university life through the medium of Freshman Week. The institution of Freshman Week was first established at the University of Maine in 1923, and since that time has been adopted in some form or other by nearly every college and university in the country. Its aim here is to familiarize you with our university organization and administration at the outset, and to obtain for the administrative officers some idea of your abilities and training, in order that we may assist you in your problems of the freshman year.

We ask your cooperation during the week in certain mechanical details. Please be on time for your Freshman Week appointments. Please remember that you are required to be at each exercise scheduled, except for the starred items, throughout the day and evening and that no absence can be excused except by authority of the Director of Freshman Week or the President of the University.

All fraternities are forbidden to issue invitations to you to visit at their Chapter Houses during Freshman Week, and acceptance of any such invitation by you violates the spirit of Freshman Week.

For every examination you should have at least two sharpened pencils with soft lead. The examinations are given chiefly for the purpose of placing you in a section where you can get the type of instruction best suited to your individual capacities. You should accordingly present the best work that you are capable of doing. To do inferior work purposely in order to place yourself in a slow group where you may "take it easy" is to cheat yourself out of the full returns of this college education which you are now beginning. It is also rather a dangerous expedient because the grades on the examinations often have a bearing on disciplinary action taken by the University.

You should read carefully the article in this booklet on the use of the library before the time of the exercise designated as "Library Practice," in order that you may be better prepared for



the work that Mr. Ibbotson has laid out for you. You will need this booklet at the Library Practice exercise. Take it with you.

The discussion on "Aids for Freshmen" will be conducted by your Section Leader; and you should prepare for this exercise by studying this booklet carefully. Keep this booklet after Freshman Week is over. There is a great deal of information here which you will find of value in the weeks to come.

Your Section Leaders are your advisers during this week, and you should consult them freely. If they cannot answer your questions they can refer you to someone who can.

Don't let yourself get homesick. Keep busy and adapt yourself to the new situations. At the same time choose your associates carefully; and do not lose your own individuality.

Finally, Freshman Week is your week. Enter into the thing wholeheartedly; get as much fun out of it as you can; and learn as much as you can about the University which is to be your ALMA MATER.

W. J. CREAMER,  
Director of Freshman Week

# The Use of the Library

By

THE LIBRARY STAFF

Students who are accustomed to the use of libraries should have no difficulty in adapting themselves to conditions at the University Library. Those who have had little or no practice in the use of a library will do well to give these pages extra study. Whatever your training, remember that each operation will become easy if you understand the reason for it and are willing to go through the routine a few times.

When you read over the directions that follow, and try to perform the operations during the practice periods, think of yourself in a strange city trying to locate a person in a large office building. These might be your actions:

1. Look up name in directory. (Card Catalog)
2. Write down the name and street address. (Call Number)
3. Consult the Office Directory in the lobby of the building. (Location of Books in the Library)

If your man (book) is not in you may:

1. Find out when he is expected. (When the book is due)
2. Leave your name and address for a later appointment. (Fill out a reserve card at the delivery desk)

If you don't know the name of the man, but do know the name of his firm, you may consult the classified Directory. (Subject Cards, and Title Cards in the Catalog.) As you become more familiar with the city, you are able to find your way with ease. There may be plenty of streets you may not have walked on, but you know your way around.

## THE CARD CATALOG

This is to the library what the directory is to a city. If you wish to find your way about the library, some knowledge of the card catalog is essential. Just as each firm in a city may be found in the alphabetical section, the street directory, and the classified



section of the directory, so a book in the library may be cataloged under (1) the name of the author, (2) the title of the book, (3) the subjects treated in the volume. The card catalog differs from the city directory in that all three types of cards are filed together in one alphabet.

Here are samples of these three types of cards, each for the same book :

(1. The Author Card)

520	<b>Jones, Harold Spencer, 1890-</b>
J717	Worlds without end, by H. Spencer Jones... New York, The Macmillan company, 1935. xv, 329p.

Explaining this to a friend, you might say :

This is a volume by Harold S. Jones, who was born in 1890. The title of the book is "Worlds without end." It was published in New York City, by the Macmillan Company, in the year 1935, and is 329 pages long. The call number for this book in this library is 520 J717.

(2. The Title Card)

520	Worlds without end.
J717	<b>Jones, Harold Spencer, 1890-</b> Worlds without end, by H. Spencer Jones... New York, The Macmillan company, 1935. xv, 329p.

You will notice that this card is similar to the author card above, excepting that the title is typed on the top line. This card will be filed in the "W's."

The same thing is true of the subject card, excepting that the subject is typed in CAPITALS:

(3. A Subject Card)

520	ASTRONOMY
J717	<b>Jones, Harold Spencer, 1890-</b> Worlds without end, by H. Spencer Jones... New York, The Macmillan company, 1935. xv, 329p.

After you have found the card for a book, the next step is to copy the call number which is the group of numbers and letters in the upper left-hand corner of the card. On the sample card above the call number is made up of two parts: 520, the classification number, and J717, the author number. Now consult the sheet entitled LOCATION OF BOOKS IN THE LIBRARY (page 9) to find where the 520 class is located. Having found the 520's on the Second Floor Stack, left aisle, you will discover that the books in each class are shelved alphabetically by the author number. Look for J717.

If the book you are looking for is not on the shelf, ask to have it reserved for you at the desk. You will be given a postcard upon which to write the author, title, and classification number of the book; as well as your own name and address. This card will be sent to you as soon as the book is available. If you call for the book within the time limit, usually three days, the book will be held for you at the desk.

Before leaving the Catalog, be careful to note whether the catalog card is stamped Basement, Maine Room, Catalog Room, etc., in the upper right hand corner. This stamp refers to special collections shelved in these locations.

#### MAGAZINE INDEXES

In order to make use of material to be found in the several hundred magazines received by the library, you should become familiar with the *magazine indexes*. The general magazine indexes are listed below with the date when each started publication:

1. *Readers Guide to Periodical Literature*, 1900-date.
2. *International Index to Periodicals*, 1907-date.
3. *Annual Magazine Subject Index*, 1907-date.
4. *Industrial Arts Index*, 1913-date.
5. *Public Affairs Information Service*, 1915-date.

These indexes are shelved at the Reference Table next to the Reference Librarian's desk. Also on this table is a catalog of all the magazines in the library. This catalog is an alphabetical list, by titles of the magazines, giving the location of recent issues and back volumes.

The other more specialized indexes are shelved in the reading rooms with the magazines which they index. These are:



1. *Engineering Index*, 1906-date.
2. *Agricultural Index*, 1916-date.
3. *Education Index*, 1929-date.

The *Readers Guide*, the most frequently used of the general magazine indexes, appears twice each month with frequent cumulations. It is arranged like a dictionary, with articles listed under author and subjects in a single alphabetical list. For example, in looking for recent material on Astronomy, you might find the following entry:

Astronomy

News of the universe. F. B. Colton. il Nat  
Geog M 76:1-32 J1'39

By consulting the "List of Periodicals Indexed," which is in the front part of each index, you will find that "Nat Geog" is the abbreviation for the National Geographic Magazine. In the list of "Abbreviations used" you will find that "il" means illustrated and "J1" is July. Then you will be able to explain:

This is an article on Astronomy, entitled "News of the Universe"; It was written by F. B. Colton, is illustrated, and was published in the National Geographic Magazine, volume 76 on pages 1-32, in the July 1939 issue.

On the same table as the *Readers Guide* is the catalog of periodicals in the library, arranged alphabetically by the first word of the title. Looking under the N's you will find this card:

NATIONAL GEOGRAPHIC MAGAZINE		
Numbers for this year are in		
READING ROOM		No. 505
Back volumes are in		
STACKS	vol. 16-date	No. 910.5
	1905-date	N213

As you wish to find the July 1939 issue, you should look on the first floor stack 910.5 N213. Issues for this year may be found in the Reading Room on the shelf marked 505.

## CIRCULATION OF BOOKS

*Books* circulate outside the library building for one, two, and three weeks. The cards in the back of each volume are colored as follows:

Blue cards— Book circulates for one week

Brown cards—Book circulates for two weeks

White cards— Book circulates for three weeks.

To take out a book, sign *both* cards with your initials and last name; leave both cards at the desk. Take a card of corresponding color from the tray at the front of the desk. The last date stamped on this card is the date the book is due.

*Magazines*, excepting the most recent issue, may be taken out for one week. To take out a magazine, bring the issue to the desk, and a card will be made out for it. The most recent issue of a magazine circulates for overnight only, under the same conditions as a Reserved Book.

## RESERVED BOOKS

Books, in which assignments are made to an entire class, are placed on reserve at the Reserved Book Desk, and may not be taken from the building during library hours. To make use of a *Reserved Book*, ask for it by Author and Title, and sign the card which goes with each book. You are responsible for the book *until it is returned to the Reserve Book Desk*. Do not allow another student to use the book without first returning it to the desk and having him sign for it.

While Reserved Books must always be available during library hours, they may be taken out 30 minutes before the library closes, and are due back *within 30 minutes* after the next library opening. For overnight use they may be reserved in advance, by applying to the desk attendant.

## FINES AND NOTICES

Notices are sent for overdue books, but not for Reserved Books. Answer all library notices promptly.

Fines are levied only to impel prompt return of books which may be wanted by another reader. As the library receives none of the revenue collected from fines, each notice sent involves ex-



pense which could be usefully employed in other ways. Remember that each overdue notice means expense both to you and to the library.

Fines are not collected at the library, but are levied on each student's term bill. They are as follows:

First Notice .....	\$ .05
Second Notice .....	.15
Messenger, letter or Telephone call .....	.25
	<hr/>
Total	\$ .45

*Reserved books:*

First hour kept overtime .....	\$ .25
Each additional hour or fraction .....	.05

In the event of loss, if the book is in print, the cost of the book is added to this fine, and it is replaced. If not, the matter is referred to the Committee on Administration for appropriate action. In either case, the University retains title to every library book, whether or not it may have been replaced.

LOCATION OF BOOKS IN THE LIBRARY

010 - 049	Bibliographies	Lobby
051	American Periodicals	3rd Floor Stack (1)*
052 - 069	English Periodicals	1st Floor Stack (1)
070 - 099	Journalism, etc.	3rd Floor Stack (1)
100 - 199	Philosophy, Psychology	1st Floor Stack (1)
200 - 299	Religion	2nd Floor Stack (1)
300 - 369	Sociology, Economics, Political Science	3rd Floor Stack (1,2)
370 - 379	Education	1st Floor Stack (1,2)*
380 - 399	Transportation, etc.	Education Room
400 - 499	Language, Grammar, etc.	1st Floor Stack (2)
500 - 504	General Science	Basement Stack (2)
505 - 506	Science Periodicals	2nd Floor Stack (1)
507 - 539	Math. Astron. Physics	3rd Floor Stack (2)
540 - 549	Chemistry	2nd Floor Stack (1)
550 - 559	Geology	Technology Room
560 - 599	Biology, Botany, Zoology	Basement Stack (3)
600 - 619	Medicine, Physiology	2nd Floor Stack (2)
		3rd Floor Stack (2)

620 - 629	Engineering	Technology Room
630 - 649	Agriculture, Home Econ.	Agriculture Room
650 - 659	Business	3rd Floor Stack (3)
660 - 699	Chemical Technology, Building	Technology Room Gallery
700 - 769	Art	2nd Floor Stack (3)
770 - 799	Photography, Music, Sports	Room 27, off the Gallery
800 - 812		
814 - 822	American and English	} 2nd Floor Stack (3)
824 - 829	Literature	
813	American Fiction	} Newspaper Corridor
823	English Fiction	
830 - 849	German and French	Room 23, off the Gallery
850 - 899	Spanish, Italian, Latin, Greek	Gallery
900 - 999	History, Travel	1st Floor Stack (2,3)

.. \* Numbers in parentheses indicate in which of three Stack "aisles" the books are located, as:

(1) Left "aisle"      (2) Middle "aisle"      (3) Right "aisle"

Note: These directions do not apply, if some other location is designated on the upper right-hand corner of the catalog card, as:

Basement, referring to the Basement Stack;  
 3rd Floor, referring to the 3rd Floor Stack;  
 Reference Room; Maine Room; University Collection;  
 Clinton L. Cole Room; Catalog Room; referring to special  
 Collections shelved in those rooms. When in doubt, ask at  
 the desk.

#### LIBRARY HOURS

Monday-Thursday	7:45 a.m. - 9:30 p.m.
Friday	7:45 a.m. - 9:00 p.m.
*Saturday	7:45 a.m. - 5:00 p.m.
Sunday	2:00 p.m. - 9:30 p.m.

\* Closed afternoon of home football games.



# Some Suggestions on How to Study

BY OLIN S. LUTES

There is no single method of study to be applied equally to all subjects. There are many principles and rules, however, that psychologists and educators have found to be helpful. The following rules and suggestions have been developed from the experience of many students of education. Try to apply them according as your subjects permit, and your study will be much more effective.

## Physical Conditions :

1. Get enough sleep. Most students need at least eight hours.
2. Everybody should have some form of physical exercise daily, preferably out-of-doors. A brisk walk is excellent when no other form is available.
3. See that no physical defects interfere with your efficiency. Poor vision, causing headaches, etc., is particularly common as a handicap to good work.
4. Keep your room in good condition. This means good ventilation, even temperature, good light, proper humidity, etc.

## Time and Place :

1. Have a study schedule, and follow it regularly. If you have free time on Tuesdays and Thursdays, for example, don't waste it by loafing, but follow a schedule for study just as rigidly as you follow your class schedule on other days.
2. Prepare your advance assignments as soon after the class meeting as possible, instead of leaving them till the last possible period before the next meeting.  
There are many sound reasons for this rule, some of which are the following :
  - a. The assignment is fresh in mind ; it does not run the risk of being forgotten ; or notes on it being mislaid.
  - b. If library references are assigned, it is obvious that

the entire class cannot use them during the last period before class. If you try to explain that you could not get the reference because the book was being used, you will nearly always make an unfavorable impression on the instructor, because this excuse has long since become trite from over-use.

- c. Two or more practices or impressions of material to be learned will give more permanent retention than one alone, especially if separated by an interval of time. Study soon after the period when assignment was made, and attention to the subject at the next class two or more days later will give two such practices.

Besides, there is no objection to reviewing the assignment immediately preceding the class for which it was made—the objection is to making such time the original period of preparation.

Incidentally, students sometimes have the mistaken notion that a hurried once-over constitutes adequate preparation of an assignment. This sort of study may have sufficed in high school, but don't risk it in college.

#### Study Attitudes:

1. Study with the definite intention to remember. It makes a difference. (This does not mean you should memorize.)
2. Start promptly and concentrate intensely. Don't dawdle. Don't chatter with your roommate.
3. "Get rid of the idea that you are working for your teacher." You aren't. You are working for yourself.
4. Don't waste time worrying about your work. When you find yourself starting to worry, get busy and do something about it, and you will forget to worry.

#### Methods of Work:

1. Make sure you know just what the assignment is.
2. If studying a text, underscore the important points and try to fix them in your mind. Also write marginal notes and topics in your text.
3. After reading a paragraph, section, or chapter, close your

- eyes and try to recall the main points of the reading; or, better still, write from memory an outline of the main ideas and facts read.
4. After attempting to recall what you have read, either mentally or on paper, go back to the text and master the points you were unable to recall. Keep on doing this until you can recall entirely from memory a complete outline of what you have read.
  5. If you have an oral report to make, make an outline of the main points, and memorize the outline. Do not try to memorize all the material word for word.
  6. If there are special points or topics which are unusually difficult for you, concentrate on these for special study. Do not waste time by needless review or study of what you already know.
  7. At the same time, if you want to learn a thing permanently, overlearn it. In other words, study it more than barely enough to recall it at the next recitation. Failure to do this is one reason why students forget in examinations so much of what they think they have learned.
  8. If you have to memorize something verbatim, as a poem, for instance, use the so-called whole-method. That is, do not learn it one stanza at a time, or break it up into parts, but learn it as a whole. Don't be afraid to try this rule, for psychologists have found that it works.

#### HOW TO MEET AN EXAMINATION

The time to study for an examination is not just before the examination hour, but each day as the work in the course is presented. If you are faithful in this respect, you will have little cause for worry over examinations. Your chief concern will then be to review the material covered, fit the various parts into a unified whole, and so familiarize yourself with the subject that you will not need to make a parrot of yourself, but rather will be able to express in your own words readily and accurately the answers to the questions.

Some specific suggestions in regard to examinations are given below. You will do well to consult this list in preparing for examinations and endeavor to follow the directions outlined.



1. Instead of aimless preparatory "cramming," try to formulate a set of examination questions.
2. Talk over these questions with an earnest fellow student, and secure additions to them from him.
3. Try to make, in brief, satisfactory answers to each question and secure criticisms on them from your comrades.
4. Review your notes to see if you have omitted any important element.
5. See if you can put into sentence form the central principle of the course if such principle exists.
6. The night before the examination, go to bed early. Do not especially resolve to stop thinking about the examination. Let your mind "go" freely on that matter or any other. You will soon be asleep.
7. Be at the examination room in plenty of time, with all necessary materials.
8. Listen carefully to all instructions, and read closely any printed directions.
9. Go over the entire list of questions to size up the drift in relation to your knowledge of the subject.
10. If optional questions are offered make your choice, carefully marking them.
11. Plan your apportionment of time, place your watch near you, and stick to this plan.
12. Answer questions in their order, unless otherwise instructed, for the order is likely to be significant. If the order appears to have no significance, answer the easiest one first then the next easiest, etc.
13. Study carefully the nature of each question and note carefully the form of answer that is called for—whether explanation, definition, diagram, illustration, or other type of discussion.
14. Write your answers in clear definite statements. Make as many relevant references as you wish, but do not write for the sake of filling the booklet.
15. Take occasional rest periods, shift your position, relax and take some deep breaths.
16. See that your work is neat as well as legible. Follow good compositional rules of margin and indentation.

17. Reread each statement before you go on. If some additional idea ought to be presented, you will detect the omission.
18. When you have completed your paper, if there is time, review the whole work and recall the relation of the examination as a whole to the course as you have understood it. Note places where your replies have been inadequate, and as soon as possible, do further work to improve your grasp of the necessary information or skills.

An examination is something more than a test of learning. It is a test of what an individual will do under trying conditions, and as such is an index of what that individual will do after he leaves college halls. If you are one of those individuals who do well in daily work but not in examinations, you may, it is true, know much about your studies but you will still be lacking the ability to make use of your knowledge under circumstances of stress. Cultivate the ability, then, to write a good examination paper, not merely for the sake of obtaining a high grade, but also for the sake of achieving a mastery over situations and events through effective use at the critical time of the knowledge and capabilities that you possess.

#### HOW TO MAKE AND USE NOTES ON LECTURES

Taking notes from lectures is an art well worth cultivating. It is more than a jotting down of miscellaneous ideas; it is in itself a learning process because to do it successfully you must pay the strictest attention to the lecturer, make immediate analysis of his discourse, classifying the ideas presented, and so obtain a real comprehension of the subject matter involved. When you have taken an adequate set of notes, you have learned far more than you would have by merely listening to the lecturer; and you have available for reference and further study the material of the talk in outline form.

The danger in note-taking is that you may devote too much energy to the mere transcribing of notes at the expense of a true comprehension of the lecture material. The following suggestions are given to assist you in your lecture courses. Try them and you will be convinced of their effectiveness.

1. Make a careful preparation of ground work necessary to understand the drift of the lecture.

2. Pay particular attention to "key words," such as "furthermore," "again," "nevertheless," "hence," "on the other hand," etc.
3. Put down only those phrases or sentences which embody evident approach to a central idea.
4. Leave spaces between your notes so that in them you can jot down associated experiences or readings which occur to you. This will be a great aid.
5. Make all notes as brief as possible, but use only intelligible expressions. You are likely to forget your own abbreviations.
6. Underscore references to a piece of information new or particularly striking.
7. Always conclude your notes with an endeavor to put into complete sentence form the central thought of the speaker.
8. Review your notes as soon as possible after the lecture, making marginal comments of parallel ideas and criticisms of your own or of other writers and speakers on the same subject.
9. Lay notes aside and make a rapid mental summary of the speaker's argument and conclusion.

Finally, remember that note-taking is a study in itself ; that you learn not so much by a review of your notes as by the actual taking of them. Resolve to become proficient in this art, because he who is a good note-taker is a good learner.



# The Academic System

BY JAMES A. GANNETT

There are several methods of conducting classes and reckoning grades at the University of Maine. As these methods may differ from those used in high school, it is well for the new students to understand them at the beginning of their course.

In some classes recitations are held each day the class meets with short written examinations every two or three weeks and a final examination at the end of the semester. The short examinations held during the class period are called "prelims." In certain classes oral quizzes are held weekly in addition to short written examinations. In a number of departments the instruction is in the form of lectures, and written notes are taken by the students. There may be no examination over the course until the end of the semester.

The college year is divided into two semesters of seventeen weeks each. Grades for freshmen are given out four times each year as follows: at the middle and end of the fall semester and at the middle and end of the spring semester. There is also a grade report at the end of the first four weeks of the fall semester for freshmen whose work is unsatisfactory in any course or courses. Grades for upperclassmen are given out in all courses at the end of each semester but at mid-semester grades are reported *only* in courses in which the student is doing unsatisfactory work.

In computing the rank for a first-year student at mid-semester, each phase of the work is taken into account. The daily recitations are averaged, the "prelims" are averaged, the quizzes are averaged, and the results are combined to determine the mid-semester grade. Each phase of the work is given a proportionate value; perhaps each part counts one-third or one-quarter, depending upon the number of divisions of the work.

Mid-semester grades are entered on the records and are given to the students by their respective college deans. In case the grades are unsatisfactory, the dean discusses the student's work with him and endeavors to offer helpful suggestions. Fall mid-semester grades are sent to the parents and are reported to the principal of the school at which the student prepared for college.

Final grades at the end of the semester are computed in the same manner as at mid-semester except that the final examination is included as an important factor of the semester's standing. Final examinations may count one-third or one-half in determining the final grade. In a lecture course, the notes may be graded and averaged with the final examination.

At the end of each semester final grades are recorded and are sent to the students from the Registrar's office. Final grades for each semester are sent to parents, and fall semester grades are sent to the preparatory schools.

The University grading system employs the letter grades: A, indicating passed with high honors; B, passed with honors; C, passed satisfactorily; D, passed unsatisfactorily; E, conditioned; F, failed. The equivalent in percentages is about as follows: A—97½ per cent or 95-100; B—90 per cent or 85-95; C—80 per cent or 75-85; D—72½ per cent or 70-75. In the averaging of grades, A is assigned a value of 4.0; B, 3.0; C, 2.0; D, 1.0; E, 0; F, double 0.

The table below illustrates the method by which the average for a student is computed:

Subject	Credit Hours Per Week	Letter Grade	Letter Value	Hour Value	Product of Last Two Columns
Chemistry	4	A	4	4	16
English	3	B	3	3	9
Algebra	2	D	1	2	2
Trigonometry	2	E	0	2	0
French	3	C	2	3	6
Military Drill	1½	F	00	*3	0
Physical Educ.	no credit	Passed	—	—	†—
				17	33

$$17 \overline{) 33.00}$$

1.94 = The Student's Average

\* Note that the hour value is double the credit hours for a course in which an F grade is obtained.

† Note that courses in which there is no credit in hours or courses marked "Passed" or "Failed" are omitted from this computation.

Disciplinary action is based to a large degree on this "point average," as outlined in the booklet "Information for the Guidance of Students."

## Scholarships and Prizes

BY MILTON ELLIS AND BERTRAND F. BRANN

In these days, probably most entering freshmen face the need of supplying at least a part of the funds which are to finance their four college years. Most colleges and universities recognize this need and have attempted to supplement such personal sources of income as early savings, summer or college jobs, and Federal funds for student employment, by establishing scholarships and prizes for deserving and needy students. At Maine we have been less fortunate in the number and value of these aids than are some institutions which have received large gifts for the purpose. The recent efforts of our alumni associations and the generosity of friends, however, have greatly increased the assistance which can be rendered to students who come with a determination to secure a college education and with a genuine interest in their studies.

At present there are available for undergraduate students at Maine somewhat over one hundred scholarships and prizes of varying amounts. Most of the prizes and certain of the scholarships are awarded for achievement in some particular courses or fields, or are restricted according to curriculum, college, subject, class or residence, or in some other way. For example, there are a scholarship for excellence in debating, a scholarship in English Composition for junior students in the College of Technology, and a prize for a sophomore excelling in Mechanical Drawing. Most of the scholarships, however, including those of greatest value, are conferred by the Faculty Committee on Scholarships without such restriction, on the basis of the students' general qualifications, deserts, and financial need.

Since the devoting of funds to this purpose virtually means that the University is paying certain students to remain in college, is it reasonable, and in fact necessary, to make sure that the investment is not wasted but that the recipients are useful and creditable members of the University body; accordingly, no award can be made to a student whose personal or scholastic record is



discreditable to the institution. The readiest and most accessible measure of this usefulness is naturally the student's record in his classes, since his present chief business is that of gaining a college education; and though there are, of course, exceptions, it is ordinarily assumed that a student to be eligible for scholarship honors and assistance should have maintained an average in his courses of 2.5 or better, as computed in the preceding article. Other and perhaps equally important qualifications are evidences of the student's intelligence, industry, alertness, and interest in his work; and his promise of future usefulness as shown by his display of these qualities and his helpful participation and prominence in the extra-class activities of college life.

Perhaps the chief academic distinctions in the University are the conferring on Scholarship Recognition Day, early in May, of the Fernald Scholarship and the Stevens, Boardman, Merrill and Davidson Scholarships, of one hundred and fifty dollars each, awarded to the highest ranking juniors in the University at large and in the Colleges of Arts and Sciences, Technology, and Agriculture, and the School of Education, respectively. The fifteen University Scholarships, of the same value, are given to needy students in the several classes whose records and personal qualifications entitle them to the award.

Besides the University Scholarships, several others are of particular interest to members of the freshman class. Some of you—about thirty, in fact—have already been assisted in coming to the University through the awarding of scholarships, all definitely of a competitive nature, especially the eight Secondary School Contest Scholarships, the Payson Scholarships, the Bowker Scholarships, the Sears-Roebuck Foundation Scholarships, and one of the James N. Hart Scholarships. Several other scholarships or prizes are available for freshmen during or at the close of the year. One goes to the man student having the highest average grade at the end of the fall semester, another to the student whose work improves most during the year, with a prize to the woman student showing the most advancement in her courses in the year. The Griffin Prize is awarded to a freshman for excellence in English Composition, and the Spanish Club Prize for excellence in the Elementary Spanish course. A freshman track athlete of promise who has a satisfactory scholarship standing is given, on his return

to the University in the fall, the Pale Blue Key award of fifty dollars. All these are worth striving for, for personal reasons, while school pride will urge many to do their best to win for their preparatory school a year's possession of the Freshman Scholarship Cup. This goes to the Maine high school or academy having three or more regular students in the freshman class, whose freshman representatives maintain the highest scholastic average in the fall semester.

A study of the section of the University Catalog in which the scholarships and prizes, their donors, and their terms of award are explained will prove of interest to everyone; and Freshman Week is not too early to fix upon one or more of them as a goal to work for, realizing that a scholarship earned through honest effort in keen competition with other classmates not only lessens the burdens for those at home but is a reward as well worth the effort as one obtained on the athletic field or in class elections.

Any member of the Faculty Committee on Scholarships will be glad to discuss scholarships with you and can supply you with blanks for making application for scholarship aid. Applications should be in the hands of the chairman of the committee not later than March 1 each year; and awards for the succeeding academic year usually are made early in May.

# Honor Societies at the University of Maine

BY MEMBERS OF THE SOCIETIES

This article is devoted to a consideration of the principal honor societies which have chapters at the University of Maine. Each of the three colleges and the School of Education, which form the major divisions of the University, has at least one such organization recognizing excellence in scholarship. Three societies serve the College of Agriculture—Alpha Zeta for students following the various agricultural curricula, Xi Sigma Pi for Forestry students, and Omicron Nu for those in Home Economics. The College of Arts and Sciences has a society called Phi Beta Kappa, and the College of Technology one known as Tau Beta Pi. The honor society which is peculiar to the School of Education is known as Kappa Delta Pi. There is still another society of a more general scope than the others, called Phi Kappa Phi, which does not limit itself to any particular field but selects its members from all departments of the University alike.

## PHI BETA KAPPA

It would probably surprise most undergraduate college students to learn that Greek letter fraternities were first established for scholastic purposes. In the early years of their existence the members of these fraternities met together for debating and the practicing of orations and declamations. So strongly was the scholastic idea emphasized that the first fraternity established was devoted almost exclusively to these purposes and its membership was determined by the collegiate standing of the candidate. On December 5, 1776, at the College of William and Mary, the first Greek letter society was founded and given the name of Phi Beta Kappa. For about one hundred years it stood alone in the field of scholarship recognition. The three Greek letters forming its name stand for three Greek words which mean "Philosophy, the Guide of Life."

The first meeting of the society was held in the Apollo room of the Raleigh tavern which Patrick Henry made famous by his



great speech. Here was adopted the Greek motto, from the initial letters of which the society derived its name, and a square silver medal was made its distinctive emblem. This was later replaced by the familiar key.

Meetings seem to have resembled those of the college fraternities of today, although there was probably more of a literary element than at modern chapter meetings. Essays were read, orations delivered, and subjects for discussion debated. In addition, a ritual, a grip, and all the other essential characteristics of a fraternity were adopted.

In 1778 a resolution was passed providing for the establishment of branches elsewhere to aid in the extension of the society. In the next three years several charters were issued, and chapters were founded at Yale and Harvard. Meanwhile, in 1781, the parent chapter ceased to exist. The society flourished, however, in the two New England institutions, which coöperated in establishing a chapter at Dartmouth.

As time went on and the number of chapters increased, the custom prevailed in all of them of holding formal meetings at Commencement time only, when they initiated new members and listened to an oration and poem by some distinguished members. It became a matter of course that all the honor men and other distinguished students in a class should be elected to membership.

The first attempt at holding a general convention was made in 1881 at the suggestion of the Harvard chapter. The next year, at a meeting held at Saratoga Springs, a constitution was adopted for the "United Chapters of the Phi Beta Kappa Society." It provides for a council, consisting of senators and delegates, which meets every third year.

The number of chapters is now 112. Charters are not granted unless the students at the institutions to be chartered are pursuing a course terminating in an "A.B." degree or its equivalent. Women were first elected by the Alpha of Vermont in 1875, and are now regularly admitted on an equality with men. This was obviously not intended by the founders, but fidelity to the test of scholarship required it.

The Society has an office in New York City and maintains two quarterly publications, *The Key Reporter*, designed for members and giving information about the organization, and *The*

*American Scholar*, which contains articles on a wide variety of subjects and is designed for the general public.

The badge of the society is an oblong key of gold, on one side of which are engraved the letters "Φ Β Κ," and a hand pointing to three stars; on the reverse is the owner's name and "S.P., December 5, 1776."

Among the members of Phi Beta Kappa have always been found a large number of our most prominent citizens, and today many of the most eminent men in all the professions are proud of the privilege of wearing the society's badge.

#### ALPHA ZETA

Alpha Zeta is a national agricultural honorary fraternity designed to give recognition to students in the field of agriculture who possess ability and the qualities of leadership. It was founded November 4, 1897, at the Ohio State University. The Maine Chapter was installed in 1906.

Although membership is limited to those students whose grades place them in the upper two-fifths of their class, academic standing, alone, is not sufficient for election to membership in Alpha Zeta. Candidates must possess good character, personality, and those other qualities which give promise of future leadership in the field of agriculture. Membership in Alpha Zeta is a highly cherished honor. Election to Alpha Zeta carries with it a challenge for the individual to devote himself to the best interests of the rural life of his state and nation. The badge is a monogram A over Z in black and gold and may be worn either in pin or key form. The colors are mode and blue.

The active members of the society are the undergraduate students, who are entirely responsible for the activities of the organization on campus. In addition, alumni, associate, and honorary members participate in certain activities sponsored by the active chapter members. A board of four faculty members acts in an advisory capacity.

#### TAU BETA PI

The honorary society of Tau Beta Pi was founded at Lehigh University in June, 1885, under the auspices of Prof. E. H. Wil-

liams, Jr. Its purpose is to confer distinction upon those students who have maintained a high grade of scholarship and to foster a spirit of liberal culture in the engineering students of the institutions in which its chapters are located. When a chapter is established it may confer its key upon its alumni and students of earlier years in analogy to a similar custom in Phi Beta Kappa. Associate membership may be offered to graduates of engineering colleges where there is no chapter, provided the recipient fulfilled the regular eligibility requirements as a student. Honorary membership may be conferred upon prominent engineers, who are especially interested in engineering education. There are about 70 chapters with a total membership of approximately 30,000.

Elections to local chapters are held twice each year. In the spring the highest ranking eighth of the engineering juniors are eligible for membership. The following fall the next highest eighth of the same class (now seniors) are eligible, thus making eligible the highest quarter of each class. In the fall the three highest ranking juniors are also eligible. Not all engineering students who are eligible are always elected, as it becomes desirable at times for the local chapter to impose other conditions and limit its membership.

The badge is a watch key in the form of the bent of a trestle. It displays certain secret characters, and the name and chapter of the owner. You will find a great many successful engineers who prize the Tau Beta Pi key as one of their most precious possessions, not only as a reward for past achievement but also as a mark of obligation to the future.

Inasmuch as personality, as well as good grades, is an important factor in the election of members, one should so conduct himself as to merit the esteem of his student and faculty associates. Furthermore it is difficult to attain this distinguished honor after graduation; only after years of an outstanding career as an engineer is it thus attainable. The student should therefore strive for every worth while reason to make a complete success of his college career.

## OMICRON NU

Omicron Nu, the national Home Economics honorary society, was established at Michigan Agricultural College in 1912, and now



consists of thirty-one undergraduate chapters located for the most part in Land Grant colleges, and of four alumnae chapters. The chapter at Maine was established in 1931.

The aim of the society is to stimulate intelligent thinking in problems of the home and related fields, by honoring scholarship, stimulating research, and recognizing achievement in professional fields related to Home Economics. The national society has co-operated in various research studies on the home, including an analysis of the managerial problems of the home maker, and a survey of the work of nursery schools in the education of parents.

Election to membership is based on scholarship, character, and promise. Not more than twenty per cent of a class may be elected. National regulations require that these be chosen from the upper quarter of a class, and the tendency of the local chapter is to emphasize scholarship still further by electing only students who have attained a certain grade point average. Two or three outstanding students are elected from the junior class, the remainder from the seniors.

The badge of the society consists of a monogram of the name, in gold.

## XI SIGMA PI

Xi Sigma Pi, forestry honorary fraternity, was founded at the University of Washington on November 24, 1908, by Dean D. Ballard and Clarence B. Keith, students in the College of Forestry.

The objects of Xi Sigma Pi, as stated in the constitution, are to secure and maintain a high standard of scholarship in forestry education, to work for the upbuilding of the profession of forestry, and to promote fraternal relations among earnest workers engaged in forest activities.

The Gamma chapter was installed at the University of Maine in 1917.

The fraternity has chapters stretching across the United States and is truly national in character.

The badge of the fraternity is a key or pin, identical except as to the mounting.

Elections to Xi Sigma Pi are based upon high scholarship in forestry and allied subjects and upon campus activities, as well as personality of the individual. The fraternity aims at stimulating

scholarship in forestry and at bringing together those students who have shown exceptional ability and who possess good personalities.

### KAPPA DELTA PI

The honor society in education, Kappa Delta Pi, grew out of a local organization, the Illinois Education Club, which was established at the University of Illinois in 1909.

The members of this club, eager to promote a closer bond among the students of education as a science and to enter into more intimate fellowship with those dedicated to the cause of teaching as a profession for which specialized preparation is deemed imperative, resolved to sponsor the founding of a national society with local chapters similar to its own organization, thereby aiming to foster high standards of preparation for teaching and to invite into bonds of fellowship those who had attained excellence of scholarship and distinction of achievement as students and servants of education.

Successful in its endeavor, the Illinois Education Club was reorganized on March 18, 1911, and incorporated June 8, 1911, under the laws of the State of Illinois as the honorary educational fraternity Kappa Delta Pi and reincorporated as Kappa Delta Pi, an Honor Society in Education.

There are three types of membership in this society: undergraduate, graduate, and alumni. The minimum qualification for undergraduate membership is full junior collegiate standing with general scholarship of a grade above the upper quartile point of the institution. In addition to this requirement, work in Education must be completed or in the process of completion to the extent of at least six semester hours if the student is elected during the junior year, or twelve semester hours if elected during the senior year. There must also be, on the part of the student, the indication that there will be continued interest in the field of education and a manifestation of desirable social habits.

The emblem of the society is a key in the form of a scroll pierced by a stylus, upon which scroll is imposed a beehive and the the letters  $K \Delta \Pi$ . The colors are jade green and violet.

There are now about ninety chapters and the society meets every two years in a general convention held in connection with

the session of the mid-winter meetings of the National Educational Association.

The Laureate chapter of this society has for its purpose the honoring of men and women who have attained eminent distinction in Education. Its membership is limited to fifty, and upon its roll appear the names of John Dewey, Sir John Adams, W. C. Bagley, and Mrs. Dorothy Canfield Fisher.

## PHI KAPPA PHI

*The society of Phi Kappa Phi was founded at the University of Maine, in 1897, at the suggestion of ten members of the senior class. Dr. A. W. Harris, then president of the University, and Dr. J. S. Stevens, who became dean of the College of Arts and Sciences, were particularly influential in getting the society organized upon a solid basis. Soon after, as the result of the interest shown by the presidents of the University of Tennessee and Pennsylvania State College, the society became nation-wide in its scope.*

Phi Kappa Phi was established along broader lines than any honor society then in existence as it did not limit itself to the recognition of excellence in a particular field. In fact it gives equal weight as subjects of study to agriculture, engineering, law, medicine, languages, literature, history, and the sciences. Its prime object is to emphasize scholarship and character in the thought of college students, to hold fast to the original purpose for which the institutions of learning were founded, and to stimulate mental achievement by the prize of membership. It thus emphasizes especially the unity and democracy of education.

Undergraduate students of good character who have completed the work of the junior year with a high average in scholarship are eligible for election. According to the national constitution those elected must rank in the upper eighth of their class and must not exceed ten per cent of the class.

Members of the faculty of institutions where chapters exist may also be elected. The society admits to membership those belonging to other honor societies, and women as well as men.

Phi Kappa Phi now has chapters in forty-nine colleges and universities. These are located in all parts of the country, and there is one in the Hawaiian Islands and another in the Philippines. Because of the inclusive character of the society, its members are



active in all walks of life. An unusually large number have attained prominence as scientists.

The badge is a flattened globe surrounded by the rays of the sun in eight groups, across which there is a band displaying the Greek letters  $\Phi$   $\K$   $\Phi$ . The emblem worn by the members has the form of a key.

The executive office of this society is at Pittsburgh; the editorial office is at the University of Maine.

---

The discussion of honor societies in our Freshman Week program is not designed primarily to give the students information regarding these important societies. The chief purpose of this article is to stimulate the members of the freshman class so that they may resolve to include among their college aspirations a desire to win some sort of scholastic recognition.

The relative importance of scholastic pursuits in college compared to those which relate to social activities has been long debated and probably never will be satisfactorily settled. There are those who tell us that those students succeed best in after life who pay rather small attention to their class work and devote a large amount of their time and energy to outside activities. Much has been said in favor of an education which develops the young man and woman in a symmetrical manner and it is difficult to find serious objection to this theory. The task becomes a somewhat trying one when we try to apportion the student's time among the various occupations. It is, therefore, not the purpose of this article to discourage participation in athletics, musical and dramatic organizations, and social life. Indeed, most college teachers would be well satisfied if the students would go after their class work with half the enthusiasm which they devote to athletics. After all, it cannot be denied that the main aim of education is the training of young men and women in intellectual pursuit; and we want you to consider seriously whether it is not worth while to make an earnest effort to obtain membership in the honor society towards which you would naturally look.

# Student Finances

BY W. W. CHADBOURNE

## FINANCIAL EXPERIENCE AS A PART OF COLLEGE TRAINING

Nearly every student entering a college or university is for the first time compelled to give careful attention to his or her personal financial affairs. At home, while in high school, or even in preparatory school, your expenses have been paid directly by your parents, except for a regular or irregular amount allowed you for spending money. Having entered the University, however, and being at a distance from home, the spending of a considerable sum of money each year will be necessary for each one of you, and that without the more mature and experienced guidance of a father or a mother. Whether those paying your college expenses are well-to-do, allowing you a liberal sum each year, or whether you are one of the many students whose parents sacrifice greatly to send you through college, you should give as careful consideration to your financial affairs as you do to your books, your athletic and your social activities. After all, a college education is primarily for the purpose of fitting each one of you for your chosen careers, and no man or woman can hope for the greatest success unless they can spend their income wisely. If you acquire experience in college in handling comparatively small sums to the best advantage, you will be greatly benefited in after years.

## CHECKING ACCOUNTS

In the first place, it will be advisable for you to start a checking account, if you do not already have one. Either your home bank or the bank located in Orono will accept your account. Such an arrangement will make it unnecessary for you to keep considerable sums of money on your person or in your room. Unfortunately, not all people are honest, and money is one of the most attractive things for a thief to steal for it is the easiest to negotiate.

A few things should be kept in mind in the handling of your bank account. Plan on keeping a fairly large balance in your ac-

count—fifty dollars or over. Most banks make a service charge where the balance averages below a certain amount. The bank requires this balance to pay it for furnishing you check books, keeping run of your account, and sending you monthly statements. Do not draw a large number of checks for petty expenses. Estimate your needs for spending money for a week or two in advance and cash one check for the necessary amount. Finally, *do not overdraw your account*. If the bank refuses to honor your check so drawn, it will cause you personal embarrassment. If it cashes the check as a favor to you, it loans you money without interest and security—something that you would not directly request.

A good way to fill out a check is to start the amounts close to the left-hand margin and fill in all the blank spaces with a horizontal line. It is best to fill in the stub of the checkbook before writing the check itself because your stubs give you a record of the balance in the bank. If you fail to fill in the stub, you may later put in an incorrect amount.

#### ESTIMATION OF NEEDS

To manage your financial affairs intelligently you should estimate your needs very carefully in advance. Do not wait until the last moment and then telegraph for money. If the amount needed is large—say, one hundred or two hundred dollars—your parents may find it difficult to send it to you at once. You should be fair to them and let them know a reasonable time beforehand.

#### RECORD OF EXPENSES

Accuracy in the accounting for money is very necessary. By far the best plan for you to follow is to purchase at the University Store a small book called the "Universal Student's Expense Book." This little book is designed so that you can enter all of your cash received and paid out daily. Expenses are divided by columns into Tuition, Books, Board, Entertainment, etc., with extra columns for miscellaneous items. If you are inclined to be wasteful or forgetful, a few minutes each evening making your entries will help very much to cure you of these bad habits. You will also find it interesting and profitable to compare your expenses from month to month and from year to year. Also, if you succeed in keeping your ac-



counts for four full years, the little books will some day be among the most delightful mementoes of your college days.

#### OBLIGATIONS TO UNIVERSITY

It is impossible to give any specific advice to you as to how your money should be spent, for your individual tastes and abilities to spend will vary. However, in your dealings with the University itself, the problem of each student is very similar. Your largest expenses will be for tuition, books, board and room. Remember that all fees to the University are payable in advance at the beginning of each semester, in September and February. In the University Catalog you will find these expenses listed, so that reference to that source or inquiry at the Cashier's office in Alumni Hall will only be necessary to determine how much money will be needed on these dates. All checks should be made payable to the University of Maine. If, for any reason, you should receive a letter from the Treasurer of the University asking you to call for the purpose of adjusting some financial matter, do not postpone your visit. To do so may cause you to be suspended from classes until you make a satisfactory adjustment.

#### OBLIGATIONS TO FRATERNITIES

Some of you will be admitted to membership in the various fraternities that have chapters located at Maine. For the sake of the good credit of your "house," you should settle all your obligations to it within a reasonable time after you are presented with a bill. As the fraternities conduct their affairs on a mutual basis, dividing the monthly or semester expenses among their members, it is very necessary that there be no bad accounts. If you fail to pay your debts, the others must inevitably make up for you out of their own pockets. The cost of living in a fraternity house may be somewhat higher than dormitory residence. If you are invited to join, make inquiries of the members who "bid" you as to what the expense will be. Should you be in doubt, the Dean of Men can give you important advice concerning the costs of fraternity membership. If you cannot afford to join or to live in the house, then postponement of acceptance will be best for both yourself and the fraternity.

## MISCELLANEOUS EXPENSES

Your other expenses will be numerous. Clothing, entertainment, trips home and to games, contributions to campus activities, and other incidentals total up rapidly. At Maine, very fortunately, the matter of dress is not carried to the extreme that is the case in some colleges and universities. "Costly thy habit as thy purse can buy" is good advice, except that extravagance in matters of dress is not needed to secure friends or to be successful socially. Neatness at all times is all that is essential.

You should be as liberal as possible in contributing to worthy causes. Such organizations as the Maine Christian Association and others will ask you for donations to aid their work. It would seem that a minimum of two dollars is possible for all students in comparison to the much larger amounts spent on the average for the moving pictures and dances.

## LOANS, SCHOLARSHIPS, AND PRIZES

Finally, do not overlook any possible opportunity to secure loan funds, scholarships, and prizes. It is no disgrace to borrow money to finance your education—thousands of young men and women are doing so each year—and the receipt of a scholarship or a prize is particularly gratifying to your parents and friends. In the University Catalog you will find a list of the various funds that the University has for these purposes; and in this booklet you will find an article dealing with scholarships and prizes of particular interest to freshmen. While, for the most part, the scholarships are given for exceptionable scholastic ability and cannot be had by all, at the same time special prizes are given for good work in special fields, such as debating and mechanical drawing. Look over this list to see if there is not something worth working for.

## FINANCIAL ADVICE

Do not be afraid to ask for advice on financial matters from those who are supposed to help you. If the Dean of Men or the Dean of Women do not have at hand the necessary information, they will direct you to someone who can be of assistance.



