Coe Etiquette

A Manual of Suggestions as to Social Behavior and Proprieties of Conduct for the Men and Women of Coe College

Coe College
CEDAR RAPIDS, IOWA
AND so you've come to Coe, come with some specific goal in view: perhaps to find a new insight, perhaps to taste of a mythical dazzle that college life is supposed to hold. As you grow with Coe you'll find instead that life here is built of the fibers of friendship, peace of mind and heart, and of all the little things that contribute to living happily as at any other place. It is of these little things that this booklet is written. What you do with this booklet, what you want to make of Coe, and what you want to make of yourself are all up to you. May you find what you seek, and may this help you find it.

Best wishes and good luck.

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COE ETIQUETTE

FRIENDLINESS

If you see students whom you have seen on the campus before, don't hesitate to speak. It is a grand feeling to walk across the campus and be able to speak to practically everyone you meet.

The persons who work in the dining room are your fellow students; treat them with courtesy and as equals.

The men who shovel the walks and mow the lawn are as much a part of the institution as you are. You see them every day and expect them to be at their posts. Say good morning and good evening to them. They are your friends.

LIBRARY

We have one of the finest libraries in Iowa. Make the best of this excellent opportunity.

Quiet is the password and study the main objective. It isn't a date bureau or a social get-together.

The librarians and assistants are there for your convenience. Treat them with respect and courtesy.

Return books promptly; others may want to use them. Overdue books are hard on your pocketbook.

APPOINTMENTS WITH INSTRUCTORS

In Coe College professors as well as students have only ten minutes between classes. It isn't always possible to stay after class and ask questions about the daily lesson or to get acquainted. But that doesn't mean the professor wouldn't like to meet you individually and discuss your personal problems with you. Every professor has definite office hours and will be more than willing to make an appointment with you.

Take the initiative to ask for an appointment. Don't wait until you are called because you are flunking the course.

Faculty members are also human beings. Treat them as such. Attend faculty-student social functions and get to know them.

CLASSES

Classes on the Coe campus can be as interesting as your outside activities if you make them so. Say good morning
to the professor and hello to your classmates. A smile will often add life and interest to the whole room. Come to class on time. An excellent lecture is easily spoiled by numerous interruptions. If you are unavoidably detained, mention this fact to the professor. Sit in your chairs comfortably, pay attention, and look intelligent. There is nothing more disconcerting to a professor than a room full of sleepy, dull, squirming students. So take off your top coat, get comfortable, and be prepared to take notes. If you make that a habit, somehow it is easier to keep your mind alert.

Do not get ready to leave before the bell rings.

Do not sleep in the classroom.

Do not chew gum so loudly that the ears of the person next to you begin to hurt.

Do not talk to your neighbor. He will be leaving at the same time you are and then is the proper time for conversation.

Come prepared! The person next to you can’t be expected to carry extra pencils, paper, erasers, and a bottle of ink just for your convenience.

LOYALTY

You should have so much Coe spirit that you are just bubbling over. If you don’t have it, you had better acquire it quickly or half your college life will slip through your fingers.

Of course, there is more to school loyalty than just yelling at games. It should extend to the classroom, residence hall, and the campus. You’ll want to know the important and interesting facts about Coe, its traditions, and interesting personalities.

Learn the songs and yells which will give you a real thrill when you hear them at your first game and pep meeting. Boost your college while representing it on the road. “Actions speak louder than words.” Remember the conduct you display will be considered by others as representative of the Coe student body. Here are some pointers:

1. Watch especially your conduct when visiting high schools. (Don’t smoke in and around the buildings. Don’t cause disturbance in the halls.)
2. Don’t be overcome by the souvenir mania. Hotel towels are for use in hotels only.
3. Prove to the outside world that the college-educated person can have a good time “soberly.”
VOORHEES PORCH AND DRAWING ROOM

This is the place where you meet your friends and leave them. This is not the place to "pitch a little woo" before the door closes and the lights go out. There is a time and place for everything, but this isn’t the place.

PERSONAL APPEARANCE

We trust that you all know the value of a good first impression. To a college student this is a vital matter. Here are a few qualities that make favorable first impressions:

1. The look in your eyes of being alive and interested.
2. The unmistakable look of real cleanliness.
3. The appearance of good health.
4. Neatness, and the attention to small details, such as clean nails, hair, and hankie.

Here are a few DON’TS for college students:

1. Don’t wear wet or damp shoes.
2. Don’t read lying down flat or by poor light.
3. Don’t skimp on meals because of lack of time.
4. Don’t ignore a cold because you haven’t time to attend to it.
5. Don’t skimp on sleep.
6. Don’t slump when walking or sitting.

For Women only:

1. Don’t use your powder and lipstick in public.
2. Don’t neglect small details.
3. Don’t wear slacks or shorts on the campus.

For Men only:

1. Don’t forget "that 8 a.m. shadow."
2. Don’t fail to shine those shoes daily.
3. Don’t be afraid to press your trousers.
4. Don’t forget the laundry man.
5. Don’t buy a violin, see the barber.

INTRODUCTIONS

It is definitely a woman’s duty to promote friendly relations. A graceful and correct introduction lends charm and ease to the situation. Don’t be sparing of introductions. It is not a social error to introduce people who have already met, but it is a grave social error to fail to intro-
roduce your friends. Don’t feel embarrassed if you forget names; nearly everyone else does too.

A lady may acknowledge an introduction by shaking hands or a slight bow. In either case a spontaneous, lovely smile is a joy.

Always, if you are the hostess, rise during an introduction. College students should rise when being presented to an older person.

The most simple and direct means of introductions are the most effective. Those most acceptable are:

“May I present ______.”

“May I introduce ______.”

“I should like to introduce ______.”

“Allow me to introduce or present ______.”

The correct reply to an introduction is, “How do you do.”

Always present:

1. A younger person to an older person. Example:
   “Mrs. Older, may I present Mrs. Younger?”
2. An unmarried lady to a married lady.
3. A gentleman to a lady.

Two persons of approximately the same age and sex may be introduced by simply repeating the names.

When introducing strangers, give a clue to their interests.

Some don’ts in introductions:

Do not say, “I should like to make you acquainted with ______.”

Do not say, “Shake hands with ______.”

The leave-taking of a newly made acquaintance is:

“Goodbye.”

“Goodbye. I hope I shall meet you again.”

NEVER SAY:

“Pleased to have met you.”

“Glad to make your acquaintance.”

Many college people do not know the correct use of handshaking. Here are a few rules to follow:

Two men always shake hands when introduced. A man does not shake hands with a woman unless she extends her hand first. A woman may extend her hand if she cares to do so. If a woman has her gloves on, she need not remove them nor apologize for them.

You should always introduce:

Two persons who express a desire to meet each other.

Your partner to the faculty guests at a dance.

When any small group is together.

Members of any small group.
CONVERSATION

The following may apply to the classroom and campus as well as formal conversation.

When someone is talking, do not interrupt. What you have to say can wait for the correct time. At all times avoid unpleasant topics; a person’s illness, operations, and, most important — gossip. Take the responsibility upon yourself to change the subject tactfully. When changing the subject, do it gracefully and with tact, not abruptly. Do not be a “chatterbox,” monopolizing the conversation and making no constructive contribution.

Avoid rudely correcting a person. You embarrass him by pointing out his mistakes. Above all, do not think you know more than a professor. He wouldn’t be holding the position he has if he weren’t well qualified. Draw the timid person or newcomer into the conversation. He or she will be more than grateful. Do not cut short every subject brought up by answering with a curt “yes” or “no.” Conversations soon die out if strangled in this way.

The greatest tribute to a friend is your close attention while he or she is talking.

A well-read person is never at a loss for words. College students should keep up with current events, thus enabling them to carry on an intelligent conversation.

MISCELLANEOUS SUGGESTIONS

Attention, those living in college halls! Any closed door calls for a polite knock or tap. This is a matter of respect for privacy.

When leaving, do it quickly. It is a sign of poor manners to keep your friends exposed to the elements for long periods of time.

Ladies, it’s up to you to demand that the gentleman open the door for you. Stand aside and let him do it. Anyone to whom you wish to show respect should go through the door before you.

The man walks on the curb side whether with one or two women.

The girl on the campus usually speaks first. It is expected of her.

Do not stop on the sidewalk or in front of doors and start a long conversation. Others may have classes whether you have or not.

Surely college people have enough ambition to stand on their own two feet. You may be pinned to the boy, but this doesn’t give you permission to be half carried to class.
Assistance is required only:
When a lady is in a crowd or needs protection from traffic.
When a lady enters or leaves an automobile.
In any campus building a man should remove his hat.
Remember, a lady does not wear slacks to classes or the library. If you do, don't expect the fellows to respect you.
Sun-bathing on blankets isn't done on the Coe Campus. It is an educational institution, not a public park.
If your professor is kind enough to let you out of class a few minutes early, show your appreciation by leaving quietly and not disturbing other classes.

THEATERS — COE PLAYHOUSE OR PUBLIC

Remember what you do in public places reflects back on your college. There will always be someone who knows you and who will be quick to criticize. Here are a few hints to remember when your date takes you to the movie or when you go in a group:

The lady follows the usher down the aisle. If there is no usher, the gentleman leads the way and finds a suitable seat.

When passing in front of people, face the stage and disturb those already seated as little as possible. Say, "Excuse me" or "Thank you" as you pass. Say, "I beg your pardon" if you accidentally brush against someone. If people pass in front of you, give them as much room as possible. Stand quickly and push your seat up if possible.

If someone disturbs you, be courteous in asking him to be more quiet. But do not be afraid to do so.

Remove wraps before you find your seat and put them on again after you have gained access to the lobby.

Women should remove their hats when they sit down in a theater.

The more there are in your crowd, the more commotion, so make a special effort to be as quiet as possible. The seating arrangement for couples is man, woman, man, woman. Do not leave a concert or lecture before it is over.

TEAS AND RECEPTIONS

A tea is always held in the afternoon. It may vary from informal to strictly formal, and in size from one to one hundred guests.
A girl is required to wear hat and gloves to a tea. The gloves may be carried or worn. They should be removed, however, before going to the tea table,
One needs to remain at a tea for only twenty minutes. The proper time to arrive is between ten minutes after the hour set and twenty minutes before the closing hour.

At all times avoid the appearance of a "bread line" at the tea table.

One may take something of everything, but never go back after having left the tea table.

Introductions are not necessary. You may feel completely at ease while visiting with total strangers.

Do not set your plate on the furniture when you finish. If you hold it in your hand, someone will take it from you.

If a program has been announced, please refrain from talking, eating, or leaving until it is over.

Receptions are usually held in the evening to celebrate some special event or to honor some distinguished person, and are quite large.

Invitations to receptions, as well as teas, need not be answered unless R.S.V.P. appears on the invitation.

Guests always remain standing at a reception.

If the affair is large and you see the host and hostess are busy, you need not speak to them when you leave.

The time of arrival at a reception is not later than twenty minutes before the close of the hour and you need not stay more than twenty minutes.

If there is a receiving line and the hostess or host is not there to greet you, introduce yourself. The person at the head of the line and likewise others throughout the line will in turn introduce you to the next person in line, except when there are ushers to introduce you.

**TRAVEL**

Remember your actions on the train or bus reflect your college training. Travel does become tiresome but others are just as tired as you are.

Carry as little luggage with you as possible. Your trip will be more pleasant and others around you will be grateful for the extra space afforded them.

Do not make a nuisance of yourself by being loud and demanding more than your share of attention.

The pullman porter will render to you all services which you request—information, a pillow, and aid in an emergency. The customary tip for a porter is twenty-five cents for one night. Pay him as you leave the train.

Reservations for berths must be made in advance. The porter will carry your bags to your seat. The person with the upper berth rides backwards.
You may dress and undress, at least partially, in the dressing room, and then go directly to your berth in dressing robe and slippers. This should be done as quickly as possible and with a minimum amount of commotion. Remember others have the right to the same conveniences, and do not infringe upon their rights.

Students representing the college on trips, athletic, forensic, band, or otherwise should be especially careful for the good name of the college.

DINING OUT

A man checks his hat and coat or hangs them up. A girl usually takes her hat and coat with her. The girl must keep her purse and gloves on her lap, never on the table. Fix them securely. A man dislikes continually picking up the articles which have been dropped.

If there is a head waiter, the girl follows him to the table and he seats her. If not, the man finds the places, seats the girl, and helps her with her coat.

At a booth or table, if there are two couples, the girls sit opposite each other. If there are several couples, the girl sits to the right of her escort.

The escort is responsible for giving the order. It is courteous for him to give some helpful suggestions to his companion. After she has told him what she has chosen, he gives the order to the waiter.

Visits to a table should be brief, since the gentleman must remain standing as long as a woman visitor at the table stands. The man need not rise when another man stops at the table unless the visitor is elderly. A woman need not rise upon an introduction at a table unless the visitor is an elderly woman. Then she rises as soon as the visitor stops. Introductions are really not necessary unless it is known they are desired.

INVITATIONS

Invitations may be of the formal or informal type, depending on the social function for which they are issued. Formal invitations should be issued about two weeks in advance. Five to seven days ahead is proper for an informal invitation.

Answers must be made within forty-eight hours.

It is incorrect to abbreviate names on an invitation. Numbers and dates should be written in full.

The words “formal” or “informal” should never appear on an invitation. The form of the invitation should indicate this.