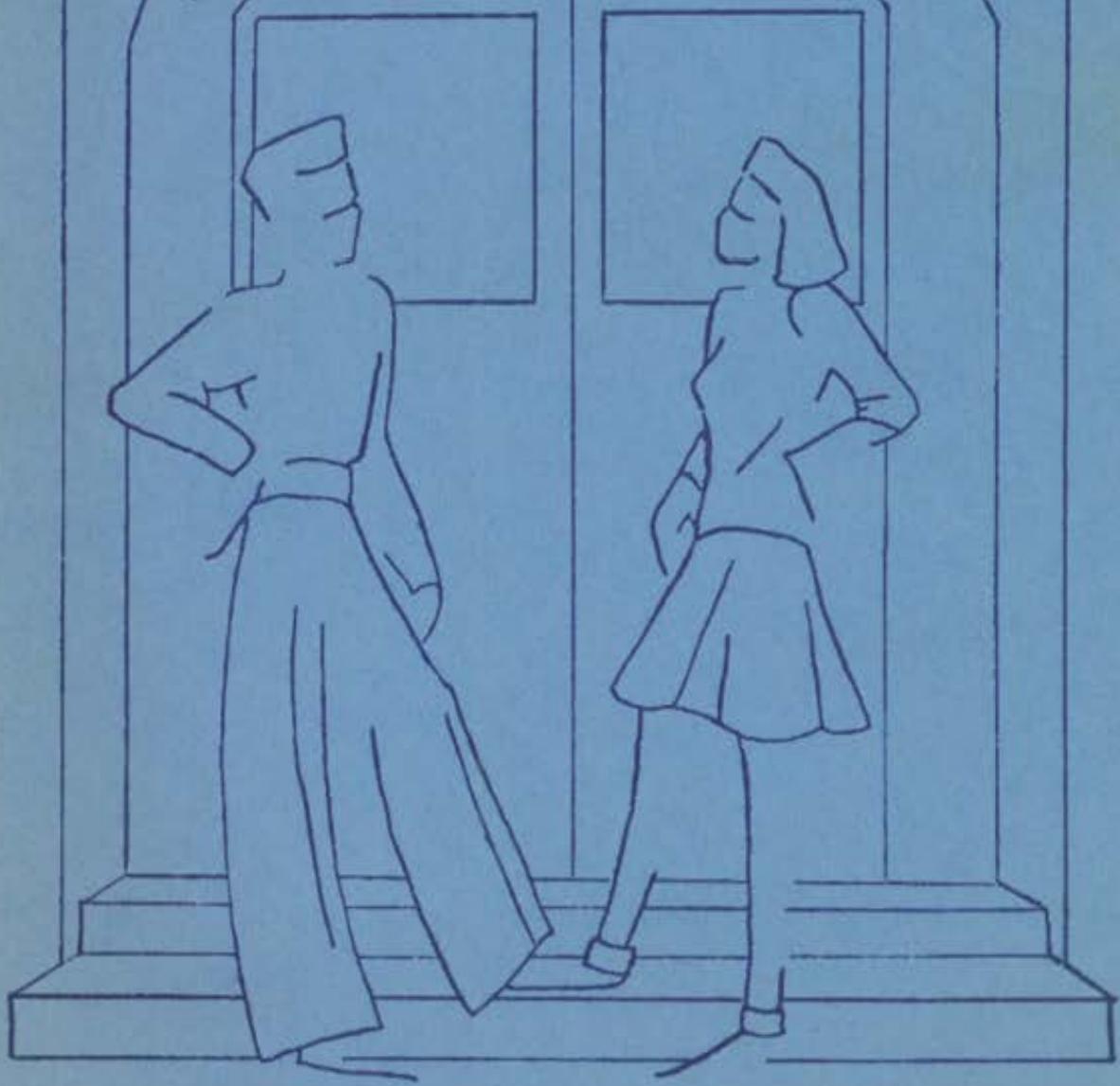


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COE ETIQUETTE

*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

*A*ND 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. ~~As~~ 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.

JEANETTA HATFIELD '42

MERLE LINDSTEN '41

GEORGE MASTERTON '41

JOHN SCHWENKE '42

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-

duce 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.

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The words "at home" indicate a strictly informal affair.

A few examples may help you in answering your invitations.

An invitation such as the following is strictly formal and calls for the corresponding dress:

Mr. and Mrs. John Brown
request the pleasure of
Miss Jane Dot's
company at dinner
on Monday, the sixth of January
at eight o'clock

R.S.V.P.

Formal invitations are characterized by:

1. Block form.
2. Written in third person.
3. Written on white card or note paper.
4. Written in black ink or engraved.

Formal invitations are always answered whether an acceptance or regret is given. "A previous engagement" or "an out-of-town engagement" is always a sufficient reason, and may be stated on the answered invitation. The date is always repeated.

Answers to invitations are written in the same form as the invitation.

Acceptance of the foregoing invitation would read:

Miss Jane Dot
accepts with pleasure
Mr. and Mrs. Brown's
kind invitation for dinner
on Monday, the sixth of January
at eight o'clock

The style of regret for the invitation would be:

Miss Jane Dot
regrets that she is unable to accept
Mr. and Mrs. Brown's
kind invitation for dinner
on Monday, the sixth of January

Invitations for informal occasions, when not telephoned or made in person, are written in letter form. This invitation may be included in a letter or it may be just a few lines on note paper:

Dear Mrs. White,

The Panhellenic Council is having its annual dance honoring all new students next Wednesday afternoon from three to five. We do hope you'll be able to come.

October the second
1941

Cordially yours,
Jane Brown

CLOTHES AND WHAT TO WEAR FOR WOMEN

For campus wear and classes, dresses with simple tailored lines, skirts and sweaters, and suits are most appropriate. Low-heeled sport shoes are in keeping with these suggestions. Ankle socks are never worn with high-heeled shoes or afternoon dresses.

For teas, dances, Sunday, and dates, an "in-between" dress or silk afternoon dress is suggested. A hat and gloves should always be worn to a tea, also to church and when dining out.

For sports-wear, shorts and slacks are the vogue. Never wear them in Voorhees dining room, on the campus, or to classes. For a picnic off the campus when you will be on the street or in a bus, slacks or a dress should be worn—never shorts.

Every Thursday evening is "dress-up" night in the Voorhees dining-room. High heels, silk hose, and dresses are in order. Don't be lax and hurry down to dinner in sport clothes.

For formal occasions wear long dresses. Dinners at 7:00 p. m. and later, evening weddings, and receptions are formal unless otherwise designated. A sorority or organization pin is never worn with formal attire.

FOR MEN

Campus Wear:

1. A sweater should be worn over a shirt, not as a substitute for a shirt.
2. Sport shirts are permissible for class wear, but not sweatshirts.
3. Coat and tie always look neat.
4. Thursday evenings and Sundays are "dress-up" meals in Greene Hall dining room. This calls for a coat and tie.

Dates:

Campus custom suggests business suit with conservative shirt and four-in-hand tie.

Semi-formal:

Same as above.

Winter Formal:

Complete tux with black bow tie, or tails with white bow tie, dress shirt, black sox and black dress shoes. Dark hat, white scarf, and dark top-coat or over-coat.

Spring Formal:

Either complete tux or white formal coat with tux trousers, dress shirt, black bow tie, black sox, and black dress shoes. Fraternity or organization pins are not worn with formal attire.

DANCE ETIQUETTE

Dances at Coe are the main social events offered. They include everything from formal, informal, sorority, fraternity, "Ladies' Choice," to all-school functions. Watch for notices of fun-nights and special social occasions.

"Change partners and dance" is a slogan which should be practiced more often. The idea of exchanging dances is a wonderful one, as a friendlier spirit is created and a better time is usually had by all. Even if you're going steady, you'd be surprised how much fun it is to dance with another partner once in a while. It is usually the boy who arranges the exchanges, but he should first consult his date. After the dance is over, he should then thank the girl with whom he danced and then her date. For the "Ladies' Choice" dance, the girl should make the exchange arrangements for about three dances in advance.

Acrobatics and other types of gymnastics are not proper on the dance floor. Lack of judgment is shown by couples who weave in and out and collide with other dancers. Ladies should not dance with their eyes closed.

It is the gentleman's place to lead. A lady never apologizes for stepping on her partner's foot. If the mistakes are too obvious, the gentleman apologizes.

The problem of getting "stuck" with a person should not be a serious one. The lady should be escorted back to her date as soon as an exchange dance is over—she should not be left standing out in the middle of a floor. However, if a gentleman invites a lady to a dance and she proves rather unsatisfactory, it is only his fault and he alone must make the best of the situation. He must continue dancing until the piece is ended. If your partner isn't a good dancer—the lady can always suggest taking a walk, sitting out a couple of dances, or talking to the faculty guests.

Speaking of faculty, do you always treat them as honored guests? Be sure that you talk to them at least twice during the evening—once upon arriving and again when leaving. They more than appreciate a little courtesy and thoughtfulness.

TABLE MANNERS

Voorhees and Greene Halls are very fortunate in having beautiful new diningroom furniture. Such a setting and atmosphere should remind us to be more careful about our manners. Guests are numerous and it is up to us to show that we are manner-conscious.

Here are a few general rules to be followed in the dining-room. A person always sits and rises from the left of his chair. Once seated, be sure that you do not toy with the silver, clink the glasses, or draw designs on the tablecloth. Such habits are very annoying and distracting. Your napkin should be folded half-way and laid across your lap. The hostess of the table always serves and begins eating first.

Silver is arranged from the outside and toward the plate in the order of its use. The knife should be used only for cutting and spreading. If necessary, it may be used on the salad. The knife should be placed across the edge of the plate; the handle should never rest on the table. After you have finished eating, the fork should be placed parallel to the knife across the plate. Soup spoons should be dipped away from you and the soup taken from the side of the spoon. A spoon should always rest on a saucer or plate—never in a dish or cup.

Those foods which may be eaten from the fingers are potato chips, celery, nuts, olives, fruits, and small cakes. You may drink bouillon or consomme if it is served in cups with two handles. Never blow on your soup to cool it, nor tip the dish for the last drop. Only enough bread for one bite should be broken off at one time. Olive pits, fish bones, and so forth should be removed with your fingers, but fruit pits from canned cherries should be removed with a spoon.

Elbows should never be placed on the table. If you drop a piece of silver, ignore it, and if you spill something, leave it. Food should be passed around the table to the right—the hostess being served last. However, when a maid or waiter serves each individual, the hostess is served first.

With these few helpful suggestions, let us make a persistent effort to see that the college dining rooms are orderly and pleasant places in which to eat.

ROOMS

A woman's room is the key to her personality. If clothes are flung about, papers piled a foot deep on the desks, and the dresser top over-crowded with powder and other cosmetics, the natural conclusion is that the girl herself is untidy and messy. A fastidious woman will sort her laundry as soon as it comes, put her things in their proper drawers, keep her desk neat, and in general will make her room possess an atmosphere of cheerfulness and cleanliness. Women should be proud of their rooms so that when guests visit the Quadrangle, rooms may be shown without hesitation. It is embarrassing to have to apologize for the improper condition of the room.

Each room in Voorhees is provided with the necessary pieces of furniture, rugs, and curtains. If additional furnishings are desired, the occupant may add anything she wishes. It is her room and, therefore, it can be decorated to suit her own taste and judgment.

Once during the week each room is cleaned by a maid. Therefore, it should be a simple matter for the women students to keep their rooms neat and "straightened up" during the other six days.

Some pointers for Men's Rooms:

1. Use the broom and dust-cloth as often as possible.
2. Don't dress up the chairs. Put your clothes where they belong.
3. Start the day off right by making your bed. It improves the room immensely.
4. Don't paper your wall with pictures. Remember, too, that others judge you by those you display.
5. It is your own room and additional furnishings are not out of place.
6. Enjoy your radio yourself—others may want to study.
7. Greene Hall is provided with special rooms for storage of trunks and luggage. Make use of them.
8. Remember that Greene Hall does have visitors. Wear your bathrobe.

ADDRESSING THE FACULTY

College students should learn the various titles to be associated with the professors' names. The President of the college should always be addressed as "President." A person who is entitled by degree to be saluted as "Doctor" may be addressed as such anywhere. A person who is entitled

by authority of the college to be saluted as "Professor," is addressed as such in a professional situation, but is called "Mister" in a social situation. Faculty members should be given all the courtesy and dignity due to people in their position.

ILLNESS (Voorhees Quadrangle)

In case of any illness, see the nurse at once. Voorhees Hall is provided with a well-equipped infirmary. Here the nurse may be found during specified hours. At other times leave a message either in the infirmary or at Voorhees desk.

It is advisable that the girls do not visit friends who are confined in the infirmary. Prolonged and numerous visits hinder the convalescence, disturb both patient and the nurse, and may even help spread the illness to other students. Only when permission is granted should visiting take place. It is necessary that all give their support to the enforcement of this regulation. This is merely one instance when cooperation is important, especially when so many girls live together in one large building.

It is also considerate for girls to see the nurse early in the evening rather than waiting until the last minute before the retiring bell rings, then quickly dashing up to the infirmary and expect immediate attention. See the nurse during the regular office hours, except for emergencies.

ILLNESS (Greene Hall)

In case of illness all Greene Hall residents should notify the Dean of Men or the housemother. All boys from out of town should consult the Dean of Men before calling a doctor.

TELEPHONES

In the residence halls one telephone is to be found on every floor in each wing. Thus, since one telephone must suffice for about 25 students, it is necessary that no one person monopolize its use. Just remember that by making your conversation short and by speaking softly you will incur no one's anger, and you will not only keep but make many more friends.

Voorhees Quadrangle

The buzzer is used in Voorhees—the number of rings corresponding to the number of the door of your room. If two girls live in a double room—the one whose last name is lower in the alphabet will have a long ring after her num-

ber. It is helpful to the person at the desk who is ringing your number if you answer the first time called.

Greene Hall

All Greene Hall calls must go through the central campus switchboard. Be considerate of the operator; she will take care of you as soon as possible. It will help her if you will take time to look up extension numbers for campus calls.

Remember you are not using a private phone. It has to serve about thirty others. Greene Hall custom puts the limit at five minutes.

Since there is no buzzer system in Greene Hall, the co-operation of all is necessary in answering the phone. Don't practice hog-calling when notifying someone of a call. If the party desired is not available, offer to take a message.

When making long-distance calls, reverse the charges or use the pay phone.

DATE PROBLEMS

Social life is an important aspect of a well-rounded college life. Especially on week-ends does the dating situation assume an important place in satisfying both relaxation and recreation.

The best way to make new contacts is to participate in extra-curricular activities. Even mere class acquaintances can be developed and extended. Be friendly to everyone and show interest in everything that takes place.

When a lady accepts a date, she has a right to expect a good time, but she should not expect expensive amusement. It is to be expected that formal dances will cost more than ordinary dates, but even then a lady should not take advantage of the situation. A gentleman will appreciate any thoughtfulness and consideration along this line. During the week a coke date should be sufficient. No matter how much money is spent, the lady should show her date that she is having a good time and enjoying his company.

Week-end dates should be made at least a week ahead. Formal dance dates may be made as much as a month ahead of time. In the latter case the lady should be telephoned again shortly before the time set.

Week-night dates need not have more than ten minutes notice—if that long.

Breaking dates is a bad policy and should be done only when absolutely necessary. A lady or gentleman can easily gain a reputation for breaking dates, thus becoming un-

popular among the date-minded students. If you do have a warning that you may have to break a date, give the disappointed person a warning, so that he may have time to find another date for that evening.

Refusing dates gracefully often proves to be a problem. It is disappointing to have to refuse a date which you would like to accept if you have already made other plans for the evening. Encourage the gentleman by saying, "I'm sorry but I am busy that evening. Perhaps some other time." If you don't like the man, keep refusing dates until he catches on.

Usually the gentleman plans the evening's entertainment, keeping in mind his own pocketbook and the lady's dislikes and likes. It is probably wise to have several suggestions to offer and then let the lady make the final choice.

Promptness is a virtue for both parties. A lady should make it a practice to be ready at the appointed hour. If detained, the gentleman should call, notifying his date of the time he will arrive. Often, what might otherwise have been a pleasant evening, has proved a failure merely because one or the other was tardy.

Beware of blind dates. However, if you do accept one, don't build your hopes too high. And if you are disappointed, don't show it. After all, maybe the other party is too. Make a special effort to enjoy yourself. Make the best of any situation, no matter who shows up.

The lady usually decides when it is time to go home. It is her privilege to schedule the good-night time. If the gentleman, for any reason, must get home early, he should tell the lady early in the evening.

OTHER SUGGESTIONS

Problems involving drinking, smoking, and other habits are purely personal. It's up to the individual to decide "what to do." We can only make suggestions.

It is not necessary to drink to be an "all-around girl." In fact a lady is more respected and admired if she doesn't indulge than if she does. If the rest of your party drink alcoholic beverages and you don't, merely say, "No, thank you." You need not feel out of place in the least; everyone will respect your action.

Smoking need not be frowned upon if you use good judgment. If you enjoy the pleasures of smoking, then smoke by all means. However, if you smoke only because you think it's the thing to do, you are only fooling your-

self. What is more disgusting than a coughing, self-conscious person trying to make an impression by smoking!

One must use discretion when deciding where to smoke. Certainly, it shows ill manners to smoke on the campus or in public places. Sorority and fraternity rooms, the grill, and other places are provided for such purposes.

If you are a guest in a private home, always ask permission from your hostess to smoke. In case she does so first, you may follow her example without asking. On dates it is also considerate to secure consent before indulging. Wherever you are, use ash trays. Nothing is more disturbing to a hostess than ashes on the floor, plates, or cups.

Swearing and the constant use of slang is not fashionable for either gentlemen or ladies. Why use such improper language when our English language is so universally accepted?

Also, is there anything sillier than baby-talk or the use of worn-out "lines"? Check up on yourself.

Display of affection should be confined to restricted boundaries. Certainly, couples going steady will want to show some signs of affection, but do it in private. On the first, second, or third date, kissing should be frowned upon. Such familiarities do not add to one's reputation, for men admit that they tell on girls who kiss. Both men and women will agree that those who "toe the mark" are more popular and better liked than those who don't. Look around at your friends and see if this isn't true.

DO'S AND DON'TS

1. Don't persistently borrow from your friends and forget to return things—especially their favorite dates.
2. Don't ignore the same freshman you treated so sweetly during rush week.
3. Don't cheat in examinations—the professors know.
4. Don't copy the same term papers used annually by different students.
5. Don't talk about your friends behind their backs—they soon find out.
6. Don't accept a fraternity pin for the pin's sake.
7. Don't "fuss" about dormitory food — try eating in restaurants once.

8. Don't use drinking fountains as receptacles for used gum or cigarettes.
9. Don't use strong language. It shows a lack of intelligence.
10. Don't be a "wet blanket" about new ideas on the campus.

1. Do mix with other sorority and fraternity students and independents.
2. Do be on time for all appointments and classes.
3. Do knock on doors before entering.

*The drawing for the cover
was made by
JEAN HEDBERG '44*

