THE
AMERICAN INSTITUTE FOR FOREIGN TRADE

A Non-Profit Institution

Thunderbird Field
Phoenix, Arizona

March, 1949
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Entrace to the Main Gate,
Showing the Administration
Building directly ahead.
### CALENDAR FOR 1949-1950

#### 1949

- **September 10**, Saturday
  - Dormitories open for residence
- **September 12-15**
  - Registration and orientation
- **September 16**, Friday
  - Classes begin
- **October 15**, Friday
  - Last day for changes in schedule
- **November 11**, Friday
  - Mid-semester progress reports
- **November 23**, Wednesday, 3 P.M.
  - Thanksgiving Holiday begins
- **November 28**, Monday, 8 A.M.
  - Thanksgiving Holiday ends
- **December 16**, Friday, 3 P.M.
  - Christmas vacation begins

#### 1950

- **January 3**, Tuesday, 8 A.M.
  - Christmas vacation ends
- **January 22**, Monday
  - Last day of classes
- **January 24-28**
  - Examinations
- **January 30**, Monday
  - Commencement
- **February 1**, Wednesday
  - Dormitories open for new students
  - Orientation and registration of old students
- **February 2 and 3**, Thursday and Friday
  - Orientation and registration of new students
- **February 6**, Monday
  - Classes begin
- **February 22**
  - Washington's Birthday holiday
- **March 3**, Friday
  - Last day for changes in schedule
- **April 5**, Wednesday, 3 P.M.
  - Easter vacation begins
  - Mid-semester progress reports
- **April 11**, Tuesday, 8 A.M.
  - Easter vacation ends
- **June 1**, Thursday
  - Last day of classes
- **June 2-8**
  - Examinations
- **June 9**, Friday
  - Commencement

#### 1949-1950

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ORGANIZATION
The National Advisory Council

HENRY H. ARNOLD
General of the Army (Retired)
Formerly Commanding General, Army Air Forces
Sonoma, California

BRUCE BARTON
Chairman of the Board
Batten, Barton, Durstine and Osborn
New York, New York

WILLIAM L. CLAYTON
Former Under Secretary of State for Economic Affairs
Houston, Texas

RALPH P. COUSINS
Maj. General, U.S.A. (Retired)
Executive Vice President, Founders' Fire and Marine Insurance Company
Los Angeles, California

LEWIS W. DOUGLAS
United States Ambassador to Great Britain
New York, New York

FRED J. KELLY
U. S. Office of Education
Washington, D. C.

THE RT. REV. ARTHUR B. KINZOLVING II
Episcopal Bishop of Arizona
Phoenix, Arizona

PAUL W. LITCHFIELD
Chairman of the Board,
The Goodyear Tire and Rubber Company
Akron, Ohio

JOHN H. MacMILLAN, Jr.
President, Cargill, Incorporated
Minneapolis, Minnesota

THOMAS A. MORGAN
Chairman of the Board, The Sperry Corporation
New York, New York

FLOYD B. ODLUM
Chairman of the Board, The Atlas Corporation
New York, New York

EDWARD EWING PRATT
Professor of Foreign Trade, New York University
New York, New York

JOSEPH C. ROVENSKY
Vice President (Retired), Chase National Bank
New York, New York

RAYMOND RUBICAM
Retired Chairman of the Board, Young & Rubicam, Inc.
New York, New York

C. R. SMITH
Chairman of the Board, American Airlines
Washington, D. C.

LOWELL THOMAS
Author and Commentator
Pawling, New York

W. STOUDER THOMPSON
Gates Mills, Ohio

BRAYTON WILBUR
President, Wilbur-Ellis Company
San Francisco, California
Officers and Directors

BARTON K. YOUNT
   President of the Institute
   Phoenix, Arizona

ALFRED KNIGHT
   Vice President of the Institute
   President, Eureka Realty Company
   Phoenix, Arizona

FINLEY PETER DUNNE, JR.
   Secretary and Treasurer of the Institute
   Phoenix, Arizona

WALTER R. BIMSON
   President, Valley National Bank
   Phoenix, Arizona

DAVID H. BONSALL
   Southwest Flour and Feed Company
   Glendale, Arizona

FRANK C. BROPHY
   President, Bank of Douglas
   Phoenix, Arizona

BARRY GOLDWATER
   President, Goldwater's, Incorporated
   Phoenix, Arizona

HUGH C. GRUWELL
   President, First National Bank of Arizona
   Phoenix, Arizona

MELVIN S. JACOBUS
   Executive Vice President,
   Dwight B. Heard Investment Company
   Phoenix, Arizona

BENTON M. LEE
   Benton M. Lee and Company
   Phoenix, Arizona

JOHN C. LINCOLN
   Chairman of the Board,
   Lincoln Electric Company
   Phoenix, Arizona

JOHN J. LOUIS
   Chairman of the Board,
   KTAR Broadcasting Company
   Phoenix, Arizona

GEORGE W. MICKLE
   Chairman of the Board,
   Phoenix Title and Trust Company
   Phoenix, Arizona

A. LEE MOORE
   A. L. Moore & Sons
   Phoenix, Arizona

EDWARD V. O'MALLEY
   The O'Malley Lumber Company
   Phoenix, Arizona

HERBERT L. PRATT, JR.
   Camelback Art Gallery
   Phoenix, Arizona

HENRY B. SARGENT
   President, Central Arizona Light and Power Company
   Phoenix, Arizona

FRANK L. SNELL
   Lawyer, Snell, Wilmer, Walsh and Melczer
   Phoenix, Arizona
Administration and Faculty

BARTON K. YOUNT, Lieut. General, USA, (Retired), B.S., West Point, 1907.
President of the Institute.
Asst. Chief U.S. Army Air Corps, 1938-40; Commanding General, Third Air Force, 1941; Commanding General, Army Air Forces Training Command, 1942-46.

FINLEY P. DUNNE, JR., A.B., Harvard University, 1925.
Secretary and Treasurer.
Writer and Publicist, Lt. Col., served in Student Section, AAF Training Command, 1944-46.

JOHN C. PATTERSON, A.B., A.M., University of Texas, 1921, 1928; Ph.D., Duke University, 1930.
Dean of the Institute.
Professor of History, Westminster College, 1930-38; Director, School of Public Affairs, American University, 1938-40; Chief, Division of Inter-American Educational Relations, U.S. Office of Education, 1940-46.

WILLIAM S. SHATERIAN, Columbia University (College and Law School).
Director, Department of Business Operations and Professor of Foreign Trade.
Admitted to New York Bar, 1912; practiced law, 1912-17; with the National City Bank of New York, Overseas Division, 1917-45; Instructor, New York Chapter, American Institute of Banking, 1925-47.

Director, Department of Area Studies and Professor of Area Studies.
Department of Commerce Foreign Service in Paraguay, Bolivia, Brazil, and other Latin American countries, 1918-28; Economic Adviser, Government of Cuba, 1926-27; executive in export business and international advertising, 1927-31; Department of State, 1941-46, as Acting Chief, American Republics Area Division.

MARJORIE C. JOHNSTON, A.B., A.M., Ph.D., University of Texas, 1927, 1931, 1939.
Director, Department of Languages and Professor of Spanish.

RUTH P. MILLER, Missouri State College.
Registrar.
Registrar, Great Falls High School, Great Falls, Montana, 1938-40; Executive Secretary, Laboratory School of Missouri State College, 1940-43; Secretary to the Dean, Phoenix College, 1943-46.
Public Relations

WILLIAM H. BLAIR, Columbia University.

Director of Public Relations.

Advertising Department, Bergen Evening Record, 1938-42; Assistant Director Public Relations and Editor "Flight Control," Eclipse-Pioneer Division, Bendix Aviation Corporation, 1942-46; Member National Council of Industrial Editors, 1943-46.

Placement

JOHN B. KNIGHT, Jr., Massachusetts Nautical School 1929, American Institute for Foreign Trade 1948.

Director of Placement.

Retail Credit Co., of Atlanta Ga., 1939-41; United States Navy, 1941-47, Staff, Commander Alaskan Sector 1942-43, Executive Officer, U.S.S. Sagittarius, 1943-45; Chief, Research and Development Sub-Section, Bureau of Ordnance, Washington, D. C., 1945-47; Rank of Commander U.S.N.R.

Business Department

BERGER ERICKSON, Texas Christian University.

Business Manager.

Civilian Administrative Officer, Supply and Maintenance, Headquarters AAF Training Command, Fort Worth, Texas, 1942-46.

WILLIAM BIERER, A.B., University of West Virginia, 1942, American Institute of Foreign Trade, 1947.

Purchasing Agent.

ELSIE ZIMMERMAN, Bradley University.

Bookkeeper.

GOLDIE SMITHBURG

Director of the Dining Hall.

VIRGINIA NESBITT, B.S., Purdue University.

Assistant Director of the Dining Hall.

Secretaries and Assistants

MABEL ERICKSON, Texas Christian University.

Secretary to the President.

DOROTHEA LONG, Carnegie Institute of Technology.

Secretary to the Dean.

DOROTHY ARNOLD, Tulane University.

Secretary to the Secretary-Treasurer.

SARAH OTONDO, Arizona State College.

Secretary to the Director of Public Relations.

VERNELL BOOTZ, Colorado Woman's College.

Secretary to the Business Manager.

DOROTHY ANNE SMITH, Ph.B., University of Chicago, 1945.

Secretary to the Director of Placement.

HELEN MALLGREEN.

Secretary to the Departments of Business Operations and Area Studies.

TARI KENNEDY, A.B., University of Wisconsin, 1944.

Secretary to the Department of Languages.

MARY E. FREDERICKS, University of Arkansas.

Secretary to the Registrar.

JOSEPH M. MCGRATH, Jr., B.S., Southwestern University, 1948.

Assistant in Accounting.

MARY ELIZABETH JOHNSON, University of Arizona.

Receptionist.
Library

DOROTHY BURGE, A.B., B.L.S., University of Oklahoma, 1934, 1936; graduate study, Columbia University.

Librarian.


DAVID K. EASTON, Ph.B., University of Chicago, 1933; B.S., School of Library Service, Columbia University, 1939.

Assistant Librarian.

Librarian, Cooper Union Art School, 1939-42; U.S. Army, 1942-45; Senior Reference Assistant, Columbia University Libraries, 1946-47.

Infirmary

PHILIP E. RICE, A.M., M.D., University of Michigan, 1929, 1932.

Physician.

ALICE C. HYDE, R.N., University of Rochester, School of Nursing, 1940.

Resident Nurse.

Instructional Staff


Instructor in Spanish.


Instructor in Portuguese.


JUAN M. FRIKART, Bachiller, Colegio National Norte, Buenos Aires, 1917; A.B., University of Arizona, 1925.

Instructor in Spanish.

Instructor for American Institute of Banking, 1927; Representative for Tomas y Cla., leather exporters, Lima, Peru, 1928-37; Inspiration Copper Co., Miami, Arizona, 1937-42; U. S. Army, 1942-45.

WESLEY FROST, A.B., Oberlin, 1907; A.M., George Washington University, 1910; LL.D., University of Paraguay, 1944.

Professor of International Relations.

Department of State, 1909-41, Consul, Bureau Chief, Consul-General, Charge d'Affaires and Counselor of Embassy, Minister and Ambassador; Lecturer, Universities of Denver and Syracuse, 1946; Professor, State Teachers College, Oswego, N. Y., 1946-47.
JAMES R. HIBBS, A.B., Ph.D., University of Pennsylvania, 1929, 1941.
Professor of Foreign Trade and Economics.

MARJORIE C. JOHNSTON, A.B., A.M., Ph.D., University of Texas, 1927, 1931, 1939.
Director, Department of Languages and Professor of Spanish.

D. LARI KENDRICK, A.B., University of Illinois, 1942.
Audio-Visual Director.
Assistant to the Purchasing Agent, Inland Steel Company, 1935-39; tutoring in Spanish, 1935-42; Staff announcer, WDWS, 1942-43; U.S. Marine Corps, 1943-46; Special Service Officer, 1944-45; Chief Announcer, Kyushu Network, Omura, Japan, 1945-46.

EDITH J. KENDRICK, B.A., M.A., University of Texas, 1933, 1937; Ph.D., University of Illinois, 1943.
Associate Professor of Spanish.
Teacher of Spanish, Texas Public Schools, University of Illinois, Rocky Mountain School of Languages, 1933-43; Associate Director, Inter-American Life Workshop, Peabody College, 1944, 1945; Head of Spanish Department, Stephens College, 1945-47.

JAIME MALAGON, Certificate, Escuela Normal de Medellin, Colombia, 1938; Licenciatura en Idiomas Modernos, Escuela Normal Superior de Colombia, Bogota, 1944; Certificate, Institute of English Language, Indiana University, 1945; Rockefeller Foundation fellowship in linguistics and literature, University of Chicago, 1945-46.
Instructor in Spanish.
Instructor in Spanish, Colegio Nacional de San Bartolome, 1938-40; Instituto Nicolas Esquena, 1940-44; Escuela Militar, Bogota, 1946-47; Shell Oil Company, Barrancabermeja, Colombia, 1947-48.

GAIL MURPHY, New York University (Graduate Courses).
Associate Professor of Marketing.

WILLIAM B. O'GILVIE, A.B., University of California, 1940.
Director of Recreation and Sports.
Assistant Varsity and Freshman Basketball Coach, University of California, 1940-42; Director of Physical Training, Thunderbird Fields I and II, 1943-45; Athletic and Recreation Officer, Fifth Fighter Command, Kyushu, Japan, 1945-46.

ELSA OROZCO, Bachiller en Humanidades, Liceo de Costa Rica, 1931; Licenciada en Letras y Filosofia, Universidad de Costa Rica, 1945; Profesora de Estado, 1945, 1948. Additional study, English Language Institute, Mills College and University of Michigan, 1943.
Instructor in Spanish.
Teacher of English, Colegio Superior de Senoritas, 1936-44; Colegio Maria Auxiliadora, San Jose, 1944-48. Adjunct Professor of Spanish Grammar, Universidad de Costa Rica, 1946-47; Professor of Spanish, Escuela de Verano, Universidad de Costa Rica, 1948.
DORA B. PONCIANO, Maestra de Educacion, Instituto Nacional y Escuela Normal para Senoritas, Guatemala City, 1940.
Instructor in Spanish.

MANUEL PONCIANO L., Maestro de Educacion, Escuela Normal de Guatemala; certificate, Escuela National de Estudios Comerciales de Guatemala, 1937; certificate, Institute of English, University of Texas, 1946.
Assistant Professor of Spanish.
Teacher of Spanish, Guatemala, 1937-47; Director, English Language Center, Guatemala, 1944-47.

RUBEN SCHLITTLER, Bacharel em Ciencias e Letras, Escola Normal de Sao Paulo, 1923.
Instructor in Portuguese.
Instructor in language, Colegio Paulistano, Ginasio Ipiranga, Ateneu Brasil, Escola de Contabilidade Carlos de Carvalho, 1933-43; Instructor of Portuguese, Escola Tecnica de Aviacao de Sao Paulo, 1944-45, and Riddle Inter-American College, Miami, Florida, 1946-48.

Director, Department of Area Studies and Professor of Area Studies.

WILLIAM S. SHATERIAN, Columbia University (College and Law School).
Director, Department of Business Operations and Professor of Foreign Trade.

PLACIDA GARCIA SMITH, A.B., University of Utah, 1927.
Instructor in Spanish.
Teacher of Spanish, University of Utah, University of Denver, Phoenix College, 1926-46; Executive Secretary and Director of Friendly House, Phoenix, Arizona, 1931-46.

Associate Professor of Spanish.
Teacher of Spanish, Miami, Arizona, High School, 1935-39; Coordinator of Inter-American Training, under U.S. Department of State, Purdue University, 1943-46.

LAURA TEIXEIRA TARQUINIO, Bacharel em Ciencias e Letras, Colegio S.S. Sacramento, Bahia, Brazil, 1937.
Instructor in Portuguese.
Teacher, Escola Sao Jose and Colegio N.A. Auxiliadora, Bahia, 1938-43; secretary, Departamento Estadual de Estatistica, Bahia, 1942-43; secretary and head of Passenger Department, Moore-McCormack Lines, Bahia, 1944-47.

PAUL M. WILSON, B.S., Indiana State Teachers College, 1937, M.A.; Ohio State University, 1948.
Assistant Professor of Accounting.
Graduate work in accounting, Ohio State University, 1938-41; teacher of accounting, Ohio Public Schools, 1939-47; auditor, Defense Plant Corporation, Ashtabula, Ohio.
History and Purpose

The American Institute for Foreign Trade, a non-profit institution, was founded at Phoenix, Arizona, in April, 1946, as a national center of higher education in the administration of international commerce in all its phases. It was founded on the premise that healthy, amicable trade relations among nations is the best guaranty of world security. With the increasing responsibilities of the United States in world leadership, American citizens in their dealings with the people of other countries can, if adequately prepared, play an important role in helping to maintain cordial relations.

In June, 1946, Thunderbird Field I, a former Training School of the Army Air Forces, was acquired as a site, and on October 1, 1946, the Institute opened its doors with an enrollment of 296 students from 45 states. During the first two years, the Institute's program was directed toward training its students for Latin American countries. The success of this training is evidenced by the fact that many graduates of the Institute are already occupying positions of responsibility in business and government both at home and abroad. Beginning with the 1948-49 academic year the program was expanded to include instruction on the Far East.

The Institute's educational objective is to prepare men and women, through intensive practical instruction, for a career in foreign trade. Positions are to be found in all of the many types of activity in this field, including branch banking operations, foreign exchange, import and export of raw materials and consumer goods, selling and sales management, transportation, port operations, office management, marketing and market analysis, franchise operations, and many others. In addition, although not falling strictly within the meaning of the word "trade," there are opportunities for cultural representatives, teachers, engineers, journalists, economists, medical technicians, nurses, nurse supervisors, dieticians, agricultural experts, and the like. Although many aspects of Foreign Trade call for protracted residence or travel abroad, a number of the activities are conducted from domestic offices.

A career in foreign trade offers exceptional opportunities, but these very opportunities imply special obligations. The Institute's program of study is designed to provide the basic knowledge and skills needed by the representative of American business abroad. It recognizes particularly the importance of understanding the peoples and civilizations of those countries in which the student expects to live and work, for the person who engages successfully in foreign trade must gen-
erally be more adaptable than one shaping a career in domestic business. He must speak and understand the language of the people and be able to appreciate points of view and traditions which are different from his own. He needs to have a broad outlook and a well-developed capacity for world citizenship. At the same time he needs both a sound knowledge of the fundamental principles of business administration and specific training in the detailed operations of foreign trade.

Clearly, the creation of such a business representative requires a long process of education and experience. On the other hand, experience gained in practical operations is made more valuable and produces results in a shorter time when there is a foundation of prior intensive education at a specialized school such as the American Institute for Foreign Trade.

**Duration of Courses**

Owing to the current need of men of mature age to begin their careers with the least possible delay, the basic course of study is organized so as to accomplish its purpose in a single school year of two semesters. Provisions can be made, however, for a course of three or four semesters for students who desire a greater amount of advanced work than can be supplied in a one-year course or whose previous education is such that they should devote more than the usual proportion of their first year to foundation material.

Students are accepted either at the start of the first semester in the Fall, or at the start of the second semester in February (see calendar). There is no summer school.

**Placement of Graduates**

One of the Institute's objectives is to serve industry, commerce, and government departments by providing a source of trained personnel interested in and qualified for positions connected with foreign trade and with international relations.

The Institute has close contact with many of the leading business firms having extensive foreign trade activities, with principal Chambers of Commerce, the United States Departments of State and Commerce, and with other agencies, official and private, which have need for men equipped for international duties.

During the period of a student's residence, much attention is devoted to determining the particular type of employment for which he is best adapted and which holds the greatest promise for him. For obvious reasons, the Institute cannot and does not guarantee to place its graduates. Those who do acceptable academic work and who possess the other personal qualifications for a successful career, are assisted in every possible way. A number of the banks and larger firms send representatives each year to interview students as pros-
pective employees. Others are in communication with students through correspondence, with a view to conducting subsequent personal interviews at a convenient time and place. The Placement Bureau is frequently in receipt of requests from employers for men and women possessing special qualifications. All students who meet the stated requirements are given an opportunity to make application for these positions, and their records and personal histories, together with the recommendation of the Institute's faculty and administration, are forwarded to the companies concerned. As a result, many students find desirable foreign trade employment before graduation.

The Institute, in addition, has an Alumni Bureau, which maintains close relations with its graduates located in every part of the world, and assists them in any way possible.

Campus and Buildings

The American Institute for Foreign Trade occupies the buildings and grounds of one of the best-known of the Army Air Forces' wartime primary pilot schools, Thunderbird Field I. It is situated approximately 16 miles northwest of Phoenix, Arizona. The Salt River Valley, of which Phoenix is the principal city, is now recognized as one of the great winter resort areas of the country, famed for its healthful climate and extensive recreational facilities. A paved highway connects the Institute with the city of Glendale, which is on the main line of the Santa Fe Railroad, six miles away, and with downtown Phoenix, which is reached by both the Southern Pacific and Santa Fe Railroads.

The entire property consists of 180 acres, of which the buildings occupy approximately forty acres of beautifully landscaped grounds, arranged to form the Thunderbird design. The buildings are of the long, low ranch type characteristic of western architecture, with vine-covered galleries supported by rough-hewn cedar posts.

There are eight one-story dormitory buildings, arranged so as to form three spacious quadrangles of lawn and shrubbery. The Administration Building, facing the main gate, contains the administrative offices and an excellent infirmary with two wards and pharmacy. The largest of the buildings is the Dining and Recreation Building, containing the dining hall, kitchens, canteen, barber shop, the main assembly hall and an attractive lounge and reading room for students and faculty members. The Faculty Building fronts on a vast open area of cultivated ranch land with a panoramic view of the distant mountains.

There are eleven classrooms, five located in the classroom building on the west end of the quadrangle and six in one wing of the nearby hangar. The interior of this hangar is used as a gymnasium. The front wing of the other hangar houses the Library.
The Library

The Library of the Institute is a series of bright air-conditioned connecting rooms, including a periodical room with exhibit cases and lounge chairs. An extensive Latin American map collection is housed in a special room.

The Library, seating 120 people, has been planned with the specific needs of the students and faculty in mind. The book collection is concentrated principally on the various phases of business, commerce, international law, international relations, air transportation, and the history and background of life in Latin America and the Far East. There is also a large collection of Spanish and Portuguese books. Emphasis is placed on current information. Over 170 periodicals and 15 newspapers, including important Latin American publications, are received. In addition, the Library subscribes to several special business research services, and to government publications concerned with subject matter related to the curriculum.

An extensive vertical file of pamphlets is maintained. Books may also be secured through an inter-library loan agreement. Phonograph records for Spanish and Portuguese instruction are available for circulation, or for use in the Library.

Student Life

The compactness of Thunderbird Field makes for a closely-integrated college community. Despite the undeniable attractiveness of the setting and the many opportunities for recreation, the atmosphere is one of serious purpose and intense interest in world affairs. Impromptu discussion groups frequently form in the Library, in students' rooms, in the recreation hall or out-of-doors around the swimming pools, and much valuable interchange of thought and information is accomplished in this way.

The dining hall, with its colorful Mexican furnishings and general air of informality, is another place where students and faculty members mingle under conditions favorable to uninhibited discussion of scholastic matters and significant world developments.

A distinguishing characteristic of life at the Institute is the opportunity to make Spanish and Portuguese the languages of daily existence. This is a matter of voluntary choice on the part of the students who realize that constant use of a language in everyday affairs is the best means of developing a natural and easy fluency in conversation.

The limited enrollment, totaling approximately three hundred students, has resulted in an unusually close association among students from widely-separated parts of the country, and in the formation of friendships which may well continue in every corner of the world for years to come.
Floor Plan of Unmarried Students' Quarters

Floor Plan of Married Students' Quarters
Housing

The Unmarried Students' Dormitories

Unmarried students are housed in six dormitory buildings, containing 42 large rooms, the occupancy of each room being limited to a maximum of six students. The rooms are approximately 29 by 24 feet in size and are divided into two sections, one of which is commonly used for sleeping and the other as a study or living-room. Each room has its private bath, cross ventilation, and its own heating and air-conditioning units.

The Institute provides beds, mattresses, pillows, straight chairs, study tables, reading lamps, and two blankets per occupant. Students must supply their own sheets, pillowcases, towels, and other linens, rugs, curtains, and any extra chairs or lamps they may desire. Each student should also bring at least one blanket or comforter.

The diagram (page 18 top) shows a typical arrangement of unmarried students' quarters.

The Married Students' Dormitories

Married students and their wives are housed in Dormitory Buildings A and B, facing on the center quadrangle. These two buildings provide 64 rooms, each of which is 13 by 13 feet, plus a small alcove containing closets. There is a bath for each pair of rooms. Each married couple occupies a single room and shares a bath with the occupants of the adjacent room.

Each of the rooms is equipped with two single beds, one desk, two straight chairs, a lamp, two mattresses, two pillows, and blankets. As in the case of the unmarried students, each couple should bring their own linen, rugs, curtains, and any additional furnishings desired.

The diagram (page 18 bottom) shows an arrangement of married students' quarters.
Married Students With Children

There are no living quarters on Thunderbird Field for married students with children. The Institute, however, makes every effort to help students with children find a place to live off the campus. Prospective students planning to bring their families to Phoenix should so advise the Registrar as early as possible before the start of the semester. It should be remarked that the housing situation in the Phoenix area is approximately the same as that in most of the rest of the country. The finding of suitable housing for a wife and children is, therefore, the responsibility of the individual.

In order that wives of married students with children may enjoy the same educational advantages as wives of students without children, the Institute furnishes facilities for a day nursery where children over one year of age may be cared for while their mothers are attending classes. The nursery is operated on a cooperative plan by the married students with children and the charges, which are nominal, are borne by the parents.

Tuition and Fees

The charge for tuition for the regular course of study is $425 for each of the two semesters. This charge covers all instruction, medical and health service, subscriptions to Institute publications, athletic fees, and the services of the Placement Bureau. This charge is due and payable on the first day of the semester.

In the event of a student's withdrawal or dismissal from the Institute during the course of a semester, the tuition charge is subject to rebate in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Period of Student's Actual Attendance In Institute from Date of Enrollment for Semester</th>
<th>Per Cent of Semester Tuition to be Retained by the Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>One week or less</td>
<td>20% ($ 85.00)</td>
</tr>
<tr>
<td>Between One and Two Weeks</td>
<td>20% ($ 85.00)</td>
</tr>
<tr>
<td>Between Two and Three Weeks</td>
<td>40% ($170.00)</td>
</tr>
<tr>
<td>Between Three and Four Weeks</td>
<td>60% ($255.00)</td>
</tr>
<tr>
<td>Between Four and Five Weeks</td>
<td>80% ($340.00)</td>
</tr>
<tr>
<td>Over Five Weeks</td>
<td>100% ($425.00)</td>
</tr>
</tbody>
</table>

Books and instructional supplies are not included in the regular tuition charge. In the majority of cases, except where a course requires additional books for special fields of study, the total value of books and supplies will not exceed $75 per student for the entire school year of two semesters.

One of the Married Students' Dormitories made attractively comfortable by its occupants.
Fellowships

In cooperation with The Texas Company, two Fellowships for petroleum engineers have been established at the Institute. The stipend of each fellowship is $1450.00 for the academic year.

Applicants for the Fellowships must be single men who are senior students or graduates in petroleum engineering. The purpose of the Fellowship is to assist such men to prepare themselves for employment in Latin America and the applicant should plan to complete a program of at least 32 semester hours at the Institute and expect to include in his course of study the Spanish language, Latin American Area Studies, and a course in Accounting, unless previous credit has been received for its equivalent.

Application forms for the Fellowships may be obtained from the Committee on Fellowships, Box 191, Phoenix, Arizona, and must be filed with the Committee by February 15 and September 15 in order for the application to be considered for the next succeeding semester.

Veterans

In order that their entire tuition may be paid, veteran students under Public Law 346 and Public Law 16 (disabled veterans) may sign a waiver of sufficient future eligibility for educational benefits to cover the excess over $500 per school year. This waiver likewise covers the charges for required textbooks and instructional supplies up to and including the total amount of $75 per school year. Veteran students must possess the same educational and other qualifications as non-veteran students, and are subject to the same rules and regulations, and to separation, at the discretion of the Institute, under the same conditions.

Board and Lodging

Meals: It is the policy of the Institute to serve well-balanced and attractively prepared meals. There is a normal charge for board of $450 per person for the entire academic year, or $225 per semester. In view of the uncertain conditions with regard to food prices, however, this rate is subject to change.

Dormitory Rentals: The charge for living quarters is $150 per person per year, or $75 per semester. The charge for married students resident on Thunderbird Field with their wives is $300 per couple for the entire year, or $150 per semester.

The charges for board and lodging are due and payable on the first day of each semester. If necessary, however, an arrangement can be made with the Business Manager for payments to be made on the installment plan.
Pets
Students are not permitted to have dogs or any other pets on the campus.

Student Employment
Students are not encouraged to enter the Institute without adequate resources. A limited number of students, or wives of married students, may find part-time employment as assistants in the administrative or faculty offices, in various capacities in the dining hall, in the library, or on the maintenance staff. Students so employed are required to maintain satisfactory progress in their academic work. Inasmuch as the concentrated course of study requires the best efforts of the individual student, very few hours per day are available for gainful employment, and the amounts which may be earned are therefore necessarily small. Application for part-time employment should be made to the Business Manager in advance of the opening of school.

Instruction for Wives
One of the most important factors in the career of a man engaged in Foreign Trade is the part played by his wife. If she is able to adapt herself to the living conditions and social life of the country where her husband is stationed, she can contribute tremendously to his success. The Institute, therefore, offers its Language and Area courses to the wives of married students without tuition charge. The rules governing attendance and scholastic standing apply also to these women students. No auditing of classes is permitted in the language courses.

Medical Service
The Institute looks upon the physical well-being of its students as an important responsibility. Good health is a necessity for any man or woman who expects to lead a vigorous business or professional life, and is perhaps even more essential in a career which may involve much residence and travel abroad.

The Institute has a well-equipped infirmary under the direction of the Physician, and with a Registered Nurse in regular attendance. Consultation hours with the Nurse are held daily and the Physician visits the Infirmary at regular intervals to prescribe for patients. Treatment in case of emergency is available 24 hours per day.

Charges for the services of the Physician and the Nurse, at the Infirmary, and for visits to the Physician’s office in Glendale, when directed by the Nurse, are included in the tuition charge, which also covers limited hospitalization in the Infirmary. The Infirmary is not equipped to care for major illnesses or operations. When prolonged hospitalization is required, it must be arranged with the Veterans Administration or with civilian hospitals, and the expense borne by
the individual student. Visits to the office of the Physician in Glendale, unless specifically directed by the Nurse, are at the expense of the individual.

Use of the regular Infirmary service, as outlined above, is available without charge also to the wives of married students, in cases of minor illness or injury.

Recreation and Sports

In order that they may have every opportunity to achieve and maintain good physical condition, students are encouraged to participate in as many recreational and sports activities as their schedule will allow. The importance of good physical condition cannot be over emphasized, particularly in relation to academic accomplishment, as well as general well-being and preparedness for foreign assignments. Companies interviewing personnel frequently list physical fitness as a requisite.

Because of the excellent weather of this part of the country, most athletic activities take place out-of-doors. The facilities of the Institute include two softball diamonds, two volley ball courts, badminton courts, soccer and touch football field, tennis courts, and a basketball court. In addition, there are two swimming pools, situated in the central quadrangle, that are usable for the greater part of the school year. One of the hangars, 200 by 100 feet in size, is equipped for use as a gymnasium, with locker and shower rooms. Supplementing the facilities at Thunderbird Field, the surrounding countryside offers excellent opportunity for horseback riding, golf, and hunting. Students patronize also the winter sports areas in northern Arizona.

The athletic program of the Institute is operated on a completely voluntary basis. Two types of program are presented: the informal program, designed to give students the opportunity to compete in a variety of sports, and the formal program, designed to meet the needs of students who wish regular exercise periods apart from competitive games. The latter program, which includes remedial physical education for overweight, underweight, bad posture, etc., is presented during the academic day as well as during the recreational hours of the afternoon and evening.

Team competition is scheduled in basketball, touch football, soccer football, volleyball, softball, and swimming, while individual tournament competition is arranged in tennis, ping pong, horseshoes, golf, croquet, and badminton. All sports activities are of the intramural type with the exception of basketball. The Institute has its own team which competes in the Phoenix Metropolitan League.

In order that every student may become familiar with the sports most popular in Latin America, instruction is given through lectures and participation.

Soccer football, a popular sport in Latin America as well as on the campus.
Extracurricular Activities

The following are among the extracurricular activities on the campus:

**Lectures and Forums.** Each semester a number of authorities on the various phases of United States foreign trade, and on the principal trade areas, visit the campus to give lectures or conduct forums. These meetings serve to keep the student body in close touch with the ever-changing developments in our relations with other nations.

**Motion Pictures.** Films are shown regularly to supplement the language, area, and business courses. Recreational features in Spanish are shown weekly.

**Programs.** Dramatic entertainments in Spanish and Portuguese are written and produced frequently by the students. These activities as well as programs for special days have proved very popular. For the Pan American Day celebration and other fiestas students are encouraged to bring costumes and musical instruments if they have them.

**Dancing.** Special instruction in the folk dances of the American Republics is given by the Latin American instructors of the Institute. In addition, weekly dances and parties are arranged by the Student Entertainment Committee, which comprises representatives elected by the dormitory residents and off-campus students.

**Clubs.** There are several clubs, composed of both students and faculty, which hold frequent meetings. Among these are the Spanish Dramatics Club, the Portuguese, Spanish, and English Language Choruses, the French and Russian Language Clubs. Others include a Fencing Club, a Camera Club, a Unit of the American Red Cross, and a discussion group which meets to review current events of national and international interest.

The Propeller Club of the United States, Port of Phoenix, was founded at the Institute in January, 1947. This is the 102nd port of the national organization whose purpose is to foster the development of the United States Merchant Marine and foreign trade. The club holds monthly meetings with prominent guest speakers.

**The Thunderbird.** The Institute's student newspaper, The Thunderbird, is published semi-monthly. It is edited completely by a student staff, and reports current foreign trade news as well as student activities. Special sections are printed in Spanish, Portuguese, and French.
Admission Requirements

The Institute's courses are open to any student who has completed at least two years of study above the high school level in a recognized institution of higher learning and who can meet the standards as to character. The courses are likewise available to business concerns and governmental departments for the training of men whom they have selected for foreign assignments.

Determination of an applicant's qualifications is the responsibility of the Committee on Admissions. In its decisions, the Committee is influenced by a number of factors, including not only the scholastic achievement of each individual, but also information received as to his character, intellectual maturity, cultural background, and business and professional experience. Travel, and especially protracted residence in foreign countries, is to the applicant's advantage, as is evidence of general linguistic ability.

In view of the large number of openings in the technical fields abroad, applicants holding a degree in engineering or other technical subjects will be given a high priority in consideration for admission to the Institute. Either civilian or military experience in technical fields will likewise be considered in an applicant's favor.

Method of Application

The prospective student should write to the Director of Admissions, requesting an Application Blank which will be forwarded together with necessary instructions.

The Deposit after acceptance is $20.00. Applicants should forward their check or money order in this amount to the Director of Admissions upon receipt of notification that they have been accepted. This deposit will be applied to the first bill for board and lodging when the student registers. In the event the applicant does not register, the Deposit will not be refunded.

For information concerning subsistence allowances and eligibility under Public Laws 16 and 346, veterans of the Armed Forces should apply to their local Veterans Administration offices.
Curriculum

The Curriculum of the Institute is intensive. Insofar as practicable, non-essentials are eliminated, so that all of the student's time and effort may be devoted to matters of real value to him. In this manner, rapid progress can be made without sacrificing thoroughness. Provision is made for qualified students to carry on research under faculty guidance. In the Institute, the center of gravity is learning rather than teaching, since the primary responsibility for achievement rests with the student.

The Curriculum is administered by three departments: the Department of Business Operations, the Department of Area Studies, and the Department of Languages, fulfilling the three principal educational requirements of the man or woman who desires to engage in business or other relations with foreign countries.

All courses are elective, and great flexibility in meeting the needs of individual students is thus rendered possible. The selection of courses to be pursued depends, in each case, upon the student's past education and experience, and his ultimate objectives. The Institute provides both fundamental courses of instruction for students who require them and advanced work for those who already have completed undergraduate college training in a given field. The majority of students at the Institute elect and carry through a heavy schedule of study. The normal class load consists of 16 to 18 semester hours.

Scholarship Standards

All students are expected to approach their studies from the standpoint of mature individuals, motivated by a sincere desire to obtain as much benefit as possible from the Institute's curriculum.

Grades are given and recorded as follows:

A — Excellent
B — Good
C — Passing
E — Conditional
F — Failure
I — Incomplete

The mark "E" may be removed and credit secured, in certain cases, by special examinations taken on the work of the course or, in other cases, it may be removed by the student registering, with the approval of the instructor, for the next course in the sequence.
In case the student passes the second course with a grade of "B" or better, credit and the grade of "C" for the first course will be given.

The mark "I" is given when some portion of the student's work is unfinished. The mark may be removed and credit secured upon completion of the course so marked. Should the student not complete his work and remove the "I" in his next semester of attendance at the Institute, the grade automatically becomes "F".

Any student who is shown to be failing in more than five semester hours of his work at any time is subject to being placed on general probation by the Dean. Such a probationary status requires that the student be present and prepared at all future meetings of his classes, and subjects the student to possible dismissal from the Institute. The probation will be removed upon receipt by the Dean's office of notification from the instructors that the student has raised his standing in the class to the passing point.

**Attendance**

In view of the intensive nature of the course of studies, the faculty and administration must expect regular attendance at classes.

When a student, in the opinion of the instructor, jeopardizes his credit in a class because of excessive absences, regardless of the cause, the Dean is empowered to place such a student on probation.

**The Institute's Certificate**

The Institute does not award formal degrees. Students completing 32 semester hours with a grade of "C" or better will be awarded the Certificate of Graduation.

A student who fails, during his last semester at the Institute, to pass a sufficient number of hours of work to entitle him to receive the Certificate of Graduation may arrange with the Dean's office subsequently to take as much as six semester hours of work in one or more of the fields of study offered at the Institute in an accredited college or university or at the Institute. The courses to be taken at the other institution must first receive the approval of the Dean of the Institute. A certificate will be awarded to the student when the Registrar of the Institute has been officially notified by the other institution that the student has completed a sufficient number of hours of work, with a grade of "C" or better, to make up for his deficiency at the Institute.

**Transcripts**

A transcript of credits is awarded to each student upon graduation. Any student requiring additional transcripts may obtain them through the office of the Registrar at a cost of $1.00 each.
Department of Business Operations

In the Department of Business Operations, the student is equipped with the necessary business tools for a position with a company engaged in foreign commerce. All of the courses are defined in terms of training for ultimate managerial positions in foreign trade.

A concrete and practical rather than an abstract and theoretical approach is made in presenting subject matter. Actual commercial situations are approximated and realistic data, instruments, and forms are incorporated in so far as possible.

The Institute believes that those entering foreign trade must not only have an intelligent understanding of the instruments, practices and procedures of the business but also a good knowledge of the allied fields. The courses of study in the Business Operations Department will give the student this broad background and enable him to meet quickly and intelligently the many novel problems constantly arising, due to the unprecedented economic and political conditions now prevailing in every country.

The courses of instruction in this Department are supplemented by special lectures given from time to time by men who are leaders in their respective fields of foreign trade, thus bringing to the Institute, in an authoritative manner, the most recent problems facing the foreign trader.

Department of Area Studies

The Department of Area Studies conducts a group of courses designed to acquaint students with the characteristics—geographical, ethnological, economic and social—of the world areas where, as future graduates engaged in foreign trade or foreign service, they are most likely to be active. The present courses are concentrated on Latin America and the Far East, as two of the great actual and potential markets for United States goods.

Emphasis is placed upon the economic history and potentials of the areas, and the conditions of business found therein, as well as on the political situations. Concurrently, the student is "briefed" on the modes of life in the various countries of the areas, the health conditions, social customs, religious beliefs, and other aspects of their culture.

The method of instruction is through lectures, readings, use of visual education devices, and development by students, under faculty guidance, of special research projects on particular portions of major areas, or on particular problems.
In summary, the successful student in the area courses is indoctrinated, not only with the externals, but with the thought-patterns and motivations of the peoples he has studied. He will be able to formulate his business and other decisions upon a sound knowledge of the area and its civilization.

Department of Languages

A knowledge of the language of the country, since it enables him to understand and converse freely with the people among whom he lives, contributes markedly to the success of the United States representative abroad. The American Institute for Foreign Trade seeks to give its students this qualification.

The chief aim of the language instruction at the Institute is to develop in the student a facility for speaking and understanding the language which he studies. At the same time, it is expected that he will master the basic structural forms and acquire a well-rounded ability in reading and writing. This is done not through any magic process, but through many hours of intensive application on the part of the student. It has been demonstrated that a good knowledge of the language can be acquired in the time allotted if the student makes the proper use of that time.

The elementary and intermediate courses in language are divided into three parts: Conversation, Fundamentals (grammar, composition, reading), and Laboratory. In the Conversation classes, which are small, the use of English is prohibited, and students begin at once under the guidance of instructors whose mother tongue is Spanish or Portuguese to express themselves in the foreign language. In the Laboratory, ear training and good speech are fostered through practice with phonograph records, sound-track films, and voice recording machines, as well as through singing, oral composition, unison reading, and lectures.

All courses in language are supplemented by optional extra-curricular activities such as movies, fiestas, and various types of public programs. Progress in speaking is furthered through the use of Spanish or Portuguese at mealtime and in the dormitories and recreational activities. Reading ability is increased through wide use of the Latin American periodical literature and language books in the Library.

Students who have previous knowledge of Spanish or Portuguese are assigned to classes after their proficiency has been determined by placement tests.
Courses

Department of Business Operations

FT-100  INTRODUCTION TO WORLD TRADE  (3 hours)
This course is intended to introduce the student to world trade as a whole, its development and its current status. Detailed consideration is given to past and present economic and political developments which affect the volume and direction of international trade. Economic analysis is made of both private and public policy, and current issues are examined. It serves as a basis for the more specialized courses offered in foreign trade and in foreign marketing, and gives the student a better understanding of current problems and of factors affecting the general level of economic activity in the United States and in the world.

Dr. Hibbs and others.

FT-200  THE DOCUMENTS AND FINANCIAL OPERATIONS OF FOREIGN TRADE  (3 hours)
The student gains in this course a comprehensive knowledge of all the documents and terms used in foreign trade and the procedures used in financing exports and imports. It attempts to clarify the financial and credit aspects of the relationships between the seller and the buyer and between the seller and his bank which is to finance the sale. The course is particularly valuable to the student who may wish to become proficient in the financial side as distinguished from the marketing side of foreign trade, in the extension of credit, and in working in the foreign department or foreign branch of an American bank.
Prerequisite: Foreign Trade 100 or its equivalent; or International Economics; or fifteen semester hours credit in two or more of the following fields: Economics, Marketing, Finance.

Mr. Shaterian

FT-300  PROBLEMS OF FOREIGN TRADE PROCEDURE  (2 hours)
This course involves a review and more detailed study of all the steps considered and taken from the moment the seller receives an inquiry from the buyer up to the point where the seller receives payment for the sold merchandise. Hypothetical export and import sales and shipments are followed through and the student is required to gather the necessary data, to make his own decisions, to prepare the relevant reports, letters, and cables, to give proper instructions to his freight forwarder and bank, etc. The class is held in small sections so that the work of each member of the class can be analyzed and discussed for the benefit of the entire class. It attempts to put into practice the knowledge acquired in Foreign Trade 200 and in certain phases of Foreign Marketing.
Prerequisite: Foreign Trade 200.

Mr. Shaterian
ACCT-100 ACCOUNTING FOR MANAGEMENT (5 hours)
A presentation of the fundamental techniques of bookkeeping and accounting. This course is designed for those students who have had no accounting before entering the Institute, and is a prerequisite to the more advanced accounting courses.
Mr. Wilson

ACCT-200 INTERMEDIATE ACCOUNTING (5 hours)
This is a continuation of the work offered in the previous course. Prerequisite: ACCT-100 or its equivalent.
Mr. Wilson

ACCT-250 ANALYSIS OF FINANCIAL STATEMENTS (3 hours)
This course lends interpretation to the various accounts appearing on financial statements, and introduces the techniques for their comparison and analysis. Many allied topics are brought into the course of study through special group reports, with emphasis placed on the extension of credit. Use is made of financial statements of many of the leading business houses of the United States. Prerequisite: ACCT-100 or its equivalent.
Mr. Wilson

ACCT-300 RESEARCH PROBLEMS IN ACCOUNTING (2 hours)
This course consists of intensive study under the direction of the Accounting Division. It is designed for those students who are thoroughly grounded in the general principles and practices of accounting and who wish to become particularly proficient in a certain branch. For example: cost analysis, auditing, income determination, etc. Prerequisite: ACCT-200 or its equivalent.
Mr. Wilson

MKT-100 PRINCIPLES AND METHODS OF DOMESTIC MARKETING (5 hours)
This course covers the basic principles of all marketing and their application to business problems. It includes study of the marketing functions, the consumer, his buying motives and habits, trade channels—the retailer, wholesaler and other middlemen—the marketing of agricultural and manufactured products, market research and marketing policies, Government aids and regulations. This course is a prerequisite to Foreign Marketing 210 and is designed to prepare the student for meeting the problems of selling and merchandising.
Mr. Murphy

MKT-210 FOREIGN MARKETING (2 hours)
This course covers the specific problems of marketing in the foreign field and provides the student with a practical knowledge of the techniques used. It covers market research, marketing functions, trade channels, export advertising, merchandising, sales promotion, and the procedure followed in making export and import shipments. Prerequisites: Marketing 100 or its equivalent. Foreign Trade 100 is recommended as a complementary course.
Mr. Murphy
ADV-100  ADVERTISING THEORY AND PRACTICE  (3 hours)
The objective of this course is to survey the entire field of advertising in much the same fashion that a course in Economics covers its field. This course includes economics of advertising, consumer research, produce and market analysis, copy appeals, advertising layouts and techniques, advertising media, testing methods, the advertising agency, advertising department and advertising budget. The course will prepare the student for a career in foreign advertising or equip the student who does not elect this career with a basic knowledge of advertising and its application to business problems.

Mr. Murphy

SALESMA nvSHIP-100
BASIC PRINCIPLES OF SALESMA nvSHIP  (3 hours)
This course covers the principles of salesmanship— including pre-approach, approach, planned presentation, demonstration, closing, and other phases of the subject. The application of these principles to foreign selling is given special consideration. One hour per week consists of a lecture on specific principles, one is devoted to talks by sales experts from leading business firms, and one hour to practice in selling problems and actual sales demonstrations by students. The course covers the basic essentials of salesmanship and it is designed to prepare the student for executive work requiring the supervision of salesmen as well as for actual sales work.
Prerequisite: Marketing 100 or its equivalent.

Mr. Murphy

LABOR
REL-100
INDUSTRIAL RELATIONS AND PERSONNEL MANAGEMENT  (3 hours)
Basic course in the techniques of relations between management, employees and the public. It deals with the basic principles of present day labor relations as reflected in laws, government regulations, union agreements, etc. It also considers the part that personnel management plays in harmonizing the interests of employer and employee.

Dr. Hibbs

LABOR
REL-200
LABOR DEVELOPMENTS IN LATIN AMERICA  (2 hours)
An examination of the status and problems of the labor force in Latin America. Analysis of trends in labor legislation, labor organization, collective bargaining, and other topics. National development is examined in selected countries.

Dr. Hibbs

LABOR
REL-300
COLLECTIVE BARGAINING  (1 or 2 hours)
Work in this course will be based upon specialized reading and research by students enrolled. Programs of individual students may be flexible, but must be focused upon some aspect of collective bargaining. Class meetings may be held regularly or irregularly, to provide an opportunity for discussion of assigned readings and student research projects. A term paper will be required.

Dr. Hibbs
Department of Area Studies

A-100 (a) LATIN AMERICA (3 hours)
This course is designed to acquaint the student with the various background factors which would influence his work and life in Latin America. It consists of an intensive study of the economic geography, resources, history, politics, population, social institutions and conditions, and psychology of the Latin American countries.
Dr. Schurz

A-100 (b) LATIN AMERICA
A continuation of Area-100 (a).
Dr. Schurz

A-110 (a) THE FAR EAST (2 hours)
A course on the geography, history, economy, politics, and culture of middle and eastern Asia, the East Indies, and Australasia. The area covered by the course includes China, Japan, Asiatic Russia, India, Malaya, Indonesia, the Philippines, Australia, and New Zealand. Discussions, lectures and readings.
Dr. Schurz

A-110 (b) THE FAR EAST
A continuation of Area-110 (a).
Dr. Schurz

A-200 RESEARCH PROBLEMS IN SPECIAL AREAS
Directed research, within the limitations of materials available locally, on problems associated with special areas of the world.
Prerequisite: A university degree or completion of one semester of either basic Area course or one year of advanced study in residence in the region under consideration.
Dr. Schurz

INT. REL-100 BASIC ELEMENTS OF INTERNATIONAL RELATIONS (3 hours)
An introductory study of intercourse between states, with special emphasis on practical and economic aspects.
Dr. Frost

INT. REL-150 GOVERNMENT SERVICES TO OVERSEAS BUSINESS (1 hour)
The student will gain a knowledge of the services which the American consulates and embassies perform for United States businessmen abroad. The course includes a study of the organization and functions of the United States Department of State, including the Foreign Service, and of the Department of Commerce. No text is used in this course, but various readings are assigned.
Dr. Frost

INT. REL-200 THE APPLICATION OF BASIC IDEAS (3 hours)
In this course, a study is made of the application of the basic elements, with particular attention to relationships between the United States and Latin America. Current international problems are also studied.
Prerequisite: Int. Rel-100 or its equivalent.
Dr. Frost
THE INTERNATIONAL POLITICS
OF RAW MATERIALS
(2 hours)
A study of the influence of raw materials and primary essential commodities upon international relations, with attention to cartels.
Prerequisite: Int. Rel-100 or its equivalent.
Dr. Frost

Department of Languages

P-100 ELEMENTARY PORTUGUESE
(8 hours)
Conversation: Directed practice in oral expression. Small groups under the guidance of Portuguese-speaking instructors, conducted entirely in Portuguese.
Fundamentals: Explanation of structural forms; extensive drill on verbs; written exercises; oral reading.
Laboratory: Ear training and speech exercises; imitation of phonograph records; practice with voice recording machines; dictation; group practice of songs, verse, and prose.

P-200 INTERMEDIATE PORTUGUESE
(8 hours)
Prerequisite: P-100 or the equivalent.
Conversation: Guided discussion of everyday life topics; oral reports on assigned readings.
Fundamentals: Continuation of essential grammar explanations; exercises in composition, content dealing with Brazil.
Laboratory: Practice with phonograph records and voice recording machines; lectures; group practice of songs; oral reading and dictation.

P-300 ADVANCED PORTUGUESE
Prerequisite: P-200 or the equivalent.
P-300.CC Commercial Correspondence
(2 hours)
Composition of business letters, office memoranda and reports; exercises on form, usage, commercial terminology. Readings from Brazilian commercial periodicals and other publications.

S-100 ELEMENTARY SPANISH
(8 hours)
Conversation: Directed practice in oral expression. Small groups under the guidance of Spanish-speaking instructors, conducted entirely in Spanish.
Fundamentals: Explanation of structural forms; extensive drill on verbs; written exercises; oral reading.
Laboratory: Ear training and speech exercises. Use of Spanish sound-track films with scripts; imitation of phonograph records; practice with voice recording machines; dictation; group practice of songs, verse, and prose.
S-200 INTERMEDIATE SPANISH (8 hours)
Prerequisite: S-100 or the equivalent.

Conversation: Guided discussion of everyday life topics, oral reports on assigned readings.

Fundamentals: Continuation of essential grammar explanations; exercises in composition, content dealing with Latin America; introduction to forms and vocabulary of commercial letter writing.

Laboratory: Spanish sound-track films; practice with phonograph records and voice recording machines; lectures; dictation; group practice of songs; oral reading.

S-300 ADVANCED SPANISH
Prerequisite: S-200 or the equivalent.

S-300.C Conversation (5 hours)
Content dealing with Latin American points of view and current problems. Oral reports on assigned readings of Latin American publications.

S-300.F Fundamentals (2 hours)
Thorough review of grammar principles in written and oral practice; analysis of individual problems of construction and expression; special equivalents of certain English concepts.

S-300.BCC Commercial Correspondence and Business Spanish (3 hours)
Composition of business letters, office memoranda and reports; exercises on form, usage, commercial terminology; study of documents most needed in business transactions; readings from Latin American commercial periodicals and other publications.

Note: Credit for this course is one, two or three hours according to the number of class hours for which the student registers:
- S-300.BCC (3 hours)
- S-300.B (2 hours)
- S-300.CC (1 hour)

S-300.T Technical Spanish (2 hours)
General Terminology for mathematics, physics, chemistry and metallurgy, with particular reference to nomenclature needed in mechanical, hydraulic, electrical, and chemical engineering.

S-300.Lit Spanish American Literature (2 hours)
Brief survey of outstanding authors and literary works of the Spanish American countries, with emphasis on the modern period. Reading and discussion. Written reports.

S-400 ADVANCED ORAL SPANISH (3 hours)
Prerequisite: Satisfactory score on placement tests and at least 6 hours in S-300 or the equivalent.

Practice in speaking for business and social occasions, news commentary, radio programs, and other public activities. Building of specialized vocabulary of a practical nature. Practice with voice recording machines.
Student Body 1948-1949

Abernethy, Harry Mitchell, Jr. Lombard  Illinois
Aldenhagen, Robert William Columbus  Indiana
B.S. Indiana University
Algier, Keith Wayne Worland  Wyoming
Allen, Robert, Jr. Detroit  Michigan
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Alward, George Curtis Traverse City  Michigan
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Berman, Harold Phoenix  Arizona
Billman, Paul Henry, Jr. Fort Worth  Texas
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Bosley, Jackson Worth Phoenix  Arizona
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Boss, Herbert Ellsworth Memphis  Tennessee
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Boyle, Edward Conrad
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Ogden, Utah
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B.S.C. State University of Iowa
Britt, Iowa
Brookhouser, George Norton
B.A. Baldwin-Wallace College
Elyria, Ohio
Burns, Frank Floyd, Jr.
B.S. Holy Cross College
Monroe, Michigan
Burns, Gayle Johnson
Monroe, Michigan
Burns, Thomas Joseph
B.A. Colorado College
Denver, Colorado
Burns, William Dunlap
B.A. Westminster College
Joplin, Missouri
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Gloucester, Massachusetts
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Carrillo, James Melvern
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Washington, Pennsylvania
Cartmill, Helen Elizabeth
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Cavins, Kenneth Roche
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Cheroske, Robert Husek
B.A. Pomona College
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Christie, James William
Long Beach, California
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Dallas, Texas
Clark, Neil Millard
Boise, Idaho
Clay, David Richards
B.A. University of California at Los Angeles
Los Angeles, California
Coddington, Samuel Lee
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Milwaukee, Wisconsin
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Windfall, Indiana
Colbert, Roger Edward
Beverly, Massachusetts
Connelly, William Joseph
New York City, New York
Cook, Charles William
Los Angeles, California
Corey, Bruce
Austin, Minnesota
Coy, Doris
B.S. Miami University
Oxford, Ohio
Craig, LeRoy R.
Phoenix, Arizona
Crane, Meade Ballard
Fort Worth, Texas
Crooks, Wayne David
B.A. Baldwin-Wallace College
Muskegon, Michigan
Crum, James Blondeau
B.S. Loyola University of Los Angeles
Playa Del Rey, California
Currey, E. Causten, Jr.
Oklahoma City, Oklahoma
Darnell, Reynold Eugene
David City, Nebraska
Dauenhauer, Richard Fairall
B.A. Denison University
Columbus, Ohio
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<td>E.S. Ferris Institute</td>
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Herndon, James William  El Paso  Texas  
Hinckley, Neil Nathaniel  Salt Lake City  Utah  
Hirezi, Charles Edward  Dallas  Texas  
        B.S. Liceo Salvadoreno, El Salvador  
Hobbs, Dean Kelly  Hennessey  Oklahoma  
        B.S. Southern Methodist University  
Hoffmann, Charles Richard  Waupaca  Wisconsin  
        B.S. St. John's Military Academy  
        B.A. University of Wisconsin  
Hoge, William J., Jr.  Ajo  Arizona  
        B.S.P.A. University of Arizona  
Hohmann, Robert Arthur  Los Angeles  California  
Holman, Franklin Arrington  Rocky Mount  North Carolina  
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Hoover, William Guy  Encino  California  
Hoyt, S. Bradstreet  Kentfield  California  
Huffman, William James  Flint  Michigan  
Hughes, Francis A.  Traverse City  Michigan  
        B.A. Central Michigan College of Education  
Hughes, Robert Bruce  Middletown  Ohio  
        B.A. University of Washington  
Hunt, William Howard  Seattle  Washington  
Johnson, Arnold C.  Bonanza  Oregon  
        B.A. University of California  
        B.S. Miami University  
Jenkins, Bentley McMillan  Washington  D.C.  
            B.A. Western Michigan University  
Jemstad, Bayseil Andrew  Paris  Michigan  
Johnson, Carl W.  San Jose  California  
Johnson, Farnham James  Wichita  Kansas  
        B.A. University of Wisconsin  
        B.S. University of Wisconsin  
Johnson, Harvey Wallace  Richmond  California  
Johnson, Philip Emil  Berkeley Spring  West Virginia  
        B.A. West Virginia University  
Johnson, Reay E.  Fredericksburg  Virginia  
        L.L.B. National University of Law  
Johnson, Richard Thaxton  Phoenix  Arizona  
Johnson, Robert Alan  Fulda  Minnesota  
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        B.S. University of California  
Jones, John Hungerford  Phoenix  Arizona  
Jorgensen, John Delbert  Marquette  Michigan  
Kale, William Albert  Los Angeles  California  
Kallerup, Harold Vigge  San Francisco  California  
        B.S. University of California  
Karnes, Gail Hubert  Raleigh  Illinois  
        B.Ed. Southern Illinois University  
        B.C.S. Benjamin Franklin University  

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<table>
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<tr>
<th>Name</th>
<th>School/University</th>
<th>City</th>
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<tbody>
<tr>
<td>Keffeler, Robert Anthony</td>
<td>Des Moines</td>
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<td>Keller, Jack Joseph</td>
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Tucson, Arizona

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St. Paul, Minnesota

Mallgren, Anthony Keith
Marquette, Michigan

Manin, Harry A.
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Phoenix, Arizona

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Monrovia, California

Mason, Gerald William
Seattle, Washington

Mellinger, Melvin Franklin
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Monrovia, California

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Roxbury, Massachusetts

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B.A. University of California at Los Angeles
Santa Monica, California

Michelfelder, Frederick Emil
Linwood, Maryland

Miller, Charles Bingham, Jr.
Beverly Hills, California

Miller, Efrem Jack
LL.B. Atlanta Law School
Atlanta, Georgia

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B.S.C. University of Iowa
M.A. University of Iowa
Albia, Iowa

Miller, Grant Woodrow
Milwaukee, Wisconsin

Miller, Kenneth Joseph
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St. Louis, Missouri

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B.S. Indiana University
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Monaco, Gene C.
Riverdale, New York

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Plymouth, Massachusetts

Mordecai, Frank F.
B.S. University of North Carolina
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Moseley, Robert Clayton
Salt Lake City, Utah

Mulryan, Henry Trist
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Nelson, John Cromwell
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