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Office of the dean of
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Information as to the
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UNIVERSITY OF ILLINOIS
OFFICE OF THE DEAN OF MEN
URBANA

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REQUESTS are constantly coming to the office of the Dean of Men at the University of Illinois for information as to the organization of the office, its purposes, and its procedure. I have tried in this modified report of the work of the office for 1928-29 to answer some of these questions, and to give such information as would be helpful or suggestive to those officers who are starting out upon the road which I have traveled for thirty years. If the report stimulates inquiry I should be glad to furnish further details.

THOMAS ARKLE CLARK

March 1, 1930
Urbana, Illinois

BRIEFLY, the objects of the office of the Dean of Men are to try to come into personal contact with the individual student and to direct him, guide him, keep him from stumbling into the pitfalls which engulf so many inexperienced and purposeless undergraduates. The purpose is to serve him in every possible way. Various methods of doing this are utilized. An informal letter is enclosed in every permit which the Registrar sends out to prospective men, a copy of this letter being printed below:

TO INCOMING FRESHMEN:

You are receiving from the Registrar a permit to enter the University in September. When you come to college you will find it very different from High School. The conditions under which you live will be different, the work will be harder, and you will need to be more self-reliant.

You will be wise if before coming in September you visit the University and make arrangements for your living. In choosing a house in which to live, be sure that you make a definite contract, and it is safer to have it in writing. You will be wise if you assure yourself that the place is clean, that the house is well kept, that there is proper protection in case of fire, and you ought to look into the heating of the room, to its ventilation and lighting, and the bathing facilities in the house.

Students almost never do well if there are more than two in a room, and you will be better off if you have your own bed. The furniture in the room should be such as to make it pleasant and comfortable for you, for it is to be your home.

What you accomplish during the first six weeks will determine pretty largely what your final accomplishment will be. My office is open from eight in the morning until six in the evening, and you are welcome at any time no matter what your business is. Everyone is anxious to help you to get started right and to aid you in any difficulty. I personally should be glad to see you if only to get acquainted with you.

If you wish, I shall send you one of our freshman books which will give you a good deal of information which you might find it difficult otherwise to acquire.

The office is open from eight until six, six days in the week throughout the year, and during the summer has a great many calls from parents and students and so make many acquaintances.

Dean Clark and Mr. Smith both speak at the Young Men's Christian Association gathering at Camp Decatur just previous to the opening of college, and here meet two or three hundred young men in a personal way.

Dean Clark, Mr. Turner, and Mr. Smith speak at the churches, visit fraternities, attend social gatherings and smokers, and once or twice a week see all the sick people in each of the four hospitals in town. They lead student discussion groups at the fraternity houses, and meet and advise students any hour of the day or night seven days in the week if called for.

FRESHMAN WEEK

The University has had for two or three years the early registration of freshmen and the exercises of these first days are called Freshman Week.

At this time the new students gather at the University for some preliminary meetings and for registration. More could be made of these beginning days and could be effectively utilized for a closer personal contact with a larger number of people than is now done. The Dean of each college has his own particular group of freshmen for an hour before registration begins. There is a meeting to which all men of the freshman class are called and at which the Dean of Men speaks. The number attending is too large, however, for the best effects.

The new man is openminded; he is homesick often; he knows very few people, and he often has no friends on the campus, or no one whom he recognizes as a friend. The present exercises now are rather mechanical and they could be very much improved. A social hour or two where they could meet the officers of the University personally, would be effective.

DIVISION OF WORK

In the running of the office of the Dean of Men the work is divided so that each one has some specific responsibility and some directive power.

The assistants at the present time are:

Mr. Fred H. Turner, who takes general responsibility for the mechanical running of the office.

Mr. George Herbert Smith, who is in charge of freshmen and foreign students.

Mr. George B. Elliott, who is Secretary of the Committee on Student Organizations and Activities, and has charge of social and fraternity matters.

The special work of each one of these men will be given more in detail.

MR. TURNER'S WORK

Mr. Turner is responsible for the general management of the office. He engages the clerks, supervises their work, and sees in general that the mechanical details in the running of the office are carried out. He looks after supplies, keeps the office accounts, and has charge of clerical work necessitated in the operation of our automobile regulations. This consists of the issuing of permits and licenses after they have been approved, keeping a file of applications and of permits issued, and checking up on the possible violators of the regulation. It is he who keeps the office running smoothly. He has acted as Dean Clark's personal secretary and takes charge of matters when the Dean is out of town.

His miscellaneous duties consist in adjusting difficulties between landlords and students, and the local authorities and students. He has made very valuable contacts with city and county officers who look after the moral conditions of the two towns, and is always called if anything irregular occurs in either of the two towns which has to do with student conduct. Night calls always come to him, and this connection with the officers of Champaign and Urbana has done much to aid in the elimination of drinking, gambling, and general vice.

He has charge of attendance for all classes above the freshman class. He issues sick excuses, vacation extensions, keeps the hospital association records, and o.k.'s the bills. He has been responsible also for sending out the probation letters at the end of the semester, which are signed by the Dean, and for checking up on scholarship reports which come to the office.

During the last year he has been a member of the Committee on Intercollegiate Transfers, a member of the Committee on Classification in Physical Education and Military, of the Illini Board of Trustees, and is chairman of the Committee on Editorial Policy of that Board, is a member of the Board of Directors of the Illinois Union, and of the Gregory Scholarship Committee. All of these duties take energy and time.

MR. SMITH'S WORK

Mr. George Herbert Smith is this year doing the work previously carried on by Mr. J. G. Thomas.

His special business is to get into contact with freshmen and foreign students. As has been said previously, he speaks at smokers and special freshmen groups, and at fraternity houses. He visits the hospitals regularly to see the freshmen who are ill, and last year conducted a freshman discussion group for the Young Men's Christian Association.

He looks after the attendance records of freshmen, calls in the men who have low scholarship, tries to find out the trouble and to correct it, and encourages the freshmen to make friendly visits to the office in order that their mutual acquaintance may be developed.

He has this year kept a personal record card for every freshman and has attempted to put on this card all the facts that can be accumulated concerning the individual students. This card has on it the picture of the student and such personal data as may be secured from his study list, a record of all his petitions, his scholastic standing, his class attendance, and a statement of such interviews as he may have with the student.

He has given special attention to foreign students, who come here ordinarily without much knowledge of our customs and the local conditions. He has helped them secure good lodging and boarding places, to get them into contact with students from their own country, and has done a great deal in finding employment for them in private homes.

He has been in charge of such work as we do in securing employment for needy students. It is true that the Young Men's Christian Association does a good part of this, but he keeps in his office a record of all jobs available and all men who want work, and has the last year secured more than one hundred and twenty-five positions for students, these positions aggregating a total money value of \$11,000. Next year as a result of the experience which he has had this year he will be able to help a considerably larger number of students than in the past.

MR. ELLIOTT'S WORK

Mr. George B. Elliott is in charge of the work of Students' Organizations and Activities. In addition to such matters as naturally come to the office relative to student activities he is Secretary of the Council Committee on Student Organizations

and Activities, and in that capacity has done the major part of the work.

He best describes his own work as follows:

"The office of the Secretary of the Committee on Student Organizations and Activities operates in conjunction with the office of the Dean of Men. Its work is concerned with and relates to student participation in class activities, scholastic and fraternal organizations, and extra-curricular interests.

"The work of the Secretary may be broadly classified under several divisions which give a more accurate view of the duties.

"Social regulations include the granting of petitions for student dances, chaperon reports, and administration of funds for class dances, the receiving of bids, and the contracting for services at class functions. Proper budgets are requested where they are thought desirable.

"The supervision of student dramatic production includes the proper apportionment of dates on the calendar, the check for probation status of the members of the casts, and, in many cases, the handling of the funds connected with these entertainments.

"Fraternity scholarship is taken note of by the compilation of semi-annual comparative reports relating to each of the eighty-seven organizations represented here. These reports are prepared for distribution to local and national officers, officials of various universities, and other interested parties. In connection with this work, requests for permission to initiate new members into the organizations are approved in accordance with the regulations advanced by the Council of Administration.

"The handling of student funds requires that permanent files be kept for the making of semi-annual financial reports relating to the operations of organizations under this fund. Receipts are entered and disbursements are made by checks issued on approval of the various treasurers, representing, in the aggregate, an income and expenditure of \$35,000 annually. Investments amounted to \$5,000 as of July 31, 1928.

"Petitions for the use of University rooms are received in the office, and, after the proper signatures and the approval of the Supervising Architect, notice of the action is sent to the parties requesting such privilege.

"Sales of membership to the McKinley Hospital fund, known as the Mutual Benefit Hospital Association, are handled and

reported on at the beginning of each semester. This represents an item of from \$15,000 to \$18,000 semi-annually in the receipts, which is accounted for by a detailed report of the sales operations in each semester.

"Matters of particular concern are passed on by the Committee at its weekly meeting, for direct administration by the Secretary or for submission to the Council of Administration for further action.

"The work of this office offers an opportunity for a great number of statistical charts and useful data on student activities. In business terms, it serves in the capacity of clearing house for the organized and unorganized student body in matters concerning their organizations and activities."

DEAN CLARK'S WORK

The Dean is in the office from eight to nine hours a day. On Tuesday, of course, he has to leave the office at four o'clock in order to attend the meetings of the Council of Administration, but all other days he is in from eight to twelve and from one to five or six. He sees whoever wants to see him on whatever subject he wishes to discuss, and sees people at home after dinner, or on Sundays if the matter which they have to present seems imminent and will not wait. It would be impossible to enumerate the almost infinite number and variety of problems which come to him in the office.

A number of duties have fastened themselves on him besides those directly connected with the regular work of Dean of Men. He has for years been the Secretary of the Council of Administration, and as such has taken care of thousands of routine petitions. In most cases the precedent action of the Council determines what is to be done in each case. All probation and disciplinary notices go out under his signature and are taken care of in the office. Of these there are many thousands during the year. These letters to parents and students result in a good deal of correspondence and scores of interviews. Because he signs the letters which carry the notice of discipline to parents and students, he is in a good majority of cases held responsible for the Council action in these cases and is called upon to explain it.

SCHOLARSHIP

Scholarship and whatever connects itself with the curriculum of the student is primarily the concern of the various Deans of the colleges, but scholarship and conduct are inseparably connected, and so loafing, the lack of interest, irregular attendance, bad moral habits, all have their effects upon the scholarship of the student. When a student's scholarship falls down, it is desirable to look into his habits and to try to correct them so that his scholarship may come up.

Phi Eta Sigma, the honorary freshman organization, is having its influence upon the scholarship of the freshmen and through this organization the best underclassmen are influencing others to raise their scholastic average. To date, sixteen of these organizations have been installed in various institutions of the country.

THE WORKING STUDENT

As has been indicated previously in speaking of Mr. Smith's work, a definite attempt is made to find employment for the student who must work his way through college. These working students often are among the best and most serious-minded in attendance. If they can be properly placed their work often does not interfere seriously with their scholastic progress. With a little more expenditure of money in the office the condition could be improved and more undergraduates helped to find work.

HOUSING CONDITIONS

The erection of fraternity and sorority houses has continued almost with as much enthusiasm this past year as in the previous years. This multiplication of organized houses has had its definite effect in the two cities upon housing conditions for students not members of organized groups. Vacant houses and signs of rooms to rent are more and more numerous so that the unorganized student has little difficulty, if he will go a short distance from the campus, in finding adequate and satisfactory lodging places.

A good many of the fraternities have built new houses with very little financial backing. Some of these houses come close to being extravagant in their furnishings and in their spaciousness.

A careful inspection of all houses, not only private houses but those occupied by organized groups, is being made at the present time by Mr. Elliott.

Students do not always pay attention to sanitary conditions or to fire hazards. They are not on the whole good housekeepers, excepting in the show places on the first floor of their houses, and they will be helped materially when an inspection is made of their houses and a frank public report made of each organized house.

There has been considerable trouble with students living in apartments. Many institutions similar to the University of Illinois prohibit undergraduates from living in houses or apartments which have no supervision. Even where the students themselves who occupy the apartments are dependable their friends often take advantage of the isolation of the apartment to indulge in practices which are neither wise nor moral. There are plenty of private rooming houses to meet the demands of all students, so that the use of apartments is not necessary. Consequently a regulation has been adopted prohibiting students from living in apartments.

THE AUTOMOBILE REGULATION

The regulation relative to the use of automobiles by students has now been in force three years. Students have not been permitted to use automobiles in driving to and from formals or other social gatherings excepting for the five major functions for the year—the Junior Promenade, the Sophomore Cotillion, the Pan-Hellenic Formal, and the Senior Ball. This entails some inconvenience to students because of the limited number of cabs available in town, but should driving be permitted generally to fraternity and sorority parties, at some week-ends there would be a thousand or more cars in town and this would congest traffic and subject the student to the severe temptation to go farther than the simple permit to drive to a dance was concerned.

There have been some violations of the regulation and the violators have been penalized, but the number of the violations is very small, and the opposition to the rule slight.

McKINLEY HOSPITAL

During the past year, as in previous years, the Dean has been Chairman of the Committee in charge of the McKinley Hospital.

The number of patient days this year is somewhat in excess of that of last year because of the fact that there was during the winter months a considerable epidemic of influenza. Other than this, there has not been a great deal of infectious disease excepting somewhat more scarlet fever than ordinarily.

The laboratory, the equipment of which was added to last fall by a purchase of an X-Ray outfit, has been more than self-supporting this year.

The past year the hospital has taken care of almost all patients who have received injuries in athletic games.

The hospital shows itself to be more and more a necessity.

THE HOSPITAL ASSOCIATION

The general management of the Hospital Association and the funds which come into it have been carried on in this office. The membership this year has been increased somewhat over that of last year. The receipts for the first semester of this last year were \$16,938, for the second semester \$14,142 making a total of \$31,080.

It might be interesting in this report to give a brief summary of hospitalization for the past year. Every day somebody from this office goes to each of the hospitals to check up on the patients who are there.

On page 12 is given a statement concerning the number of students in the various hospitals of the two cities, and also a tabulation of the classes from which they came.

DISCIPLINE

All disciplinary matters of which have to do with men are first considered by a committee of seven to which irregularities of student conduct are reported. Most of these have to do with the scholastic work such as themes, laboratory exercises, quizzes, and final examinations. There has been so far a rather definite penalty in each case and perhaps has been less difficulty than would otherwise have occurred if the penalties had not been definite.

HOSPITAL REPORT FOR SCHOLASTIC YEAR 1928-29

	<i>McKinley</i>		<i>Burnham</i>		<i>Mercy</i>		<i>Eastern Illinois Sanitarium</i>		<i>All</i>	
	First Sem.	Second Sem.	First Sem.	Second Sem.	First Sem.	Second Sem.	First Sem.	Second Sem.	First Sem.	Second Sem.
Men.....	641	380	73	84	84	43	82	1	880	508
Women.....	239	189	15	14	23	30	3	0	280	233
<i>Totals.....</i>	880	569	88	98	107	73	85	1	1160	741
<i>Totals for year.....</i>	1449		186		180		86		1901	
'32.....	286	179	22	26	33	28	43	0	384	233
'31.....	194	131	28	23	29	17	20	0	271	171
'30.....	168	117	15	13	18	16	11	1	212	147
'29.....	145	99	18	22	17	7	8	0	188	128
Graduates.....	48	22	2	8	2	3	3	0	55	33
Faculty.....	30	16	3	6	4	2	0	0	37	24
Unclassified.....	9	5	0	0	4	0	0	0	13	5
<i>Totals.....</i>	880	569	88	98	107	73	85	1	1160	741
<i>Totals for year.....</i>	1449		186		180		86		1901	

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Examinations are conducted under the proctor system. Each instructor is responsible for the proctoring of his final examinations.

The number of disciplinary cases has not increased over previous years, and perhaps aggregate one percent of the total enrollment. This percentage includes the mildest and most severe forms of discipline.

ATTENDANCE

Every effort is made in this office to encourage students to attend classes with regularity. When a student is found who is irregular in attendance, even though he is not cutting classes to an extent which will imperil his remaining in the course an attempt is made to find out his reason for absenting himself from class and to show him that the effect of absence from classes on scholarship is practically always to lower it.

Recently the attendance regulation was modified so as to permit upperclassmen whose scholastic standing for the previous year had been 3.75 or above unlimited cuts. The first semester in which this rule was in effect four hundred and fifty men were exempt from the cutting rule. Of these sixty-four per cent cut a good deal and fifty-three per cent of those who took excessive advantage of the rule lost the privilege through the reduction of their grades. They, no doubt, developed a certain amount of independence but paid for it by poor scholarship.

LOAN FUNDS

With the new organization of the methods of granting loans to students Dean Clark has not been brought so directly into contact with the matter of loaning funds this year as in previous years, though he has under the present regulations been asked to approve the applications of all men.

Perhaps it is not out of place to say here that the funds are very inadequate amounts for meeting the requests which come now from needy students. Whatever can be done to interest philanthropically inclined friends or graduates of the University to make contributions to the loan funds would be of great advantage. With the present funds a large number of students are helped but because of the limited amount of funds, a con-

siderable number of applications from really worthy students are refused.

A number of loans have been given with certain restrictions—that is, they are open only to students registered in a certain college.

ORGANIZATIONS

No one can be around the University long without being impressed with the rapid increase in organizations. The greatest percentage of this increase, however, is in so-called professional or honorary societies, most of which are of doubtful value. A large percentage of the students have a desire to belong to a social organization.

The social organizations have not increased in proportion to the increase in attendance. The result of this has been that those organizations which are on the campus have built large houses and have developed large chapter rolls to the extent that unity of action is growing more and more difficult to maintain. There are not too many chapters of social fraternities but the chapters are too large.

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