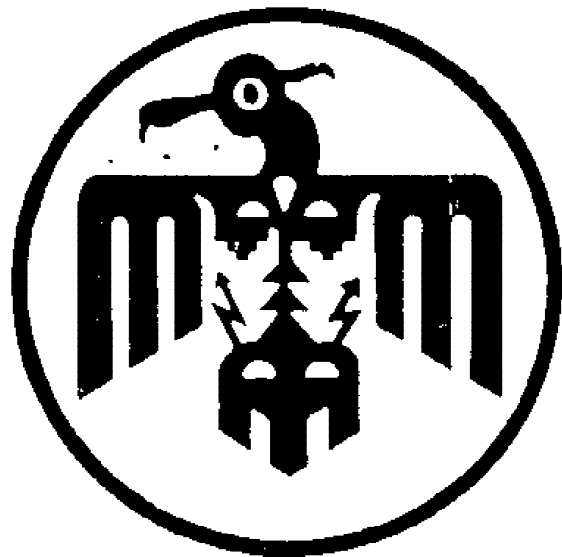


THE
AMERICAN INSTITUTE
FOR FOREIGN TRADE

CATALOGUE



1951 - 1952

Aims of the Institute:

To serve its students by preparing them, through intensive education, to engage usefully and productively in international commerce and associated activities.

To serve business and the government by providing a source of trained personnel interested in and qualified for positions connected with foreign trade and foreign service.

To serve international understanding by fostering constructive, sympathetic and mutually satisfactory business relations between the peoples of the various countries.

THE
AMERICAN INSTITUTE
FOR FOREIGN TRADE

A Non-Profit Institution



Thunderbird Field
Phoenix, Arizona

August, 1951

TABLE OF CONTENTS

Institute Calendar 1950-1951	6
Organization	7
National Advisory Council	7
Officers and Directors	8
Administration and Faculty	9
History and Purpose	15
Program of Studies	18
Instruction for Wives	19
Summer School	19
AIFT Key-Man Program	20
Placement of Graduates	20
Student Life	21
Campus and Buildings	21
Library	22
Housing	23
Tuition and Other Costs	25
Veterans	25
Scholarships	26
Student Employment	26
Medical Service	27
Recreation and Sports	27
Alumni Organization	28
Extracurricular Activities	28
Admission Requirements	30
Curriculum	31
Scholarship Standards	34
Department of Foreign Trade	35
Department of Area Studies	36
Department of Languages	36
Courses	38
Student Body	44

CALENDAR FOR 1951-1952

1951

September 17-19, Monday-Wednesday
Matriculation and Orientation

September 20, Thursday
Academic registration

September 21, Friday
First day of classes

October 12, Friday
Last day for changes in schedule

November 9, Friday
Mid-semester progress reports

November 21, Wednesday, 3 p.m.
Thanksgiving vacation starts

November 26, Monday, 8 a.m.
Thanksgiving vacation ends

December 14, Friday, 3 p.m.
Christmas vacation starts

1952

January 3, Thursday, 3 a.m.
Christmas vacation ends

January 24, Thursday
Last day of classes

January 25-30
Examinations

January 31, Thursday
Commencement

February 2-4, Saturday and Monday
Matriculation and Orientation

February 5, Tuesday
Academic Registration

February 6, Wednesday
First day of classes

February 26, Tuesday
Last day for schedule changes

April 1, Tuesday
Mid-semester progress reports

April 9, Wednesday, 3 p.m.
Easter vacation starts

April 15, Tuesday, 8 a.m.
Easter vacation ends

May 23, Friday
Last day of classes

May 24-29
Examinations

May 30, Friday
Commencement

1951	1952
<p>SEPTEMBER</p> <p>S M T W T F S</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30</p>	<p>MARCH</p> <p>S M T W T F S</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p>
<p>OCTOBER</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30</p>	<p>APRIL</p> <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30</p>
<p>NOVEMBER</p> <p>S M T W T F S</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30</p>	<p>MAY</p> <p>S M T W T F S</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30 31</p>
<p>DECEMBER</p> <p>S M T W T F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p>	<p>JUNE</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30</p>
<p>1952</p> <p>JANUARY</p> <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30 31</p>	<p>JULY</p> <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30 31</p>
<p>FEBRUARY</p> <p>S M T W T F S</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29</p>	<p>AUGUST</p> <p>S M T W T F S</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p> <p>31</p>

ORGANIZATION

The National Advisory Council

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

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

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

LEWIS W. DOUGLAS Tucson, Arizona
Former United States Ambassador to Great Britain

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

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

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

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

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

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

EDWARD EWING PRATT New York, N. Y.
Professor of Foreign Trade, New York University

JOSEPH C. ROVENSKY New York, N. Y.
Chairman of the Board,
Patino Mines and Enterprises, Consolidated

RAYMOND RUBICAM New York, N. Y.
Retired Chairman of the Board,
Young & Rubicam, Incorporated

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

LOWELL THOMAS Pawling, New York
Author and Commentator

W. STOUDE THOMPSON Troy, Ohio

BRAYTON WILBUR San Francisco, California
President, Wilbur-Ellis Company

MRS. BARTON K. YOUNT Phoenix, Arizona

Board of Directors

ALFRED KNIGHT Vice President of the Institute President, Rust-Proofing, Incorporated	Phoenix, Arizona
BENTON M. LEE Secretary of the Board of Directors Partner, Benton M. Lee, Ficks & Tompane	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
FINLEY PETER DUNNE, Jr.	Phoenix, Arizona
BARRY GOLDWATER President, Goldwater's, Incorporated	Phoenix, Arizona
HUGH C. GRUWELL President, First National Bank of Arizona	Phoenix, Arizona
MELVIN S. JACOBUS Partner, J. J. Jacobus and Company	San Francisco, California
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 and Sons	Phoenix, Arizona
EDWARD V. O'MALLEY President, 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 Partner, Snell & Wilmer	Phoenix, Arizona

Administration and Faculty

CARL A. SAUER, A.B., University of Minnesota, 1923; M.A., University of Southern California, 1935.

Dean, Vice President

Foreign office and Washington representative, Marshall Field and Co., Chicago, 1926-30; department manager, Broadway Department Store, Los Angeles, 1930-35; Chairman, Foreign Language Department, Ventura Junior College, Ventura, Calif., 1936-42; Director, Centro Colombo-Americano, Bogota, Colombia, 1942-43; Department of State, 1943-49, as Acting Chief, Division of Libraries and Institutes.

BERGER ERICKSON, Texas Christian University.

Treasurer and Business Manager

Admin. Asst. to Construction Quartermaster, U. S. Army, Alexandria, Va., 1940-41; Admin. Asst. to Chief of Supply and Maintenance, USAAF Training Command, 1941-46; Business Manager, American Institute for Foreign Trade, 1946—.

WILLIAM L. SCHURZ, B. Litt., M. Litt., Ph.D., University of California, 1911, 1912, 1915.

Director, Department of Area Studies

U.S. Trade Commissioner, Paraguay and Bolivia, 1918-20; Commercial Attache, Rio de Janeiro, 1920-26; Chief, Crude Rubber Survey of the Amazon Valley, 1923-26; Economic Adviser, Government of Cuba, 1926-27; export business and international advertising, 1927-31; Chief of Training, S.S.B., 1936-41; Asst. Chief, Div. of Cultural Relations, and Acting Chief, American Republics Area Div., Dept. of State, 1941-46; faculty, Univs. of Wyoming, Kansas and Texas, and Claremont Graduate School; President, American Institute for Foreign Trade, 1949-1951; author: Latin America: A Descriptive Survey, The Manilla Galleon, and other works.

WILLIAM S. SHATERIAN, Columbia University (College and Law School).

Director, Department of Foreign Trade

Member, New York Bar; National City Bank of New York, Overseas Division, 1917-45; Instructor, N. Y. Chapter, American Institute of Banking, 1925-47; author: Export-Import Banking.

HOWARD W. TESSEN, A.B., A.M., Oberlin College, 1927, 1929; M.A., Ph.D., Yale University, 1942, 1947.

Director, Department of Languages

Instructor in Spanish, Oberlin College, 1927-29; and Yale University, 1942-43; 1947-48; Instructor, English Language Institute, University of Michigan, 1943; Director of English Program, Escuela Nacional de Antropologia, Mexico City, 1943-44; Dir. of Courses, English Language Institute in Mexico, 1944-46; Dir. of Latin American Programs, Overseas Training Service, Inc., Goshen, N. Y., 1948-1949; Language Consultant, Socony-Vacuum Oil Co. of Venezuela, 1949.

MABEL ERICKSON, Texas Christian University.

Registrar

Sec'y to Chief of War Organization and Movements Division, USAAF 1941-42; Sec'y to Commanding General, USAAF Training Command, 1942-46; Sec'y to President, American Institute for Foreign Trade, 1946-51.

PAUL M. WILSON, B.S., Indiana State Teachers College, 1937; M.A., Ohio State University, 1948.

Secretary of the Faculty

Graduate work in accounting, Ohio State University, 1939-41; teacher of accounting, Ohio Public Schools, 1939-47; auditor, Defense Plant Corporation, Ashtabula, Ohio.

Public Relations

EMILY C. BROWN, A.B., Ohio State University, 1930
Director of Public Relations

Placement

CLARENCE O. COBB, Lt. Col., USMC (Retired), B.S., United States
Naval Academy, 1932; American Institute for Foreign Trade, 1948
Director of Placement

Business Department

BERGER ERICKSON, Texas Christian University
Business Manager

BEN RAY REID, Gregg College of Commerce
Bookkeeper

EMMETT A. ELLIS
Co-manager of Dining Hall

CLARENCE P. WEBB
Co-manager of Dining Hall

FRED G. GYGER
Superintendent of Buildings and Grounds

JERRY A. JACKA
Chief Custodian

Secretarial Staff

E. VERNELL BOOTZ, Colorado Women's College
Secretary to the Business Manager

MARY GREER, Lamson Business College
Secretary to the Directors of Placement and Alumni Activities

NELLIE M. KIRKPATRICK, George Washington University
Secretary to the Department of Languages

NORMA JEAN MARSH, University of Arizona
Secretary to the Dean and Registrar

Library

BARBARA F. STAPLES, B.A., Wellesley College, 1928; B.S., School
of Library Service, Columbia University, 1929.
Librarian

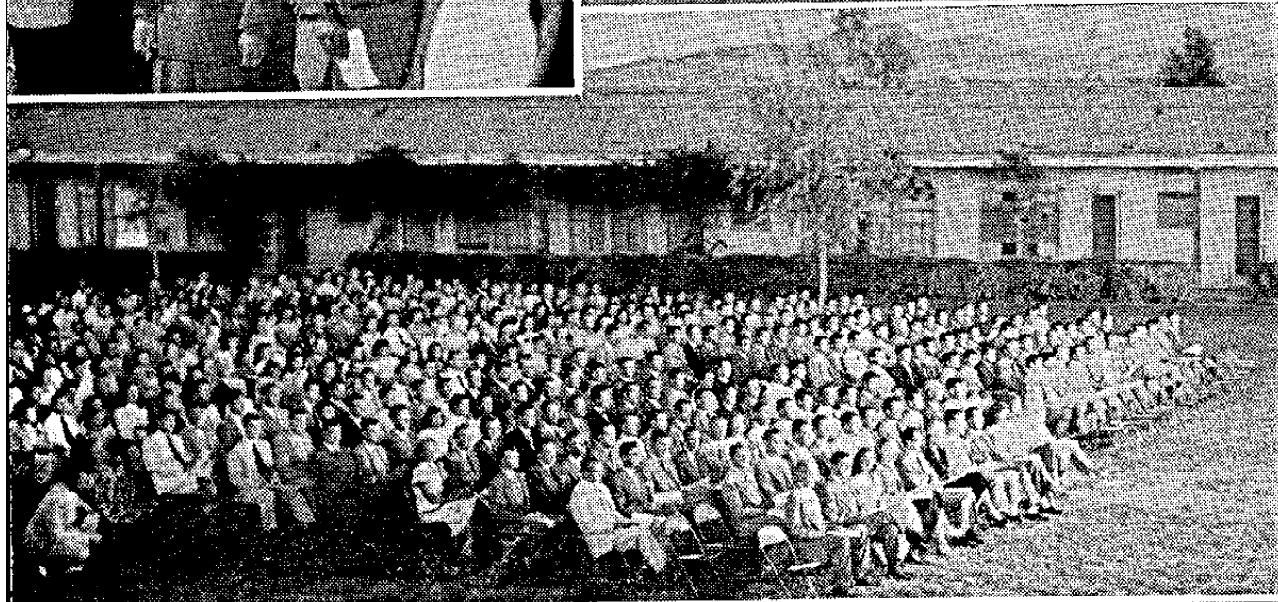
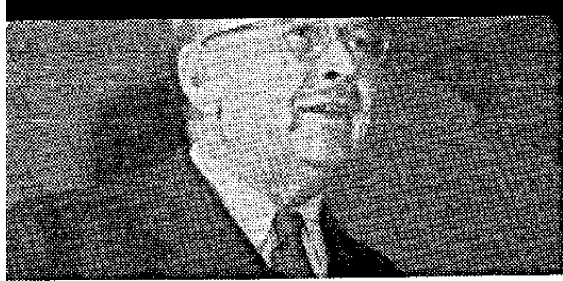
Catalogue Dept., Brooklyn Public Library, 1940-42; Assistant in Library
of Council on Foreign Relations, New York City, 1943-45; Catalogue
Dept., Benjamin Franklin Library, Mexico City, 1946-48; Asst. Librarian,
American Institute for Foreign Trade, 1949-51.

Infirmary

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

JEAN MYERS, R.N., Brandon General Hospital, Brandon, Manitoba,
Canada.
Resident Nurse





Instructional Staff

MERWIN L. BOHAN

Visiting Lecturer in Latin American Economics

Commercial Attache, Guatemala City, Lima, Santiago, Bogota, 1928-41; Chief, Economic Mission to Bolivia, 1941-42; Economic Counselor, U.S. Embassy, Buenos Aires, 1942-44; and Mexico City, 1945-49; Acting Chief, Division of Foreign Service Planning, and Chief of Division of Foreign Reporting Services, Dept. of State, 1944-45; United States Representative to GATT, Torquay, 1950-1951; Ambassador to Latin American Economic and Social Council, United Nations, 1951-—.

EMILY C. BROWN, A. B., Ohio State University, 1930.

Instructor in Area Studies

Member of editorial staff, The Panama-American, Panama, R. de P., 1934-36; Member of editorial staff, The Arizona Daily Star, Tucson, 1937-42; Army of the United States, 1942-45; Staff Correspondent, United Press, Southeast Asia, 1946-48; Graduate School, University of Southern California, 1949-50.

JORGE LUIS CARRERA C., Maestro de Educacion, Escuela Normal de Guatemala, 1943. Certificate, Escuela de Estudios Comerciales, 1945. Additional study, Facultad de Ciencias Economicas, Universidad de San Carlos, 1946-47, B.F.T. American Institute for Foreign Trade, 1951.

Instructor in Spanish

Teacher in Antigua and Chimaltenango, 1943-45; Instructor in Colegio Guatemala, 1945-46; Treasurer, Facultad de Humanidades and Escuela de Verano, Universidad de San Carlos, 1947.

GUILHERME de CASTRO e SILVA, G.C.S., Graduate in Law, Faculdade de Direito, Universidade do Brasil, Rio de Janeiro, 1938; Certificate in English, Indiana University, 1945.

Instructor in Portuguese

Teacher of French, English and Portuguese, Instituto Arcoverde, Rio de Janeiro, 1938-41, and Instituto Rabelo, Rio de Janeiro, 1938-43; Instructor in Portuguese, Benjamin Franklin High School, Philadelphia, Pa., 1945; State Department guest lecturer, Philadelphia, 1945; author and anthologist.

JUAN M. FRIKART, Bachiller, Colegio Nacional Norte, Buenos Aires, 1917; A.B., University of Arizona, 1925; B.F.T., American Institute for Foreign Trade, 1951. Graduate work in economics, University of Arizona, Summers 1950, 1951.

Assistant Professor of Spanish; Instructor in Foreign Trade

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

RAQUEL F. de GAONA, University of Oklahoma, 1927-1929; Mills College, California, Summer 1945; Certificate of Aptitude and Permanence as teacher in public high schools in Mexico, 1944.

Instructor in Spanish

Private classes in English and Spanish, Mexico, 1933-1947; Teacher of English, Secretaria de Educacion Publica, Mexico, 1937-1947; Head Counsellor for girls, Camp Wildwood, N. Y. summer 1949.

FRANCISCO L. GAONA, B.S. in Education, George Williams College, Chicago, 1930; M. A. in Spanish, Universidad Nacional de Mexico, 1949; Additional study: Universidad Gabino Barreda, Mexico, 1935-1936; Escuela Nacional de Economia, Mexico, 1937-1939.

Assistant Professor of Spanish

Instructor in Psychology and Education, Colegio Morelos, Aguascalientes, Mexico, and Instructor in Economic Problems of Mexico, Universidad Obrera de Mexico, 1931-1941; Head of the section of labor statistics, Secretaria de la Economia Nacional, Mexico, 1936-1940; Private classes, Mexico City, 1940-1946; Assistant in Instruction, and Instructor, Yale University, 1947-1950.

FRANK ROBERT JACKLE, B.S., Missouri State College, Springfield, 1931; **M.A.,** University of Missouri, 1939.

Associate Professor of Spanish

Teacher of Spanish, Mathematics and English, Lamar and Joplin, Mo., High Schools, 1931-38; Central High School, Tulsa, Okla., 1938-39; Director, Cultural Institute, San Jose, Costa Rica, 1945-46; Teacher of Spanish and Director of Languages, Will Rogers High School, Tulsa, Okla., 1939-45; 1946-49.

CHARLES L. LUEDTKE, B.F.S., Georgetown University; **A.B.,** George Washington University; advanced studies at Heidelberg, Germany, and Buenos Aires, Argentina.

Research Counselor

Office of the Governor of the Panama Canal, 1906-16; agricultural economist, Departments of Commerce, Agriculture, and State, in Argentina, Colombia, Ecuador and the Central American Republics, including rank of Agricultural Attache as Foreign Service Officer, Dept. of State, 1916-44; Economic Adviser. U.S. Maritime Commission, 1944-46.

GAIL MURPHY, New York University (Graduate Courses)

Professor of Marketing

Advertising agency account executive, 1917-27; Asst. Managing Dir. and General Sales Mgr., Cia. Nobleza de Tabaco, Buenos Aires, and Consultant, British-American Tobacco Co., Chile, 1927-38; Commercial Attache, Panama, and Senior Economic Analyst, Rio de Janeiro, and Sao Paulo, 1942-47.

MARIA L. de NORONHA, Convent of the Sacred Heart, London, England, 1917; Manhattanville College of the Sacred Heart, New York, 1920.

Instructor in Portuguese and Spanish

Translator of Portuguese, Spanish, French and Italian, and secretary to the Translating Department, National City Bank of New York, 1920-46.

WILLIAM B. OGILVIE, 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.

ANGELA PARATORE, A.B., University of Wisconsin; **Ph. Dd.,** Cornell University, 1951.

Assistant Professor of Linguistics

Instructor in English for Foreigners, University of Michigan, 1944-1946; Instructor in English for Foreigners and Instructor in Spanish, Cornell University, 1947-51; Fulbright Research Fellow, Italy, 1951; co-author: Speaking and Writing Spanish, Henry Holt & Co., 1951.

GERARD R. RICHTER, University of Berlin, (Economics, Finance, Foreign Trade), 1925-1926.

Associate Professor of Foreign Trade

American Export Dept., Wm. Hartmann & Co., Inc., Berlin, 1925-1926; Asst. Import Mgr., Sociedad Imprenta y Litografia Universo, Valparaiso, Chile, 1927-29; Asst. Export Mgr., W. A. Sheaffer Pen Co., 1930-1942; U. S. Army, 1943; Asst. Export Mgr., Export Promotion Mgr., Miles Laboratories, Inc., 1944-45, 1949-51; Export Mgr., Kirsten Pipe Co., 1946-1948.

WILLIAM L. SCHURZ, B. Litt., M. Litt., Ph.D., University of California, 1911, 1912, 1915.

Professor of Area Studies and International Relations

WILLIAM S. SHATERIAN, Columbia University (College and Law School).

Professor of Foreign Trade (On Leave of Absence, Fall Semester, 1951)

AMALIO M. SUAREZ, A.B., Arizona State College, 1934; A.M., Universidad Nacional de Mexico, 1939.

Associate Professor of Spanish

Teacher of Spanish, Miami, Arizona, High School, 1935-38; Coordinator of Inter-American Training, under U.S. Dept. of State, Purdue University, 1943-46.

HOWARD W. TESSEN, A.B., A.M., Oberlin College, 1927, 1929; M.A., Ph.D., Yale University, 1942, 1947.

Professor of Modern Languages

GEORGETTE SAUVIAT WHITE, Baccalaureat, Lycee Lamartine, 1951; Licence en Droit, Faculte de Droit de Paris, 1944; M.A. in Economics, Indiana University, 1949.

Instructor in French

Teacher of English, Ecole Paul Bert, Paris, 1944-45; Tutor in French, Indiana University, 1947-49.

PAUL M. WILSON, B.S., Indiana State Teachers College, 1937; M.A., Ohio State University, 1948.

Associate Professor of Accounting

Honorary Lecturers

The following Phoenix business and professional men, who regularly lecture to students at the American Institute for Foreign Trade on the more practical aspects of their respective business or professional activity, have been named Honorary Lecturers:

Ralph A. Alden
Remington Rand Co.

G. E. Arnold
Valley National Bank

M. O. Best
M. O. Best Co.

S. J. Bielli
S. J. Bielli Sales Co.

John D. Brown
Pepsi-Cola Bottling Co.

Vincent Chase
American Linen Supply, Phx.

George V. Christie
First National Bank of Arizona

R. B. Clark
Clark Drug Co.

William L. Constance
Westinghouse Electric
Supply Co.

Ernest G. Corbell
U. S. Department of Commerce

C. R. Driscoll
National Cash Register Co.

Max A. Dunlap
New York Life Insurance Co.

Dick Fitzpatrick
American Airlines

Genaro A. Florez
Visual Aids, Inc.

Charles W. Fernald
Safeway Stores

Hobe Franks
Republic & Gazette

C. A. Geoffroy
International Business
Machines Corp.

Barry M. Goldwater
Goldwaters, Inc.

G. R. Herberger
G. R. Herberger, Inc.

Charles E. Hoover
Republic & Gazette

J. D. Inderrieden
Trans-World Airlines

John M. Jacobs
John M. Jacobs Farms

Duncan Jennings
Duncan Jennings Advertising
Agency

Joseph Klein
Clary Multiplier Corp.

J. F. Lanser
Arizona Brewing Co., Inc.

Richard O. Lewis
Radio Station KTAR

Paul McAdam
McAdam Co.

David McCutcheon
Advertising Associates
A. E. Maddy
Sears Roebuck & Co.
Fred C. Mehl
Arizona Hardware Co.
Lawrence Mehren
California Fruit Growers
I. J. Miller
The Towne Shop
Spencer H. Nitchie
Butane Corp.
James Patrick
Valley National Bank
Sheldon G. Pooley
National Cash Register Co.
Fred S. Porter, Jr.
Porter's
Joseph H. Porter
Porter's
Ben Projan
Hanny's
Earle S. Prud'homme
General Electric Co.
Harry Robertson
Phoenix Engraving Co.
W. L. Rutan
National Cash Register Co.
Charles E. Ryan
Montgomery Ward & Co.

Ed M. Ryan
Ed M. Ryan and Co.
E. C. Sherman
Sears Roebuck & Co.
Ivan N. Shun
Advertising Counselors of
Arizona
Arthur J. Smith, Jr.
Reynolds Metals Co.
Randolph E. Soranson
Merrill Lynch, Pierce, Fenner
& Beane
Frederick K. Steiner
PBSW Supply & Equipment Co.
Buell E. Tade
B. E. Tade Co.
J. L. Tade
B. E. Tade Co.
Harold Vinson
Northwestern Mutual Life
Insurance Co.
Claude H. Wiley
International Business Machines
Corp.
Jack Williams
Radio Station KOY
Don Willis
Central Arizona Light
& Power Co.
Rudolph G. Zepeda
Valley National Bank

History and Purpose

The American Institute for Foreign Trade was founded in April, 1946, by the late Lieutenant General Barton Kyle Yount (1884-1949) and Finley Peter Dunne, Jr., in association with a group of public-spirited citizens of Phoenix, Arizona. The purpose of its founders was to create a national center of higher education where young men and women might prepare themselves for careers in international commerce, either as employees of world-minded business concerns, or in the government service.

The founders' belief was that the strongest kind of international understanding comes about when goods and services are actively exchanged, and the peoples of different countries meet on the common ground of amicable business and personal relations. Under these conditions, every person who does business abroad carries important responsibilities. It seemed to the founders, therefore, that men and women planning to enter foreign trade should have specialized training; and that a school providing such training would be making a significant contribution to world stability.

These beliefs remain the guiding principle of the Institute.

The American Institute for Foreign Trade was formally chartered as a nonprofit Arizona corporation on April 8, 1946, with General Yount as President and Dunne as Secretary-Treasurer. In June of that year, in view of the potential benefits to the United States, the War Assets Administration gave the new school title to Thunderbird Field, a former pilot training center sixteen miles northwest of Phoenix. At the same time a capital fund of \$175,000 was made available in the form of unsecured loans, granted as a public service by the Bankers Trust Company, the Chase National Bank, the Bank of Douglas, the First National Bank of Arizona, the Valley National Bank and the directors of the Institute. The first announcements of the program were issued late in June. During the summer, more than 3,000 letters of inquiry were received from prospective students. Both in organizing its faculty and in devising its courses of study, the Institute received much welcome assistance from the United States Office of Education, from many others in the field of education, and from some thirty leading corporations and financial houses which freely discussed their world-wide personnel problems and the kind of training they considered most valuable.

The Three-Part Curriculum

The basic program evolved that spring and summer embraced the same three divisions as the present curriculum: foreign languages, area studies and the business administration of foreign trade. These

were chosen as the most important tools for the person who would make a success in world business and government relations. It was decided to limit the languages and accompanying area studies at first to Latin America, but to add other languages and appropriate area studies as time went on. The business administration curriculum included exporting and importing, money and banking in the international field, marketing and merchandising at home and abroad, industrial relations and finally, accounting. In addition, a group of courses in international relations was provided.

The Institute opened its doors on October 1, 1946, with a selected enrollment of 296 students from 45 states. The first class was graduated on June 15, 1947.

Results

The effectiveness of the AIFT training program has been demonstrated by the ever-increasing interest of American business in graduates of the school.

Of the little more than 1,000 graduates of the American Institute for Foreign Trade, more than 300 are now overseas in key positions with U. S. business firms or government agencies. At least an equal number hold domestic posts in foreign trade or are in training for eventual assignment overseas.

In the five years of its existence, the American Institute for Foreign Trade has successfully filled a long-standing need for people realistically trained for work in foreign trade, and in this way helped to promote international understanding. Nor should it be overlooked that those who go into domestic business have likewise found value in the school's intensive courses in commercial techniques.

Educational Philosophy

Foreign trade, in the Institute's concept, is a broad term, embracing much more than trade as such. It includes the engineer building a factory in Brazil, the young executive in a foreign branch of an American bank, the salesman of truck tires in India, the general manager of a soft-drink bottling plant in the Philippines, the director of an advertising agency's branch in the Caribbean, the labor relations manager in an oil company's installation in Venezuela, the teacher in a cultural institute in South America, the export manager in New York or San Francisco or Chicago, the foreign freight forwarder, the employee of the international airline or ocean steamship company. The scope of the Institute's program also extends to preparation for careers in various branches of the United States Foreign Service.

The opportunities for advancement in a foreign trade career are often exceptional; but these opportunities imply special obligations.

The person who would engage successfully in foreign trade must generally be more adaptable than one shaping a career in domestic business. He must be well prepared in languages, and have a developed ability to appreciate points of view, tastes and traditions which are different from his own. His outlook should be broad, indeed global in scope. At the same time, he needs a solid professional ability, whether in business administration, or in one of the other arts, sciences or technologies.

The training afforded by the Institute does not narrow the fields in which its graduates may apply their abilities; it adds a whole new field—that of international commerce. Clearly, the creation of the ideal practitioner of private enterprise here and abroad requires a long process of experience and seasoning, as well as education. Such experience gained in practical operations is, however, more valuable, and produces results in a shorter time, when there is a foundation of prior training of a high order, such as that provided by the American Institute for Foreign Trade.

The Barton K. Yount Memorial Award

Established in 1949 by colleagues and friends of General Yount, with the object of preserving the ideals for which he stood, the Barton Kyle Yount Memorial Award is given to the member of each graduating class of the Institute who is considered especially deserving from the standpoint of scholarship, character and accomplishment. The award is honorary, and does not carry a stipend.

General Information

Program of Studies

The Institute offers, altogether, four semesters (two academic years) of work, comprising two major sequences of instruction, or courses. These are identified as Course I (Basic), leading to the Basic Certificate after two full semesters of study, and Course II, successful completion of which entitles the student to the Special Certificate.

In addition, the degree of Bachelor of Foreign Trade is conferred upon the student who, upon entrance to the Institute, holds a degree of Bachelor of Arts, Bachelor of Science, or a recognized equivalent degree, and who qualifies for the Basic or Special Certificate. A candidate who has successfully completed three or more years of accredited work towards a Bachelor's degree at a recognized college or university may also qualify for the degree of Bachelor of Foreign Trade by successfully completing Course I and Course II.

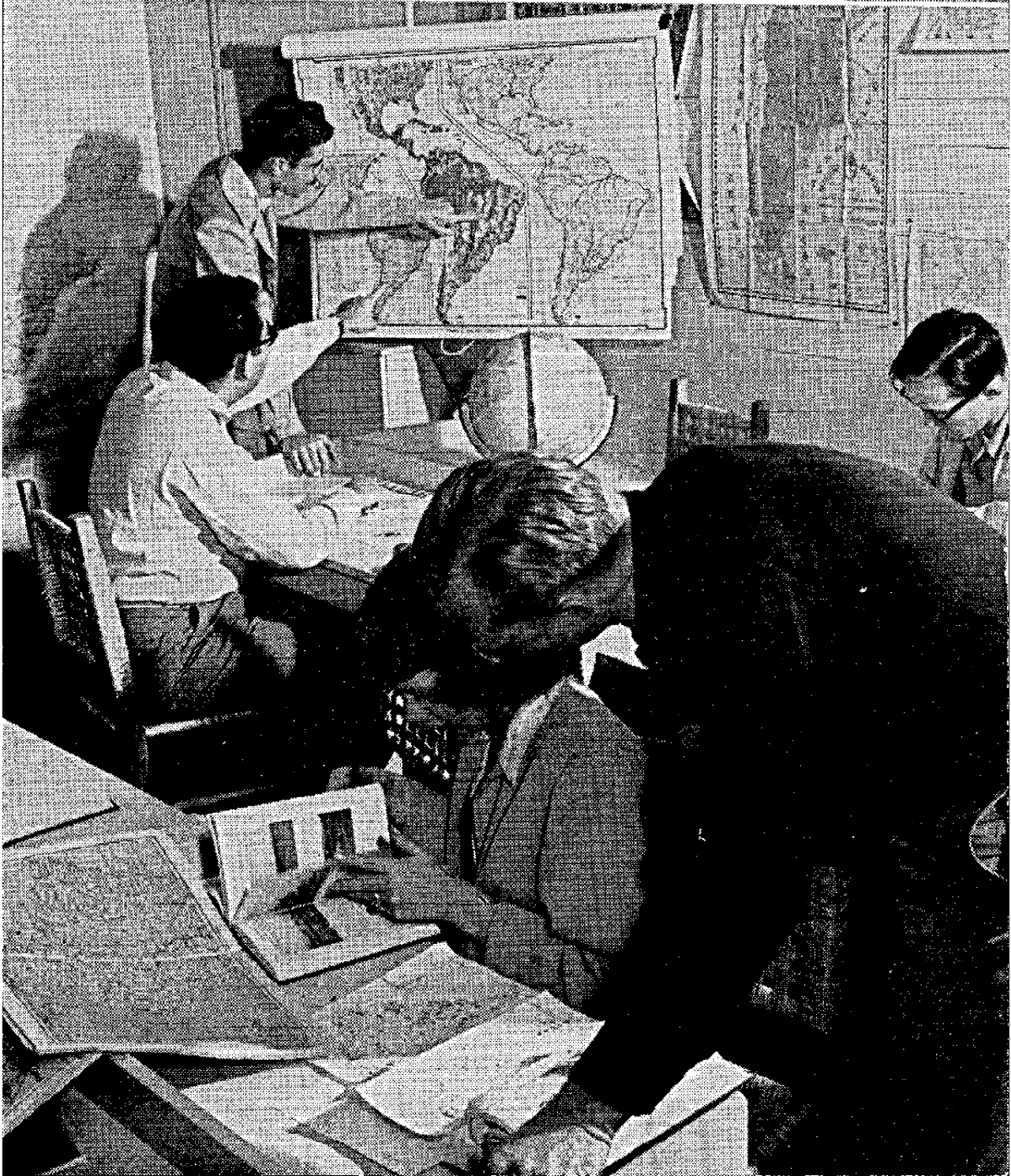
The student should understand that whereas Course I is a general program of basic material, Course II enables the student to specialize, and at a more advanced level. In both of these courses, the objective is a graduate who possesses three firm qualifications: business training for foreign trade, fluency in a foreign language, and a well-developed area knowledge. Students are accepted in either course at the start of the first semester in the fall, or at the start of the second semester at mid-winter.

Full details concerning the academic program will be found under the heading "Curriculum" on page 31.

Accreditation

The Institute has been formally granted full accredited standing by the University of Arizona. All courses satisfactorily completed at the Institute are accepted for full credit by the University of Arizona and all other educational institutions of the State of Arizona. Most courses given by the Institute are likewise normally accepted for full credit by colleges and universities throughout the United States.

A special exchange agreement has been accomplished with the University of Houston, Texas, whereby students majoring in foreign trade in the College of Business Administration, University of Houston, may attend the American Institute for Foreign Trade and take certain selected courses pertaining to the field of foreign trade which may be applied as elective credit toward the Bachelor of Business Administration degree. Likewise, students at the American Institute for Foreign Trade who desire to continue their study toward the Bachelor of Business Administration degree may enroll at the Uni-





versity of Houston and receive degree credit for courses satisfactorily completed at the American Institute for Foreign Trade. Students interested in this opportunity should upon completion of courses at the American Institute for Foreign Trade submit an official transcript to the Office of the Registrar, University of Houston, 3801 Cullen Boulevard, Houston, Texas.

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.

Summer School

The Institute offers a summer session in foreign languages, using the specialized linguistic techniques which have proven so successful in the regular course.

The dates of the summer session in 1952 will be announced at a later date. Languages offered are Spanish and Portuguese. Spanish is offered at the beginning, intermediate and advanced levels; in Portuguese, only the beginning and intermediate levels are available. Students taking beginning or intermediate work in either language will receive fourteen 60-minute classroom periods per week for the six-weeks period, and will be entitled upon successful completion of the course to six semester hours of credit. Students taking advanced Spanish instruction will receive ten 60-minute periods per week, and upon successful completion will be entitled to five semester hours of credit. The credits thus obtained may be applied either at the Institute, or at other institutions of higher learning which accept credits for this type of intensive language instruction.

In the case of students enrolled in the Institute's regular course, work taken during the summer session is regarded as additional, whether the summer work is taken before the start of the students' first semester, between semesters, or after graduation from Course I. Such students will ordinarily be required to complete successfully a minimum of 32 semester hours in the regular program, in order to qualify for the Basic Certificate (Course I), although in certain instances, a student who has failed a portion of his language subjects during the regular course may be permitted by the faculty to apply credits gained in the summer session towards his Basic Certificate. In the case of students who successfully complete the minimum of 32 semester hours in the regular course, and in addition take the summer program, the extra credits thus earned are applicable towards the

Advanced Certificate (Course II).

Board and lodging are available on Thunderbird Field during the summer for both married and single students, with a few quarters for small families. All quarters are air-conditioned.

The AIFT Key-Man Program

In addition to its regular courses, the Institute has a special six-weeks program of intensive instruction in the Spanish or Portuguese language, and in Latin American area studies. Known as the AIFT Key-Man Program, it offers a practical solution to the training problem that arises when a domestically-trained executive, sales or merchandising man, accountant, engineer, or other employee is to be assigned to a responsible post in a foreign country.

By the end of the six-weeks course, the student will be equipped with a basic vocabulary of 2,000 words, is able to converse readily in everyday Spanish or Portuguese, and has a reading proficiency at the level of daily newspapers, business letters and the like. Conversation classes are limited to small groups to assure each student of close personal supervision and maximum instruction.

In addition, the student is given a sound background in the characteristics of the Latin American countries, including a working acquaintance with national and regional outlooks, cultures, and customs, as well as comprehension of business practices, buying habits, and economic and political views.

The charge for this Key-Man course is \$1,000 per student, including board and lodging. By special arrangement, where desired, wives of students may receive training together with their husbands.

Sessions are given as demand warrants. Information covering dates may be obtained by writing to the Registrar.

Placement of Graduates

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 large number of banks and other business concerns send representatives each year to interview students as prospective employees. Others communicate with the Placement

Bureau through correspondence. Students who meet the stated requirements are encouraged to make application for positions, and their records and personal histories, together with the recommendations of the faculty and administration, are forwarded to the companies concerned.

This method has resulted in an outstandingly successful record in placing Institute graduates in foreign trade positions offering great opportunity for promotion.

Student Life

One of the unique characteristics of the Institute's educational approach is the friendly informality of life and work at Thunderbird. Thunderbird Field is a small place, off by itself in the desert, and everyone there, no matter what his capacity, shares in a common purpose. It is doubtful whether there is any collegiate institution in the United States where relationships between students and faculty members are closer.

This can be seen not only in the classrooms, but at meals in the dining hall, in impromptu discussion groups by the swimming pools or over morning coffee in the "PX".

The custom of using Spanish or Portuguese as the languages of daily existence, although entirely voluntary and by no means uniformly followed, tends to strengthen the bonds of friendship, as well as helping to develop fluency.

Student life is enlivened by frequent dances, and occasionally a **fiesta** or other organized entertainment, not to mention the hotly-fought inter-dormitory athletic contests. The real enjoyment of life at Thunderbird, however, seems to spring spontaneously from the students themselves. This may be partly because, granted the undeniable attractiveness of the setting, the underlying spirit is one of hard work.

The intensely vital atmosphere of Thunderbird Field is becoming a tradition. It has been said that education at Thunderbird is not only a sound professional preparation, but also an unforgettable experience in living. It is no accident that hundreds of friendships first formed at Thunderbird are flourishing today in scores of distant places in the world.

Campus and Buildings

The American Institute for Foreign Trade occupies the buildings and grounds of one of the best-known of the Army Air Force's war-time 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 recognized as one of the great winter resort areas of the country, famed for its beautiful cli-

mate and extensive recreational facilities. Paved highways connect the Institute with the city of Glendale, six miles away, and with Phoenix.

Paved roads also lead north into the forested mountain regions of Arizona and south to Nogales, Hermosillo and Guaymas in the Mexican State of Sonora.

The entire property consists of 180 acres, of which the buildings occupy approximately forty acres of beautifully landscaped grounds, arranged to form the legendary Thunderbird design, which in American Indian lore signifies good fortune. 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 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 the 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 fourteen classrooms, and a language laboratory. The interior of one of the two hangars 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 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 relations, transportation, and the history and background of life in Latin America, the Far East, and Europe. 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.

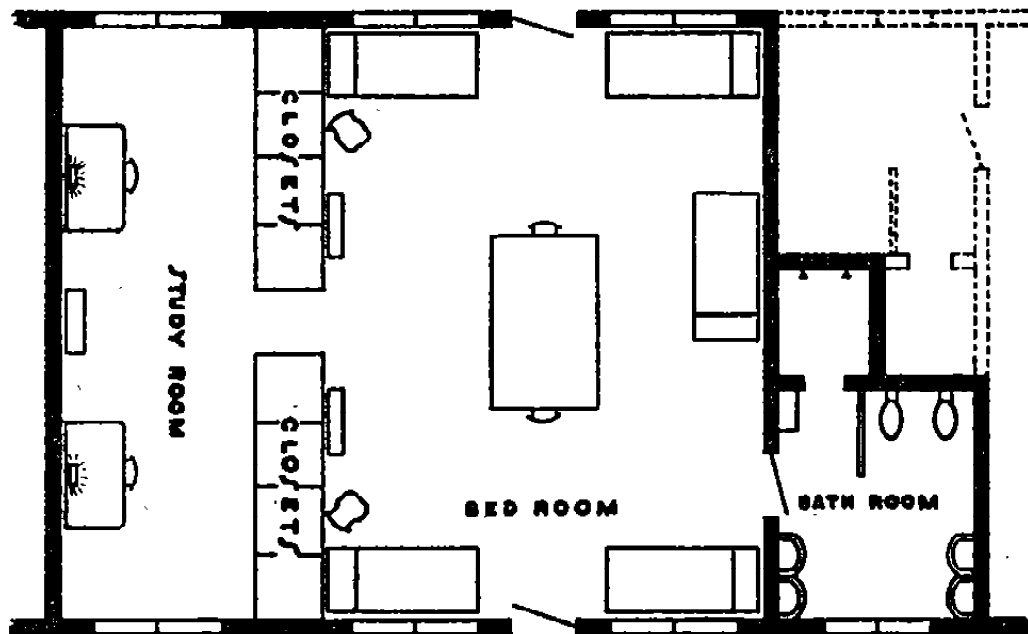
An extensive vertical file of pamphlets is maintained. Books may also be secured through an inter-library loan agreement.

The Unmarried Students' Dormitories

Unmarried students are housed in six dormitory buildings, containing 42 large, pleasant rooms, open on both sides for light and air. The occupancy of each room is 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 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 on this page shows a typical arrangement of unmarried students' quarters.



Pets

Students are not permitted to have dogs on the campus. Other pets are subject to the approval of the Institute.

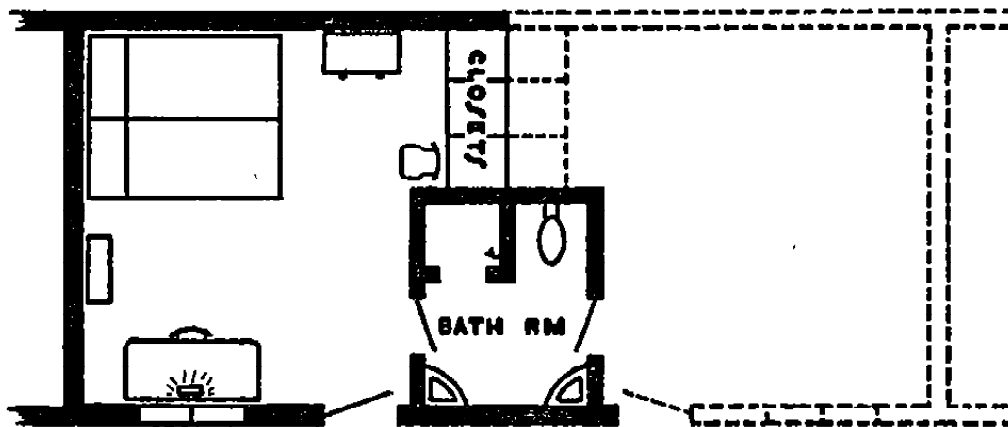
The Married Students' Dormitories

Married students and their wives are housed in Dormitory Buildings A and B, flanking the center quadrangle. These two buildings provide 64 rooms, each of which is 13 by 13 feet, plus a small alcove containing closets. Each married couple occupies one 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. Each couple should bring their own linen, rugs, curtains, and any additional furnishings desired. Despite the small dimensions, these rooms are usually made into very attractive living quarters.

The diagram on this page shows an arrangement of married students' quarters.

The lodging charge for married students resident on Thunderbird Field with their wives is \$150 per couple, per semester. Board for married couples is at the rate of \$275 per person.



Married Students with Children

There are a few sets of living quarters on Thunderbird Field suitable for married students with children. Reservations for these apartments should be made at the earliest possible date. The Institute makes every effort to help students with children find a satisfactory place to live off the campus, if campus accommodations are not available. Those students with children who cannot live on the campus, or who desire to live in nearby Glendale or Phoenix, should notify the Registrar so that assistance may be given in securing off-campus residences. The finding of suitable housing for a wife and children is finally, however, the responsibility of the individual.

Tuition and Other Costs

The cost of attendance at the Institute for one semester is \$775. This amount covers the following items:

Tuition	\$400
Fees	\$ 25
Board	\$275
Lodging	\$ 75

The comprehensive fees, totaling \$25 per semester, cover activities, medical service, library, and athletics.

Students living off-campus will not, of course, be charged for board and lodging.

Books and instructional supplies are not included in the regular tuitional charge. In the majority of cases the total value of books and supplies will not exceed \$75 per student for the entire school year of two semesters.

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

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

Part-Time Study

A student who takes less than 12 semester-hours of work in any semester will be regarded as a part-time student, and the tuition charge will be at the rate of \$25 per semester-hour.

Veterans

The Institute's program is approved for veterans under Public Laws 346 and 16. In order to provide for the payment of their tuition and fees at the Institute's rate of \$850.00 for the school year, plus a maximum of \$75 for required textbooks and supplies, veterans enrolling under Public Law 346 may sign a waiver of sufficient future eligibility to cover the excess over \$250 per school semester. This amounts to approximately six and one-half months of additional entitlement per year. For more detailed information on this point, and especially for clarification of their own individual cases, veteran candidates

under Public Law 346 are urged to consult their local Veterans Administration officials.

Veteran candidates under Public Law 16 should likewise consult their local Veterans Administration officials for information as to how they may qualify for educational benefits applicable at the Institute.

Scholarships

Funds available to the Institute for scholarships are limited. However, the Institute is always ready to give consideration to requests for scholarship aid from well-qualified students who make application for such assistance.

One group of four scholarships has been established by the students of the Institute themselves: the Barton Kyle Yount Memorial Scholarships, honoring the Institute's first President. Offered for the first time in 1950-51, they provide a maximum of \$850.00 each, and are to be awarded to the four applicants who, in the judgment of the scholarship committee, are best qualified by education, scholastic attainment and character. The amount of the award in each case will be determined by the candidate's financial needs.

On occasion, when circumstances warrant, the Institute defers portions of the charges for tuition, board and/or lodging, normally payable at the beginning of each semester, to some later date before the student leaves school. Funds are also available for small short-term loans to help students meet unforeseen emergencies.

Prospective students interested in qualifying for scholarship assistance should write to the Registrar for further information.

Student Employment

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. 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.

A considerable number of students and students' wives are able to find part-time employment in Glendale or Phoenix during the school year or during the vacation periods. In this respect, the Institute enjoys a particularly happy relationship with the principal business organizations in the area. The Institute is glad to assist any student who desires to obtain off-campus employment.

Medical Service

The Institute looks upon the physical well-being of its students as an important responsibility.

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, nor can it provide prolonged hospitalization. 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

Students are encouraged to participate in as many recreational and sports activities as their schedules will allow.

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 volleyball 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 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, pingpong, 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.

Alumni Organization

The Institute maintains an Alumni Office for the convenience of its alumni and students. The Alumni Office assembles accurate, up-to-date information on the activities of the widely scattered alumni. This information is made available through the Alumni Bulletin, published quarterly.

Active alumni chapters have been organized and are functioning in San Francisco, Chicago, New York and Phoenix. Plans are under way for the formation of chapters in Mexico City, D. F.; Havana, Cuba; San Juan, Puerto Rico; Caracas, Barcelona and Maracaibo, Venezuela; Lima, Peru; Rio de Janeiro and Sao Paulo, Brazil; Buenos Aires, Argentina, and other foreign cities where substantial numbers of A.I.F.T. alumni are located.

All policies and activities of the organized alumni are under the jurisdiction of the Board of Directors of the AIFT alumni association, elected at stated intervals by the alumni at large.

The Phoenix AIFT Boosters Club

Founded in the winter of 1951 by a group of approximately 60 leading Phoenix businessmen interested in the work being conducted at Thunderbird Field, the AIFT Boosters Club devotes itself to assisting the Institute in its public relations, fund-raising, and development activities, and to aiding students in finding employment during their period of enrollment.

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 foreign trade courses. Recreational features in Spanish are shown weekly by motion picture theatres in Glendale and Phoenix.

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. Facilities are available for instruction in the folk dances of the American republics. In addition, weekly dances and parties are arranged by the Student Affairs Committee, which comprises representatives elected by the dormitory residents and off-campus students.

Clubs. There are several clubs, usually composed of both students and faculty, which hold frequent meetings. Among these are the Portuguese, Spanish and French Language Clubs, the Marketing Club, and a club for the weekly discussion of problems of wide student interest. There is also a chapter of Delta Phi Epsilon, the national foreign trade fraternity.

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 and Portuguese.

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 Foreign Trade, 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.

Course Requirements

Course I (Basic). Though the requirements are kept as flexible as possible in order to meet the needs of individual students, a minimum course of study is required for the granting of the Basic Certificate of Graduation. It consists of 32 or more semester-hours of study, successfully completed over a period of two semesters, including a proper choice of the following sequence requirements:

1. **Languages.** Courses 100, 20014-16 hours
(In special cases, with faculty approval, alternative courses may be substituted for language requirements.)
2. **Area Studies and International Relations**
(Choice of one)3-6 hours
Area 100 ab, 110 ab, or 130 ab
International Relations 100
3. **Foreign Trade.** (Choice of two)10-12 hours
Foreign Trade 100, 200, or 200, 300
Marketing 100, 200
Salesmanship 100, Advertising 100
Accounting 100
4. **Electives**5-10 hours

Students whose previous education includes the equivalent of any of the above courses must select substitutes from among the other courses listed in the catalogue in sufficient amounts to reach the certificate minimum or 32 or more semester hours. The normal class load consists of 16 to 18 semester hours.

In certain circumstances, especially in the case of a younger candidate without a bachelor's degree, the Executive Committee of the faculty may decide that the applicant should take more than two

semesters of work. Ordinarily the duration of the course in any individual case can be determined through correspondence or consultation prior to registration.

Course II (Special). This is designed for the student who desires additional work to qualify him for a particular type of career in foreign trade or international relations, or to broaden his qualifications. The additional work taken in Course II will ordinarily be selected from the more advanced courses offered in the Institute's program, but exceptions will be granted where a student who has reached an advanced proficiency in one foreign language wishes to enroll as an elementary student in another foreign language as part of Course II, or where he wishes to take courses in area or business subjects which he has not studied in his previous program. Course II may be commenced concurrently with Course I during the second semester in residence, depending upon the individual student's qualifications and educational background.

The student successfully completing Course II will be awarded a Special Certificate indicating the subject matter in which the student has achieved advanced qualification. Students may qualify for the Special Certificate in one or two semesters, depending upon their previous education and the career objective for which they are preparing themselves.

Credit will be given for applicable work previously done at another institution. Occupational specializations for which Course II is a preparation include the following:

1. **Foreign Trade Specialist.** The broadest of the fields, it contemplates a career as export manager, exporter or importer, freight forwarder, factor, or general official of a concern engaged in international business. Candidates for this specialization should have at least three semesters of foreign trade, two semesters of accounting, two semesters of marketing, one semester of sales, one or two semesters of international relations, a working proficiency in at least one foreign language, and a knowledge of at least one foreign world area (Latin America, Europe, Asia).

2. **International Banking Specialist.** This specialization contemplates employment by a bank engaged in international business, either as an officer in a foreign branch, as an overseas travelling auditor, or in the bank's foreign department. Candidates should have at least three semesters of foreign trade, at least four semesters of accounting, at least two semesters of marketing, one or two semesters of international relations, a working proficiency in at least one foreign language, and a knowledge of at least two world areas.

3. **International Marketing and Sales.** This specialization contemplates employment in overseas marketing operations, sales or advertising, by an exporting or importing manufacturer, manufacturer's agent, distributor, advertising agency, publisher, franchise holder, or supply house. Candidates should have two semesters of market-

ing, one semester of market research, one semester each of sales and advertising, one or two semesters of international relations, a working proficiency in at least one foreign language, and a knowledge of one or more world areas.

4. Administration and Management Abroad. This program is designed for the student contemplating employment in a resident managerial capacity abroad: as foreign branch office manager, industrial relations man, utility company official, supply or parts supervisor, production manager, shipping agent, treasurer or comptroller, clerical supervisor, hotel or commissary manager, travel agent, farm or mine supervisor, freight forwarder's representative, underwriter or insurance claim adjuster. Candidate should have two to four semesters of accounting, two or more semesters of foreign trade, two semesters of international relations, one or more semesters of marketing, proficiency in at least one foreign language, and a knowledge of two world areas.

5. Government Service. This specialization contemplates employment by the U. S. Government, United Nations, or other governmental or quasi-governmental organizations working in the international field. Certain private organizations doing public work should also be included in this category. Specific functions include consular and diplomatic work, attache service in various specialties, intelligence work, service in public affairs, library and cultural institute programs, the Foreign Service staff service, and translating and interpreting. Candidates should have at least three semesters of international relations; two to three semesters of foreign trade; one to two semesters of marketing; an exceptional proficiency in at least one foreign language; and a knowledge of two or more world areas.

6. Domestic Assignment in Foreign Trade. This specialization is designed for those who plan on a career in foreign trade which will not involve assignment to a foreign country. Occupations include employment in an export manager's office, a freight forwarding agency, the freight or passenger offices of an overseas shipping company or airline, the foreign trade department of a chamber of commerce, and the foreign department or foreign exchange department of a financial house. Although in all of these employments familiarity with a foreign language is highly desirable, there are many positions in these fields in which it is not essential to success. Candidates should have at least three semesters of foreign trade, three semesters of accounting, two semesters of marketing, two or more semesters of international relations, and one semester each of advertising and sales. In addition, they should have a knowledge of the economics and trade potentials of at least two and preferably three world areas.

Technician—Foreign Assignment. The technically trained specialist who plans to practice his profession in a foreign country can usually adapt himself to foreign assignment by completing Course I.

Personnel included in this category are those who are already qualified in engineering, professional accountancy, agriculture, the sciences, law, public health, and similar occupational categories. In the cases of such students, heaviest emphasis should be placed on languages and area studies and on other subjects which are particularly valuable to technical personnel abroad.

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:

1 — 93% - 100% (Carries 1 grade point)

2 — 85% - 92% (Carries 2 grade points)

3 — 77% - 84% (Carries 2 grade points)

4 — 70% - 76% (Carries 4 grade points)

5 — Failure (Carries 5 grade points)

Inc.—**Incomplete.** Must be removed within one semester by completing work, otherwise reverts to "5".

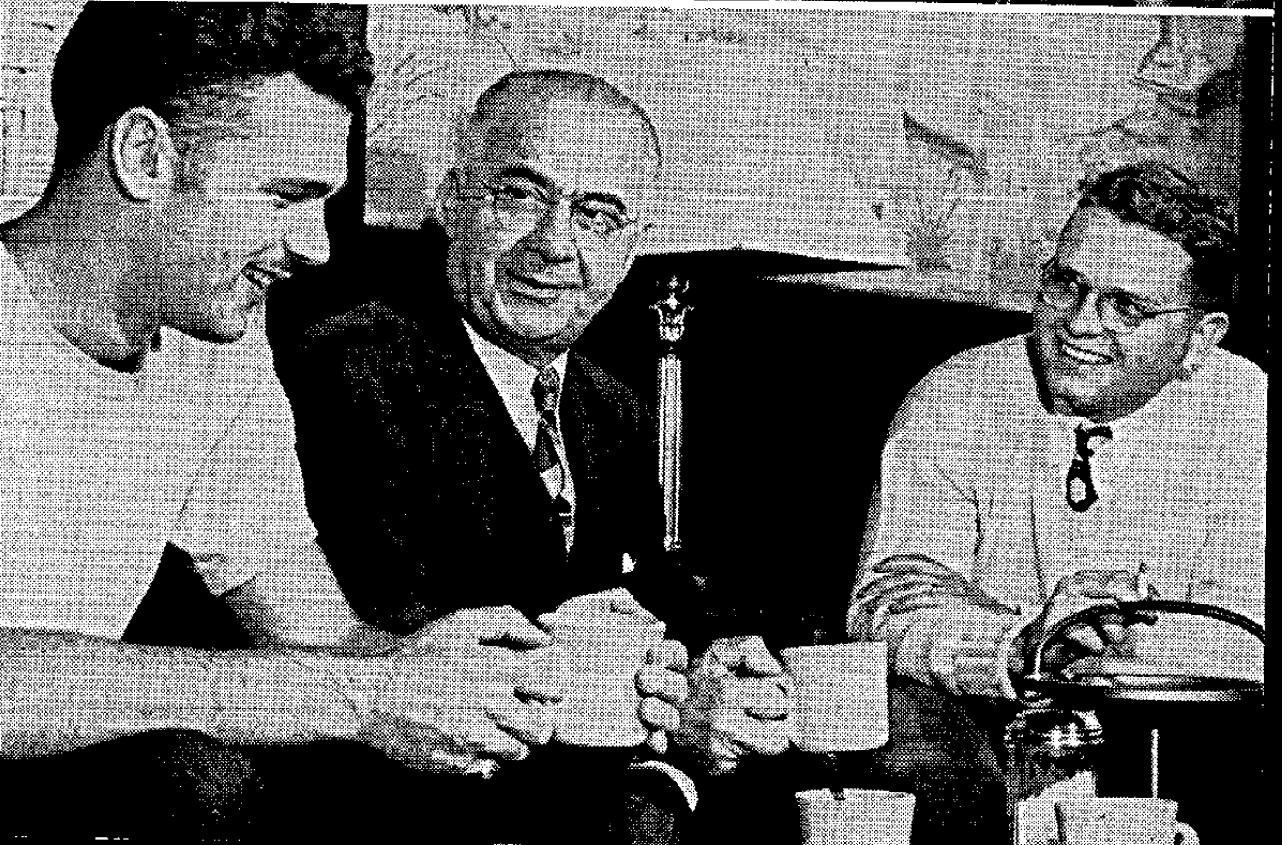
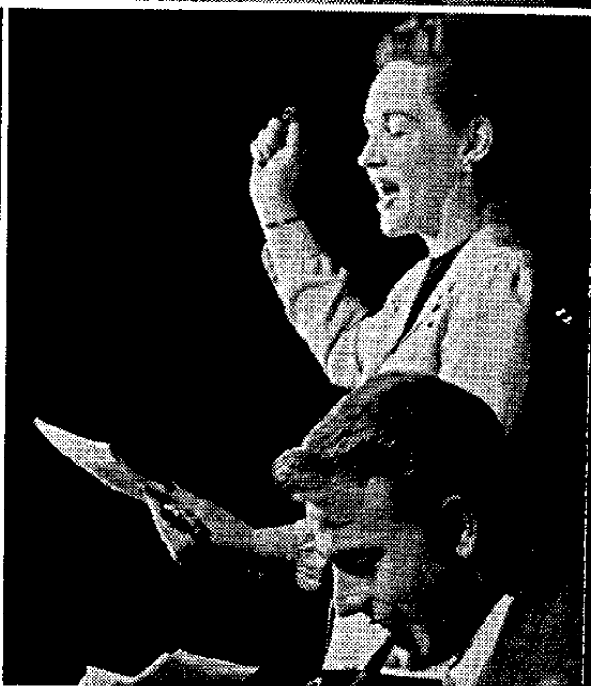
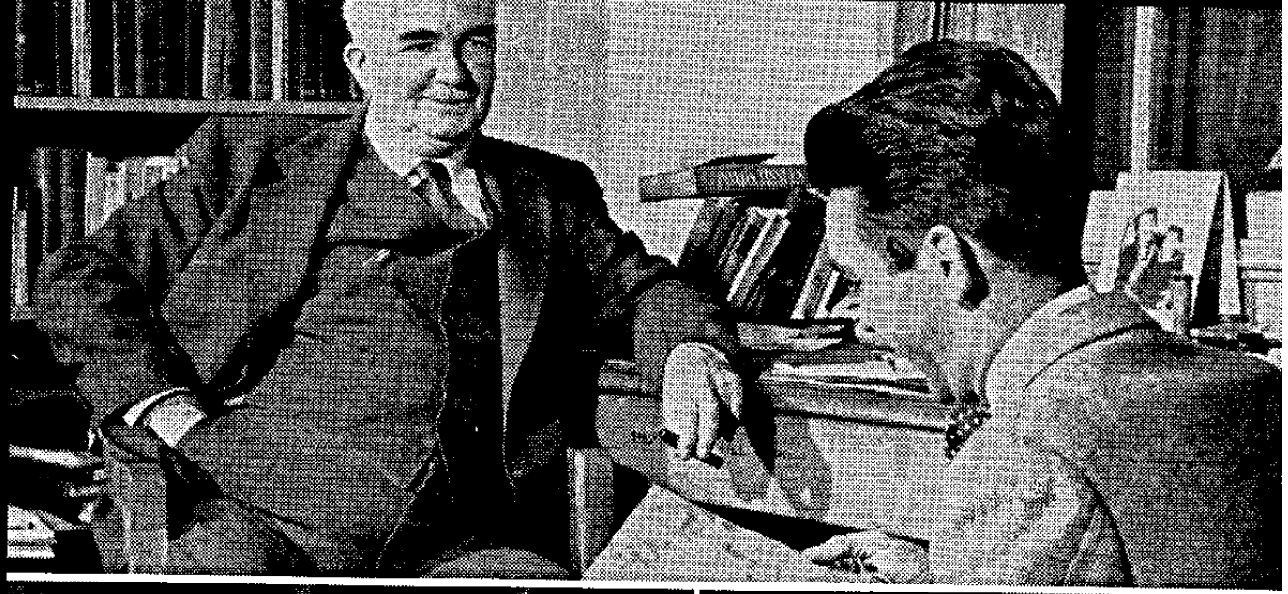
W—**Withdrawal.** With Registrar's approval, subject to conditions announced in catalogue.

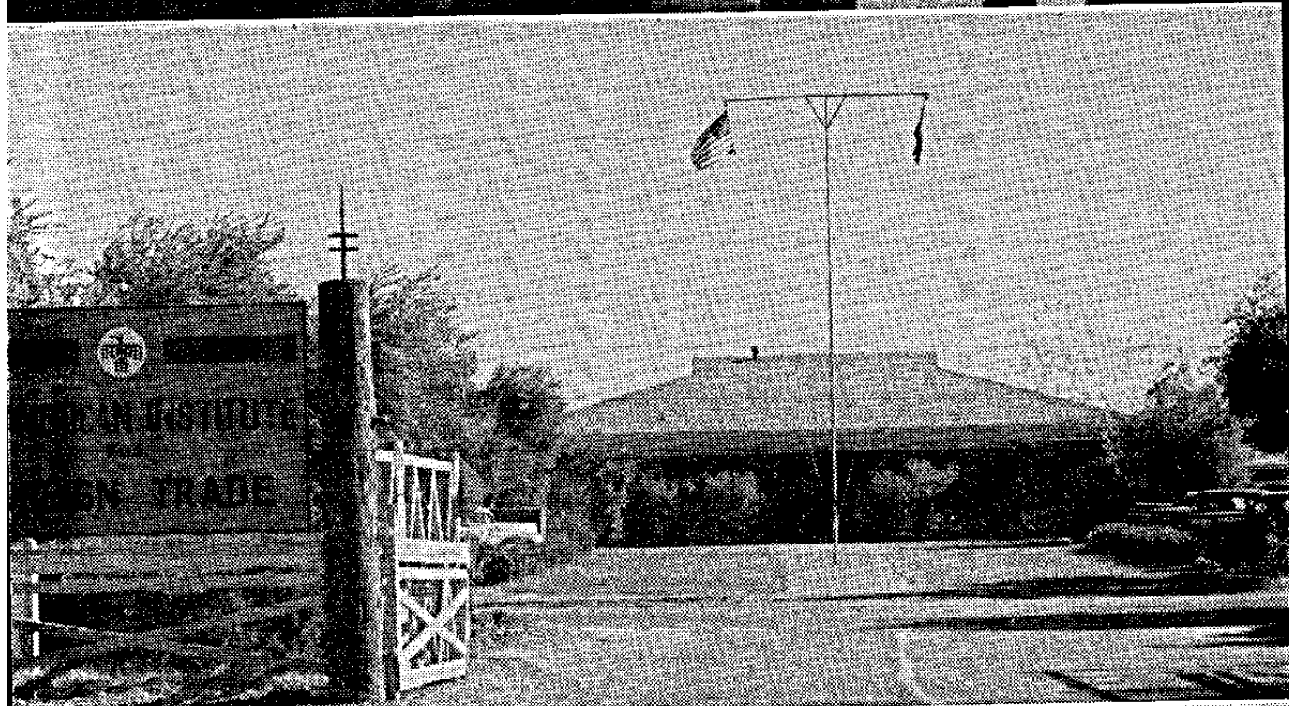
For each semester-hour of credit in a subject, grade-points are assigned equal to the grade earned. Thus a grade of "1" in a 3-hour subject gives the student 3 grade points, a grade of "2" in a 3-hour subject gives 6 grade points, and so on.

A student's scholastic standing is computed by averaging his grade-points, that is, dividing the total number of grade-points received by the number of credits earned.

A student cannot allow his grade-point average to go above 3.2 and still remain in good standing. An average above that requires the student to be placed on probation; unless the grade-point average is lowered during the subsequent semester, the student may be asked to discontinue his course. The Certificates of Graduation require a grade-point average of not more than 3.2.

A student in Course I or Course II who fails, during his last semester, to pass a sufficient number of hours of work to entitle him to receive the Basic Certificate of Graduation or the Special Certificate may arrange to take subsequently as much as six semester hours of work in one or more of the fields of study offered at the Institute in an approved college or university or at the Institute. The courses to be taken at the other institution must first receive the approval of the





Registrar 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 "3" or better, to make up for his deficiency at the Institute.

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, he may be placed on probation.

As a matter of policy, unexcused absences can be granted only to the number of hours credit granted for successful completion of a course. For example, in a 3-hour course a student is allowed only 3 unexcused absences.

Attention is called to the fact that the compression of the full school year between September 17 and May 30 makes Thanksgiving and Easter vacations too short to permit extended trips or visits to distant homes.

Matriculation

Students entering the Institute at the beginning of the school year are requested to report on campus on September 17, and new students for the second semester on February 2, for matriculation into the Institute, assignment of living quarters, and other details necessary for being comfortably settled.

Orientation and Consultation with Faculty

September 17, 18 and 19, and February 2 and 4, are of great importance to the students' careers at Thunderbird Field and later. These days are devoted to orienting students in what the Institute offers and how it operates, and to informal consultation with faculty members regarding the selection of programs of study. It is during these days that the students' ideas, desires, and needs are first thoroughly explored and discussed on an individual basis, and counsel given.

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 Foreign Trade

In the Department of Foreign Trade, 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 Foreign Trade 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.

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.

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 cultures.

The method of instruction is through lectures, readings, use of visual education devices, and developments 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 later in 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 (grammatical analysis), 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, Portuguese or French 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 foreign languages at mealtimes and in the dormitories and recreational activities. Reading ability is increased through wide use of periodical literature and language books in the library.

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

Courses

Unless otherwise indicated, all courses listed are of one semester duration and are offered each semester.

*Offered fall semester only

**Offered spring semester only

Department of Foreign Trade

- FT-100 INTRODUCTION TO WORLD TRADE (2 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.
Mr. Richter and Mr. Frikart
- 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.
Mr. Shaterian and Mr. Richter
- 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 and Mr. Richter

- ACCT-100 ACCOUNTING FOR MANAGEMENT** (5 hours)
 A presentation of the fundamental techniques of book-keeping 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 MARKETING, FOREIGN AND DOMESTIC** (3 hours)
 This course covers the fundamental principles of marketing and their application to foreign trade. It includes a study of the marketing functions, the consumer, trade channels, the marketing of agricultural and manufactured products, marketing research and policies, export advertising and sales promotion and technical procedures in foreign marketing.
 Mr. Murphy
- MKT-200 MARKETING, FOREIGN AND DOMESTIC** (3 hours)
 A continuation of Marketing 100.
 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. The 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

SALESMANSHIP-100

BASIC PRINCIPLES OF SALESMANSHIP (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

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, Mr. Bohan and others
- **A-100 (b) LATIN AMERICA (3 hours)**
A continuation of Area-100 (a).
Dr. Schurz, Mr. Bohan and others
- *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, Miss Brown
- **A-110 (b) THE FAR EAST (2 hours)**
A continuation of Area-110 (a).
Dr. Schurz, Miss Brown
- *A-130 (a) THE ECONOMICS OF EUROPE (3 hours)**
This course deals with the basic economic geography of Europe, the state of industrial developments in the various countries, intra-European trade relations, and problems of post-War economic adjustment. Related problems of the Near East and North Africa are also considered. Lectures, discussions and readings.
Prerequisite: A course in the modern history of Europe.
Dr. Schurz
- **A-130 (b) THE ECONOMICS OF EUROPE (3 hours)**
A continuation of Area-130 (a).
Dr. Schurz

A-200 RESEARCH PROBLEMS IN SPECIAL AREAS (1 or 2 hours)
 Directed research, within the limitations of materials available locally, on problems associated with special areas of the world. This course is designed to provide facilities for additional study in fields of particular interest to the individual student, and, as such, is supplementary to the basic Area courses.
 Prerequisite: A university degree or completion of one semester of any basic Area course or one year of residence in the region under consideration.
 Dr. Schurz and Mr. Luedtke

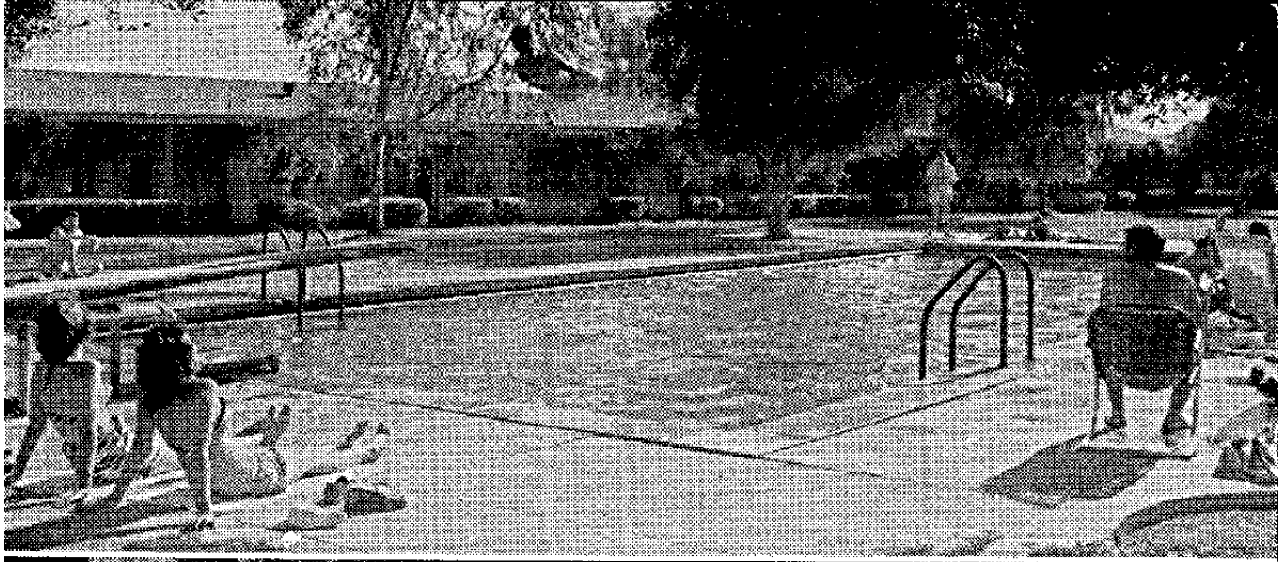
***INT. BASIC ELEMENTS OF** (3 hours)
REL.-100(a) INTERNATIONAL RELATIONS
 An introductory study of intercourse between states, with special emphasis on current aspects and problems, political and economic. A survey of the relations of the United States with the Latin American Republics is included.
 Dr. Schurz

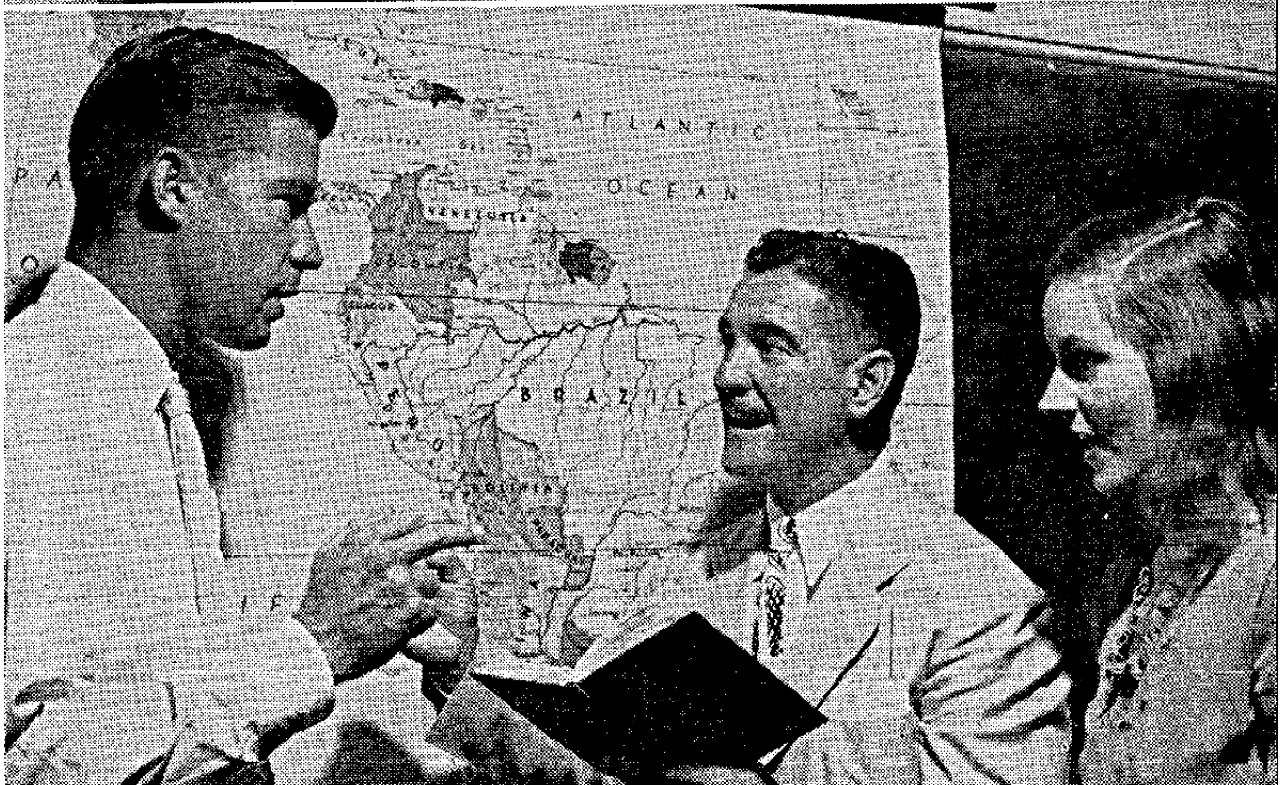
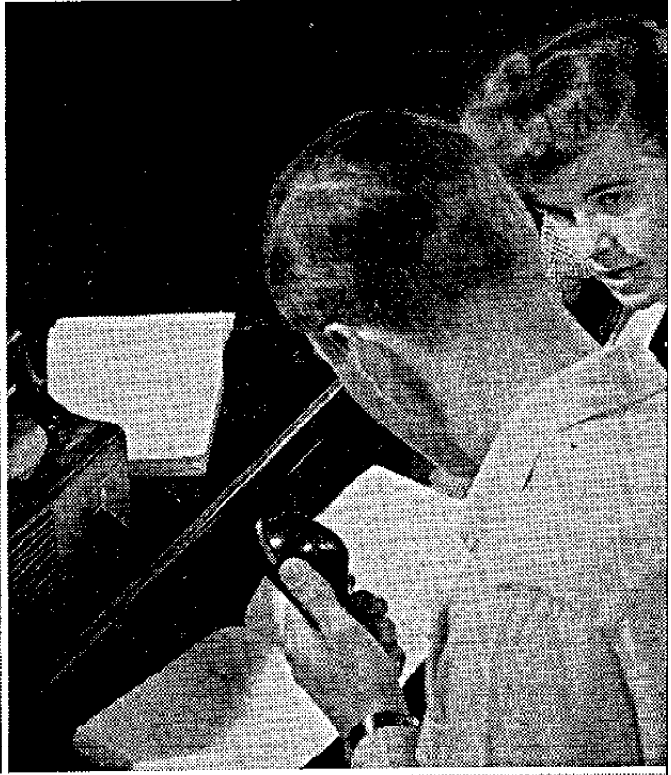
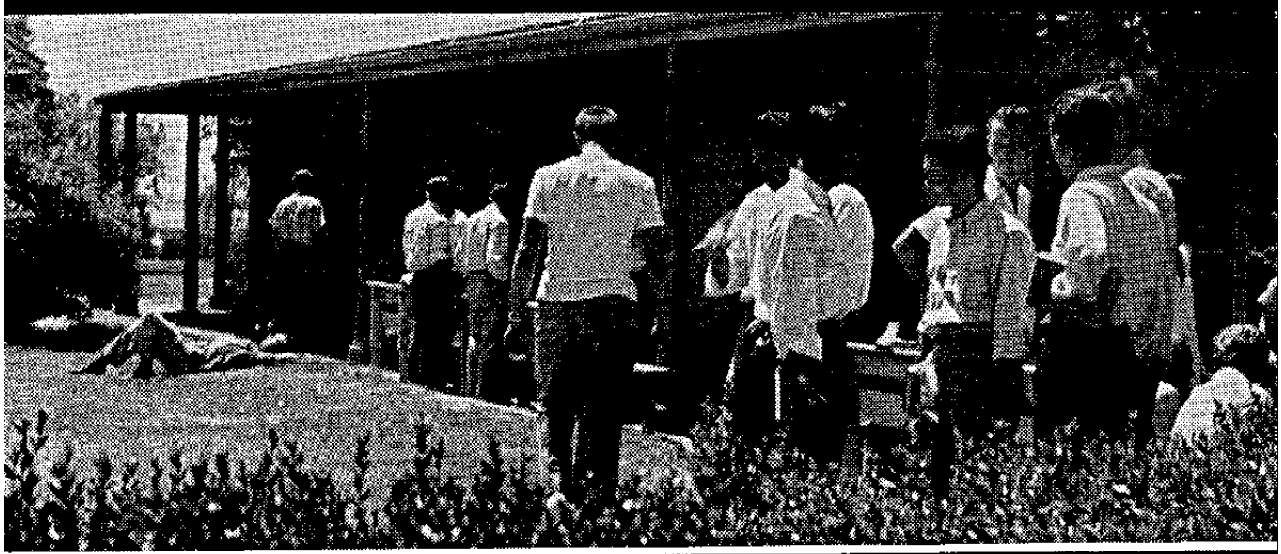
****INT. BASIC ELEMENTS OF** (3 hours)
REL.-100(b) INTERNATIONAL RELATIONS
 A continuation of International Relations-100(a).
 Dr. Schurz

Department of Languages

- F-100 ELEMENTARY FRENCH** (8 hours)
Conversation: Directed practice in oral expression. Small groups under the guidance of a French-speaking instructor, conducted in French.
Fundamentals: Explanation of structural forms and intensive drill.
Laboratory: Ear training and speech exercises; imitation of phonograph records; practice with voice recording machines; dictation; group practice of songs, verse and prose; pronunciation and intonation drills.
- **F-200 INTERMEDIATE FRENCH** (8 hours)
Conversation: Guided discussion of everyday life topics; oral reports on assigned readings.
Fundamentals: Continuation of essential grammar explanations and intensive drill.
Laboratory: Practice with phonograph records and voice recording machines; lectures; group practice of songs; dictation; pronunciation and intonation drills.
- P-100 ELEMENTARY PORTUGUESE** (8 hours)
Conversation: Directed practice in oral expression. Small groups under the guidance of Portuguese-speaking instructors, conducted in Portuguese.
Fundamentals: Explanation of structural forms and intensive drill.
Laboratory: Ear training and speech exercises; imitation of phonograph records; practice with voice recording machines; dictation; group practice of songs, verse, and prose; pronunciation and intonation drills.

- 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 and intensive drill.
Laboratory: Practice with phonograph records and voice recording machines; lectures; group practice of songs; dictation; pronunciation and intonation drills.
- P-300 **ADVANCED PORTUGUESE** (5 hours)
 Prerequisite: P-200 or the equivalent.
Conversation: Content dealing with Brazilian points of view and current problems. Oral reports on assigned readings of Brazilian publications. Development of writing skill. Perfection of pronunciation and intonation.
- S-100 **ELEMENTARY SPANISH** (8 hours)
Conversation: Directed practice in oral expression. Small groups under the guidance of Spanish-speaking instructors, conducted in Spanish.
Fundamentals: Explanation of structural forms and intensive drill.
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; pronunciation and intonation drills.
- 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 and intensive drill.
Laboratory: Spanish sound-track films; practice with phonograph records and voice recording machines; lectures; dictation; group practice of songs; pronunciation and intonation drills.
- 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. Development of writing skill. Perfection of pronunciation and intonation.
- 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; current systems of measurements in Latin America.





- 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. Development of specialized vocabularies to suit individual requirements.
- S-400 SPECIAL ADVANCED SPANISH**
- **S-400.C Advanced Spanish (a continuation of S-300.C) (3 hours)**
 Prerequisite: Satisfactory score on placement tests and at least 5 hours in S-300.C or the equivalent.
 Practice in speaking for business and social occasions, news commentary and other public activities. Advanced written composition. Reports and discussions on outside reading. Building of specialized vocabulary of a practical nature.
- S-400.BCC Advanced Commercial Correspondence and Business Spanish (a continuation of S-300.BCC) (2 hours)**
 Prerequisite: S-300.BCC or the equivalent.
 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; principles of accounting in Spanish.
- E-100 BUSINESS COMMUNICATIONS (2 hours)**
 Designed for the student who realizes the importance of correct structure, exact vocabulary, readable style, and sales appeal in all types of letter writing—sales letters, reports, advertising, and employment letters. Attention is given to effective speech for various occasions—interviews, impromptu speeches, sales talks, planned discourses. All subject matter is presented with a view to its use by the student in practical business situations.
 Mr. Jackle and Others

Student Body 1950-1951

Class of June, 1951

Algert, Paul K. B.S., University of California at Los Angeles	LaJolla	California
Alter, Robert Harry B.A., University of California at Los Angeles	Beverly Hills	California
Anderson, Richard Dale	Cuyahoga Falls	Ohio
Anderson, William Rankin	Laurel	Mississippi
Babler, Carl B.S., University of Wisconsin	Madison	Wisconsin
Baca M., Jack A. B.S., Utah State Agricultural College	Questa	New Mexico
Bartholf, Jack Burnell	Eau Gallie	Florida
Bates, D. Barker A.B., Stanford University M.E., Stanford University	New York	New York
Biglen, Francis Lawrence	Lewistown	Montana
Birch, Mary Patricia	Corona del Mar	California
Birch, Thomas Beverly	Corona del Mar	California
Blaisdell, Ray L. B.S., Utah State Agricultural College	Holbrook	Idaho
Borrett, Howard LeRoy B.A., University of Iowa	Osterdock	Iowa
Brahlick, Anthony B.S., Purdue University	South Bend	Indiana
Bramble, William Clarence	San Bernardino	California
Bricker, Lyle E.	Madero	California
Cannizzaro, Angelo Joseph	San Francisco	California
Cardinale, Maurice Joseph B.S., Upper Iowa University	Elmira	New York
Carter, Thomas Pelham B.A., University of California at Santa Barbara	Glendora	California
Cauz, Ugo J. B.S., University of San Francisco	San Mateo	California
Charlson, William Ross B.A., University of California	Los Angeles	California
Claflin, Stephen Thurston, Jr.	Tucson	Arizona
Connolly, Joseph John	Sacramento	California
Correll, Dale Erwin	Vinton	Iowa
Crespo, Joseph Angelo	Monterey	California
Cropsey, Charles Drescher, Jr.	Rutherford	New Jersey
Daly, James Richard, Jr. B.A., Pomona College	Santa Ana	California
Delulio, Edward Joseph B.A., Yale University	Torrington	Connecticut
Durfee, Kent E. B.S., University of Colorado	Glendale	Arizona
Edwards, Elmer Lecil	Hollis	Oklahoma
Eldredge, Howard Raymond A.B., Dartmouth College	Wareham	Massachusetts
Engelhardt, George W. B.A., Stanford University	White Plains	New York

Espindola-Pino, Humberto	Quito	Ecuador
Feagles, Robert West	Kansas City	Missouri
B.S., Georgia School of Technology		
Ferry, William Montague	Tucson	Arizona
B.A., Carleton College		
Figueroa, Ozmin	New York	New York
Frajola, Italo Peter	Gilbert	Minnesota
B.M., University of Michigan		
M.M., University of Michigan		
Goldsborough, Stuart Hamilton	Pittsburgh	Pennsylvania
Good, John Edward	Sanford	Maine
B.A., Bowdoin College		
Graft, Stanley Bryant	Descanso	California
Gustafson, Royal David	Farmington	Connecticut
B.A., Yale University		
Headley, Edward Joseph	Oakland	California
Herndon, Thomas Clay	Dallas	Texas
B.B.A., University of Texas		
Hileman, Roy L.	Hamilton	Ohio
B.A., Oberlin College		
Hoops, Howard D.	Portland	Oregon
B.A., Washington State College		
Horwitz, Daniel Herbert	Brooklyn	New York
B.A., Sarah Lawrence College		
Irizarry Lamela, Efren	Isabela	Puerto Rico
Ivey, Malcolm Edwin	Macon	Georgia
A.B., Mercer University		
Jaks, Carl Edward	Gonzales	Texas
Johnston, William Dale	Fort Dodge	Iowa
B.A., University of Colorado		
Kamp, William Joseph	Ilion	New York
Karmann, David Dwight	Santa Cruz	California
B.A., Occidental College		
Kelley, Sterling Washington Jr.	Pinole	California
A.B., University of California		
Kempton, Donald Dexter	San Diego	California
A.B., San Diego State College		
Kersten, Cecil Alexander	Madison	Kansas
B.S., Emporia State Teachers College		
M.A., State University of Iowa		
Knorr, Robert Joseph	Dayton	Ohio
B.S., University of Dayton		
Larson, Milton Orlando	Sioux Falls	South Dakota
LL.B., University of Alabama		
Lawyer, Richard David	Santa Barbara	California
Leggett, Tom Edwin	Fort Worth	Texas
Leigh, Alexander	New York	New York
B.S., University of Michigan		
Lloyd, Thomas Edward	San Diego	California
A.B., San Diego State College		
McCarter, Frank Roland	Akron	Ohio
B.S., University of Akron		
McFadden, John Lamont Jr.	Santa Ana	California
B.A., Pomona College		
McIntyre, Harvey Charles	Angola	New York
A.B., University of Michigan		

MacKellar, James Donald A.B., Stanford University	Vancouver	Washington
Marlow, Shelton William B.S., Kansas State College	Dallas	Texas
Marshall, Wilford Jerry B.A., Michigan State College	Donna	Texas
Maruda, Alex B.A., University of Wichita	Newton	Kansas
Metaxes, Daniel Jerome	San Francisco	California
Miller, Walter Lee B.S., University of Kansas	Paola	Kansas
Moss, Jack Joseph B.S., University of Denver	Brooklyn	New York
Murray, Paul Elgin, Jr. A.B., College of the Pacific	Richmond	California
O'Brien, Charles Vincent B.S., Syracuse University	Albuquerque	New Mexico
Pace, Sidney Myron B.S., Utah State Agricultural College	Moab	Utah
Pidcock, John Kieth B.A., University of Hawaii	Honolulu	Hawaii
Piligian, Joseph Nerses B.A., Trinity College	East Longmeadow	Massachusetts
Poehling, William Rupert B.A., University of Wisconsin LL.B., University of Wisconsin	LaCrosse	Wisconsin
Priske, Marvin Sylvester B.S., North Dakota State	Mahnomen	Minnesota
Rausch, Curtis W. B.A., University of Pittsburgh	McKeesport	Pennsylvania
Rawlins, Sidney S.	Lewiston	Utah
Regan, William Bernard B.A., University of Arizona	Chicago	Illinois
Reynolds, Robert Stephen	Phoenix	Arizona
Rogers, Lee Waterson A.B., Hanover College	Hanover	Indiana
Rosenthal, Geraldine Brown R.N., Grant Hospital	Phoenix	Arizona
Ross, JaVerne Carol	Phoenix	Arizona
Rowland, Robert Duane B.A., Iowa Wesleyan College	Mt. Pleasant	Iowa
Russell, Bowman	Phoenix	Arizona
Sands, Joseph Halbert	Sacramento	California
Scianamblo, Angelo Vitus	Middletown	Ohio
Scott, Egbert T., Jr. A.B., University of Pennsylvania	Philadelphia	Pennsylvania
Sheppard, John Eugene	Youngstown	Ohio
Soldo, Ben Anthony B.A., Mt. Union College	East Palestine	Ohio
Squires, Samuel Arthur A.B., University of California at Los Angeles	Santa Monica	California
Sullivan, Richard Dean B.S., University of Arizona	Chandler	Arizona
Tapp, Norman Ray	Bowling Green	Ohio
Thaves, Stuart Edward	Morristown	Minnesota

Thomasian, Vartkes	Los Angeles	California
Thompson, Robert Rowe, Jr.	Manhattan Beach	California
Timmel, John Richard B.A., University of Wisconsin	Watertown	Wisconsin
Tomassene, John Shaw B.A., Kenyon College	Wheeling	West Virginia
Trimble, David Lyman A.B., Princeton University	Montclair	New Jersey
Twachtman, John Eric B.A., Rollins College M.F.A., Escuela de Bellas Artes, Mexico	Winter Park	Florida
Vaitses, Timothy William	Rosario do Sul	Brazil
Waite, Sumner Robert	Oakland	California
Watkins, Frank Elwood B.A., Pomona College	Fontana	California
Weiner, Sanford Lee B.A., University of California at Los Angeles	Long Beach	California
Wilczewski, Stanley Julian B.S., Illinois Institute of Technology	Chicago	Illinois
Willson, Marlon Earl B.S., University of South Dakota	Aberdeen	South Dakota
Woolstencroft, David Joseph	Phoenix	Arizona
Young, Richard Hugh B.S., Washington University	University City	Missouri

Class of January, 1952

Arteaga, Mario	Majagua, Camaguey	Cuba
Aull, Raymond Hurlbut B.S., U. S. Naval Academy	Dayton	Ohio
Bach, Joe Christian	New Orleans	Louisiana
Baer, George Minnich, Jr. B.S., West Chester State Teachers College	Delta	Pennsylvania
Baughman, Roy Lee B.S., University of Oregon	Roseburg	Oregon
Beckham, Ralph Simpson A.B., University of South Carolina	Columbia	South Carolina
Berger, Albert Thomas B.S., University of California at Los Angeles	Long Island	New York
Bergstrom, Margaret Louise B.S., Oregon State College	Tillamook	Oregon
Berrey, Milton Jay B.S., University of Utah	Montpelier	Idaho
Binford, John Robert B.A., Miami University	Piqua	Ohio
Browning, Harriet Ann	Princeton	New Jersey
Burke, Luanna Marguerite	Globe	Arizona
Butler, Rose Northcross A.B., Agnes Scott College M.A., Mills College	Oakland	California
Butler, William S.	Oakland	California
Cardinale, Shirley Arlene	West Union	Iowa
Chagas, Helio Correa	Rio Grande do Sul	Brazil
Cooper, Charles Joseph B.S., Iowa State College	Des Moines	Iowa
Cumpston, George S. W.	Riverton	New Jersey

Davlin, Curtis Lee B.S., George Pepperdine College	Los Angeles	California
Dena, Christopher B.S., University of Southern California	Los Angeles	California
Duncanson, Robert Lile	Berkeley	California
Egan, John Francis	Berkeley	California
Fellwock, Raymond Gene B.A., Valparaiso University	Riverside	California
Gooden, Robert Brookins B.S., University of Chicago	Battle Creek	Michigan
Greene, George	Phoenix	Arizona
Greyer, John Edward, Jr. B.S., University of Illinois	Aurora	Illinois
Griffin, George Stewart	Norwich	New York
Hastings, John Joseph B.A., University of Rochester	Buffalo	New York
Houston, James Douglas	Kansas City	Missouri
Hruska, Joe Francis	Lewistown	Montana
Hubbell, Richard Shelton	Phoenix	Arizona
Johnson, Harold Robert B.A., University of Oregon M.A., Georgetown University	Portland	Oregon
Kauffman, James Valentine B.S., Franklin & Marshall	Chapel Hill	North Carolina
Kelley, Walter Ralph	Milan	Missouri
Kesse, Charles Henry	Atchison	Kansas
Keys, Loren Dick, Jr. B.A., Dartmouth College	Old Greenwich	Connecticut
Koppl, Frederick	Chicago	Illinois
Kuhnley, John Fredrich	Akron	Ohio
Maerkisch, Ruth Magdalene	North Fairfield	Ohio
March, Steve	Chicago	Illinois
Nelson, Dana Arthur A.B., Allegheny College	Conneaut Lake	Pennsylvania
Nelson, John A.	Phoenix	Arizona
Ogilvie, William B. A.B., University of California	Berkeley	California
Osborne, Thomas LeRoy	Phoenix	Arizona
Otten, Joan	Rancho Santa Fe	California
Parnell, Thomas Stuart	Oakland	California
Ritchie, Rodney Fraser B.A., University of California at Santa Barbara	Hanford	California
Rogers, Benjamin Baker LL.B., Albany Law School	Mechanicville	New York
Rowland, Robert Milton B.S., Morehead State College	Redwood City	California
Rucker, Vernon Reed A.B., University of Missouri	Phoenix	Arizona
Russell, Maurice Alexander B.A., University of Maine	Washburn	Maine
Sanguinetti, Norman Hilary B.S., Santa Clara University	Yuma	Arizona

Stewart, Milton B.B.A., Clark University	Worcester	Massachusetts
Vais, Andrew Demetrios	Palo Alto	California
Vance, Robert Douglas B.S., University of San Francisco	San Francisco	California
Wagner, Harry Fellers, Jr. B.S., University of California at Los Angeles	Phoenix	Arizona
Warwick, James Brooks B.A., College of William & Mary	Portsmouth	Virginia
Wathey, Lawrence Leonard University of California at Santa Barbara	Santa Barbara	California
Wedepohl, Edward Herman	Prescott	Arizona
Wedgwood, Orrin Wesley	Glendale	California
White, William Charles	Beatrice	Nebraska
Wilcox, W. Scott B.A., Michigan State College	Boise	Idaho
Williamson, Robert Stanley	Sioux City	Iowa
Wilson, Bertram Edward B.A., University of Colorado	Rochester	New York
Wilson, Hilary Wendell B.A., University of New Hampshire	Enfield	New Hampshire

Course II

DeLong, Richard Raymond	Bonham	Texas
Lewis, Richard Duncan	Solana Beach	California
Waughtal, Robert Lee	Phoenix	Arizona

ENROLLMENT BY STATES

ARIZONA	19	NEW MEXICO	2
CALIFORNIA	47	NEW YORK	14
CONNECTICUT	3	NORTH CAROLINA	1
FLORIDA	2	OHIO	12
GEORGIA	1	OKLAHOMA	1
IDAHO	3	OREGON	4
ILLINOIS	5	PENNSYLVANIA	5
INDIANA	2	SOUTH CAROLINA	1
IOWA	7	SOUTH DAKOTA	2
KANSAS	4	TEXAS	6
LOUISIANA	1	UTAH	2
MAINE	2	VIRGINIA	1
MASSACHUSETTS	3	WASHINGTON	1
MICHIGAN	1	WEST VIRGINIA	1
MINNESOTA	3	WISCONSIN	3
MISSISSIPPI	1		
MISSOURI	4	BRAZIL	2
MONTANA	2	CUBA	1
NEBRASKA	1	ECUADOR	1
NEW HAMPSHIRE	1	HAWAII	1
NEW JERSEY	4	PUERTO RICO	1

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