

at

M. S. U.

sponsored by

The Spartan Women's League

of

Michigan State University

FOREWORD

THIS WE DO is dedicated to the prospect of helping to make all of us at Michigan State University more conscious of our social graces. Now that we are a true university, we have the responsibility of acting like university students.

M.S.U. has much to offer to its students, and you, in turn, can give to it a bit of yourself.

You are here not only as students but as social beings as well, and as such must act in accordance with some standards. Though this is an informal campus, there are a few common sense rules that all follow. These, plus answers to a few of our other questions, are included here. INVITATIONS AND NOTES

M.S.U. is a busy campus -- often it's more like a three-ring circus. However, even with many demands on your time, never permit yourself to become careless about invitations and notes.

After accepting an invitation, it is a matter of ethics and of personal integrity to fulfill this promise.

All invitations should be answered as soon as possible. Formal acceptance or regret for an invitation is usually written on cards or on plain white unruled sheets of good note paper. The acceptance is never written entirely across the page as in an informal style.

> Betty Coed accepts with pleasure Mr. and Mrs. Wilson's kind invitation for dinner on Monday, the tenth of August at eight o'clock

Whether formal or informal, it is courteous to explain the reason for declining, and to follow the form of the invitation.

Informal invitations are usually written in a way similar to that of a friendly note. A reply must be made at once with an acceptance or a regret.

Unexpected cancellations may arise almost any time. Notify the host or hostess as soon as possible to tell them of the change. Do it in the most convenient and time-saving manner, perhaps by a phone call or a telegram.

When you, acting for an organization or a group, are inviting someone to be a guest, be sure to add your name so they will know to whom to reply.

Remember: R.S.V.P. (Repondez s'il vous plait) -answer if you please --should never be ignored. Although it is not essential, it is courteous to take your weekend hostess a gift. Let this gift show thoughtfulness rather than extravagance. A letter to thank the mother of your host or hostess is an absolute must. This can be written in an informal manner. It need not be long, but try to be sincere and spontaneous.

A letter of condolence is too personal to follow a given form and should always be handwritten. Say what you truly feel -- and no more. Sincerity and genuiness bring the greatest comfort to those in grief. It is not kind to make glowing tributes which only add to the grief of the person.



CHAPERONES

Having chaperones and guests at your parties and dances gives you another chance to know your faculty outside of class situations.

It is the duty of the person who knows the guest to introduce his or her companion. If neither is acquainted with the chaperones, the man should introduce himself to the other.

You do not have to chat for hours with the guests, nor are you expected to dance with them.

They may feel as uneasy as you do, so just be friendly as you would to a guest in your own home.

When the dance or party is over, it shows good taste to speak to the chaperones to tell them that you enjoyed the party.

If you are going to invite someone to your party as a chaperone, be sure he or she is given this honor enough in advance to be able to make plans. For an average party, two weeks in advance is proper, but for a large term party, an invitation a month in advance is required.

It is considered courteous and proper to pay for the baby sitter your chaperones need to employ while they are out. Check to make sure the guest has a ride to and from the party. TEAS AND RECEPTIONS

At a tea, you are required to remain only long enough to finish your drink, about fifteen to thirty minutes. When leaving, say a few words of appreciation to your hostess and then depart.

In a reception line, try to act happy and cordial. Announce your name clearly and do not begin a conversation of any length with any of the people in the receiving line.



M.S.U. has coffee hours at all times of the day and evening. The same can be said for these as for a tea. Dress for afternoon coffee hours is usually quite informal, while evening ones tend to be dressy.

If you are extended an invitation to a coffee hour, you can follow what has been discussed in INVITATIONS AND NOTES.



Introductions show respect, consideration, and honor to the people you are introducing. By making introductions gracefully, you reflect social ease and good breeding.

Sooner or later on a campus as large as this is you will find yourself introducing someone to someone else. It may be your parents to an instructor, your date to your housemother, or just passing names around the grill; but introductions should be made easily and without calling attention to them.

If you are introducing your parents or acquaintances to a faculty member: "Dr. (Mr.) Snarf, I'd like you to meet my parents, Mr. and Mrs. X."

Those who have a degree usually are addressed as "Doctor" in academic situations, but most would like to be addressed as Mr., Mrs., or Miss in a social situation.

If someone is visiting you on campus, your roommate, housemother and others will want to know the visitor's name. "Jane Visitor, this is Mary Coed, my roommate." "Mrs. Blue, this is Jane Visitor who is staying with me tonight. Mrs. Blue is my housemother."

The reply to any introduction is "How do you do?" not "Pleased to meet you." If flattery is the only approach you can use to begin a conversation, keep still and smile. There is nothing more distasteful than an uncalled-for compliment.

Adding a sentence about the persons introduced gives them a clue as to what to say next, and makes the meeting smoother. If you have fixed someone up with a blind date, mentioning the last name and saying something about him or her is particularly important. "Betty Coed, this is Joe College. Joe's on the football team." Write the order of introductions on your cuff or somewhere. It really isn't hard to remember, especially after you have used it a few times. Older women, married women, single women, older men, married men, single men; present gentlemen to ladies, younger people to older ones.

This is best summarized by the rule that the older or honored person's name is mentioned first. Thus "Miss Getting-Along-In-Years, I'd like you to meet Miss Still-In-Her-Teens."

If you are introduced to someone who holds out his hand, shake the hand, but not too firmly or limply. A good firm handclasp is customary among men, but it is an uncommon practice with girls.

Girl's rudeness at their refusal to accept an offered hand is most uncalled-for.

Girls need not stand unless being introduced to an older woman, but all men should be on their feet immediately.

In any case, try to be friendly and don't forget to smile.

Men should always rise when in any conversation, no matter how short, with a woman who



is standing. Remain so until she leaves or gives you permission to be seated again.



If you have forgotten someone's name, the best thing to do is to say, "I'm sorry, I don't believe that I remember your name." It is awkward, but better than being caught, "Betty, this is ah..."

All of us know how easy it is to forget names, especially on a campus like ours, where you meet and see so many people every day.

In some cases it would be wise and helpful if you would introduce yourself. This is true in an instructor-student situation; when entering the office, simply say, "Dr. Snarf, I'm Joe College." You might add the class or time, to help stimulate his memory.



Try to avoid talking about yourself all the time, even though it is a bit hard. People enjoy hearing about you more from a more unbiased source.

About speaking to the "oncemet-but-nearly-forgotten" or the multitude of faintly familiar faces, reminiscent of a history class, chem lab, or a freshman mixer, remember that the girl has the privilege of speaking first.

TABLE ETIQUETTE

To be able to relax and thoroughly enjoy a meal anywhere at any time, one must have table manners that are acceptable.

Techniques for the use of silverware

In grasping the knife for cutting, the index finger should extend along the upper edge near the handle, elbows down, even if the meat is tough.

The fork is held in the left hand when holding food to be cut. Tines are turned down and the handle is underneath the palm of the hand.

For eating, transfer the fork to your other hand. Grasp the fork in your hand so that the times are pointing up and the handle is supported between your thumb and second finger, with your first finger pressing the edge of the handle.

When not in use, lay the knife across the outer edge of the plate, sharp edge turned toward the center of the plate, making a 45 degree angle to the edge of the table.

When not in use or when you have finished with the soup spoon, place it on the plate under the dish. If no plate is provided, place it either on your salad, bread-butter, or dinner plate.

Summary: (1) Follow hostess (2) Use the silver in order of its arrangement, beginning with the outside piece.

Techniques for the use of napkins

Follow the example of your hostess in picking up and laying down your napkin. If there is no hostess, you may pick up your napkin as soon as you are seated at the table.

When the meal is finished, leave your napkin semifolded at the left of your plate. If paper napkins are used, they are to be treated like linen and are not to be shredded.

Techniques for certain foods

- Bread Butter a quarter of a piece of bread or a small piece of roll while holding it on the rim of the plate. Never butter a whole slice and bite from it.
- <u>Meat</u> Never cut your entire serving of meat at one time, but it is permissible to cut several bites at once.
- French Fried Potatoes French fries are eaten with your fork unless they are crisp and may be eaten more easily with the fingers.
- Finger Foods Foods are only finger foods if they do not soil the fingers. Some finger foods are: olives, nuts, celery, radishes, fresh fruits, breads, crackers, candies, cookies, crisp bacon, corn on the cob, and sandwiches.
- Sandwiches Always break or cut a sandwich into eatable sized pieces.
- <u>Soup</u> Dip away from you, toward the outer edge of the dish. Don't blow hot soup. You may drink clear soups, if it is served in a cup with a handle or handles.



Fried Chicken As to your using your fingers, follow your hostess. If there is no hostess, play safe and use your fork. It may be more difficult, but it does look better.

- Fruits If they are fresh, they are eaten with the fingers. For grapes or cherries, remove the pit or seeds from your mouth between your thumb and first finger. For larger canned fruits, cut the flesh away from the pits. The pits of canned cherries may be dropped into the spoon, then to the dish.
- Shrimp In a cocktail, they may be cut with a fork. If served whole as a dip plate, they may be eaten with the fingers.
- <u>Olives</u> Eat the flesh away from the pit. The pit should remain in the fingers and never get into the mouth.

Emergency Techniques

- Spilling Food If a glass of water is spilled, an apology is all that is necessary, your hostess will take it from there. If a bit of food is spilled on the table, it may be retrieved with the fingers or one of the eating utensils. It is then placed on the side of the plate.
- Dropping Silverware At a formal dinner, ask the waiter to bring you another implement. If there is no waiter, pick up the implement yourself and your hostess will provide you with another.

Hair Or Fly In Food If this experience occurs in a private home, be tactful and say nothing. Eat only the part of the food you care to eat. If in a restaurant, you may ask the waiter to exchange your plate for another.

Accessory Techniques

Elbows Elbows should be kept off the table and at your sides while cutting and while eating.

Toothpicks Use toothpicks only in private.

- Passing Food Never help yourself to a dish that someone else has asked you to pass without asking permission from them to do so. At an informal party, you are responsible for putting into circulation the dishes nearest to you.
- Table Conversation Conversation should be of such a nature so that all can enjoy and take part in it.
- Beginning To Eat It is considered courteous to wait until others have been served, either at the beginning of the meal or at the beginning of a new course, before starting to eat. At a large banquet, it is acceptable to begin when the people in your immediate group have been served.
- Position At The Table Sit erect with both feet flat on the floor. Leave your hands in your lap when not in use. Lean forward from the hips, rather than humping over with shoulders drooping.
- Being Excused From The Table When you leave the dining room from a public dinner at a large table, excuse yourself only to your immediate neighbors. If at a private dinner, excuse yourself to your hostess or head of the table.
- Entering And Leaving The Dining Room If both men and women are present, men display all customary deference to the women, or to older or more distinguished persons.

University Dining Room

Directing The Conversation Your most valuable technique is a good leading question. Almost everyone likes to talk about his interests and himself.

Social Responsibility Make sure that everyone is introduced to everyone else. Simple introductions usually suffice: "Mary ----Betty."

Entering And Leaving The chief hostess should be allowed to enter and leave the dining room first. Whether or not you leave before all have finished will depend on the custom of the dining room.

Personal Appearance Be neat and clean. The men wear a shirt, tie, coat, and slacks for dinner. The girls wear their class-room clothes, except on Sundays when more dressy outfits are proper. On Friday nights and on Saturdays, girls may wear their hair pinned up and a scarf tied around it, but at no other time.

Housemother Be courteous and polite. Follow the customs and traditions of your living unit.



PERSONAL APPEARANCE

It is a true mark of an educated person to know when and where it is proper to wear certain clothes, wear them well, and to always be well groomed. Be casual without being careless.

Casualness is the key word on campus. Notice the dirty bucks, unpolished saddles, grey-toned sneakers, and bobby socks.

A major casual for girls is the absence of any kind of purse. There are very few ever in evidence.

These practices are socially acceptable here even though they may not be in other places. Some of the clothes practices here are "musts" but should be changed when entering more conventional places.

Class (casual)

- <u>Girls</u> Skirts, blouses, blazers, and sweaters, or any combination thereof is standard dress. We are not Ivy League enough yet to permit Bermudas to go to class. The footwear varies with the season, saddles, loafers, white sneakers and bobby socks being the main ingredients for the year.
- Boys Sun-tans, slacks, shirts, sweaters, are the usual for fellows. Levis are not worn, except for a specified activity. Be careful of fads----they tend not to flatter.

Teas (dressy)

<u>Girls</u> The various teas on campus call for a wool dress or suit. Gloves are a must, even if they are checked with your coat. No hat is worn after six, but if one is worn before that time, watch out for extremes.

Boys Suits and ties are always worn.

Lecture-Concert

Attending the LC series is one of the other times girls get a little more dressed up. Sometimes we tend to get too casual for this, and so let's keep in mind all of the visitors who will see us, and try to get back on the hose and heels track.

Sport coats or suits are worn by the fellows, usually the same they have worn for dinner in their living unit. This same attire is worn for almost all dates, dances, and smokers.

Sports

Class clothes go to most spectator sport events. Bermudas, slacks, and sun-tans are the most practical for active sports. These go on picnics, canoeing, etc. Let's keep short shorts on the tennis courts.

Formal And Semi-formal

<u>Girls</u> Semi-formal here means any apparel from a cocktail dress to a formalthough we give top preference to cocktail dresses or short formals.

Formal means dress to the "nth." Formals need not be long, nor are long gloves required, but be sure to look just a little nicer than usual.

Boys Semi-formal means wear a suit, no sport coats if you can help it.

Formal means that you will probably have to pawn your belongings to buy, rent, or borrow a tux. Dark tux for winter and a white dinner jacket for summer or any time after Memorial Day.

Gloves

Gloves should be worn any time a hat is, and the times the coeds should wear a hat, but don't. If you have your gloves on, do not remove them to shake hands, and you need never apologize for them. Voice

If you tend to garble your words, you soon will lose the attention of the people to whom you are speaking. Speak slowly and enunciate well so that people can understand you.

The pitch of your voice is important too. Tension at sports events plays havoc with your vocal cords, but it isn't necessary to say, "Play sprightly, old chaps" at a football game--cheer, but try to pitch your voice lower. This is a tremendous voice-saver.

In the dorm or on a date, let's watch the language we use. In regard to profanity, this advice which is given to West Point cadets could be heeded by both men and women. "The idea that profane or obscene language bespeaks strength of character or manliness is a wholly mistaken one. In ordinary conversation, even where only men are present, foul language is ill-bred and undignified."

Grooming

The main factor of appearance, good grooming, is a subject that hardly need be gone into, certainly not after a person has reached college age.

The usual frequent baths, clean hair, clean nails, plus the clean-shaven look for fellows are musts for a campus success.

Girls, remember--we have faces; we don't wear a mask of make-up. This suggests that our faces underneath are far from normal.





	Class	Tea	Concert	Semi-formal	Formal	Dinner	Record Dance
WOMEN							
Skirt	x					x	x
Blouse	х					x	x
Sweater	x					x	x
Blazer	x					x	x
Bobby Socks	x			64		x	
Wool Dress	x	x	x			X(Sun.) x
Suit	x	x	x			x	x
Gloves		х	x				
Hat		x					
Hose		x	x			$\frac{x}{x}(Sun$) X
Heels		x	x			x (ball.	
Cocktail Dress				х	x		
Formal				x	x		
MEN							
Slacks	x	x	x			x	
Sport Coat	x	x	x			x	XX
Sweater	x					^	x
Sun-tans	x						
Shirts	x	x	x	x		x	x
Tie		x	x	x		x	x
Suit		x	x	x		x	x
Tux					X		A

DATING COURTESIES

Why be cautious about asking a certain coed for a date? She won't bite. Maybe this is just what she has been hoping you'd do for a long time. Never use the "What are you doing tonight?" approach.

Ask her to go with you to a specific place at some specific time. If possible try to give her a choice of several places to go.

A last minute date is fun, if it comes up unexpectedly, but it usually makes the girl feel like a last resort to be asked the day before.

There's a big "girl ask boy" affair coming up and what do you do now? A good approach would be... "Would you like to go to the dance at the Aud on the 'such and such' of March?" You don't need to beat around the bush, come right out and ask him. Besides, he's probably seen publicity for the affair, so it won't come as too big a shock. Men appreciate reverse situations occassionally, and he will undoubtly be flattered when you ask him.

After the big date has been made, and you go to pick up your date at her living unit, it shows more respect if you come to the door or buzz her room from the main desk, than if you merely sit out in front of the dorm in your "little red wagon" and blow a big blast on your powerful horn. It may make certain of one and only one date with the "one."



There are also many big dances during the year, which are nominal in cost. Flowers are not a necessity at M.S.U. and few are ever seen at a dance, unless it is a formal term party.

Union Board sponsors a dance one night each week end, and there are often other organizations which have square dances, so you never have to say there is nothing to do. You may find so much to do your grades will begin to show it...so be careful.

"What'll we do tonight?" is apt to be a problem for couples who date a lot. You're lucky to be going to M.S.U. There are always lots of things to do here, and most of them are easy on money.

It's easy to get into a rut, so don't be afraid to try something new. A few ideas are: study or coke or coffee dates, a lecture or concert, even a travelogue, all these cost little or no money.

There are other things that do cost more, but student rates can be had for some, such as bowling, rollerskating, and ice skating. Pizza dates, ice shows, picnic or swimming dates will cost more but yet are very inexpensive forms of entertainment.



If there is an usher at the movie or concert, let the girl follow him. If there are two couples, the two girls should sit between the two boys.



Don't be a public liability by displaying affection which creates distastful impressions on our visitors. Remember this campus is a mecca for thousands of visitors each year, and your uncontrolled, ridiculous, or thoughtless actions may cause us unwanted criticisms.



Is the boy still expected to open doors for a girl? Yes, he most certainly is: we think it shows part of being a true gentleman. Really it doesn't take much effort, fellows.

And we still adhere to the boy walking on the outside of the sidewalk. Will you be looked at as "out of it" if you don't drink or pet? We're all confronted with both of these problems, and if we should or should not.

No student, whatever his age, may bring any form of alcoholic beverage on campus at any time. If you are over 21, you may drink legally...off and only off campus.

Excessive drinking is considered in bad taste by students and the University, and disciplinary action is likely to follow immature judgment on this matter.

As for petting...do what you feel is according to your moral standards. What is wrong to you may be right to others. Let yourself be the sole judge of what to do about this.

Boys, this is your night. The date is Dutch Treat, and this you will enjoy. Usually the boy and girl know each other quite well, but exceptions to the rule are becoming common.

In the case of the Spinster's Spin, the girl does all; drives the car (eek) pays for the gas, buys dinner, pays for the dance and whatever the couple wants to do afterwards.

It is all right for the girl to get up and pay the bill, or if you wish, to/give the money to the boy so he can pay for it. GENERAL COURTESIES

The University has arranged a varied program of events----social, athletic, academic, etc. You not only take your ticket to these, but also your very best in manners.



The Information column in the State News is a good place to find out what's what on campus each day.

Classrooms

Pity the poor instructor who gets out of bed to come to his eight o'clock class of nodding heads with half-shut eyes. Or worse, to look at a sea of chewing jaws.

If the lecture is particularly boring, read a book, draw pictures, do the crossword puzzle, that isdo anything but SLEEP or TALK. Some of the class might want to hear what the instructor has to say.



There is one sure way to make a big impression on your instructor---always be late to class.

Someone once said you can learn more by listening than by talking. Put in your two-cents worth, but don't monopolize the discussion.

Don't stampede when you leave the room----you'll get home for lunch just as quickly.

Conferences

ALWAYS be on time for a conference. If you can't make it, be sure to let the other person know.

Be sure to knock on the instructor's door before you go into the office. If he is busy, wait outside. When entering, introduce yourself, to refresh his memory.

Concerts and Plays

If you arrive late to a concert, wait until the intermission to be seated.

Rule number one for any public performance, is to be quiet. If you are not enjoying yourself don't spoil it for others.

You, as students, are not the only ones attending this concert; many visitors to the campus are also here. What you do and how you act reflects on M.S.U.

Meetings

Don't interupt a meeting by coming late. Stick to the subject and avoid arguments, you can always have your private battles later.

Dances

Try to watch where you are going and avoid stepping on other's feet, even if the floor is a little crowded. Maybe you are in love with your girl, which is fine, but the dance floor is not the place to do your spooning. It is embarassing to others.

We hear much about the Halls of Ivy, but girls don't have to be the ivy, twining around a pillar (their partner).

Miscellaneous

Develop a sensitivity to other's wishes and desires by doing nice, thoughtful things. Put, or try to put, yourself in their place.

M.S.U. is a friendly campus----let's keep active proof of it. Smile and say "hello" to people you know, even to those you don't know ----it may lead to something interesting.

Girls have the privilege of speaking first. Speak to anyone who looks like an acquaintance. She may have left her glasses at home, vanity, you know--so if you get a blank stare from her, don't take it as a bad sign until she deliberately snubs you--then either give up or get an introduction.

To the young ladies--accept the courtesies your escort shows you with a sincere "thank you."





When the sign says "No Smoking" that's what it means, if you don't want to be the one to set a building on fire, do pay attention.

Cigarette smoking is obnoxious to the non-smoker. Remember to ask if anyone minds before you light up one of your favorite brand. If anyone does mind, try to heed your manners and refrain, just this once.

Don't be sore if your best friend won't lend you his tie or her earrings. Borrowing is a personal thing; some do, some don't. If you do borrow something, be sure to return it in as good or in better condition than you got it. Always ask permission of the owner before borrowing. Never just take things even if a roommate says "Go ahead."

On the subject of rising....Men, always rise when a woman enters the room. When it is an older woman, the girls get up too.

When you walk on a narrow sidewalk, leave room for someone to pass you going the other way. Not more than two at a time should ever try to walk together.



JOB INTERVIEWS

You are interviewing not only to find out about the company or firm that is conducting the interview, but you are there to sell yourself to them. They are not only viewing your qualifications as a trained person, but also as a wellgroomed, well-mannered individual. This is a first impression situation with your future resting on the results.



Hair Combed Tie Straight Suit Pressed

Shoes Shined

GIRLS, ARE YOU READY FOR YOUR INTERVIEW?



Hair Combed Seams Straight Clothes Pressed Gloves Clean

Know the name of the interviewer

Know about his organization

Be yourself during the interview

One point to remember--don't seat yourself until the interviewer asks you to be seated. PLUS REMINDERS

If a lady expects a gentleman to act like a gentleman, she must give him the opportunity to do so. This means that she does not reach for the matches, immediately push open a door, or put on her own coat.

Maybe there is a girl in one of your classes you would like to take out. Call her. Tell her how you know her, and extend an invitation for coffee, which will enable her to become better acquainted with you. Then, if the situation proves itself to be favorable, ask her out for a coming week-end night.

When service in a restaurant or beauty salon has been efficient and pleasant, a 10% - 15% tip should be left.

We have a beautiful campus, and it is our duty as inhabitants of this campus to maintain its beauty. This means that waste paper and cigarette butts are deposited in the proper containers, not on the grass and sidewalks. And, too, we do not walk on the grass, but use the sidewalks.

An M.S.U. student crosses the street while a motorist patiently waits. By all means, the student will acknowledge his appreciation to the motorist, if only in the mannerism of a nod.

Saying "thank you" is the most polite way of saying you appreciated someone's kindness. But equally important is returning the consideration by saying "You're welcome". When inviting chaperones to an affair, make your plans specific, including time, dress, who will greet them, and type of party or dance.

Include your housemother in your social events.

If your parents are visiting you, be sure you introduce them to your housemother.

When someone comes into your room to visit you, make them feel completely welcome and at ease. If this person is much older than you, be sure to rise.

We must frequently meet with members of the faculty and administration. Because of their busy schedule, we must be sure to make an appointment with them beforehand.

Show your enthusiasm for your team by attending the games and pep rallies no matter how large or small the opponent may be.

Lines consist of those people who have stood and waited. It is our responsibility to wait our turn, too, and not to cut in ahead of others.



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NOTES