

Book Reviews and Notes

Percy H. Hill, **et.al**, MAKING DECISIONS: A MULTIDICIPLINARY INTRODUCTION, Addison-Wesley Publishing company, 1979, 243 pp. \$14.50.

This book grew out of an interdisciplinary course taught for undergraduates at Tufts University. Six faculty members from the disciplines of economics, psychology, political science, and engineering design joined forces with guest lecturers from the departments of English, philosophy, and the School of Medicine to suggest more rational and ethical designs for decision making. As the President of Tufts, Jean Mayer, says in his Foreword, decision making is something at which we really "are not very good."

This book contains twelve thought-provoking chapters, some more technical and difficult to follow than others, ending with seventeen case studies for further analysis. Even at their most complex, the writers bring the issues home by introducing illustrations not too far from the experience of the common man, not to mention academic administrators and advisors. For example, if two desired classes meet at the same hour, how do students decide which to take? One writer refers to decisions which are "satisficing" — certain goals are met (satisfied) and while others are given up (sacrificed).

The bulk of the book applies whether decisions **concerns** program development, staff reorganization, helping students choose a major, etc. The chapters, however, do not limit themselves to academic situations. The chapter on individual and group choice, for example, points out that social choice "has to be either inconsistent or undemocratic", criteria for making such choices cannot all be met. Within chapter six (decision making in politics), readers will find not only succinct suggestions for determining how best to cast a vote but also a refresher course in why small group decisions, often harmoniously and quickly reached, can sometimes prove to be wrong. A close-knit group too easily can overlook reality, with such resultant "errors of groupthink" as never exploring the full range of alternatives, failing to examine critically the preference of the majority, overlooking initial choices promptly rejected without analysis, etc.

Six steps are outlined for effective decision making:

- "definition of the problem . . .
- identification of alternatives . . .
- quantifying the alternatives . . .
- applying decision aids . . .
- deciding . . .
- implementing"

Implementation often is overlooked as an integral part of a decision. How many of us have files full of long-range planning committee plans and self-study analyses, unused in many instances? Another overlooked aspect, and a welcome inclusion here, is the chapter on ethical decision making. This topic we often ignore and, while less specific than others, this chapter points out that appraising human conduct on the basis of ethics should be central to all decision making. The book's separate chapters on ethical, medical, economic, and political decision making may suggest these are somehow different in nature and approach. However, ". . . any act or decision by anyone is subject to evaluation and criticism from the moral point of view." This perspective observation you may want to keep in mind as you reach decisions in the future, presumably after studying these helpful lectures now published as essays.

Margaret J. Forsythe
Ohio Wesleyan University

Frank C. Leana, *GETTING INTO COLLEGE*, New York: Hill and Wang, 1980. 178 pp. \$11.95.

Frank Leana's *Getting into College*, aimed primarily at high school juniors and seniors, briefly, simply, and thoroughly guide-one through the college application process.

In addition to typical step-by-step lists of what to do when, Leana includes helpful chapters on "The College Admissions Office," "What Colleges Look For," and "Admissions Factors Beyond Your Control." Such explanations are not generally available, and their inclusion should aid students and parents in an overall understanding of the admissions process. These topics are supplemented by practical suggestions on how prospective students might best present themselves to admissions personnel (as well as a few warnings of what not to do).

Although *Getting into College* addresses itself mainly to students seeking admission to universities and colleges of medium to high selectivity, it contains good advice for students trying to apply or communicate with any institution. For example, in the chapter on the campus visit, Leana goes beyond simply urging students to visit campus. He also offers practical suggestions ranging from the obvious, such as telephoning to make arrangements rather than writing, to the unique, by offering several somewhat novel ideas of what to check out once on campus.

Of particular value to the student are chapters on obtaining teacher recommendations and writing the personal essay, complete with examples of student essays followed by evaluative comments. After reading these chapters, most students will be well prepared to approach these open-ended, though important, portions of the application.

Three sample admissions cases illustrate and synthesize Leana's key points. In these case studies, Leana presents a total application file for three different students, and traces the action on the applications by various institutions these students have applied, including final outcome — acceptance or rejection. The process, though complex, becomes understandable by this method.

This book includes lists of college and guides special interest indices, and financial aid sources appear in a selected bibliography.

For students and parents unfamiliar with the college admissions process and for those planning to apply to highly selective institutions, *Getting into College* will be extremely useful and well worth the price. For most students applying to minimally selective schools, however, *Getting into College*, though helpful, is not a necessity.

Anne Goff
Academic Adviser
University of South Florida

June L. Sherif. CAREERS IN FOREIGN LANGUAGES: A HANDBOOK.

Careers in Foreign Languages is a most comprehensive volume. The first edition of this handbook appeared in 1966; the newer 1975 edition offers updated information about foreign languages.

Although the book carries a title implying that one may find suggestions about possible career fields which utilize language facility, this book actually contains much more information. Following a brief introduction containing recommendations for language study, the author discusses the genealogy and geographic distribution of the world's principal languages. Information is then given on foreign language course offerings, independent study, and resources for study.

Career-related topics include a survey of opportunities in federal government departments and agencies, opportunities in international organizations, specialized occupations needing language facility, and employment in trade and business. The book also contains a chapter on the importance of language facility as a secondary skill.

The appendices contain much valuable information: lists of addresses of agencies, salary schedules, professional journals, newspapers, booksellers, publishers, colleges, professional organizations, and other data.

This book could be used as an informational text on how to approach language study and how it will prove useful in career development. Additionally, it could stand alone as a reference source with a wealth of referral sources. It would certainly prove a valuable aid to both counselor and student.

Reviewed by Jean K. Jones
Association Director Student Counseling Center
University of Mississippi

Study of Agriculture in the U.S.: A Guide for Foreign Students. Barbara Cahn Connotillo, Editor; Institute of International Education, 1979, 93 pages. \$5.00.

Practical Guide for Foreign Visitors. Barbara Cahn Connotillo, Editor; Institute of International Education, 1979, 49 pages. Single copy free.

Fields of Study in U.S. Colleges and Universities. Barbara Cahn Connotillo, Editor and Nancy Seitz, Editorial Assistant; Institute of International Education, 1979, 32 pages. \$1.00.

The Institute of International Education frequently publishes brochures and pamphlets designed to assist international students with adjustments they will face in various countries. The three publications reviewed here are all designed for international students planning to study in the United States.

The ***Study of Agriculture in the U.S.: A Guide for Foreign Students*** thoroughly overviews opportunities for study in the field of agriculture at colleges and universities throughout the U.S. This publication provides specific information regarding admission requirements and data concerning foreign students. Essential information concerning each institution is listed; including name of institution, city and state, enrollment range, academic calendar, brief description of the community, availability of housing, degree of foreign student advising, and fields of study. General information regarding campus life and higher education in the U.S. also appears in the pamphlet.

Colleges and universities included in the publication responded to a survey in the spring of 1979 and have stated an interest in accepting foreign students into their programs in agriculture.

A well-written and comprehensive guide.

A ***Practical Guide for Foreign Visitors*** explains how to enter higher education in the U.S. An excellent discussion concerning the different elements of higher education, it describes everything from community, junior, and technical colleges to professional schools through graduate study. This pamphlet includes detailed information regarding admission, entrance examinations, registration processes, and even methods of instruction.

Written as clearly as the Harvard Students' Association efforts to help American travellers with their ***Let's Go Europe***, etc., series, the editor has written critical information about what to bring to the U.S. and how to enter the country. A discussion follows on the American monetary system as well as a picture of college expenses and financial assistance. Customs in the U.S., along with social activities and organizations, also are covered. Finally, the author lists various governmental regulations affecting foreign students.

This pamphlet is clearly written and contains essential information. This guide is a must for foreign students, one advisors of foreign students should have available.

Fields of Study in U.S. Colleges and Universities: A Guide for Foreign Students describes sixty-four fields of study and their subspecialties available at various colleges and universities and includes a **definition/explanation** of each academic discipline and additional resources and/or the address of the appropriate professional organization. A cross-reference listing the fields of study included in the publication appears in the back of the brochure.

While descriptions of academic fields are written succinctly, certain areas need further explanation. The study of medicine, for example, discusses various steps one follows for admission into medical school. The guide slightly mentions, however, the degree of difficulty for a foreign student — particularly one in the U.S. on a student visa — to gain admission to an American Medical school. The brochure would be enhanced if it carried information for each discipline covered in terms of availability for foreign students. The description of one entry, Veterinary Medicine, attempts this task by stating "colleges of veterinary medicine have limited enrollment, therefore it is difficult to obtain admission." Perhaps one could do better service by indicating possibilities for acceptance as specifically as possible.

The brochure accurately pictures the different fields of study and, with the addition of the information listed above, this guide could help foreign students considerably.

Neal A. Hartman
Counselor/Instructor
The University of Texas
at Austin

Books Received

Counseling Across Cultures edited by Paul P. Pedersen, Juris G. **Draguns**, Walter J. Lonner, and Joseph E. Trimble. Pp. X, 370. The University Press of Hawaii, 1981. \$10.00.

New Roles For Learning Assistance, Oscar T. Lenning, Robbie L. **Nayman**, Editors. Jossey-Bass, 1980. \$6.95.

Improving Writing Skills, Thorn **Hawkins**, Phyllis Brooks, Editors. Jossey-Bass, 1981. \$6.95.

Advising and Counseling Adult Learners, Frank R. DiSilvestro, Editor. Jossey-Bass, 1981. \$6.95.

Providing Student Services For The Adult Learner, Arthur Shriberg, Editor. Jossey-Bass, 1980. \$6.95.

Facilitating Students' Career Development, Vince Harren, Harry Daniels, Jacqueline Buck, Editors. Jossey-Bass, 1981. \$6.95.

The Modern American College, Arthur W. Chickering and Associates. Jossey-Bass, 1981. \$29.95.

On Higher Education, David **Riesman**. Jossey-Bass, 1981. \$16.95.

The Learning Traveler, Vol. I U.S. College-Sponsored Programs Abroad: Academic Year. Gail Cohen, Editor. Institute of International Education, 1981. \$8.00.

The Learning Traveler. Vol. II. Vacation Study Abroad, Gail Cohen, Editor. Institute of International Education, 1981. \$8.00.

Academic Advising: Getting Us Through The Eighties, Thomas J. Grites. American Association for Higher Education Research Report No. 7, 1979. \$4.00.

Increasing The Educational Role of Residence Halls, Gregory S. Bliming, John H. Schuh, Editors. Jossey-Bass, 1981. \$6.95.