

West Kentucky Community and Technical College
Culinary Arts Program
Student Handbook

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Application: Information contained in the Student Handbook is applicable for students enrolled in West Kentucky Community and Technical College Culinary Arts programs and classes in the fall semester of 2008. Information is updated each semester. The policies in the Handbook take precedence over the policies in any previous version of this Handbook.

Last Revision: 8/10/2007

Mission:

The Mission of the culinary arts program is to offer a quality program that meets the needs of both industry and student and provides practical industry-driven and centered training that will facilitate gainful employment in the food service field of Culinary Arts, Food and Beverage Management, and Catering.

Program Description:

The KCTCS Culinary Arts program is designed to prepare students for careers in the Culinary Arts, Food and Beverage Management, Restaurant Management, Catering, Institutional Food Service, and as Professional Chefs. Course work covers a broad spectrum: the preparation of basic and specialized foods, catering and special event planning, international cuisine, baking and pastry arts, nutrition, sanitation, management techniques and functions, cost control, purchasing and culinary fundamentals. Students work in commercial kitchen/laboratory and dining room through the course of study. The program uses the teaching philosophy of the American Culinary Federation, the Academy of Chefs, the National Restaurant Association Education Foundation, and the American Personal Chef Association. The program competencies are those of the American Culinary Federation.

Program Philosophy/Objectives:

The Culinary Arts Program of West Kentucky Community and Technical College is a comprehensive program that offers quality degree, diploma and certificate programs in the areas of Culinary Arts, Food and Beverage Management, and Catering and employs the following objectives:

- To help students acquire the qualities of a professional food service employee for an entry level or higher position as a chef/manager in training or hospitality/food related position.
- To become proficient in the skills needed to be successful in our industry.
- Understand the principles of food identification, nutrition, cost control, and other related areas of the food service industry.
- Hone skills in the areas of organization, time management, and self direction.
- Become a leader in the area of food service with a skill set that exceeds other comparable programs in the region and State of Kentucky.

Progression in the culinary arts program is contingent upon achievement of a grade of C or better in each course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale).

The following minimum compass scores are required for admittance into the program.

Pre-Algebra: 34

Reading: 76

Writing: 57

Curriculum Guides:

We offer a variety of degree, diploma and certificate programs. To receive a complete listing, please visit our home page at:

<http://business.westkentucky.kctcs.edu/culin/>

Program degree options and competencies are as follows and while the competencies are specific to the AAS in Culinary Arts most competencies are similar and or the same for all degree types although some difference may occur and vary per degree option that the student may be enrolled in.

Culinary Arts

Degrees:

AAS:	Catering & Personal Chef	68-72
	Culinary Arts	62-65
	Food and Beverage Management	66-70

Diploma:	Catering & Personal Chef	56-60
	Culinary Arts	50-53
	Food and Beverage Management	54-58

Certificate:	Fundamentals of Culinary Arts	16
	Catering	16
	Advanced Catering	42-44
	Culinary Arts	33-36
	Advanced Culinary Arts	44-47
	Food & Beverage Management	31-34
	Advanced Food & Beverage Management	48-49
	Culinary Arts Professional Development	12

Competencies:

AAS IN CULINARY ARTS

Upon completion of this program, the graduate can:

General Education Competencies:

I. Communicate Effectively

- Read and listen with comprehension.
- Speak and write clearly using standard English.
- Interact cooperatively with others using both verbal and non-verbal means.
- Demonstrate information processing through basic computer skills.

II. Think Critically

- Make connections in learning across the disciplines and draw logical conclusions.
- Demonstrate problem solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials.
- Use mathematics to organize, analyze, and synthesize data to solve a problem.

III. Learn Independently

- Use appropriate search strategies and resources to find, evaluate, and use information.
- Make choices based upon awareness of ethics and differing perspectives/ideas.
- Apply learning in academic, personal, and public situations.
- Think creatively to develop new ideas, processes, or products.

IV. Examine Relationships in Diverse and Complex Environments

- Recognize the relationship of the individual to human heritage and culture.
- Demonstrate an awareness of the relationship of the individual to the biological and physical environment.
- Develop an awareness of self as an individual member of a multicultural global community.

Culinary Arts Option:

Technical Competencies:

1. Demonstrate the fundamentals of baking science in preparations of a variety of baking products.
2. Demonstrate the use and care of commercial restaurant and baking equipment.
3. Perform mathematical functions related to food service operations.
4. Demonstrate various dining room functions using a variety of service formats.
5. Demonstrate the understanding of quality customer service.
6. Demonstrate the importance of the proper use and handling of kitchen hand tools and equipment used in commercial food establishments.
7. Demonstrate and apply principles of food preparation to produce a variety of food products to include the following: meats, seafood, poultry, stocks, sauces, soups, salads, salad dressings, fruits, vegetables, starches, hot and cold sandwiches,

8. canapés, and hors d'oeuvre, breakfast meats, eggs, cereals, battered products, and a variety of convenience products.
9. Apply knowledge of laws and regulations relating to safety and sanitation in the kitchen.
10. Demonstrate modern and classical preparation of foods for commercial establishments, including the ability to follow and adjust recipes.
11. Demonstrate Gardé Mangér skills used in the preparation of cold food products.
12. Demonstrate presentation techniques for a variety of service styles.
13. Demonstrate the skills needed to be a food service supervisor/manager.
14. Discuss the history of the hospitality/culinary industry and career opportunities within the field and identify resources such as trade publications and professional organizations.
15. Discuss organizational structure and basic functions of departments within hospitality and food service establishments.
16. Discuss and employ the principles of menu planning and layout.
17. Discuss the characteristics, functions, and food sources of the major nutrients and how to maximize nutrient retention in food preparation and storage.
18. Learn and demonstrate the nutritional needs throughout the life cycle as related to menu planning and food preparation.
19. Discuss and demonstrate the overall concepts of purchasing and receiving in the food service industry.
20. Demonstrate the practices of receiving and storing food and non-food items correctly and apply the knowledge of quality standards and regulations governing food products including: inspecting and grading of meats, poultry, seafood, eggs, dairy products, fruits, vegetables, chemical products, and pesticide.
21. Learn and apply the basic principles of sanitation and safety including hazardous analysis critical control point (HACCP), personal hygiene, identifying microorganisms and their requirements for growth, potentially hazardous foods, safety and construction features of food production equipment and facilities, material safety data sheets (MSDS), cleaning and sanitizing schedules, emergency policies, fire extinguishers and types of fires, laws and regulatory agencies governing sanitation and food safety, and waste disposal and recycling.
22. Become certified in sanitation by the National Restaurant Association.

Student Website:

A variety of information is available to students regarding all the various services, requirements and other responsibilities of the student and of the college including:

Course Requirements:

Attendance: A maximum of 6 absences regardless of reason is allowed in any one course. Upon receiving your seventh absence you automatically fail the course.

Tardiness: You are considered tardy once the instructor has taken attendance. You are permitted three times late, following your third tardy, you will not be permitted into class and you will be marked absent. Also, each time subsequent time (following the third tardy) that you are late you will not be permitted into class.

Smoking Policy: No smoking is allowed behind the building. Please only smoke in designated areas. Smoking is not allowed during transition from classroom to lab but only when the instructor has released you or given the entire class a break period.

Loitering: So that incoming students may set-up for classes and that instructors may prepare for their next class, we ask that students do not hang out in the kitchen or classrooms more than fifteen minutes prior to or after class.

Food Policy: Other than coffee or bottled water, no food and beverage is allowed in the classroom only. Absolutely no food and beverage is allowed in the labs while you are in class.

Clean-Up:

Clean-up and maintenance of our fine facility is the responsibility of everyone! Regular inspections will be held by the instructor and/or program coordinator. Those who leave before everything is cleaned will receive penalty deductions from their professionalism portion of their grade.

Dress Code:

Professionalism is a reflection of how you look. You are responsible for keeping up with your uniform. You are expected to bathe or shower daily, no heavy colognes or perfumes are allowed. No jewelry is allowed except for a wedding band or medical bracelet. Hair must be neat or properly restrained. You must have closed toe shoes preferably black along with a thermometer, side towels and an apron. Also, body piercing is not allowed and tattoos must be covered. Regular inspections will be conducted to insure compliance with our dress code. You will receive one warning for not being in proper uniform or dress. Following that any **failure to be in proper uniform and following the dress code may result in non-admittance to the class!**

Other Requirements:

Absolutely no cell phones are allowed in the classroom or lab. Keep them put away. If you have small children and require a means of contact with them, put your cell phone on vibrate. No calls during class are allowed unless you are on break or for an emergency. Also, no gum, toothpicks or other foreign objects in the mouth during class is allowed.

Written Work Policy:

All term papers, assignments (including daily work other than when the instructor says otherwise) and projects must be typed and free of grammatical and spelling errors. Recipes and other material from published works must not be handed in as original work but must be notated where the information was obtained from in the Bibliography. Typed work shall be single space with a maximum point level of 12 in Time New Roman style.

Computer Use Policy: Computers in room 138 may be used for SCHOOL WORK during POSTED TIMES ONLY.

Make-Up/Late Work Policy: Regardless of reason you will not be able to make-up or turn in late work, make up pop quizzes or daily assignments. Major exams such as mid-terms, final exams, etc may be made up within one week of the date of the test, quiz, mid-term or final exam but will receive a one letter grade deduction.

Plagiarism: Students found plagiarizing will receive a zero with no exceptions.

Withdrawal Policy

Students can withdraw during the first fifteen weeks of the semester and receive a “w” for the course.

Special Exam Policy

At the discretion of the instructor a STEP exam may be provided.

ADA statement

The Disability Resource Office provides assistance to students with special needs. Any student requiring special classroom or laboratory accommodations should inform the instructor and meet with the Disabilities Resource Coordinator, within the first week of class.

LaTasha Williamson 534-3406

STUDENT COMPLAINT PROCEDURES

Introduction

The complaint procedure is designed to assist students who have perception of unfair and/or unlawful treatment. A student is defined as any person enrolled full or part-time in credit or non-credit courses at the College. A complaint of unfair and/or unlawful treatment formally charged by a student against a College employee, in regard to the application of College rules, policies, procedures, and regulations, should be resolved without initiating the formal procedure, if at all possible. This procedure does not supersede the policies set forth for grievances of discrimination, harassment, or grade appeals. Access to these policies is listed at the end of this document.

Please note that it is generally beneficial to the student to discuss the problem with College personnel prior to filing a formal complaint. College personnel are available to advise students. Students should not hesitate to contact a faculty member, counselor, or any other College staff person.

Procedure

LEVEL 1

A complaint should be raised and resolved as quickly as possible. Within fifteen (15) business days following either the event which preceded the complaint, or within fifteen (15) business days of the time when the student reasonably should have gained knowledge of the issue, the College employee involved should be contacted by the student. A business day is defined as a Monday through Friday when the College is open. An attempt should be made to resolve the complaint informally.

The first step is for the student to meet with the College employee involved. If the matter cannot be resolved, the student may file a written complaint within ten (10) business days following the verbal response from the College employee involved. The written complaint should be presented to the employee with notification of complaint being forwarded to the employee's supervisor. The written complaint should contain the following:

1. A complete description of the complaint;
2. any supporting documents; and,
3. the redress (desired outcome) sought.

An entire set of records should be assembled and maintained by the student. The person receiving the written complaint has ten (10) business days to reply to the student in writing.

LEVEL 2

If the student is not satisfied with the written response from the employee, he or she may appeal it to the appropriate supervisor within ten (10) business days. The student should forward copies of all correspondence and relevant documents from LEVEL 1, along with a cover letter, to the supervisor. The supervisor has ten (10) business days to adjudicate the matter and reply in writing to the student.

LEVEL 3

If the student is not satisfied with the written response from LEVEL 2, he or she may appeal to the appropriate Dean. This appeal must be made within ten (10) business days after the reply from LEVEL 2. The student should forward copies of all correspondence and relevant documents from LEVELS 1 and 2, along with a cover letter, to the Dean. The Dean has ten (10) business days to adjudicate the matter and reply in writing to the student.

LEVEL 4

If the student is not satisfied with the Dean's response, he or she may appeal to the College President within ten (10) business days after the reply from LEVEL 3. The student should forward copies of all correspondence and documentation from LEVELS 1, 2, and 3, along with a cover letter, to the President. The President will discuss the complaint with all concerned parties and adjudicate the issue within ten (10) business days after receipt of the correspondence. This decision will be final.

General Guidelines

The student filing a complaint may be accompanied by an advisor or representative of his/her choice and at the student's expense at any level of the procedure. The student may not be represented in these discussions by an attorney-at-law without prior written approval and Kentucky Community & Technical College System legal council also present.

Revision of the deadlines for filing appeals and providing written responses may be made due to extenuating circumstances such as vacations, examinations, or illnesses. If the deadlines are changed by either party, the respective employee should inform the student of the receipt of the complaint and give an estimated date of the final reply.

Copies of the Dean's decision will be sent to the appropriate College employees at LEVELS 1 and 2, and to the President.

For formal grievance procedures involving alleged discrimination or harassment, students should refer to the following websites:

<http://www.kctcs.edu/employee/policies/volumeII/volIII6-6.pdf>

<http://www.kctcs.edu/student/sexualharassmentstudents.pdf>

How to access your KCTCS e-mail account

Find your student ID.

It is a nine digit number that begins with "001" and may be found on either your schedule or bill (may be referred to as Employee_ID).

Go to <https://webmail.kctcs.edu/>.

This is a secure web site (the "s" after "http" indicates this).

Select "New Users | Password Resets".

Enter your last name and your nine digit student ID.

Select "Sign In".

Your name should then appear on the screen. Select "yes" if it is correct.

Print the page with your student e-mail account information so you will have it for future reference.

If you do not have access to a printer, make sure you write down your username (example: jsmith0004) and your new email address (example: jsmith0004@stu.kctcs.edu).

Set your password.

It must meet the following criteria:

- Not contain all or part of the user's account name
- Be at least 8 characters in length
- Contain characters from 3 of the following 4 categories:
 - * English Uppercase characters (A through Z)
 - * English lowercase characters (a through z)
 - * Base 10 digits (0 through 9)
 - * Symbolic characters (e.g., \$, #, %)
- Be significantly different from prior passwords
- Not contain the user name or the name of the person helping the user establish the account
- Not be a common word or name

Once you have completed these steps you can log on to your account directly at <https://webmail.kctcs.edu/exchange/>. Remember: check your E-mail account often!

Once your e-mail account has been set up, you can view your **schedule, grades, account, and financial aid** Information online. Instructions for accessing the online information are available at

<http://www.westkentucky.kctcs.edu/geninfo/stuacctaccs.shtml>.

Access to Student Records

Students enrolled in classes have access to official records and data pertaining to themselves and the right to deny access to those records to others as set forth in Section 438 of the Family Education Rights and Privacy Act of 1974.

Minor students will receive annual notice to share with the parents/guardians concerning their rights pertaining to student records.

Online Access to Your Schedule, Grades, Account, and Financial Aid Information

Go to <https://kctcs.mycmsc.com/>.

This is a secure web site (the "s" after "http" indicates this).

Select "**Student Admin Prd**".

Enter your User ID and Password.

Your User ID and Password are the same as your KCTCS email username and password.

GRADES

Select "Self Service".

Select "Academic Records".

Select "View My Grades".

Select "Select Term".

ADVISOR

Select "Self Service".

Select "Academic Records".

Select "View My Advisors".

SCHEDULE

Select "Self Service".

Select "Enrollment".

Select "My Class Schedule".

Select "Select Term" (Change).

FINANCIAL AID

Select "Self Service".

Select "Campus Finances".

Select "View Financial Aid".

Select "Select Aid Year".

When you are finished viewing your information, always close the browser to prevent others from accessing your information.

KCTCS CODE OF STUDENT CONDUCT Kentucky Community and Technical College System (KCTCS) faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects students and faculty to honor, and faculty to enforce, these academic principles. The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of academic rights of students and student offenses. Students may refer to the KCTCS Code of Student Conduct, www.kctcs.edu/student/code.htm, for more information on student rights, academic offenses, and the student's right to appeal. Further information on student rights is available on the WKCTC Student Rights & Responsibilities web page at:

<http://www.westkentucky.kctcs.edu/geninfo/ref/stuhandbook/sturights.shtml>"

FINANCIAL AID – PELL, SEOG, and Student Loan recipients (Title IV) who stop attending or withdraw prior to the 60% point in the semester may be obligated to repay a portion of their financial aid.

Academic Calendar

Admissions

- Admissions Information
- Application Form
- COMPASS Testing

Bookstore

Campus Safety

Code of Conduct

Class Schedule

Computer Usage Policy

Campus Map

- Campus Map
- Thompson Education Center
- Directions to Campus

Employment Opportunities

Disability Resource Office

Financial Aid FAQ

Office of Minority Affairs

Student Complaint Procedures

Student Email
Student Handbook
Student Online Account Access
Student Rights & Responsibilities
Student Services
Student Support Services
Tutoring Center including academic rights,

To visit this website, please go to the following URL address:

<http://www.westkentucky.kctcs.edu/menus/wwwcurrstud.shtml>

STATEMENT OF UNDERSTANDING

I have read and agree to all of the above rules, regulations and responsibilities of the
Culinary Arts Department.

Name _____

Date _____

Program Coordinator _____

Faculty Member _____