



Culinary Arts
and
**Food Service
Management**

Associates Degree

**Student Policy
Manual**

2010



Accredited by the Accreditation Commission of the American Culinary Federation

All students attending Delaware Technical & Community College are subject to the rules and regulations in the current College Catalog and Student Handbook.

The College Catalog and Student Handbooks are available on request from the Student Services division and should be reviewed regularly.

This manual deals with policies and procedures relevant specifically to the Culinary Arts Associate Degree program and the Food Service Management Associate Degree and Diploma programs. It helps to direct students in a positive way towards completion of their degree.

The Culinary Arts department has the right to change the Student Manual Policy yearly.

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Student Policy Manual
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Introduction

Congratulations and welcome to the Delaware Technical & Community College Culinary Arts or Food Service Management program. You are entering a two year Associates Degree in Applied Science Program, which will open many doors in the hospitality industry. Your education will consist of many different learning experiences. There will be lectures, hands-on food production and management experiences designed to give you an awareness of the current trends and practices in the foodservice industry. The next two years will be a lot of work with tremendous rewards allowing you to make an informed decision on your career path after graduating.

The first step in beginning your culinary career is to purchase the proper clothing, tools and text books.

Your chosen profession lies ahead of you, and Delaware Tech will help to guide you. Your counselor for Culinary Arts and Food Service Management is Ms. Susan Stoller. Ms. Stoller is available Monday through Thursday, 12:30 p.m. - 8:00 p.m., and Friday, 8:30 a.m. - 4:30 p.m. in room D104 or by phone at (302) 292-3867.

The following pages will allow you to become familiar with the Culinary Arts and Food Service Management programs and get prepared for classes.

Ms. Susan Stoller and I look forward to making your educational experience a pleasant one.

David Nolker, CCE
Chairperson, Culinary Arts and
Food Service Management
(302) 453-3757
dnolker@dtcc.edu
www.dtcc.edu/stanton/cul_fsm

Mission Statement for Culinary Arts and Food Service Management

The mission of the Culinary Arts department is to provide its graduates with an in-depth hands-on training in Culinary Arts and Food Service Management. The education includes the application of current trends in management, nutrition, sanitation, and cooking techniques that today's changing Food Service Industry is seeking.

Emphasis is placed on creativity and professionalism in culinary applications, which prepare graduates for mid and senior level entry positions in the Hospitality Industry.

The programs are committed to the professional advancement of the technologies and the development of both students and faculty to better satisfy or exceed the changing demands of the foodservice industry in New Castle County.

Registration Information

First semester Culinary Arts students are requested to register during the summer and pay with a credit card, check (payable to DTCC) or cash at the business office, located in room B122, after being advised. It is also important to remember that early registration for the Fall semester starts in April and early registration for the Spring semester starts in October. Class schedule grids should be completed and signed by the advisor or counselor before going to pay.

First semester Food Service Management students should register with their counselor, Ms. Susan Stoller.

Tuition and Fees:

May vary; please refer to Connections, the schedule of classes or student handbook for a current listing.

Lab fees:

The fees will vary for each practical class. Please inquire.

Pre-requisites

All pre-tech classes must be finished before entering the 1st semester of the Culinary Arts or Food Service Management programs.

RDG 005, 051

ENG 005, 051

MAT 005, 012

RDG 120 must be completed before graduation. It may be taken before or during the first semester.

Placement test scores will determine if RDG 120 is necessary. The placement test should be taken upon admissions to the college.

All "CUL" laboratory classes follow a pattern of skill development and should be taken as stated in the Culinary Arts Technology Course Sequence Sheet with the exception of the CUL245 Applied Hospitality class. Please see advisor for details and availability

CAMPUS: STANTON
 DEPARTMENT: Culinary Arts Technology

RECOMMENDED COURSE SEQUENCE SHEET
 Effective: 2010-51

Name: _____ No pre-tech requirements MAT 005
 SSN: _____ RDG 005 MAT 012
 Academic Advisor: _____ ENG 005 RDG 051 MAT 015
 Matriculation Date: _____ ESL ENG 051 RDG 120 MAT 075

RDG 120, Critical Reading and Thinking, will be a required course unless the student attains a specific minimum score on the College Placement Test.

Curriculum: CULINARY ARTS TECHNOLOGY

Curriculum Code Designation: CULAASCUL

COURSE NUMBER AND TITLE	CL	L	CR	SEMESTER		G R	PREREQUISITES	CO- REQ.
				Offered	Completed			
FIRST SEMESTER (FALL)								
CUL- 121, Food Prep I	3	4	4	Fall			All pre-tech courses completed.	
CUL-119, Sanitation	2	0	2	Fall			All pre-tech courses completed.	
ENG-121, Composition	3	0	3	Fall			RDG-051*, ENG-051*	
MAT-120, Math for Behavioral Sciences	3	0	3	Fall			MAT-012*	
COM-111, Human Communications	3	0	3	Fall			ENG-051*, RDG-051*	
TOTAL	14	4	15					
SECOND SEMESTER (SPRING)								
CUL-271, Garde Manager (CUL-171)	3	4	4	Spring			CUL-121	
ENG-122, Tech. Writing & Communication	3	0	3	Spring			ENG-121	
CUL-141, Nutrition	3	0	3	Spring			All pre-tech courses completed.	
CIS-107, Computer Applications	2	0	3	Spring			MAT-012*	
PSY-121, General Psychology	3	2	3	Spring			ENG-051*, RDG-051*	
TOTAL	14	6	16					
SUMMER SESSION (SUMMER)								
CUL-156, Practicum	1	5	3	Summer			CUL-121	
TOTAL	1	5	3					
THIRD SEMESTER (FALL)								
CUL-251, Cost Control, Menu Plan & Purch.	3	0	3	Fall			All pre-tech courses completed.	
CUL-261, Baking	3	4	4	Fall			CUL-121	
CUL-285, International Cuisine	3	4	4	Fall			CUL-271	
CUL-241, Planning Food Service Systems	3	0	3	Fall			All pre-tech courses completed.	
CUL-248, Culinary Supervisory Development	3	0	3	Fall			All pre-tech courses completed.	
TOTAL	15	8	17					
FOURTH SEMESTER (SPRING)								
CUL-246, Intro. To Din. Rm. & Bev. Ser. Mgt.	3	0	3	Spring			All pre-tech courses completed.	
CUL-262, Pastry	3	4	4	Spring			CUL-261	
CUL-123, Food Prep II (CUL -291)	3	4	4	Spring			CUL-285	
*CUL-245, Applied Hospitality	1	4	3	Spring			All pre-tech courses completed.	
TOTAL	10	12	14					
GRAND TOTAL	54	35	65					

*CUL-245, Applied Hospitality can be taken out of sequence. Please see advisor for details and availability.

 Student's Signature

 Date

 Advisor's Signature

 Date

CAMPUS: STANTON
DEPARTMENT: Food Service Management Technology

RECOMMENDED COURSE SEQUENCE SHEET
Effective: 2010-51

Name: _____ No pre-tech requirements MAT 005
 SSN: _____ RDG 005 MAT 012
 Academic Advisor: _____ ENG 005 RDG 051 MAT 015
 Matriculation Date: _____ ESL ENG 051 RDG 120 MAT 075

RDG 120, Critical Reading and Thinking, will be a required course unless the student attains a specific minimum score on the College Placement Test.

Curriculum: FOOD SERVICE MANAGEMENT TECHNOLOGY Curriculum Code Designation: FSMAASFMS

COURSE NUMBER AND TITLE	CL	L	CR	SEMESTER		G R	PREREQUISITES	CO-REQ.
				Offered	Completed			
FIRST SEMESTER (FALL)								
FSM-110, Introduction to Food Prep	2	3	3	Fall			All pre-tech courses completed.	
ENG-121, Composition	3	0	3	Fall			ENG-051*, RDG-051*	
CUL-119, Sanitation	2	0	2	Fall			All pre-tech courses completed.	
MAT-120, Math for Behavioral Sciences	3	0	3	Fall			MAT-012*	
FSM-123, Introduction to Food Service	3	0	3	Fall			All pre-tech courses completed.	
COM-111, Human Communications	3	0	3	Fall			ENG-051*, RDG-051*	
TOTAL	16	3	17					
SECOND SEMESTER (SPRING)								
FSM-210, Quantity Foods Production	2	3	3	Spring			FSM-110	
ENG-122, Tech. Writing & Communications	3	0	3	Spring			ENG-121	
CUL-141, Nutrition	3	0	3	Spring			All pre-tech courses completed.	
CIS-107, Computer Applications	2	2	3	Spring			MAT-012*	
PSY-121, General Psychology	3	0	3	Spring			ENG-051*, RDG-051*	
TOTAL	13	5	15					
SUMMER SESSION (SUMMER)								
FSM-151, Field Experience I	1	5	3	Summer			FSM-210	
TOTAL	1	5	3					
THIRD SEMESTER (FALL)								
CUL-251, Cost Control, Menu Plan & Purch.	3	0	3	Fall			All pre-tech courses completed.	
OMT 210, Project-based Accounting.	3	0	3	Fall			MAT-015*, MAT-016*	
CUL-241, Planning Food Service Systems	3	0	3	Fall			All pre-tech courses completed.	
FSM-230, Hospitality Law	3	0	3	Fall			All pre-tech completed, ENG121, MAT120	
TOTAL	12	0	12					
FOURTH SEMESTER (SPRING)								
* CUL-245, Applied Hospitality	2	2	3	Spring			All pre-tech courses completed.	
CUL-246, Intro to Din. Rm. Mgt. & Bev. Serv.	3	0	3	Spring			All pre-tech courses completed.	
FSM-265, Effective Food Service Mkt. & Mgt.	3	0	3	Spring			All pre-tech courses completed.	
CUL-248, Culinary Supervisory Development	3	0	3	Spring			All pre-tech courses completed.	
FSM-152, Field Experience II	1	5	3	Spring			FSM-151	
TOTAL	12	7	15					
GRAND TOTAL	54	20	62					

* CUL 245, Applied Hospitality, can be taken out of sequence. Please see advisor for details and availability.

 Student's Signature

 Date

 Advisor's Signature

 Date

CAMPUS: STANTON
 DEPARTMENT: Food Service Management Technology

RECOMMENDED COURSE SEQUENCE SHEET
 Effective: 2010-51

Name: _____ No pre-tech requirements MAT 005
 SSN: _____ RDG 005 MAT 012
 Academic Advisor: _____ ENG 005 RDG 051 MAT 015
 Matriculation Date: _____ ESL ENG 051 RDG 120 MAT 075

RDG 120, Critical Reading and Thinking, will be a required course unless the student attains a specific minimum score on the College Placement Test.

Curriculum: FOOD SERVICE MANAGEMENT DIPLOMA

Curriculum Code Designation: FSMDIPFSS

COURSE NUMBER AND TITLE	CL	L	CR	SEMESTER		G R	PREREQUISITES	CO- REQ.
				Offered	Completed			
FIRST SEMESTER (FALL)								
FSM-110, Introduction to Food Prep	2	3	3	Fall			All pre-tech courses completed.	
CUL-119, Sanitation	2	0	2	Fall			All pre-tech courses completed.	
MAT-120, Math for Behavioral Sciences	3	0	3	Fall/Spring			MAT-012*	
TOTAL	7	3	8					
SECOND SEMESTER (SPRING)								
FSM-210, Quantity Foods Production	2	3	3	Spring			FSM-110	
ENG-121, Composition	3	0	3	Fall/Spring			ENG-051*, RDG-051*	
COM-111, Human Communications	3	0	3	Fall/Spring			ENG-051*, RDG-051*	
TOTAL	8	3	9					
THIRD SEMESTER (FALL)								
CUL-251, Cost Control, Menu Plan & Purch.	3	0	3	Fall			All pre-tech courses completed.	
CIS-107, Computer Applications	2	2	3	Fall/Spring			MAT-012*	
CUL-141, Nutrition	3	0	3	Fall			All pre-tech courses completed.	
TOTAL	8	2	9					
FOURTH SEMESTER (SPRING)								
FSM-230, Hospitality Law	3	0	3	Spring			All pre-tech completed, ENG121, MAT120	
CUL-248, Culinary Supervisory Development	3	0	3	Spring			All pre-tech courses completed.	
TOTAL	6	0	6					
GRAND TOTAL	29	8	32					

 Student's Signature

 Date

 Advisor's Signature

 Date

Kitchen Skills Diploma

This program is designed specifically for industry professionals and students who are employed or plan to be employed in the hospitality industry as cooks and desire to further their education and begin the advancement to a supervisory position. Courses are offered on a part-time basis and credits earned may be applied to the Associate Degree in the Culinary Arts or Food Service Management Technologies. Industry professionals and students will also acquire the three mandatory classes required by the American Culinary Federation to begin the certification process.

CAMPUS: STANTON
DEPARTMENT: Culinary Arts Technology
Kitchen Skills Diploma

RECOMMENDED COURSE SEQUENCE SHEET

Effective: 2010-51

Name: _____ No pre-tech requirements MAT 005
 SSN: _____ RDG 005 MAT 012
 Academic Advisor: _____ ENG 005 RDG 051 MAT 015
 Matriculation Date: _____ ESL ENG 051 RDG 120 MAT 075

RDG 120-Critical Reading and Thinking will be a required course unless the student attains a specific minimum score on the College Placement Test.

Curriculum: **CULINARY ARTS TECHNOLOGY**

Curriculum Code Designation: **CULDIPKSS**

COURSE NUMBER AND TITLE	CL	L	CR	SEMESTER		GR	PREREQUISITES	CO-REQ
				OFFERED	COMPLETED			
FIRST SEMESTER (FALL)								
CUL -119 Sanitation	2	0	2	Fall/Sp/Sum			All pre-tech courses completed	
FSM -110 Introduction to Food Prep	2	3	3	Summer/Fall			All pre-tech courses completed	
MAT-120 Math for Behavioral Science	3	0	3	Fall/Spring			MAT 012	
TOTAL	7	3	8					
SECOND SEMESTER (SPRING)								
CUL-141 Nutrition	3	0	3	Fall/Sp/Sum			All pre-tech courses completed	
ENG-121 Composition	3	0	3	Spring			ENG 051, RDG 051	
CUL-271 Garde Manger	3	4	4	Fall/Spring			CUL-121 or FSM-110	
TOTAL	9	4	10					
THIRD SEMESTER (FALL)								
CUL-251 Cost Control	3	0	3	Fall/Spring			ENG-121, MAT 120	
CUL-248 Culinary Supervisory Dev.	3	0	3	Fall/Spring			All pre-tech courses completed	
COM-111 Human Communications	3	0	3	Fall			ENG 051, RDG 051	
FSM-210 Quantity Food Production	2	3	3	Spring			FSM-110	
TOTAL	11	3	12					
GRAND TOTAL	27	10	30					

Student's Signature

Date

Advisor's Signature

Date

Baking and Pastry Skills Diploma

This program is designed specifically for industry professionals and students who are employed or plan to be employed in the hospitality industry as pastry cooks and desire to further their education and begin the advancement to a supervisory position. Courses are offered on a part-time basis and credits earned may be applied to the Associate Degree in the Culinary Arts or Food Service Management Technologies. Industry professionals and students will also acquire the three mandatory classes required by the American Culinary Federation to begin the certification process.

CAMPUS: STANTON
DEPARTMENT: Culinary Arts Technology
Baking and Pastry Skills Diploma

RECOMMENDED COURSE SEQUENCE SHEET

Effective: 2010-51

Name: _____ No pre-tech requirements MAT 005
SSN: _____ RDG 005 MAT 012
Academic Advisor: _____ ENG 005 RDG 051 MAT 015
Matriculation Date: _____ ESL ENG 051 RDG 120 MAT 075

RDG 120 Critical Reading and Thinking will be a required course unless the student attains a specific minimum score on the College Placement Test.

Curriculum: CULINARY ARTS TECHNOLOGY

Curriculum Code Designation: CULDIPBBS

COURSE NUMBER AND TITLE	CL	L	CR	SEMESTER		GR	PREREQUISITES	CO-REQ
				OFFERED	COMPLETED			
FIRST SEMESTER (FALL)								
CUL -119 Sanitation	2	0	2	Fall/Sp/Sum			All pre-tech courses completed	
FSM -110 Introduction to Food Prep	2	3	3	Summer/Fall			All pre-tech courses completed	
MAT-120 Math for Behavioral Science	3	0	3	Fall/Spring			MAT 012	
TOTAL	7	3	8					
SECOND SEMESTER (SPRING)								
CUL-141 Nutrition	3	0	3	Fall/Sp/Sum			All pre-tech courses completed	
ENG-121 Composition	3	2	3	Spring			FSM 110	
CUL-112 Cake Decorating	1	3	2	Fall/Spring			All pre-tech courses completed	
TOTAL	9	2	9					
THIRD SEMESTER (FALL)								
CUL-251 Cost Control	3	0	3	Fall/Spring			ENG-121, MAT 120	
CUL-248 Culinary Supervisory Dev.	3	0	3	Fall/Spring			All pre-tech courses completed	
CUL-261 Baking	3	4	4	Fall			FSM-110	
TOTAL	9	4	10					
FOURTH SEMESTER (SPRING)								
COM-111 Human Communications	3	0	3	Fall/Spring			ENG-051, RDG-051	
CUL-262 Pastry	3	4	4	Spring			CUL-261	
TOTAL	6	4	7					
GRAND TOTAL	29	14	33					

Student's Signature

Date

Advisor's Signature

Date

Cook's Certificate

This certificate program is designed specifically for industry professionals and students who are employed or plan to be employed in the hospitality industry as an entry-level cooks and desire to further their education. Courses are offered on a part-time basis and credits earned may be applied to the Associate Degree in the Culinary Arts or Food Service Management Technologies or to the Kitchen Skills Diploma. Industry professionals and students will also acquire the three mandatory classes required by the American Culinary federation to begin the certification process.

CAMPUS: STANTON
DEPARTMENT: Culinary Arts Technology
Cook's Certificate

RECOMMENDED COURSE SEQUENCE SHEET

Effective: 2010-51

Name: _____ No pre-tech requirements MAT 005
SSN: _____ RDG 005 MAT 012
Academic Advisor: _____ ENG 005 RDG 051 MAT 015
Matriculation Date: _____ ESL ENG 051 RDG 120 MAT 075

RDG 120, Critical Reading and Thinking, will be a required course unless the student attains a specific minimum score on the College Placement Test.

Curriculum: CULINARY ARTS TECHNOLOGY

Curriculum Code Designation: CULCERCKC

COURSE NUMBER AND TITLE	CL	L	CR	SEMESTER		GR	PREREQUISITES	CO-REQ
				OFFERED	COMPLETED			
FIRST SEMESTER (FALL)								
CUL -119 Sanitation	2	0	2	Fall/Sp/Sum			All pre-tech courses completed	
FSM -110 Introduction to Food Prep	2	3	3	Summer/Fall			All pre-tech courses completed	
TOTAL:	4	3	5					
SECOND SEMESTER (SPRING)								
CUL-141 Nutrition	3	0	3	Fall/Sp/Sum			All pre-tech courses completed	
FSM -210 Quantity Foods Production	3	2	3	Spring			FSM 110	
CUL-248 Culinary Supervisory Dev.	3	0	3	Fall/Spring			All pre-tech courses completed	
TOTAL	9	2	9					
GRAND TOTAL	13	5	14					

Student's Signature

Date

Advisor's Signature

Date

Baking and Pastry Cook's Certificate

This certificate program is designed specifically for industry professionals and students who are employed or plan to be employed in the hospitality industry as entry-level pastry cooks or bakers and desire to further their education. Courses are offered on a part-time basis and credits earned may be applied to the Associate Degree in the Culinary Arts or Food Service Management Technologies or to the Baking and Pastry Skills Diploma. Industry professionals and students will also acquire the three mandatory classes required by the American Culinary federation to begin the certification process.

CAMPUS: STANTON
DEPARTMENT: Culinary Arts Technology
Baking and Pastry Cook Certificate

RECOMMENDED COURSE SEQUENCE SHEET

Effective: 2010-51

Name: _____ No pre-tech requirements MAT 005
SSN: _____ RDG 005 MAT 012
Academic Advisor: _____ ENG 005 RDG 051 MAT 015
Matriculation Date: _____ ESL ENG 051 RDG 120 MAT 075

RDG 120 Critical Reading and Thinking will be a required course unless the student attains a specific minimum score on the College Placement Test.

Curriculum: CULINARY ARTS TECHNOLOGY

Curriculum Code Designation: CULCERBPC

COURSE NUMBER AND TITLE	CL	L	CR	SEMESTER		GR	PREREQUISITES	CO-REQ
				OFFERED	COMPLETED			
FIRST SEMESTER (FALL)								
CUL -119 Sanitation	2	0	2	Fall/Sp/Sum			All pre-tech courses completed	
CUL-112 Cake Decorating	1	3	2	Summer/Sp			All pre-tech courses completed	
CUL-261 Baking	3	4	4	Fall			All pre-tech courses completed	
TOTAL	6	7	8					
SECOND SEMESTER (SPRING)								
CUL-262 Pastry	3	4	4	Spring			CUL 261	
CUL-141 Nutrition	3	0	3	Fall/Sp/Sum			All pre-tech courses completed	
CUL-248 Culinary Supervisory Dev.	3	0	3	Fall/Spring			All pre-tech courses completed	
TOTAL	9	4	10					
GRAND TOTAL	15	11	18					

Student's Signature

Date

Advisor's Signature

Date

Required Text Books

CUL 121 Food Prep I

On Cooking, A Textbook of Culinary Fundamentals, 4th edition
Labinsky and Hause, Published by Prentice Hall

CUL 119 Sanitation

Applied Food Service Sanitation
The Educational Foundation of the NRA

FSM 110 Introduction to Food Prep

On Cooking, A Textbook of Culinary Fundamentals, 4th edition
Labinsky and Hause, Published by Prentice Hall

Related Courses

ENG 121 English Composition
MAT 120 Math for Behavior Sciences
COM 111 Human Communication

Books may be purchased during normal Book Store hours, 8:30 a.m. – 4:00 p.m. Prices may vary.

Suggested Extra Readings

Food Service Trade Journals

Art Culinaire Magazine P.O. Box 238 Madison NJ	American Culinary Federation National Review P.O. Box 3466 St. Augustine, FL 32084	Gourmet Magazine 560 Lexington Ave. New York, NY 10017
Restaurant Hospitality 1100 Superior Ave. Cleveland, OH 44114	Food and Wine Magazine 1120 Ave of the Americas New York, NY 10036	Nation's Restaurant News 425 Park Ave. New York, NY 10022
The Wine Spectator M. Shanken Communications, Inc. 387 Park Ave. South New York, NY 10006	Restaurant Institutions P.O. Box 7588 Highlands Ranch, CO 80126-9388	Bon Appetite P.O. Box 59189 Boulder, CO 80323-9189
Food Service Director P.O. Box 5214 Pittsfield, MA 01203-9499	Pastry, Art and Design P.O. Box 333 Mt. Morris, IL. 61054-8089	Food and Wine P.O. Box 3003 Harlan, Iowa 51593-0022
Cooks Illustrated PO Box 400853 Des Moines, IA 50347-0853	Fine Cooking 63 S. Main St. PO Box 5507 Newtown CT, 06470-9879	

Additional readings for textbooks will be explored during the program, many of which are in the DTCC Stanton Campus Library.

Culinary Laboratory Policies

Essential Functions Required in the Culinary Arts Laboratories

Essential Function	Required Student Performance
Ability to use Senses	<p>Visual acuity with corrective lenses to identify color changes in food, as it is cooking or in storage; to read fine print on equipment or recipes or other documents required in a food service operation.</p> <p>Hearing ability with auditory aids or full-time interpreter for the hearing impaired, to hear cooking sounds, emergency signals, to understand a normal speaking voice without direct access to the speaker's face.</p>
Motor Ability	<p>Physical ability to walk long distances and stand for long periods of time; to lift, move and transfer equipment or foods of at least 50 pounds; to maneuver in limited space safely while working in hot and humid conditions; to have manual dexterity to efficiently and safely use knives and other small and large equipment normally present in a kitchen.</p>
Ability to Communicate	<p>Ability to communicate effectively in verbal and written forms to colleagues and clients. Ability to write and perform routine mathematical calculations clearly and correctly.</p>
Ability to Problem Solve	<p>Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, prioritizing daily functions in today's kitchens.</p>
Ability to Maintain Emotional Stability	<p>Ability to function safely under stress in today's kitchens and adapt to changing staff and client situations.</p>

Kitchen Safety Rules

For all kitchen laboratories

- Any accident should be reported to the instructor and followed up with an accident report written with the security personnel. Student will then see the campus nurse for evaluation.
- Any medical condition that may affect your safety and that of your fellow students should be brought to the attention of the instructor.
- In a kitchen there are many hazards that could lead to accidents if an awareness is not developed:
 1. Dull and sharp knives
 2. Hot pots and pans
 3. Spills
 4. Electric and gas equipment
 5. Heavy items
 6. Excessive baggage.
- Most accidents are caused by falls, followed by cuts, burns and strains.
- Falls and strains are the result of the greatest loss of time from a job.

Many accidents can be avoided in the kitchen:

1. Say “**behind you**” or “**passing**” when going past the blind side of another student or co-worker.
2. Keep floors clean and dry. Wipe up all spills immediately. **DO NOT** use salt to absorb a spill.
3. Never run in the kitchen.
4. **DO NOT** clutter work areas and traffic lanes. Keep electric cords, mops and brooms and any other equipment out of traffic areas.
5. Use a stepladder or ask a co-worker to help you reach for a high item.
6. Wear non-slip, low-heeled shoes. Feet must be totally enclosed. No clogs are permitted. Please see dress code for specific details on page 14.
7. Ask for help when transporting heavy and hot or bulky items.
8. Be aware of your surroundings. Always look where you are going and know what your student neighbors are doing.

Cuts:

1. A small cut can often lead to a greater risk of food contamination than a large one.
2. All cuts must be bandaged and student is to wear a protective plastic glove.
3. No student will be allowed to work in a food lab with uncovered cuts, burns or rashes that could lead to a possible food contamination.
4. For serious cuts, the college nurse is available in room D136 from 9:00 a.m. - 2:00 p.m.
5. To help prevent cuts, a safety glove must be worn at all times when using a sharp instrument.

Knives:

1. Use the correct knife for the correct job.
2. Use a cutting board. **DO NOT** slice or cut food in you hands.
3. Always cut away from your body and insure that no one is in the potential cutting path of your knife if you over cut or slip.
4. Never put knives in a sink. Keep them in sight.
5. Wash and sanitize knives immediately after use and store correctly in tool kit.
6. **DO NOT** use a knife to pry open lids.
7. Cut string or paper with great care avoiding carry through cutting. Better yet, use scissors.
8. Always hold a knife point down when walking.

9. Never point or wave with a knife.
10. DO NOT ever try to catch a falling knife, roll of plastic or foil that has a cutting edge.
11. When using a knife or cutting instrument, an approved safety glove must be worn on the guiding hand.

Burns:

1. Always use a dry towel. A wet towel will conduct heat.
2. When reaching into an oven, pull the rack out.
3. Open a pot with the lid tilting away from you to allow steam to escape.
4. When using a steamer or pressure cooker, ALWAYS open slowly.
5. Do not put wet food into a pan of hot oil or into the deep fat fryer. It may cause the oil to boil over and/or catch fire.
6. Keep all flammable materials away from open flames.

Lifting and Strains:

1. Usually occur in the lower back and are caused by lifting incorrectly.
2. Lift with the leg muscles and not the weaker back muscles.
3. Do not store heavy objects on high shelves. Use lower shelves only.
4. Ask for help if item is too heavy or bulky.

Electric shocks:

1. Do not use electric equipment with damaged cords.
2. Unplug an appliance before washing it and do not get the appliance wetter than necessary to clean.
3. DO NOT work electrical equipment with wet hands.
4. Always check to see if an appliance is in the off position before plugging in.

Fires:

Most fires in a kitchen are from grease.

1. DO NOT overheat fat. Be aware of the smoke point.
2. Never leave hot fat unattended.
3. Keep accumulated grease washed off of walls and exhaust hood so there is no chance of ignition.
4. Know where all fire extinguishers are kept and how to use them. Never use water on a grease fire.
5. When the fire alarm sounds, all appliances should be turned off and the kitchen evacuated.

Excessive Baggage:

- Only the Culinary textbook, notebook, and knives will be permitted in the kitchen due to lack of storage space.
- All other personal items must be stored in the Culinary Arts lockers. You will need your own pad lock.

Professional Kitchen Ethics

1. Do not run in the kitchen.
2. Identify by saying “**behind you**” when walking behind anyone in the kitchen.
3. Do not use foul language.
4. Do not talk to other students on a social level and disrupt class.
5. Do not sing or whistle during a laboratory and disrupt fellow classmates.
6. Come to class prepared and on time for the laboratory lesson.
7. Prepare and submit all assignments as required and on time.
8. Do not steal or sabotage another students’ work.
9. Do not shout.
10. Do not smoke or chew gum.
11. Do not eat or drink in the kitchen without permission from the instructor.
12. Do not leave the kitchen unless excused by the instructor.
13. No visitors are allowed unless prearranged.
14. Do not enter a closed kitchen without knocking on the door first.
15. Do not remove food or equipment from the kitchen.
16. Be helpful, courteous and respectful to fellow students.
17. Focus on your assigned tasks. If you have completed your tasks, ask the instructor for permission to assist fellow classmates.
18. Ask questions that relate to your assignments and progress.
19. No one may take a break unless it is announced by the instructor.
20. Be clean for each class in proper uniform as per dress code.
21. Each student is responsible for cleaning their own pots and pans.

Professional Dining Room Ethics

1. As for kitchen ethics where applicable plus total courtesy towards the guests.
2. Do not go behind the service line during service unless invited by the Sous Chef of the Day.
3. Additional procedures and protocol will be discussed in dining room related classes.
4. With the operation of the dining room, students may receive tips. All tips earned during normal class hours will be collected and used to help off set expenses of materials used to benefit the students.

Professional Appearance and Culinary Laboratory Dress Code

- All students must be properly dressed in a chef’s uniform for the lab classes.
- Students should enter and leave the lab class in uniform. Changing in the kitchen or hall way is not permitted.
- **Students will be asked to leave a class and counted as absent if they are not properly dressed for labs or if uniform components are excessively soiled before the class starts.**
- It is acceptable for a student to remove their apron and hat if they are not in the kitchen, but a professional appearance must be maintained throughout the campus at all times while in uniform.
- All students will supply their own lint-free side towels of approved design and material. It is suggested that all parts of your uniform be labeled with your name.
- All students will purchase a DTCC culinary patch and attach it to the upper right arm of their jacket.

Kitchen Uniform Component

- | | |
|---|-----------------------|
| 1 Chef's Jacket, white (monogrammed)* | 1 Checkered Pants * |
| 1 Neckerchief, white | 1 Apron * |
| 1 Hat (purchased from the book store as needed) | 1 Pair of Black Shoes |
| 2 Lint Free Cloth Side Towels * | |
| Approved Safety Glove (purchased from the book store as needed) | |

It is suggested that students purchase more than one of the items with an “*”.

Uniforms should be purchased at the bookstore to maintain standard dress code with your name monogrammed above the pocket on the chef's jacket.

Uniforms are required for the first day of class. Contact our department secretary, for an order form and fitting as soon as possible. Please keep in mind that uniforms take 2 -3 weeks to come in after ordering so you must plan accordingly to have your uniforms for the first day of class.

Dining Room Uniform Components

Gentlemen - Black slacks with a crease and black socks.

Ladies - may wear a black skirt if preferred instead of slacks with appropriate hose.

White button-down shirt or blouse.

Servers' apron and bow tie (purchased through the department.)

Black shoes; polished leather.

1. All components of Dining Room uniform are to be clean and neatly pressed.

Uniforms:

1. Clean, stain-free, pressed, all white chef's coat and traditional checkered pants.
2. All chef's coats are to be buttoned to the top button and sleeves worn down.
3. A white neckerchief will be worn and tied neatly.
4. Aprons should be clean, stain-free and pressed, bib up or down, with the full length of the apron to the knees.
5. Students are advised not to use their college uniform for work in the industry so that it will remain cleaner.

Hat:

1. A clean hat must be worn at all times in the kitchen.
2. The chef's hat must be replaced and purchased from the Stanton Book store as it becomes soiled.

Shoes:

1. Comfortable, sturdy, slip resistant, black shoes with oil resistant soles and uppers made of a non-porous material, must be worn at all times. **No tennis shoes or clogs are permitted in the kitchen or dining room.**
2. Shoes must completely encase the foot with no openings.
3. Socks, white or dark, must be worn with shoes. Socks should be long enough to cover and protect the ankles and lower shin of the student. Stockings are not acceptable or safe in the kitchen.

Jewelry:

1. No jewelry except the following may be worn in laboratories:
 - A. Wedding and engagement rings.
 - B. Wrist watch.
 - C. One set of post earrings in the ears that are not large or dangling.

Personal Hygiene:

1. Students are required to practice and demonstrate a strict level of personal hygiene in the laboratory classes. Please note that unpleasant body odor due to poor washing habits or improper use of deodorant is very offensive in a closed or close environment to fellow students, faculty, staff and guests of the Culinary Arts Program. A student who has offensive body odor will be approached by the instructor and asked politely to correct the problem as soon as possible.
2. Fingernails must be kept short, clean and **free of colored nail polish.**
3. **All hair, short or long, must remain neatly cut and restrained at all times while in the chef's uniform or in dining room service.**
4. All long hair must be pulled up and restrained by the chef's hat.
5. **Male students should be clean-shaven or have a beard and/or mustache that is neatly trimmed and clean. Facial hair restraints may be required.**

Kitchen Tool Requirements

- A cook's tools are a personal choice and should be chosen with expected years of use.
- Some brand names are listed for the convenience of the student; Trident, Wustoff, Dexter/Russell, Forschner, F. Dick, Forschner and Chef's Choice. Each manufacturer's knife is different in price, style and quality. Each student is encouraged to handle as many brands of knives as possible before purchasing their set.
- Knives can be purchased separately from supply houses, mail order or in kits.
- Do not purchase the "ever-sharp" brands of knives with the very fine saw-tooth edge or knives with molded or shaped handles. These may not allow you to comfortably master the skills necessary for the programs after hours of continued use.

- The following is the list of tools for CUL 121, Culinary Students or FSM 110, Food Service Management Students.

Required

Paring knife 3” or 4”
 Utility Knife 6”
 Chef’s Knife 8” or 10”
 Sharpening Steel
 Vegetable Peeler

Supply

Measuring spoon set
 Carrying case or tool box
 Approved safety glove (available from book store)

Optional

Slicing Knife 8” or 10”
 Fillet Knife 6” or 7”
 Boning Knife 6”
 Bread Knife 8”
 Kitchen Fork

Measuring cup set

Suggested Suppliers

Chef’s Choice
 F. Dick Company
 J.B. Prince Company
 Macy’s Department Store
 Restaurant Equipment

The Restaurant Store
 Sysco

(It is suggested that each student has their knives/tools engraved for easy identification.)
Arrangements have been made for a substantial discount on Chef’s Choice knives. Order forms are available on request.

Standard Forms Used in Culinary Laboratories

Student Data

Name: _____

Date: _____

S/S #: _____

Home Address: _____

Home Phone: _____

Place of Work: _____

Job Title: _____

Work Address: _____

Supervisor Name: _____

Work Phone: _____

Do not call work during the following hours: _____

In Case of Emergency Contact:

1. _____ Phone: _____

2. _____ Phone: _____

Past Culinary Employment:

	Place of Employment	Position	Date
1.			
2.			
3.			

Cleaning jobs

No one leaves before clean up is completed. Anyone who does will be marked absent for the class.

Each student is responsible for:

1. Cleaning all of the equipment and small wares that they used and returning them to their designated storage area.
2. Washing, sanitizing and putting away pots and pans.
3. General cleanliness of entire station's shelves and counters.
4. Cleaning of stove tops and ovens.
5. Cleaning of the "Mise en place" under the counter refrigerators.

DATE: _____

CLASS _____

DAILY CLEANING SCHEDULE

Sous Chef of the day _____

Sweep floor _____

Mop floor _____

Take out trash _____

Wipe down walls _____

Walk in refrigerator/freezer _____

Storeroom _____

Pot and pan placement _____

Sous Chef Duties Check Sheet

Sous Chef of the Day: _____ **Date:** _____ **Week Number:** _____ **Class:** _____
 (Please print name)

<input type="checkbox"/>	All food wrapped, correctly documented and stored	<input type="checkbox"/>	All gas equipment cleaned and turned off. <u>Pilots remain lit?</u>
<input type="checkbox"/>	All trash emptied, new liners and clean cans.	<input type="checkbox"/>	Station ovens and refrigerators clean
<input type="checkbox"/>	Walk in refrigerator and freezer organized.	<input type="checkbox"/>	Pot sink clean.
<input type="checkbox"/>	Cage locked.	<input type="checkbox"/>	All clean pots and pans in proper place.
<input type="checkbox"/>	Dishwasher and garbage disposal station's area clean and secure	<input type="checkbox"/>	All station's tables, counters & shelves clean.
<input type="checkbox"/>	All appliances unplugged and clean.	<input type="checkbox"/>	Hood lights off.
<input type="checkbox"/>	* Inventory remote produce walk-in box	<input type="checkbox"/>	Floor clean. Sweep and mopped.
<input type="checkbox"/>	*Remote storage cabinets locked	<input type="checkbox"/>	All sinks clean at each station.
<input type="checkbox"/>	*Hand Sinks clean supplied with soap and paper towels	<input type="checkbox"/>	Remote demo kitchen clean and secure.
<input type="checkbox"/>	*Time/Temp logs completed for all refrigeration	<input type="checkbox"/>	Transfer list complete to cafeteria
<input type="checkbox"/>	*All mobile tables, carts and product bins clean.	<input type="checkbox"/>	Exhaust fan off.
<input type="checkbox"/>	*Refill tasting spoons	<input type="checkbox"/>	All forms completely & correctly filled out

Sous Chef's Notes: _____

Sous Chef's Signature: _____

Chef's Notes: _____

Chef's Signature: _____

WEEK # _____ Student: _____ Class: _____ Chef Instructor: _____ Date: _____

Production Assignments: _____

Special Attention on Assignment: _____

Student Comments: _____

	Category	Description	Points available	Points lost	Points actual
A	Ready	Beginning of class ; On time. On the 3 rd and all following offences, 20 points will be deducted.	5 points		
		Prepared to begin. (knows tasks and has copy of daily recipes).	2		
		Complies with complete dress code. On the 3 rd and all following offences, 20 points will be deducted.	2		
		Turned in homework or assignment at start of class.	2		
		Complete set of sharp knives/ baking and pastry tools.	2		
		Leaves on time.	5		
		(absent -100 points, Late or leaves early -5 points Absent and does not notify instructor less an additional 25 points)	(18)		
B	Mise en Place	Identifies and collects all the ingredients necessary to complete recipes on time.	5 points		
		Identifies and collects all the equipment and tools to complete recipes on time	5		
		Does not waste food due to over production, throwing away usable food, burning of food.	5		
			(15)		
C	Groups	Works and communicates well with others.	2 points		
		Takes initiative to complete all job tasks assigned. Multi-tasks	2		
		Does fair share of work. Does not require constant supervision.	4		
		Works orderly in a professional manner. Sense of urgency.	4		
			(12)		
D	Skills	Knife skills are applied correctly. (scales correctly)	10 points		
		Cooking techniques are applied correctly. Skill repetition.	10		
		Food is servable to chef instructor standards.	10		
		Work progresses and is completed according to schedule.	10		
			(40)		
E	Sanitation	Demonstrates responsible personal sanitation procedures (adequate hand washing, ready to eat foods' bare hand contact)	3 points		
		Work area/s kept clean and sanitized.	3		
		Uniform clean at end of shift.	3		
		All major equipment and hand tools used properly cleaned, sanitized and stored.	3		
		Does fair share of clean-up work.	3		
		Critical violations as per DHSS -20 points per each critical violation (cross contamination, using raw egg yolks when should use pasteurized, using food dropped on floor, improper food storage {raw over prepared}, 2nd bare hand contact offence in one lab)	(15)		
Total			(100)		

(All above information is to be completed by student and given to the Chef instructor at the end of class. If the instructor does not get the form at end of class, 10 points will be deducted for each day not turned in. Chef Instructor reserves right to review and alter points if student's representation is incorrect)

Chef Instructor Notes: _____

DTCC

Culinary Class Notebooks/Portfolios

Each student is required to create and maintain a **loose leaf notebook/portfolio** for each class which will be part of their course grade for **all kitchen laboratories**. Specific requirements will be discussed in class.

All pages should be dated for easy reference.

Future notebooks for Garde Manger, Baking, Pastry and International Cuisine should be arranged as needed in a similar fashion as per instructor.

Class Attendance and General Grading

- Culinary Laboratories are presented in sequence. Each Laboratory experience builds on the previous one.
- A student is expected to attend all culinary classes and laboratories.
- Students should schedule personal appointments outside of College time.
- **If a student misses 3 Culinary Arts or Food Service Management Laboratory classes, the student will be recommended for withdrawal from the class and possibly the program.**
- Each student will be graded on 16 Culinary Laboratories for each course taken unless 16 weeks are not available. Adjustments to the scoring criteria will be made in such case. Each lab will consist of a total of 100 points. (An absence will result in a grade of “O” for that lab.)
- Three latenesses of 10 minutes or more will result in a mandatory meeting with the department chairperson to discover the problem and help suggest corrective measures.
- **Failure to call out for a scheduled lab will result in a loss of an additional 25 points.**
- The instructor has the right to lock the door after 15 minutes of the beginning of class. This will insure no disruptions to demonstration and lecture. After the demonstration and or lecture the late student will be permitted to rejoin the class. The student is responsible for material that was covered during their absence.
- If a lateness or absence is foreseeable, students should demonstrate professional courtesy and call directly to the Culinary Kitchen and/or the Culinary Arts Office and leave a message or e-mail the instructor before class start-up time.
- A missed quiz or test due to an absence must be made up with in one (1) week of the original quiz/test date (or return to class) by mutual agreement between the student and instructor. **It is the student’s responsibility to obtain the make-up form from the instructor and take the test in the testing center at the agreed upon date.** If a student does not do the make-up quiz/test on time, the grade will automatically be a zero.
- If space is available in a multi-section class, a student will be permitted to make up one missed lab per semester providing advanced permission is granted from the Chef Instructor. Students that miss a class and expect to show up for a missed lab will not be permitted to take the class without prior permission.

Chef David Nolker	(302) 453-3757	dnolker@dtcc.edu
Chef Tom Howell	(302) 453-3090	thowell4@dtcc.edu
Ron Leounes	(302) 292-3840	rleounes@dtcc.edu
Andrea Brandli	(302) 292-3830	andreabrandley@comcast.net
Program secretary	(302)	
Culinary Arts Kitchen	(302) 453-3757	
Culinary Arts Dining Room	(302) 453-3092	
Make-up Testing	(302) 453-3770	
www.dtcc.edu/stanton/cul_fsm		

- Due to the nature of the CUL/FSM Laboratory work, an incomplete grade will not be given. Students must complete all laboratory assignments and measurable objectives within the semester time-frame to pass the

course. An “I” grade can only be granted for the CUL 156, Practicum and the FSM 151 or 152 Field Experiences I and II by mutual agreement between the student and instructor.

Academic Dishonesty

The student is expected to develop their own ideas and consult research materials in the process of their studies. Using ideas, recipes, research, or wording as one’s own without giving credit is plagiarism. Cheating in any form will not be tolerated. If you are identified as cheating, you will automatically fail the test or assignment and receive a “O” as a grade. Additional details on Delaware Technical & Community College’s policy concerning academic dishonesty may be found in the Student Handbook.

Awards and Scholarship Programs

The Culinary Arts and Food Service Management Programs recognize students for outstanding achievement in the following ways.

Awards:

Award Title	Award Criteria	Award
Academic Excellence Award	GPA above 3.85	Plaque
Culinary Arts Achievement Award	GPA above 3.50	Certificate
Chef’s Choice Cutting Edge Award	Best display of Culinary technical skills	Chef’s Choice Knife Set
FSM Academic Excellence Award	GPA above 3.85	Plaque
FSM Academic Achievement Award	GPA above 3.50	Certificate
Mary Murray Award	Best display of technical skills in dining room	Desk Clock and Plaque

(Additional scholarship information is available in the Financial Aid Office.)

Scholarships:

ACF, FSCA
Balestreri/Cutino
Chaine des Rotisseurs

Chair's
Julia Child Memorial
Mary Murray
National Restaurant Association

Criteria available on request
Scholarships range from \$300 to \$1,000.

THE CULINARIAN'S CODE

1. I pledge my professional knowledge and skill to the advancement of our profession and to pass it on to those who are to follow.
2. I shall foster a spirit of courteous consideration and fraternal cooperation within our profession.
3. I shall place honor and the standing of our profession before personal advantage.
4. I shall not use unfair means to affect my professional advancement or to injure the chances of another colleague to secure and hold employment.
5. I shall be fair, courteous and considerate in my dealings with fellow colleagues.
6. I shall conduct any necessary comment on, or criticism of, the work of fellow colleagues with careful regard for the good name and dignity of the culinary profession, and will scrupulously refrain from criticism to gain personal advantages.
7. I shall never expect anyone to subject himself to risks, which I would not be willing to assume myself.
8. I shall help to protect all members against one another from within our profession.
9. I shall be just and enthusiastic about the success of others as I am about my own.
10. I shall be too big for worry, too noble for anger, too strong for fear, and too happy to permit the pressure of business to hurt anyone, within or without the profession.

The American Culinary Federation

AMERICANS WITH DISABILITIES ACT

Culinary Arts is a discipline with cognitive, sensory, affective and psychomotor performance requirements. In order to comply with the 1992 Americans with Disabilities Act, the Culinary Arts Department defines a “qualified individual with a disability” as one who, with or without reasonable accommodation or modification, meets the eligibility requirements for participation in the Associate Degree Culinary Arts Program. Culinary Arts students will be required to meet the performance criteria for the Technical Requirements for Students Enrolled in the Associate Degree Culinary Arts Program unaided or with the assistance of a reasonable accommodation. **It is the student’s responsibility to inform the Department of Associate Degree Culinary Arts of any disability before entering the lab component of the Associate Degree Culinary Arts Program.**

Qualified students with a disability should follow the procedure listed below.

1. The student must inform the ADA Counselor of the accommodation request before the beginning of the semester.
2. The ADA Counselor will ask the student to submit the required documentation of a disability with the specific request for accommodation.
3. The ADA Counselor will advise the Department of Associate Degree Culinary Arts of the documentation of the disability including the request for a specific accommodation. The Department of Associate Degree Culinary Arts may review the documentation of the disability.
4. If the Department of Associate Degree Culinary Arts is not clear about the accommodation or thinks the accommodation cannot be met, the Assistant Dean of Instruction will be consulted to assist in making a decision.
5. The accommodation is not automatically continued from one semester to the next. The student must repeat this process and request a reasonable accommodation each semester.

ACCOMMODATIONS FOR EXAMINATIONS

REQUIRED DOCUMENTATION

The required documentation must follow the published “Guidelines for Documentation of a Learning Disability in Adolescents and Adults” (July 1997) and include:

1. The name and credentials of the evaluator.

2. A comprehensive assessment battery and diagnostic report including a diagnostic interview, assessment of aptitude, academic achievement, information processing and a diagnosis.
3. Standard scores and percentiles that reflect a substantial limitation to learning.
4. A diagnostic report that includes specific recommendations for accommodation as well as an explanation as to why the accommodation is recommended. The recommendation should be supported with test results.

REASONABLE ACCOMODATION

The Department of Associate Degree Culinary Arts will recognize an extended testing period of time and one half with the required documentation. A separate room may be allowed if documentation supports the need for this request. The College will attempt to provide as quiet a room as possible, if this accommodation is requested.

1. The student must follow the process to obtain an ADA accommodation.
2. The student will give the Instructional Director/Chairperson of the Department of Associate Degree Culinary Arts the dates and times of course examinations.
3. All exams will be proctored. The student who requests time and one half will take the exam with the class and then will be moved to a proctored setting for additional time. If the accommodation requires a separate room, the Dean of Instruction's Office will be notified to make the appropriate arrangements.
4. The student must take the exam at the same time as the class. If not, the student must follow the policy of the Department of Associate Degree Culinary Arts and take an alternate form of the exam within one week or receive a zero grade for the exam.

THE FOLLOWING SEMESTER

The accommodation request is not automatically continued from one semester to the next. The student must see the ADA counselor to request a reasonable accommodation for each semester. The process should be completed prior to the beginning of that semester.

5/03

Revised 5/04, 5/05, 2/06, 3/07

Student Copy

I, the undersigned, have read and understand the Culinary Arts and Food Service Management Associates Degree Student Policy Manual for 2008.

I understand that to be successful in the culinary program and individual classes I must attend all of the classes, be professionally prepared for each class and submit college level work.

Failure to follow the policy will result in unsafe and unprofessional actions that could bring physical harm to myself, fellow students or DTCC and be grounds for expulsion from the program or result in a recycle grade for a class.

Print Name: _____

Student Signature: _____

Date: _____

College Copy

Please sign this copy and return to the Culinary advisor for placement in your file

I, the undersigned, have read and understand the Culinary Arts and Food Service Management Associates Degree Student Policy Manual for 2008.

I understand that to be successful in the culinary program and individual classes I must attend all of the classes, be professionally prepared for each class and submit college level work.

Failure to follow the policy will result in unsafe and unprofessional actions that could bring physical harm to myself, fellow students or DTCC and be grounds for expulsion from the program or result in a recycle grade for a class.

Print Name: _____

Student Signature: _____ Date: _____