



**Culinary Arts**  
and  
**Food Service  
Management**

**Associates Degree**

**Student Policy  
Manual**

2007



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

### **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 restaurateurs 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. 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: 2006-51

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: CUL

COURSE NUMBER AND TITLE	CL	L	CR	SEMESTER		G R	PREREQUISITES	CO- REQ.
				Offered	Completed			
<b>FIRST SEMESTER (FALL)</b>								
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*	
<b>TOTAL</b>	<b>14</b>	<b>4</b>	<b>15</b>					
<b>SECOND SEMESTER (SPRING)</b>								
CUL-271, Garde Manager	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*	
<b>TOTAL</b>	<b>14</b>	<b>6</b>	<b>16</b>					
<b>SUMMER SESSION (SUMMER)</b>								
CUL-156, Practicum	1	5	3	Summer			CUL-121	
<b>TOTAL</b>	<b>1</b>	<b>5</b>	<b>3</b>					
<b>THIRD SEMESTER (FALL)</b>								
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.	
<b>TOTAL</b>	<b>15</b>	<b>8</b>	<b>17</b>					
<b>FOURTH SEMESTER (SPRING)</b>								
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	3	4	4	Spring			CUL-285	
CUL-245, Applied Hospitality	1	4	3	Spring			All pre-tech courses completed.	
<b>TOTAL</b>	<b>10</b>	<b>12</b>	<b>14</b>					
<b>GRAND TOTAL</b>	<b>54</b>	<b>35</b>	<b>65</b>					

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Advisor's Signature

\_\_\_\_\_  
 Date

CAMPUS: STANTON  
 DEPARTMENT: Food Service Management Technology

**RECOMMENDED COURSE SEQUENCE SHEET**  
 Effective: 2006-51

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			
<b>FIRST SEMESTER (FALL)</b>								
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*	
<b>TOTAL</b>	<b>16</b>	<b>3</b>	<b>17</b>					
<b>SECOND SEMESTER (SPRING)</b>								
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*	
<b>TOTAL</b>	<b>13</b>	<b>5</b>	<b>15</b>					
<b>SUMMER SESSION (SUMMER)</b>								
FSM-151, Field Experience I	1	5	3	Summer			FSM-210	
<b>TOTAL</b>	<b>1</b>	<b>5</b>	<b>3</b>					
<b>THIRD SEMESTER (FALL)</b>								
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	
<b>TOTAL</b>	<b>12</b>	<b>0</b>	<b>12</b>					
<b>FOURTH SEMESTER (SPRING)</b>								
* 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	
<b>TOTAL</b>	<b>12</b>	<b>7</b>	<b>15</b>					
<b>GRAND TOTAL</b>	<b>54</b>	<b>20</b>	<b>62</b>					

\* 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: 2006-51

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 STUDIES

Curriculum Code Designation: FSMDIPFSS

COURSE NUMBER AND TITLE	CL	L	CR	SEMESTER		G R	PREREQUISITES	CO- REQ.
				Offered	Completed			
<b>FIRST SEMESTER (FALL)</b>								
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*	
<b>TOTAL</b>	<b>7</b>	<b>3</b>	<b>8</b>					
<b>SECOND SEMESTER (SPRING)</b>								
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*	
<b>TOTAL</b>	<b>8</b>	<b>3</b>	<b>9</b>					
<b>THIRD SEMESTER (FALL)</b>								
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.	
<b>TOTAL</b>	<b>8</b>	<b>2</b>	<b>9</b>					
<b>FOURTH SEMESTER (SPRING)</b>								
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.	
<b>TOTAL</b>	<b>6</b>	<b>0</b>	<b>6</b>					
<b>GRAND TOTAL</b>	<b>29</b>	<b>8</b>	<b>32</b>					

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Advisor's Signature

\_\_\_\_\_  
 Date

### **Required Text Books**

#### **CUL 121      Food Prep I**

*On Cooking, A Textbook of Culinary Fundamentals, 4<sup>th</sup> 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, 4<sup>th</sup> 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

<b>Essential Function</b>	<b>Required Student Performance</b>
<b>Ability to use Senses</b>	<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>
<b>Motor Ability</b>	<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>
<b>Ability to Communicate</b>	<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>
<b>Ability to Problem Solve</b>	<p>Intellectual and conceptual ability for measuring, calculating, reasoning, analyzing, prioritizing daily functions in today's kitchens.</p>
<b>Ability to Maintain Emotional Stability</b>	<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 should be locked up in the locker room. 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 Darcy Donahue, department secretary, at 302-454-3979 for an order form and fitting as soon as possible.

### **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:** \_\_\_\_\_

DTCC

**Student Daily Lab Evaluation**  
Week # \_\_

**Student:** \_\_\_\_\_  
**Class:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
**Chef Instructor:** \_\_\_\_\_

**Production Assignments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Attention on Assignment:** \_\_\_\_\_  
\_\_\_\_\_

**Student Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Grading:** (100 points per Laboratory are available)

	<b>Category</b>	<b>Description</b>	<b>available</b>	<b>actual</b>
<b>A</b>	<b>Ready</b>	<b>Beginning of class; On time.</b> Prepared to begin.(knows tasks and has copy of daily recipes). Complies with complete dress code. Turned in homework or assignment at start of class. Complete set of sharp knives/ baking and pastry tools. Leaves on time. (absent = -100 points, late or leaves early = -5 points)	<b>5 points</b> 2 2 2 2 5 <b>(18)</b>	
<b>B</b>	<b>Mise en Place</b>	Has all the ingredients necessary to complete recipes on time. Has all the ingredients equipment to complete recipes on time. Does not waste food due to over production, throwing away usable food, burning of food.	<b>5 points</b> 5 5 <b>(15)</b>	
<b>C</b>	<b>Groups</b>	Works and communicates well with others. Takes initiative to complete all job tasks assigned. Multi-tasks. Does fair share of work. Does not require constant supervision. Works orderly in a professional manner. Sense of urgency.	<b>3 points</b> 3 3 3 <b>(12)</b>	
<b>D</b>	<b>Skills</b>	Knife skills are applied correctly. Cooking techniques are applied correctly. Skill repetition. Food is servable to chef instructor standards. Work progresses and is completed according to schedule.	<b>10 points</b> 10 10 10 <b>(40)</b>	
<b>E</b>	<b>Sanitation and Clean-up</b>	Demonstrates responsible personal sanitation procedures (adequate hand washing). Work area/s kept clean and sanitized. Uniform clean at end of shift. All major equipment and hand tools used properly cleaned, sanitized and stored. Does fair share of clean-up work.	<b>3 points</b> 3 3 3 3 <b>(15)</b>	
			<b>(100) Total</b>	

(All above information to be completed by student and given to Chef instructor at end of class. If instructor does not get the form at end of class, no credit will be given for that day's lab. Chef Instructor reserves right to review and alter points if student's representation is incorrect)

**Chef Instructor Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Daily Lab Class Progression**

1. Roll call
  2. Uniform inspection
  3. Assign Sous Chef and cleaning jobs
  4. Begin lecture/ demonstration
  5. Review recipes
  6. Set turn out time
  7. Mise en Place for lab
  8. Cook recipes
  9. Turn out recipes
  10. Critique
  11. Clean up
  12. Inspection
  13. Roll call
  14. Class dismissed, pick up recipes for next lab
- Class progression may vary slightly

### 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.

**Chef David Nolker**

**(302) 453-3757**

[dnolker@dtcc.edu](mailto:dnolker@dtcc.edu)

**Chef Tom Howell**

**(302) 453-3090**

[thowell4@dtcc.edu](mailto:thowell4@dtcc.edu)

**Ron Leounes**

**(302) 292-3840**

[rleounes@dtcc.edu](mailto:rleounes@dtcc.edu)

**Chef Liz Marden**

**(302) 453-3745**

[gcdlm311@aol.com](mailto:gcdlm311@aol.com)

**Culinary Arts Kitchen**

**(302) 453-3757**

**Culinary Arts Dining Room**

**(302) 453-3092**

- 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:**

<b>Award Title</b>	<b>Award Criteria</b>	<b>Award</b>
<b>Academic Excellence Award</b>	GPA above 3.85	Plaque
<b>Culinary Arts Achievement Award</b>	GPA above 3.25	Certificate
<b>Chef’s Choice Cutting Edge Award</b>	Best display of Culinary technical skills	Chef’s Choice Knife Set
<b>FSM Academic Excellence Award</b>	GPA above 3.85	Plaque
<b>FSM Academic Achievement Award</b>	GPA above 3.25	Certificate
<b>Mary Murray Award</b>	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

### **Student Copy**

I, the undersigned, have read and understand the Culinary Arts and Food Service Management Associates Degree Student Policy Manual for 2005.

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 2005.

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: \_\_\_\_\_