



THE KITCHENS

at Reynolds

A D V I S I N G C H E C K L I S T

The HRI programs conduct Faculty Advising on Day 1, for all students; not through enrollment services
www.reynolds.edu/hospitality/advising.htm

The Kitchens @ Reynolds -- Advisors

When contacting your advisor, please **Email** them as they are more readily available to assist you

NEW Students - Culinary Arts, Culinary Management, Pastry Arts, and Hospitality Management

Chef Darren Rounds – DRounds@Reynolds.edu

RETURNING Students - Culinary Arts, Culinary Management, Pastry Arts, and Hospitality Management

Chef Jesse Miller – JMiller@Reynolds.edu

Important Links

- Admissions Process / New Student Orientation – http://www.reynolds.edu/student_services/advising/orientation.aspx
 - Provide official transcripts to Chef Miller
 - Central Admissions & Records Phone 804-523-5029
- Student Financial Aid / FASFA - http://www.reynolds.edu/pay_for_college/financial_aid/welcome.aspx
- Access to **MyReynolds** (PeopleSoft (SIS), EMPL ID, JSRCC E-mail, CANVAS, Navigate) - <https://jsr.my.vccs.edu/jsp/home.jsp>
- Accessing your Reynolds Transcript / Grades - http://www.jsr.vccs.edu/get_started/steps_for_admission/transcripts_and_grades.aspx
- Scholarship Opportunities - <http://www.jsr.vccs.edu/hospitality/scholarshipsfinancialaid.htm>
- The Learning Environment - http://www.reynolds.edu/who_we_are/about/learning_environment.aspx
- College Libraries - <http://library.reynolds.edu/>
- Tuition / Fees - http://www.jsr.vccs.edu/pay_for_college/tuition.aspx
- Student ID Cards - http://www.reynolds.edu/campus_life/police/id.aspx
- Campus Parking - http://www.reynolds.edu/campus_life/police/parking.aspx
- College Calendars - http://www.reynolds.edu/get_started/calendars.aspx
- Our Faculty - http://www.reynolds.edu/get_started/programs/business/culinary_and_hospitality/faculty.aspx
- Office of Student Accommodations - http://www.reynolds.edu/student_services/accommodations/default.aspx
- Academic Support Centers – Tutoring & Other Academic Support - http://www.reynolds.edu/student_services/tutoring/default.aspx
- Testing Centers / Enrollment Services - http://www.jsr.vccs.edu/student_services/testing_center/default.aspx

- CANVAS - http://www.reynolds.edu/register_for_classes/technology_support/student_tutorials_canvas.aspx
- Online / Distance / Virtual Learning Information - http://www.reynolds.edu/get_started/reynolds-online/default.aspx
- College Policies & Procedures - http://www.reynolds.edu/who_we_are/media_center/documents/StudentHandbook_2018_WEB.pdf
 - All students are bound to the policies and procedures listed in the College Catalog and the Student Handbook
- Your Curriculum Plan and RoadMap
 - Culinary Arts Specialization – AAS Degree**
 - Plan <http://www.reynolds.edu/hospitality/culinaryartsAAS.htm>
 - Recommended Sequence <http://www.reynolds.edu/hospitality/culinarysequence.htm#Culinary Arts 2-Year Schedule>
 - Pastry Arts Specialization – AAS Degree**
 - Plan <http://www.reynolds.edu/hospitality/culinaryartsAAS.htm>
 - Recommended Sequence http://www.reynolds.edu/get_started/programs/business/culinary_and_hospitality/pastryartssequence.aspx
 - Culinary Management Specialization – AAS Degree**
 - Plan <http://www.reynolds.edu/hospitality/culinaryartsAAS.htm>
 - Recommended Sequence http://www.reynolds.edu/get_started/programs/business/culinary_and_hospitality/culinarymanagementseq.aspx
- General Education Elective Options - *These are the only approved electives to choose from to meet these requirements*

<u>Humanities/Fine Arts (Choose 1)</u>	
ART 100 Art Appreciation	MUS 121 Music Appreciation I
CST 151 Film Appreciation I	PHI 111 Logic I
HUM 100 Survey of the Humanities	REL 231 Religions of the World I
<u>Social/Behavioral Sciences (Choose 1)</u>	
ECO 201 Principles of Economics I	PSY 200 Principles of Psychology
HIS 101 Western Civilization I	PSY 230 Developmental Psychology
HIS 121 United States History I	SOC 200 Introduction to Sociology

- **ACF Junior Chapter Membership and Benefits to Culinary Arts AAS graduates**
Students who graduate from our Culinary Arts Associate of Applied Science Degree Program and are **American Culinary Federation (ACF)** members at time of graduation are eligible for free ACF certification as a **Certified Culinarian (CC)**. Graduated students who utilize this benefit have an advantage when seeking employment, because certification is representative of having the knowledge and skills to be successful.
- **Culinary Arts Career, Educational, & Experiential Club (CACEE)**- <https://www.facebook.com/groups/385336107574/>
All students are able to join CACEE club to learn about on-the-job training, workmanship, networking, videos, photos and various other activities including community service, Supper Club, Recipe Contests.
- **CACEE Jobs of Reynolds Culinary** - <https://www.facebook.com/groups/1436011366438150/>
All students are able to join this page of CACEE club to learn about career and job opportunities, volunteer events, catering opportunities and various other activities.
- **Community Service, Volunteer, Catering, and Event participation Tracking** - https://forms.reynolds.edu/hri_timesheets/
All students are highly encouraged to get involved in the community, their education, and gain necessary on-the-job training to enhance their educational experience, resume building, and networking. Our program has designed a database that allows tracking of these events for you, and provides a history report to print and include for your internship application, as well as supplemental support with your resume for job interviews and portfolio building. All students have access once they enroll in our SDV class and after; it requires your student EmplID to 'sign in' to access the page to enter your completed hours. Time approved by the program head, is limited to 100 hours earned for every 500 internship-required hours. When using the form, ensure you provide enough details to earn the hours and do not use the single quote/apostrophe, or you will get an error message. Internet Explorer works best.

ATTENDANCE POLICY

Reynolds requires instructors to document and report student attendance for all courses. If you must be absent, but plan to continue in your class, it is highly recommended that you contact your instructor to prevent being dropped or withdrawn. All HRI programs and their courses, including SDV 101, does not permit excused absences. In light of consistency and fairness, either a student is in class or they are not, regardless of the reason, which prevents faculty from having to decide if the absence was 'okay'. Due to this, the guidelines below better explain what occurs in the event of an absence, as well as how it affects one's grade, and the standard HRI programs make-up policy (included)

HRI offers courses in varying lengths in an effort to meet student needs and scheduling accommodations, consistency and progression towards graduation. Depending on the type of course and the length, attendance has varying impacts. Students need to attend all course meetings.

FIVE WEEK LAB COURSES: One absence results in the automatic reduction of final course grade by one letter; second is automatic failure

SEVEN WEEK LAB COURSES: One absence results in the automatic reduction of final course grade by one letter; second is automatic failure

15 WEEK LAB COURSES: The first absence is non-penalty, however zero points for the lab activities will be earned; beginning with the second absence, the final letter grade drops by one, with the third absence, automatic failure of the course will occur, requiring re-enrollment

FIVE, SEVEN, and 15 WEEK ACADEMIC COURSES: The first absence is non-penalty; beginning with the second absence, the final letter grade drops by one, with the third absence, automatic failure of the course will occur, requiring re-enrollment

Within all HRI programs, a letter grade of **C (75%)** or higher, is required to be considered passing for academic and laboratory courses
In example, an **"A drops to a B, a B drops to a C, a C drops to a D, and a D drops to an F"**.

All students who register for a course and fail to attend or communicate with the instructor within the drop period for the course will be manually dropped by the instructor at the 15% course completion mark. In addition, failure to attend for an extended period before the scheduled withdrawal date for the course will result in a manual withdrawal at the 60% completion mark. Therefore, you will receive a grade of "W".

If you fail to attend courses by the withdrawal deadline for the course and have not communicated with the instructor, you will also be withdrawn, with a "W". If you stop attending the course for an extended period, before the withdrawal deadline for the course, and have failed to communicate with the instructor, you will receive a "W". In these instances, you will be assessed the charge for the class and no refund will be issued. Reentry into the class is against college policy and therefore not permitted.

HRI Curricular 'Exceptions' Policies

While enrolled and participating in the HRI programs, especially laboratories, students will be exposed to various ingredients; some they are familiar with and many they are not. Within the industry workforce, in which the Reynolds HRI programs are aligned, students are expected to taste the food during tasting activities and prepared dishes, within their group and the class as a whole. The program expects 'tasting as you go' as a standard of higher-level cooking and understanding. Without directly participating, the chances of a successful dish and grade are highly compromised. The following areas address these potential concerns and questions.

Allergies – Reynolds and HRI are committed to student safety. Students with allergy concerns need to provide documentation provided from their doctor clearly stating those items that are allergy concerns. The student needs to provide in written form the process for assisting them if an issue arises related to this. These documents need to be on file with the Office of Accommodations, which they will then provide to the student an accepted accommodations form for the student to provide to each and every instructor for each related course, each semester. It is upon the student to get these items on file with accommodations and collect the necessary paperwork to share with their HRI faculty.

Tasting – Part of the educational portion of the program is exposure to new ingredients, products and flavor pairings. Often during these HRI classes, students will participate in tasting activities. These activities will include safe to eat raw and fresh ingredients, cooked ingredients, fresh, uncooked and cooked dishes. It is expected that students taste all items, except those that are documented on file as allergies. The process of tasting and discerning tastes, flavors, seasonings, and 'dish needs' are included as part of the laboratory criteria grading rubric. Students that do not participate in tasting activities will have their grade adjusted accordingly.

Religion & Religious Practices – While Reynolds does not discriminate and accepts all students, certain programs contain activities that may not align with specific religions or religious practices. Students have the right to not participate, however are highly encouraged to participate. Choosing not to participate may affect their grade depending on the objective. I.E. tasting pork – a student should taste the product, but may not consume the product by 'taste and spit method' and still gain access to understanding of the product, dish, and instructor notes/comments, reducing and/or eliminating any effect on their grade for this purpose.

Restrictive & Medical Diets – Students with documented accommodations through the office of accommodations, provide a safe environment for students. Only documented restrictions, within reasonable ability to complete the course and program objectives may be accommodated. Even while accommodations may be submitted, not all are granted through the OSA office. Those that are provided, may still require students to complete tasks, recipes, and formulas that work with the product as part of comprehensive learning. An example would be Celiac's Disease.

Lifestyle & Elective Diets – While these choices are supported as personal fulfillment, they may not be accommodated throughout the HRI programs. The student may choose not to participate; however, their grade would be reflective of these choices. Students that choose to taste, may not consume

by spitting out the product after assessing the characteristics related to the educational objectives. These diets include but are not limited to: Vegan, Raw Only, Vegetarian, Lacto-Ovo, Lacto, Ovo, Pollotarian, Pescatarian, and Flexitarian.

If you have a particular concern or question, please reach out directly to the HRI Program Head and/or the Office of Accommodations.

SCENT POLICY:

It is understood that scents and fragrances affect the perception and taste of food. While each student has the choice to make personal decisions for themselves, there is a line when these items affect educational objectives and outcomes for a class. Due to the affect these scents have on food, students should reduce the amount of cologne, perfume, scented lotions, and other items used while in laboratories. Additionally, those that opt to smoke must remove their chef jacket prior to engaging in the activity and return to full proper uniform before re-entering the laboratory. If the scent is too strong and affects the overall class, perception, taste, or ability to learn, the student must change out the uniform for a clean uniform or wait until the scent dissipates enough not to disrupt learning; this is solely based on instructor's decision.

Make-up Lab Policy

Make-up Classes: *Please understand that the opportunity to make-up classes is NOT guaranteed.* The availability of a make-up class is based on your instructor's ability to monitor and evaluate your performance, available lab space, permission of the instructor whose class is working in the kitchen during your make up session and ingredients to cook with. It is up to you to do this. Other instructors are under no obligation to allow you into their kitchens, while they are teaching class. You will not be able to make up a class if you have not secured their permission. If your instructor is unavailable or lab space is not available, you will not be able to make up the class. **All make-up classes must be made up within two weeks of the absence.**

Classes are scheduled, ingredients are purchased, and lessons are planned with specific learning objectives. Ingredients are purchased based on the demands of the menu being produced that day; new ingredients are not purchased for make-up labs. During a make-up, you may use par stock ingredients, but *assignment specific ingredients are the student's responsibility.*

If you miss a lab class, you must make the class up to receive credit. Because we cover new material each week, you would have to make the class up at another time during the week. Please read the attendance policy to fully understand the ramifications of missing a lab class.

While we understand that circumstances beyond a student's control could cause them to miss a class, the opportunity to make up a class should not be viewed as an alternative way to schedule classes. Rather make up classes are afforded to students, when available, to help students achieve their desired learning goals. Please understand that, while we will make every effort to help your make-up a class, we are unable to change our schedule to accommodate make-up days.

To make up a class, you need to do the following:

Schedule a meeting with your instructor to discuss your make up day. This is when you will plan your assignment. While the focus of lab classes is cooking, it's not the only thing that's done in class; therefore, there are two parts to a make-up:

1. **Lab Classes:** *The cooking assignment:* You and the instructor will create a cooking assignment based on the class day you missed. Ingredients are purchased based on the demands of the menu being produced; the day you missed. No new ingredients are purchased for makeup classes. When making up a class, you may use ingredients that are standard stock items; however, **any specific ingredients are the student's responsibility to purchase.** All items purchased by a student remain the student's property and may be taken home when the make-up has been graded and completed.
2. **Lecture of Lab or Academic Classes:** *The writing assignment:* Each class has a specific learning objective. This part of the make-up class is to write a 3 (5) page (MLA format, 12 point, double spaced, 1" margins, plus a title page & works cited page) research paper about the subject that was covered during the missed class. For example, this could include cream soups in HRI 219, pasta in HRI 218, Spanish cuisine in HRI 206 and so on. The topic must be approved by your instructor. **The paper is due one week after the meeting you have with your instructor.**

LAB MAKE-UP READ THIS: You must complete BOTH parts of the make-up day to receive up to full credit (100%) for the missed lab/lecture class. If you only complete the cooking assignment, the most credit you can earn will be 60% of the day's grade. If you only complete the writing assignment you will only be able to earn up to 40% of the day's grade. Each based on quality of work produced/presented.

There will be NO make-up classes offered during finals or practical exam weeks (weeks 5, 7, 8, 10, 12, 14, or 15).

Textbooks & Class Materials – *are considered part of uniform. Students without textbooks for class will not be permitted into class.*

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| <u>Culinary Arts Majors:</u> | This program uses CUSTOM Texts , only available through the DTC Bookstore ; as a Bundle set . |
| <u>Pastry Arts Majors:</u> | This program uses CUSTOM Texts , only available through the DTC Bookstore ; as a Bundle set . |
| <u>Culinary Management Majors:</u> | This program uses CUSTOM Texts , only available through the DTC Bookstore ; as a Bundle set . |

Additional books & resources may be required, check the CANVAS site, Syllabus; speak with the Instructor or the Campus Bookstore.

CULINARY, PASTRY AND CULINARY MANAGEMENT APPROVED UNIFORM REQUIREMENTS

<http://www.reynolds.edu/hospitality/uniformsnew.htm>

Each class will be preceded by a uniform inspection by the **course instructor or designee**; **These uniforms are student purchased**. Any student who is not in a clean approved uniform will be *prohibited* entry into the classroom or kitchen. Instructors may permit you to correct the deficiency in a timely manner to attend class; grades may still be affected. **If uncorrected, a mark of 'Absent' will be recorded.** Students must remain in proper uniform through the entire class or they may be removed or grades may be affected.

Uniforms are required for all students enrolled HRI/SDV classes, at all times; New Students may have accommodations the first week.

CHEF COAT *Available **ONLY** via DTC Bookstore*

White double-breasted traditional chef coat with Reynolds Community College logo and The Kitchens @ Reynolds logo embroidered on right chest & sleeve; embroidered student First and Last Name and curricular plan on left chest – *Culinary Arts, Culinary Management, or Pastry Arts*. *Jacket must remain in proper quality/look, or a replacement will be required before attending class again.*

SLACKS *Available via DTC Bookstore*

Small black & white check or hounds-tooth chef pants. They are a universal pant style – fit both men and women; **require hemming**.

SOCKS & UNDERSHIRT

Socks must be full length; no ankle, half socks, or hose permitted. An appropriate undershirt is required under the chef jacket.

SAFETY SHOES *Available via DTC Bookstore.*

Black shoes with non-slip soles (against both water & grease) are required. Safety tip toes are permitted; Dansko and Birkenstock clogs in black are acceptable. Examples of unacceptable shoes include: open-toed shoes, crocs, canvas tennis shoes, brightly-patterned fabric shoes and any shoe that will not provide sure-footing and foot safety. They must be maintained in good working order or replacements will be required prior to entry into class(es) immediately after being identified as requiring replacement.

BIB APRON *Available via DTC Bookstore*

A solid white or black apron is required; only these colors are permissible. *Apron should be worn over & around neck.*

HAIR RESTRAINT *Available via DTC Bookstore*

Either a solid white or solid black baker's cap or "mushroom" style toque is required at all times. All hair is to be fully restrained by the hat, either with or without the supplementary help of pins or hairnets. **Loose hairs are not acceptable.** Hair restraints must be worn at all times during food preparation, warewashing and kitchen cleanup.

(If a hat is not brought to class, student must purchase a hat through the bookstore; please be aware of bookstore operating hours).

NAIL MAINTENANCE AND UNIFORM LAUNDERING

Nails must be cut SHORT and clean under the nails; nail polish is not permitted. Uniform must be laundered clean for every class.

JEWELRY

The following passage is extracted from Virginia Health Department regulations governing licensed food service operations and directs our standard: "While preparing food, food employees may not wear jewelry on their arms and hands. This section does not apply to a plain ring such as a wedding band." Additionally, no other jewelry may be worn; this includes, but is not limited to the following: earrings, facial, arm or other piercings, plugs, nose, lip, or tongue jewelry, ECT.

GLOVES

The college provides latex and nitrile gloves, when available. Students with allergies must provide their own NSF gloves for use when handling foods; they must be approved by the instructor. All allergies need to be documented ON FILE through the Office of Accommodations. Instructors reserve the right to require glove use for specific lessons; they must be worn at all times when working with any Ready to Eat Foods (RTE's).

Whereas any vendor that can comply with the specific requirements may be used, the college has identified a vendor that will provide 20-day response, & customized embroidery. If a student prefers to access their financial aid account to purchase this uniform, upfront ordering and payment is required to receive the chef jacket and shoes in time for courses. If reimbursement is necessary, students may only do so at the Downtown Campus Bookstore. Failure to pre-order at least 20 days prior to class start times may cause students to endure absences, denial into class, affecting grade, and course drop.

WHAT TO ORDER AND PURCHASE?

UNIFORM ALSO INCLUDES: REQUIRED TOOL KIT(S), TEXTBOOKS, and RELATED CLASS MATERIALS

CULINARY ARTS, PASTRY ARTS AND CULINARY MANAGEMENT UNIFORMS

Complete Uniform consists of the following: *(Coinciding with the uniform policy on the previous page)*

Chef Jacket: MUST be ordered through the DTC Bookstore; it must be prepaid in cash or credit card.

- 1 each Chef Coat: *Personalized with your full name – first & last & your degree program –*
 - *Culinary Arts, Culinary Management, or Pastry Arts*
 - *Ordering your chef coat, write your name the exact way you want it to appear on the coat in BLOCK letters.*
 - *Chef Miller has sample jackets to try on to verify sizing prior to purchasing, should not be tight fitting or overtly loose/baggy*

The following items are on the shelf and sold through the DTC bookstore; financial aid may be used. Items must be purchased prior to the first day of class.

- 1 pair Small-checked Chef Pants (XS, S, M, L, XL, XXL, XXXL)
 - **Please realize hemline will need to be altered prior to attending class.**
- 1 each Bib Apron – Solid White or Solid Black (2 suggested)
- 1 each Hair Restraint – Solid White or Solid Black (2 suggested)
- 1 each Safety Shoes (Solid Black, slip resistant) – **if ordering through DTC Bookstore, allow 20 days for delivery**
- 1 each Tool Kit – see below for guidelines

- To order your Chef Jacket, complete the form in the DTC bookstore; **payment must be made at time of purchase.**
- Uniforms will arrive approximately **20 days** after the order is received. It will be sent to the bookstore and available for pickup.
- The company we use is **MERCER Cutlery**. The product is good quality and at a modest cost to students.

TOOL KIT(S)

Students enrolled in HRI classes involving food laboratory usage are allowed in laboratories only when possessing approved complete tool kits.

The approved tool kits consist of the following items; each item must be of “industry or commercial grade”:

Culinary Arts, Pastry Arts & Culinary Management Tool Kit

- | | |
|---|---------------------------------------|
| - Chef's knife (9" or longer) | - 14" Piano Wire Whip |
| - 11" Wavy slicer | - 8" Offset Spatula |
| - 6" Boning knife | - Bench Scraper |
| - 4" Paring knife | - 2" Pastry Brush – heat resistant |
| - 3" Tourné knife | - Measuring Cup Set |
| - Microplane | - Stainless steel measuring spoon set |
| - Swivel Peeler | - 10 Plain Decorating Tips |
| - Large Rubber Scraper – heat resistant | - 10 Star Decorating Tips |
| - Double ended Melon Baller (Parisienne) | - Round Cutter Set |
| - Diamond Honing steel | - Bakers Blade – Lame |
| - Large Tongs (12" to 14") | - Pastry Comb |
| - 15" Large Metal Spoon – Slotted or Perforated | - Pocket digital thermometer 450°F |
| - 12" Exoglass Spoon – solid | - Roll or Toolbox |

Supplemental Tool Kit Culinary Arts Kit for HRI 220

- 5" x 3" Turner – Metal Spatula
- Fish Turner – heat resistant
- Fish Bone Tweezers
- Oyster Knife

NOTE: Students may build their own tool kit within the two following requirements:

1. You must have all pieces of equipment as listed above
- AND**
2. Prior Approval and Review by the Program Head and approval documentation on file

The college has identified a vendor that stocks these tool kits in the [DTC Bookstore](#); with the use of Financial Aid or out of pocket.

Any vendor that can comply with the specific requirements, as listed, may be used.

The tool kit is \$350.00+; the supplemental HRI 220 tool kit is \$30.00.

The supplemental kit for Culinary Arts is a required purchase by time HRI 220 is enrolled.

These items have been selected for a balance of quality & value, and fit the needs and budgets of students.

Technical Standards

It is understood that any student that is otherwise qualified may be able to use reasonable accommodations in order to meet these program standards that are industry necessary for employment. Those students with an identified disability should contact student accommodations in order to receive available reasonable accommodations. Students must have the ability to sufficiently perform kitchen, internship, externship, dining room, market cafe, laboratory, and classroom activities and procedures. The following are a list of functions, standards and examples of these activities, but are not limited to those listed, the ability to:

Essential Function	Educational & Industry Standards	Related Examples
Sensory	Identify and respond accordingly to equipment alarms, meters, gauges, thermostats and thermometers	Read temperature and pressure gauges; perceive equipment alarms
	Identify, review, and act accordingly to printed and written instructions on labels and other materials	Read ingredient and packaged products label(s)
	Able to identify and assess product stages throughout cooking and baking	Distinguish between various smells and tastes; adjust flavor appropriately
Communication	Communicate effectively and professionally when interacting with peers, teammates, faculty, staff, employers and guests using the English language verbally and in written form	Taste and feel product to determine quality and doneness throughout cooking and baking process
	Receive voice instructions in a noisy environment	Follow directions, describe decisions, demonstrate listening skills, write reports, and describe product qualities and outcomes.
	Perform mathematical computations with and without a calculator in situational circumstances	Receive instructor's and classmates voice in a noisy environment like kitchens and laboratory
	Effectively use short-term and long-term memory as part of curricular beneficial learning and retention	Recall conversations, demonstrations, evaluations and assessments, including study materials and lecture, and apply the information as part of learning and improving
	Follow verbal, non-verbal and written instructions in traditional and non-traditional classroom and laboratory environments	Speak clearly and distinctly; use of observation of non-verbal and/or written cues appropriately
Physical Strength and Stamina	Lift and move without assistance cookware typically found in a commercial kitchen/business, often containing food products throughout production	Lift and safely move pots, pans, stock pots, and small equipment; including those items in use and/or containing hot food being prepared, while following instructions and safety procedures
	Lift and move stock and supplies up to 50 pounds individually	Lift and move bags and boxes of supplies weighing up to 50 pounds at varying heights to varying heights; floor to standard heights above head
	Stand and move about kitchen/laboratory for up to ten hours with few breaks	Stand and move about in kitchen and dining areas during food preparation and clean up
	Complete cleaning responsibilities requiring stooping, bending, and climbing	Lift and transport trays with plated foods, china, and small wares. Serve and clear tables where guests are seated
	Actively participate and attend all classroom and laboratory activities, including completion of assigned outside classroom and laboratory work	Actively engaged in lecture, laboratory, demonstrations, and activities used to facilitate learning and retention of required skill set development through individual and group activities and assignments
	Ability to work in various temperature zones while completing tasks	Earn and complete internship(s) requiring varying hours of 120 through 400 hours in period given
Mobility and Motor Skills	Ability to conduct and complete internship(s)	Assist equitably in group assignments and individual assignments
	Move freely, quickly, and safely in a close environment	Lift supplies from floor, pallet or table and place on storage racks; Remove supplies from storage racks above head at standard height
	Work in coordination with other students	Hold containers such as pots and bowls while mixing and blending ingredients in those containers
	Safely manipulate small wares, equipment, and equipment controls	Write recipes on notecards using chef short hand and to read understand other students short-hand
	Safely handle hot foods; pour liquids, including hot liquids, and as beverages	Notes in lecture and/or laboratory are hand written and employ chef short hand; including hand written food order tickets, invoices, and other materials related to the curriculum and industry
	Takes notes in a non-traditional environment through written or spoken communication, while employing Chef/Kitchen Short-hand	Able to use proper ingredients, in proper ratios or measurements and preparation techniques to produce industry accepted quality standards
	Accurately produce products based on provided or researched recipes and formulas	Operate machinery and equipment safely and efficiently based off of visual demonstrations
	Meet standard class and industry production times	Efficiently use whisking, dicing and piping skills
Interpersonal and Emotional	Perform repetitive and non-repetitive tasks required in a commercial kitchen	Fill, carry, move items containing hot/cold items; use of knives for food preparation
	Safely handle products, equipment, and other tools at various temperatures	Participate equally in team projects with other students
	Work cooperatively with other students and instructors	Provide assistance to fellow students and instructors when asked
	Complete an equitable share of kitchen duties	Maintain a cooperative spirit while working in a hot, crowded, controlled chaotic environment
	Follow directions of instructors and fellow students	Complete duties as assigned
	Remain calm and professional in a stressful environment and emergencies	Maintain a positive attitude
Kitchen Safety & Sanitation	Display characteristics of emotional stability	Manage one's medical and emotional conditions in order to permit self, others, and the program to meet educational goals
	Self-manage medical and emotional conditions	Learn and apply the acceptable standards of the College Code of Conduct and Learning Environment
	Adhere to the College's Code of Conduct and Learning Environment Principles	Ensure temperatures are accurate through the flow of goods
	Employ methods to identify and prevent cross contamination in real-life settings	Foods are cooked and held at proper temperatures
	Employ correct methods to ensure food safety through the flow of goods/foods	Able to identify products that are spoiled or not fit for consumption
Follow and maintain the National ServSafe sanitation and safety standards	Read SDS documents in a laboratory setting and during emergency events	
		Employ, at least the minimum standard requirement for safety and sanitation in regards to safe food handling

CULINARY ARTS -- CSC's to AAS DEGREE					
Seq #	Prefix	Course #	Course Title	Cred hrs	Elective Course
1	SDV	101	Orientation to Culinary and Pastry Arts	1	
2	HRI	115	Food Service Managers Sanitation Certification	1	
NATIONAL SERVSAFE EXAM ADMINISTERED AND CERTIFIED					
3	HRI	106	Principles of Culinary Arts I	3	
4	HRI	119	Applied Nutrition for Food Service	2	
5	HRI/SPA	190/107	Coordinated Internship/Topics in Spanish Communications for the Hospitality	1	
6	HRI	136	Topics in: Storeroom Operations and Inventory Management	1	
7	HRI	218	Fruit, Vegetable, and Starch Preparation	3	
8	HRI	159	Introduction to Hospitality Industry Computer Systems	3	
9	HRI	ELE	Approved Specialization Elective *	3	128
10	ENG	111	College Composition I	3	
CULINARY FUNAMENTALS CSC EARNED					
11	HRI	122	Applied Nutrition for Food Service Laboratory	1	
12	HRI	237	Current Issues and Environmental Responsibilities in the Hospitality Industry	1	
13	HRI	ELE	Approved Specialization Elective*	3	219
14	HRI	226/287	Leadership and Kitchen Management/Contemporary Culinary Artistry and Innovation	2/2	
15	HRI	ELE	Approved Specialization Elective *	3	220
16	HRI	ELE	Approved Specialization Elective*	3	145
17	MTH	130	Fundamentals of Reasoning	3	
18	HRI	251	Food and Beverage Cost Control I	3	
FOUNDATIONS OF CULINARY TECHNIQUE CSC EARNED					
19	HRI	134	Food and Beverage Service Management	3	
20	HRI	ELE	Approved Specialization Elective *	3	206
21	HRI	ELE	Approved Specialization Elective *	3	207
22	HRI	299	Supervised Study: Capstone Study in Culinary Arts	3	
23	HRI	190	Coordinated Internship in Culinary Arts	3	
24	HRI	290	Coordinated Internship in Culinary Arts	3	
FOOD & BEVERAGE OPERATIONS CSC EARNED					
25	CST	100	Principles of Public Speaking	3	
26	___	___2	Social/Behavioral Science Elective	3	
27	___	___2	Humanities/Fine Arts Elective	3	
ACF CERTIFIED CULINARIAN CERTIFICATION CREDENTIAL EARNED					
CULINARY ARTS AAS EARNED					

PASTRY ARTS -- CSC's to AAS DEGREE					
Seq #	Prefix	Course #	Course Title	Cred hrs	Elective Course
1	SDV	101	Orientation to Culinary and Pastry Arts	1	
2	HRI	115	Food Service Managers Sanitation Certification	1	
NATIONAL SERVSAFE EXAM ADMINISTERED AND CERTIFIED					
3	HRI	106	Principles of Culinary Arts I	3	
4	HRI	119	Applied Nutrition for Food Service	2	
5	HRI/SPA	190/107	Coordinated Internship/Topics in Spanish Communications for the Hospitality	1	
6	HRI	136	Topics in: Storeroom Operations and Inventory Management	1	
7	HRI	218	Fruit, Vegetable, and Starch Preparation	3	
8	HRI	159	Introduction to Hospitality Industry Computer Systems	3	
9	HRI	ELE	Approved Specialization Elective *	3	128
10	ENG	111	College Composition I	3	
CULINARY FUNAMENTALS CSC EARNED					
11	HRI	122	Applied Nutrition for Food Service Laboratory	1	
12	HRI	237	Current Issues and Environmental Responsibilities in the Hospitality Industry	1	
13	HRI	ELE	Approved Specialization Elective*	3	285
14	HRI	226/287	Leadership and Kitchen Management/Contemporary Culinary Artistry and Innovation	2/2	
15	HRI	ELE	Approved Specialization Elective *	3	284
16	HRI	ELE	Approved Specialization Elective*	3	288
17	MTH	130	Fundamentals of Reasoning	3	
18	HRI	251	Food and Beverage Cost Control I	3	
FOUNDATIONS OF CULINARY TECHNIQUE CSC EARNED					
19	HRI	134	Food and Beverage Service Management	3	
20	HRI	ELE	Approved Specialization Elective *	3	281
21	HRI	ELE	Approved Specialization Elective *	3	286
22	HRI	299	Supervised Study: Capstone Study in Pastry Arts	3	
23	HRI	190	Coordinated Internship in Pastry Arts	3	
24	HRI	290	Coordinated Internship in Pastry Arts	3	
FOOD & BEVERAGE OPERATIONS CSC EARNED					
25	CST	100	Principles of Public Speaking	3	
26	___	___2	Social/Behavioral Science Elective	3	
27	___	___2	Humanities/Fine Arts Elective	3	
CULINARY ARTS AAS EARNED in PASTRY ARTS SPECIALIZATION					

CULINARY MANAGEMENT -- CSC's to AAS DEGREE

Seq #	Prefix	Course #	Course Title	Cred Hrs	Elective Course
1	SDV	101	Orientation to Culinary and Pastry Arts	1	
2	HRI	115	Food Service Managers Sanitation Certification	1	
NATIONAL SERVSAFE EXAM ADMINISTERED AND CERTIFIED					
3	HRI	106	Principles of Culinary Arts I	3	
4	HRI	119	Applied Nutrition for Food Service	2	
5	HRI/SPA	190/107	Coordinated Internship/Topics in Spanish Communications for the Hospitality Ind	1	
6	HRI	136	Topics in: Storeroom Operations and Inventory Management	1	
7	HRI	218	Fruit, Vegetable, and Starch Preparation	3	
8	HRI	159	Introduction to Hospitality Industry Computer Systems	3	
9	HRI	ELE	Approved Specialization Elective *	3	219
10	ENG	111	College Composition I	3	
CULINARY FUNDAMENTALS CSC EARNED					
11	HRI	122	Applied Nutrition for Food Service Laboratory	1	
12	HRI	237	Current Issues and Environmental Responsibilities in the Hospitality Industry	1	
13	HRI	ELE	Approved Specialization Elective*	3	255
14	HRI	226/287	Leadership and Kitchen Management/Contemporary Culinary Artistry and Innovati	2	
15	HRI	ELE	Approved Specialization Elective *	3	235
16	HRI	ELE	Approved Specialization Elective*	3	275
17	MTH	130	Fundamentals of Reasoning	3	
18	HRI	251	Food and Beverage Cost Control I	3	
FOUNDATIONS OF CULINARY TECHNIQUE CSC EARNED					
19	HRI	134	Food and Beverage Service Management	3	
20	HRI	ELE	Approved Specialization Elective*	3	224
21	HRI	ELE	Approved Specialization Elective*	3	117
22	HRI	299	Supervised Study: Capstone Study in Culinary Management	3	
23	HRI	190	Coordinated Internship in Culinary Management	3	
24	HRI	290	Coordinated Internship in Culinary Management	3	
FOOD & BEVERAGE OPERATIONS CSC EARNED					
25	CST	100	Principles of Public Speaking		
26	___	___2	Social/Behavioral Science Elective		
27	___	___2	Humanities/Fine Arts Elective		
CULINARY ARTS AAS EARNED in CULINARY MANAGEMENT SPECIALIZATION					

All Majors - First Semester Scheduling Block					
15 week Semester					
1st	5 week	2nd	5 week	3rd	5 week
SDV	101	HRI	115	HRI	237
HRI	136	HRI	106	HRI	128
ENG 111 ----->					

Culinary Arts - Second Semester Scheduling Block					
15 week Semester					
1st	5 week	2nd	5 week	3rd	5 week
HRI	218	HRI	219	HRI	220
HRI 190 ----->					
HRI 159 ----->					

Pastry Arts - Second Semester Scheduling Block					
15 week Semester					
1st	5 week	2nd	5 week	3rd	5 week
HRI	218	HRI	281	HRI	288
HRI 190 ----->					
MTH 130 ----->					

Culinary Management - Second Semester Scheduling Block					
15 week Semester					
1st	5 week	2nd	5 week	3rd	5 week
HRI	218	HRI	219		
HRI 190 ----->					
HRI 119 ----->					
HRI 159 ----->					

NOTES:	<ol style="list-style-type: none"> Once students plan to enroll, students must meet with their faculty advisor. Students must meet with their faculty advisor each semester to review their status towards graduation and their scheduling strategy. Chef Darren Rounds advises NEW & FIRST Semester Students, while Chef Jesse Miller advises RETURNING Students through completion. Courses should be taken as listed to ensure timely graduation; which is based on the Program Course Track. Personally designed tracks will be discussed with your advisor and planning will be conducted through the HRI advising database. This scheduling arrangement is contingent upon sufficient class sizes and freedom of class cancellations. The following courses are also required for graduation and may be taken any semester they are available and fit into the student's schedule. They are listed on the Curriculum above and when they are suggested to be enrolled (sequence number). These courses are: SDV 101 (for Culinary & Pastry Arts), ENG 111, CST 100 MTH 130, Humanities/Fine Arts Elective, and Social/Behavioral Science Elective. Students who place into developmental courses are required to complete those courses prior to entry into the HRI programs. These courses include: BSK 41, ENF 1, ENF 2, BSK 1, MTE 1, and MTE 2. Uniforms and Toolkits are required for HRI courses and the SDV 101 course. Permission numbers are required for ALL HRI, SDV 101 prefix courses; must see advisor for department consent.
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