



# **STUDENT HANDBOOK**

**2018-2019**

**CULINARY ARTS, BAKING AND PASTRY, & HOSPITALITY MANAGEMENT**

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**CENTRAL OREGON COMMUNITY COLLEGE**

## **Mission**

Cascade Culinary Institute inspires high-level conceptual learning and competency-based skill proficiency with an emphasis on hospitality industry career preparation.

## **Vision**

Cascade Culinary Institute is a program of distinction, which delivers academic excellence, demonstrated by exceptional job placement and by high satisfaction rates of students, graduates and employers.

## **Core Values**

- Collaboration and communication
- Environmental stewardship
- Giving personal best
- Compassionate encouragement
- Excellence in hospitality
- Community service engagement
- Professionalism
- Safety and cleanliness

## **The Culinary Program Faculty expect the following from all students:**

### **In Lecture:**

- Complete pre-class assignments and review materials & readings before class.
- Review recipes and culinary techniques.
- Arrive on time to class.
- Attend lecture-based classes, as full participation equals student success.
- Participate in class activities and complete all homework and assignments.

### **For Exams:**

- Utilize course outcomes, study questions and/or learning activities to guide studies
- Take exams at scheduled times unless prior arrangements are made with the instructor.
- Practice the highest standards of academic honesty.

### **For Group Discussion:**

- Prepare for discussion by reviewing class materials in advance.
- Participate in group discussions offered as a part of the learning experience.
- Demonstrate respect for the views of group discussion participants.
- Arrive on time to scheduled group discussions.

### **In the Kitchen:**

- Arrive on time for the Lab class.
- Follow all sanitation policies regarding food preparation.
- Prepare for kitchen labs by reading recipes and reviewing techniques.
- Inform the chef instructor of any challenges or concerns regarding your ability to prepare the recipes.

**Technical:** Student success is enhanced by reliable access to a computer and internet.

## Cascade Culinary Institute Lab requirements

### Students are required to be in full uniform for all lab classes.

It is the philosophy of CCI that students' conduct, attitude, and dress be the same as those desired by future employers in the industry. Please read the specified dress code below.

### Overall appearance must be appropriate and professional and comply with the policies of the Cascade Culinary Institute.

Students must comply with dress codes for all culinary lab classes and kitchen related service learning. All components of the uniform *except* the skullcap, side towels, and apron are *required* for non-lab CCI courses taught in the culinary building.

### Cascade Culinary Institute at COCC Dress Code:

#### Kitchen

- Clean, pressed **uniform:** white CCI chef coat, black pants, black socks, 2 side towels, white apron, white skullcap, instant-read thermometer, pen or pencil, black marker. **Shoes:** black, closed toe, non-slip.

#### Dining Room

- Clean, pressed **uniform:** Elevation restaurant shirt, Elevation tie, black pants, black socks, black bistro apron, pen or pencil. **Shoes:** black, closed toe, non-slip.

### Dress code requirements

- Garments worn under chef jacket or dining room shirt should be white, without marking.
- Uniforms must fit modestly. Pants worn at the waistline, no tights, aka "stretchy pants."
- Clean shoes that are black closed toe, non-slip, worn with black socks/stockings.
- Jewelry must not be a source of contamination. Jewelry kept at a minimum. Dangling jewelry such as earrings, necklaces (including lanyards), and bracelets, or large rings are **not** permitted.
- Tattoos are treated like speech - you cannot swear, make hateful comments, or lewd jokes at CCI, neither can your tattoos. Offensive tattoos must be covered. New tattoos must be treated as open sores and, therefore, covered to prevent contamination.
- No gum chewing allowed.
- Embroidered name, which identifies you as a student, must be on left side of chef coat.

### Good grooming includes cleanliness, neatness, and the promotion of a professional image.

- Hair is to be kept clean. Hair worn in such a manner that it is confined away from the face so that it will not fall forward or over the face. Use of a hairnet is required if hair touches the top of the collar of your chef coat
- Facial hair is to be kept clean and trimmed. Beard length is limited to ½ inch.
- No excessive make up allowed.

- No perfume, aftershave, or scented hair products allowed.
- Fingernails are to be short and clean -- no nail polish, artificial nails or tips allowed.
- Daily hygiene includes clean hair and body and the absence of offensive odors—use an effective body deodorant daily, breath mints or mouth sprays as needed.
- Skin abrasions and/or wounds- including new tattoos, need to be covered to prevent contamination.

**Student Equipment:** Students are required to purchase knives and other kitchen related equipment. Because all students purchase the same equipment, each student is required to mark or engrave their equipment for ease of identification.

**Lockers:** Lockers are provided for student use, they are located in the culinary building. Students must provide their own lock and are responsible for removing all personal belongings at the end of each term. At the end of each academic year, locks left on lockers will be removed. Items found in lockers will be moved to CCI lost and found for one month, and then moved to COCC lost and found.

**Class Preparedness:** It is the responsibility of all students to bring their knife kit, books, and recipes to class. Failure to do so may result in dismissal for the day. You must purchase all books required by the end of first week of class.

**Food and Beverage:** Food or beverages produced in culinary labs are not to be removed from the kitchens for any purpose, without the explicit permission of the culinary instructor on duty.

## College Policies

**Student Conduct:** Please read the complete COCC Student Rights & Responsibilities: [http://www.cocc.edu/Student-Life/Rights\\_and\\_Responsibilities/](http://www.cocc.edu/Student-Life/Rights_and_Responsibilities/)

**Academic Dishonesty:** Students are expected to be honest and ethical in their academic work.

**Americans with Disabilities Statement:** Students with documented disabilities who may need special instructional accommodations or who may need special arrangements in the event of an evacuation should notify the instructor as soon as possible, no later than the second week of the term. Students may contact COCC Disability Office in Boyle Education Center to discuss special needs at 541.383.7583.

**COCC Non-Discrimination Policy:** Central Oregon Community College is an affirmative action, equal opportunity institution. It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities or employment. Persons having questions about equal opportunity and non-discrimination, please contact Human Resources for referral to the appropriate personnel, 541.383.7236.

### Academic Integrity Statement

Academic integrity shall encompass all core values and principles of honesty on and off campus at COCC and students are expected to complete their work ethically and honestly regardless of the mode, delivery or type of instruction. Our academic integrity policy prohibits all forms of cheating, plagiarism, unauthorized submissions, falsifications, improper collaboration, submitting identical work in courses without prior permission from the instructor, and attempting or assisting with others in violations of academic integrity would be a violation of students' rights and privileges. Furthermore, students should not use other classmates' work, or discussions without their expressed permission. Finally, no materials, content, statements, discussions, assignments or assessments, that is created by the instructor, can be copied, reused or distributed in any fashion without the written permission of the instructor. The penalties for violations of the academic Integrity policy could include

grade reductions or course failure, depending of the severity of the penalty.

### **Observation of “Netiquette”**

All your online communications need to be composed with fairness, honesty, and tact. Spelling and grammar are very important to an online course. What you put into an online course reflects your level of professionalism. The discussion board is your space to interact with your colleagues and it is expected that each student will participate in a mature and respectful fashion. Appropriate and considerate responses to your peers are required. You may disagree with ideas but do not make personal attacks. You may not insult, make personal comments, be rude, or offensive. Do not demean or embarrass others. Do not make sexist, racist, homophobic, bullying or victim-blaming comments within your submissions to this course. Failure to adhere to these norms will result in your post or response being removed immediately from the discussion board and a zero score for that assignment. Repeated offenses could result in dismissal from the class.

## **Campus Resources**

*Please see the COCC web page for a full accounting of available student services and campus resources.*

**Personal Counseling:** The goal of personal counseling at is to assist you in resolving issues that may be preventing you from achieving your potential at COCC. Help with time management, stress, depression and the many other personal situations affecting students. Call the CAP center at 383-7200 to schedule an appointment.

COCC provides this service to students through a partnership in which the College has contracted with St. Charles Behavioral Health to provide professional counselors on campus. SCMC has numerous therapists with a wide range of experience in all aspects of mental health. All counselors hold master's degrees in their field and are licensed professional counselors.

**Financial Counseling:** Contact the Financial Aid Office at 383-7410.

**Culinary Resource Library and COCC Barber Library:** The Culinary Resource Library is designated for active COCC students. Materials are intended to be utilized within this space, and should not be removed. The COCC Barber Library serves as a resource for COCC students where you can checkout e-readers/iPads, conduct research, or serve as a dedicated study location.

**Tutoring:** The tutoring center offers group and individual tutoring six days a week in a wide variety of subjects. Call 383-7538 or stop by the lower level of the library for details.

## **COCC Cascade Culinary Institute Program Policy Manual Letter of Agreement**

This **Letter of Agreement** is to be read and signed by every student upon entering into any level of culinary course in the Culinary Program at the Cascade Culinary Institute at Central Oregon Community College.

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Student Name

Please Print CLEARLY

My signature confirms that I have been provided with a hard copy and have been informed of where I may locate an electronic copy of the Culinary Program Policy Manual and that I have read and understand its contents. I agree to abide by the policies detailed therein. Furthermore, I understand that failure to abide by the policies may result in a review of my progression in the Culinary Program / culinary course I am enrolled in and may result in an early dismissal. I understand that this signed Letter of Agreement will be placed in my student file and I may request a copy from the Culinary Program Coordinator. Requests must be in writing or by email.

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Student Signature

Date

**Culinary Program  
Photo / Video Consent Form**

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Student Name – Please Print

Student ID Number

I agree to be photographed or videotaped by the College or the Culinary program at Central Oregon Community College during course work for all culinary and baking and pastry courses. I understand that such photographs or videos may be used by COCC for various publications, advertisement displays, teaching, or in other similar ways. I understand that I will receive no compensation for my time and services and waive all personal rights to such photographs or videos.

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Student Signature

Date