



**West Kentucky Community and Technical College**

**Culinary Arts Program**

**Student Handbook**



**WEST KENTUCKY**  
COMMUNITY  
& TECHNICAL **COLLEGE**

**Program Coordinator:** Erik J. Engelland

**Faculty:** Laura Farrell

**Mission:**

The mission of the culinary arts program is to provide students with a solid foundation in technique while providing an atmosphere for students to explore their creativity within. Our career-focused education will instill professionalism and guide passionate students towards their goals in culinary arts, catering and personal chef, and food and beverage management.

**Program Description:**

West Kentucky Community & Technical College's culinary arts program is designed to prepare students for careers in the culinary arts, food and beverage management, restaurant management, catering, institutional food service, and as professional chefs. Course work includes but is not limited the following subjects: basic food production, knife skills, baking and pastry arts, international cuisine, nutrition, sanitation and safety, catering, cost control, and management techniques and functions. Class work includes both a commercial kitchen/laboratory setting as well as a lecture one. The program uses the teaching philosophy of the American Culinary Federation and the National Restaurant Education Foundation.

**Program Philosophy/Objectives:**

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

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

**Program Admittance:**

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

Pre-Algebra: 34

Reading: 76

Writing: 57

\*It is highly suggested that students enroll and complete both CUL 100: Introduction to Culinary Arts and CUL 125: Sanitation and Safety before enrolling in lab courses. First year students may be placed into labs upon discretion of instructor with the exception of CUL 250: Garde Manger. *Students **must** pass the ServSafe exam for successful completion of CUL 125.*

*\*Indicates credential that is accredited by the ACFEF*

**Student/Faculty Ratio:****Lecture: 24:1****Lab: 13:1****Curriculum Guides:**

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

<https://westkentucky.kctcs.edu/education-training/program-finder/culinary-arts.aspx>

**Program Competencies:****1. Communicate Effectively:**

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

**2. Think Critically:**

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

**3. Learn Independently:**

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

**4. Examine Relationships in Diverse and Complex Environments:**

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

**Technical Competencies (Culinary Arts Option):**

1. Demonstrate the use and care of commercial restaurant and baking equipment.
2. Demonstrate modern and classical preparation of foods for commercial establishments, including the ability to follow and adjust recipes.
3. Demonstrate and apply principles of food preparation to a variety of products including but not limited to the following: vegetables, starches, fruits, stocks, soups, sauces, meats, seafood, and poultry.
4. Demonstrate the fundamentals of baking science in preparations of a variety of baked products.
5. Demonstrate garde manger skills used in the preparation of cold food products.
6. Apply knowledge of laws and regulations relating to safety and sanitation in the kitchen.
7. Discuss and demonstrate the overall concepts of purchasing and receiving in the food service industry.
8. Discuss and employ the principles of menu planning and layout.

9. Discuss the characteristics, functions, and food sources of the major nutrients and how to maximize nutrient retention in the food preparation and storage.
10. Demonstrate the skills needed to be a food service supervisor/manager.
11. Demonstrate the practices of receiving and proper storage.
12. Demonstrate an understanding of the hospitality industry and career opportunities in the field
13. Demonstrate an understanding of dining room service functions using a variety of types of service and knowledge of quality customer service.
14. Develop and demonstrate a familiarity with a variety of alcoholic and non-alcoholic beverages. Demonstrate an understanding of laws and procedures related to responsible alcohol service.
15. Become certified in sanitation by the National Restaurant Association.

### **Program Requirements:**

\*Progression in the culinary arts program is contingent upon achievement of a grade of a “C” or better in each course.

### **Attendance:**

**A maximum of 5 absences are allowed.** Regardless of reason, you automatically fail the course upon receiving your sixth absence. If a student should miss a class, the student is responsible for any lecture material, assignments, handouts, announcements, etc. given during the missed class.

### **Tardiness:**

You are considered tardy once the instructor has taken attendance. You are permitted three times late, following your third tardy, you will not be permitted into class and you will be marked absent for the day.

### **Catering Event Participation:**

Participation in catering events gives students valuable experience in the high pressure and busy nature of professional cooking. Therefore, participation in catering events is vital to the success of every student enrolled in the culinary arts program. First semester students are required to complete a minimum of 5 hours of catering service per semester. Second semester students and above are required to complete a minimum of 15 hours of catering service per semester. Students enrolled in CUL 290: Front of House/Catering are required to complete a minimum of 25 hours of catering service for that semester. Students will lose 5 points off their professionalism grade for every hour short of their benchmark.

### **Make-up Policy:**

The student may make up any scheduled examination the following day *only* if the absence was due to illness, immediate family responsibilities, job-threatening work requirements, natural disasters, and/or at the discretion of the instructor. **It is in the student’s best interest to contact the instructor as soon as possible in the event of an absence as to see what assignments they might have missed and schedule a make-up time**

*\*A make-up assignment (Quiz or Homework) MUST be completed within the next 2 school days!*

### **Written Work Policy:**

All term papers, assignments (including daily work unless noted by instructor) and projects **must be typed** and free of grammatical and spelling errors. Recipes and other material from published works must not be handed in as original work but must be notated where the information was obtained from in the Works Cited page.

### **Plagiarism:**

Students found plagiarizing will receive a zero with no exceptions.

**Withdraw Policy:**

Students can withdraw during the first fifteen weeks of the semester prior to the official midterm date and receive a “w” for the course.

**Special Exam Policy:**

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

**Graduation Requirements:**

Students must receive a grade of “C” in all Culinary Arts courses.

**Food Policy:**

Only beverages with a lid are allowed in the classroom. Absolutely no gum or snacks in the labs.

**Food Tasting Policy:** At West Kentucky Community & Technical College, students are required to taste and evaluate the products that they, students, and instructors produce in the kitchen laboratory. By doing this, one learns how cooking affects a products color, taste, and texture. This is imperative to a student’s educational experience at WKCTC. Instructors may provide reasonable accommodations to this policy based on dietary restrictions, including religious dietary restrictions, if requested. Students with documented disabilities requiring individualized accommodations should contact Mrs. Shelia Highfil, Manager/Coordinator of Accessibility Services, at 270-534-3406 or shelia.highfil@kctcs.edu. For requests based on religious dietary restrictions, it is the student’s responsibility to notify the instructor who may determine a reasonable alternative. Accommodation requests must be updated every semester and are not retroactive.

**Cell Phone Policy:**

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

**Clean-Up Policy:**

Clean-up and maintenance of our fine facility is the responsibility of everyone! Each student at the end of class will clean up their personal pots/pans and related items. Failure to help your fellow students may result in points being deducted from their final grade.

**Dress Code:**

**Professionalism** is a reflection of how you look. You are responsible for keeping up with your uniform. No jewelry is allowed except for a wedding band or medical bracelet. Hair must be neat and properly restrained. Facial hair must be neatly presented (you may have a small goatee or beard, but you **MUST** trim around it). You must have closed toe shoes preferably black along with a thermometer, side towels, and an apron. Regular inspections will be conducted and may result in points being deducted from your final grade.

**Special Exam Policy:**

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

**Financial Aid:**

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

**ADA Accommodations Policy:**

The Office of Accessibility Services will work with students to determine if accommodations are appropriate and to assist them in obtaining equal access to education while at West Kentucky Community & Technical College. All requests for accommodations should be directed to the WKCTC Manager/Coordinator of Accessibility Services, at 270-534-3406. The WKCTC Accessibility Services Office is located in the Anderson Technical Building in room 105. Appointments are recommended due to the volume of students being served. Any student with a documented disability should *seek services at the beginning of the semester* and no later than midterm in order to ensure academic success.

Once documentation has been reviewed and accommodations are approved, an accommodation request form (ARF) will be prepared for instructors for each appropriate class. A student can discuss accommodation needs with his/her course instructor only after the instructor has been sent the ARF. *Students registered in Accessibility Services must notify the Manager of Accessibility Services EVERY semester to request the accommodation request form (ARF) be sent to instructors.*

\*Students with disabilities who need help evacuating the building in the event of an emergency should contact Accessibility Services even if they are not requesting accommodations. Please, see WKCTC's website for more information <https://westkentucky.kctcs.edu/about/student-life/accessibility-services/index.aspx>

**For Online Learning:**

Students with documented disabilities requiring individualized accommodations should contact the Accessibility/Disability Resource Coordinator at the Home College. A list of Disability Resource Coordinators for the KCTCS colleges can be found at

[https://kctcs.edu/Current\\_Students/Disability\\_Services.aspx](https://kctcs.edu/Current_Students/Disability_Services.aspx) Once the student has contacted the Disability Services Coordinator at the Home College, that Coordinator will communicate with the student's instructors and/or the Disability Resource Coordinator at the Delivering College in order to coordinate and/or provide reasonable and appropriate accommodations to the student.

The WKCTC Office of Accessibility Services will work with WKCTC students to determine if accommodations are appropriate and to assist them in obtaining equal access to education while at West Kentucky Community & Technical College. All requests for accommodations should be directed to the WKCTC Manager/Coordinator of Accessibility Services, at 270-534-3406. The WKCTC Accessibility Services Office is located in the Anderson Technical Building in room 105. Appointments are recommended due to the volume of students being served and to maintain confidentiality. Any student with a documented disability should *seek services at the beginning of the semester* and *no later than midterm* in order to ensure academic success.

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**Students registered in Accessibility Services must notify the Manager of Accessibility Services EVERY semester to request the accommodation request form (ARF) be sent to instructors**

**KCTCS CODE OF STUDENT CONDUCT:** Kentucky Community and Technical College System (KCTCS) faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects students and faculty to honor, and faculty to enforce, these academic principles. The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of academic rights of students and student offenses. Students may refer to the KCTCS Code of Student Conduct, <https://westkentucky.kctcs.edu/news/media/2017/Student%20Handbook%202017-2018.pdf> , for more information on student rights, academic offenses, and the student's right to appeal. Further information on student rights is available on the WKCTC Student Rights & Responsibilities web page at [https://issuu.com/jblythe0001/docs/2016-17\\_student\\_handbook](https://issuu.com/jblythe0001/docs/2016-17_student_handbook)

## **TITLE IX**

### **Discrimination/Harassment**

Students may direct complaints of discrimination or harassment to Chevene Duncan-Herring, Title IX Compliance Officer, Anderson Technical Building room 100 (270) 534-3209 [chevene.duncan-herring@kctcs.edu](mailto:chevene.duncan-herring@kctcs.edu) for resolution pursuant to the Code of Student Conduct.

### **Sexual Misconduct**

Sexual misconduct matters should be directed to the Title IX Compliance Officer, Chevene Duncan-Herring, Anderson Technical Building room 100 (270) 534-3209 [chevene.duncan-herring@kctcs.edu](mailto:chevene.duncan-herring@kctcs.edu) to be handled in accordance with the [Sexual Misconduct Procedure](#). Any responsible employee who receives information related to sexual misconduct is required to report it to the Title IX Compliance Officer.

**Inclement Weather Policy:** <https://westkentucky.kctcs.edu/current-students/student-resources/weather.aspx>

**Print Policy:** <https://westkentucky.kctcs.edu/current-students/academic-resources/print-policy.aspx>

### **Student ID Cards:**

All students enrolled at West Kentucky Community and Technical College should obtain a student identification card. Students may come to the Business Office located in Room 127 of the Anderson Technical Building (ATB) on Mondays and Tuesdays from 11:00 am--3:00 pm to obtain an ID. Students must be currently enrolled and have a picture ID before a WKCTC student ID card can be obtained.

To ensure the safety and security of all of our students, all currently enrolled WKCTC students are required to have a valid student ID card OR other form of picture identification in their possession at all times while on campus. Campus Security and College Administrative personnel have direct authority to request a student to produce a student ID. Student ID's are the property of WKCTC. Students must turn in their student ID if they withdraw from classes. Lending an ID to anyone or failure to show a student ID to any College representative upon request is a violation of College regulations.

**Activating Email Account/Re-set Password:** <https://westkentucky.kctcs.edu/current-students/student-resources/my-path.aspx>

**Accessing your schedule, grades, account, and financial aid information:**

Students may access personal information regarding class schedule, grades, account and financial aid information online at <https://westkentucky.kctcs.edu/current-students/student-resources/my-path.aspx>

**Academic Calendar:**

Students may refer to the following link to access the academic calendar for information pertaining to important deadlines, holidays, and final exam information at

<https://westkentucky.kctcs.edu/education-training/academic-calendar/index.aspx>

**Campus Library:**

The Matheson Library is located in the heart of campus and offers students a full range of materials and technology. The library offers over 100 program specific works including both text and multi-media. More information about the library can be accessed at

<https://westkentucky.kctcs.edu/current-students/student-resources/library/index.aspx>

**Computer Policy:** Students may use the computers in the classrooms (**ATB 138, 140**) in between classes. There is also a computer lab located upstairs in the **Anderson Technical Building** in **room #225B**. Hours are Monday—Friday; 8:00 a.m. —3:45 p.m. If you need additional time, the **Matheson Library** has computers in the Research Room and in the Library Lab. Wireless access for laptops is accessible throughout the library. Research assistance is available from staff members at the Circulation Desk. It is located in **Matheson Learning Resource Center**, 2nd floor. Hours are Monday—Thursday; 7:30 a.m.—8:30 p.m. Friday; 7:30 am—4:00 pm.

**Additional Information:**

Additional information including the Print Management Policy, Student Organizations and Clubs, Cultural Diversity, and Extracurricular Activities may be accessed online at

<https://westkentucky.kctcs.edu/current-students/index.aspx>

*\*Revised Date 7/24/18*