



STUDENT HANDBOOK



Welcome to the Culinary Arts Institute (CAI) of Hudson County Community College! We are pleased to have you as part of our family. We're glad that you've decided to pursue your dreams with us. The CAI is committed to working with you to ensure that you receive the best education our college has to offer.

In the next few years, HCCC will be your college, your community, and your home. As a new student you will meet new friends and faculty, gain new knowledge, and experience a variety of opportunities. Get involved! This is YOUR COLLEGE.

The CAI offers many exciting academic and extra-curricular opportunities for students including the Culinary Club. We encourage you to take advantage of all that the college has to offer and to accept the many challenges you will face with enthusiasm. During your stay, expectations of responsibility and leadership will increase. We hope that you will persevere and strive to achieve your goals with the help and support of your family, friends, and faculty.

This handbook is written to inform you about CAI policies and procedures. It contains important information that will allow you to better understand how we operate. The information included in this handbook addresses our expectations of you as you pursue your degree or certificate. If you have any questions about any of the policies, please do not hesitate to give us a call. We look forward to working with each of you and for this academic year being your best year at the Culinary Arts Institute!

Dr. Ara Karakashian—"Dr. K"

Dean

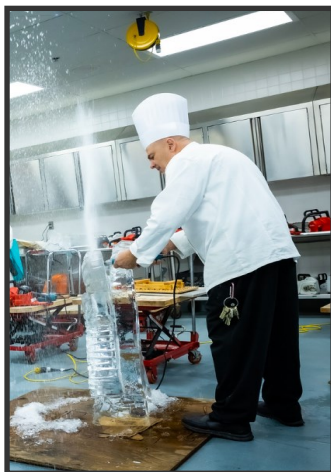
School of Business, Culinary Arts, & Hospitality Management

Culinary Arts Institute



TABLE OF CONTENTS

Faculty and Staff	-----	5
Important Contact Information	-----	6
AAS Culinary Arts Program Goals & Course Requirements	-----	7-8
Baking and Pastry Program Goals & Course Requirements	-----	9-10
Course Descriptions	-----	11-17
Uniform Policy, Sanitation Protocol	-----	18-20
Culinary Arts Knife Kit	-----	21
Baking Knife Kit	-----	22
Loaner Uniform, Attendance Policy, Photo ID's	-----	23
Student Lockers & Student Conduct	-----	24
Drug & Alcohol Free Environment and other CAI policies	-----	25-29
School Closing Announcements	-----	30
Externships	-----	31
Frequently Asked Questions	-----	32-33
American Culinary Federation—Certified Culinarian® (CC®) status	-----	33
Maps: 3rd floor & 4th floor	-----	34-35
Notes	-----	36
Culinary Club	-----	37
Acknowledgement Form (Sign it)	-----	38



STAFF

Dean Ara Karakashian - "Dr. K"	201-360-4631	E 218B
Sharon Moise, Administrative Support Specialist	201-360-4639	E 218
Janine Nunez, Recruiter	201-360-4640	E 222D
Lynette Lacson, Purchasing Coordinator	201-360-4644	E 112C

FULL TIME FACULTY

Chef Gary Bensky	201-360-4632	E 304F
Chef Sami Khouzam	201-360-4637	E 204B
Ms. Marissa Lontoc	201-360-4643	E 204A
Chef Kevin O'Malley	201-360-4641	E 204C
Chef Courtney Payne-Perez	201-360-4635	E 204A

PART TIME FACULTY (CALL MAIN OFFICE (201) 360-4630)

Chef Robert Bennett	rbennett@hccc.edu
Ms. Crystal Blackmon	ccottle@hccc.edu
Chef Anthony Clode	aclode@hccc.edu
Chef Daniel Colonel	dcolonel@hccc.edu
Chef Daichi Ebato	debato@hccc.edu
Chef Reeni Espino	respino@hccc.edu
Chef Kim Fong	kfong@hccc.edu
Chef Robert Maurer	rmaurer@hccc.edu
Chef Stephane Motir	smotir@hccc.edu
Mr. Patrick O'Brien	pobrien@hccc.edu
Chef Frank Pascale	fpascale@hccc.edu
Chef Jasmine Pascua	jpascua@hccc.edu
Chef Anuchit Pukdeedamrongrit	apukdeedamrongrit@hccc.edu
Ms. Diana Ramirez	dLramirez@hccc.edu
Chef Matthew Siciliano	msiciliano@hccc.edu
Chef Enmely Soriano	esoriano@hccc.edu
Chef Cristina Vasquez	cvasquez@hccc.edu
Ms. Tonja Webb	twebb@hccc.edu
Chef Margaret Wong	mwong@hccc.edu



IMPORTANT CONTACT INFORMATION

Academic Affairs	201-360-4010
Accessibility Services	201-360-4157
Admissions/Enrollment Services	201-714-7200
Bookstore (Journal Square).....	201-360-4390
Business, Culinary Arts and Hospitality Management (main office)...	201-360-4630
Bursar Office	201-360-4100
Career & Transfer Resource Center	201-360-4184
Center for Academic & Student Success	201-360-4150
Educational Opportunity Fund (EOF)	201-360-4180
Financial Aid	201-360-4200
Library/Learning Resource Center	201-360-4360
North Hudson Campus	201-360-4627
Registrar (Records)	201-360-4120
Security	201-360-4080
Student Affairs	201-360-4020
Student Activities and Clubs	201-360-4195
Student Government	201-360-4196
Testing Center.....	201-360-4190
Tutoring	201-360-4185
Veteran Affairs	201-360-4135



AAS CULINARY ARTS

PROGRAM GOALS

- ◆ Perform basic culinary math functions including recipe costing and weight conversions.
- ◆ Apply the principles of good nutrition, purchasing, menu planning and facilities design.
- ◆ Demonstrate contemporary, international, and classical culinary theory through execution of food preparation techniques, artistry, and creativity.
- ◆ Adhere to the standards of sanitation and safety to include the completion of the National Restaurant Association’s Serv-safe Certification.
- ◆ Analyze food ingredients used in the kitchen including its’ function, importance, and source.
- ◆ Implement Hospitality and Restaurant Management Concepts like Beverage Management and Customer Service to deliver a positive guest experience and profitable business.
- ◆ Properly use and care for professional food service equipment and culinary tools.



AAS CULINARY ARTS COURSE REQUIREMENTS

First Semester

CSS 100	College Student Success	1
ENG 101	College Composition I	3
CAI 114	Table Service I	2
CAI 115	Food Sanitation & Culinary Principles	3
CAI 117	Production Kitchen Skills I	2
CAI 118	Pantry & Breakfast Cookery	2
CAI 119	Bakeshop I	2
TOTAL		15

Second Semester

CSC 100	Introduction to Computers & Computing	3
••• •••	Humanities/ Social Sciences	3
CAI 121	Product Identification & Purchasing	3
CAI 127	Production Kitchen Skills II	2
CAI 128	Introduction to Garde Manger	2
CAI 129	Bakeshop II	2
TOTAL		15

Third Semester

ENG 112	Speech	3
CAI 214	Advanced Table Service III	2
CAI 125	Externship I	1
CAI 217	Advanced Kitchen – International	2
CAI 218	Intermediate Garde Manger	2
••• •••	Humanities/ Social Sciences	3
ENG 102	College Composition II	
	OR	
ENG 103	Technical Report Writing	3
TOTAL		16

Fourth Semester

••• •••	Major Restricted Elective*	3
HUM 128	Food and Culture	3
CAI 224	Advanced Table Service IV	2
CAI 225	Externship III	2
CAI 227	Advanced Kitchen – Classical	2
CAI 228	Advanced Garde Manger	2
TOTAL		14

*Take one of the following: CAI 210, CAI 223, BIO 201, or CAI 206

AAS CULINARY ARTS
BAKING AND PASTRY ARTS OPTION
PROGRAM GOALS

- ◆ Perform basic culinary math functions including recipe costing and labor costing, purchasing, recipe conversions, and baker's percentage.

- ◆ Apply the principles of good nutrition, menu planning, facilities design, and hospitality to the operation of a bakery and/or pastry shop

- ◆ Demonstrate proficiency in classical and contemporary baking theory through execution of food preparation techniques, artistry, and creativity

- ◆ Adhere to the standards of sanitation and safety to include the completion of the National Restaurant Association's Serv-safe Certification.

- ◆ Analyze the function and importance of properly sourcing ingredients used in producing baked goods and pastries.

- ◆ Conceptualize and prepare a dessert buffet and showpieces that includes baked and non-baked products

- ◆ Utilize efficiently the proper baking tools and equipment



AAS CULINARY ARTS
BAKING AND PASTRY ARTS OPTION -
COURSE REQUIREMENTS

First Semester

CSS 100	College Student Success	1
CSC 100	Intro to Computers and Computing	3
ENG 101	College Composition I	3
CAI 115	Food Sanitation & Culinary Principles	3
CAI 117	Production Kitchen Skills I	2
CAI 118	Pantry and Breakfast Cookery	2
CAI 119	Bakeshop I	2
TOTAL		16

Second Semester

ENG 102	College Composition II OR	
ENG 103	Technical Report Writing	3
ENG 112	Speech	3
CAI 121	Product Identification and Purchasing	3
CBP 120	Introduction to Professional Baking	2
CAI 129	Bakeshop II	2
CBP 121	Basic Bench Work	2
CAI 219	Advanced Bakeshop III	2
TOTAL		17

Third Semester

••• •••	General Education Elective	3
CAI 125	Externship I	1
HUM 128	Food and Culture	3
CBP 124	Tarts, Tortes & Gateaux	2
CBP 211	Meringues, Souffles & Frozen Desserts	2
CBP 212	Desserts for Restaurants & In-store Retail	2
TOTAL		13

Fourth Semester

CAI 223	Food Beverage & Labor Cost Control	3
••• •••	Social Science Elective	3
CAI 225	Externship III	2
CAI 229	Advanced Bakeshop IV	2
CBP 220	Petits Fours, Mignardies & Candies	2
CBP •••	Restricted Program Elective*	2
TOTAL		14

*CBP 225 or CBP226

COURSES DESCRIPTIONS

BIO 201 Practical Nutrition

3 Credits

This course stresses the application of nutritional principles to daily health maintenance and conditions that require special diet management. It is designed for Nursing and Health-related or Culinary Arts/Hospitality Management programs.

CAI 114 Table Service I

2 Credits

An introduction to the various types of table service styles and settings, including American, French, Russian, banquet, and family style. Emphasis is placed in proper dining room preparations, customer relations, placing and retrieving orders, clearing of tables, and securing the dining room. Students will also be exposed to the role of the dining room in the overall business plan of the restaurant business. The course also covers an introduction of wines and wine making.

CAI 115 Food Sanitation and Culinary Principles

3 Credits

This course is an introduction to the professional life of a chef, coupled with the application of sanitation concepts in the operation of a food service establishment. Kitchen safety, personal hygiene, and state and federal regulations are discussed in relation to their involvement in the sanitary service of food product. By explaining the role of the chef as a leader, this course will discuss the significance of active learning during one's experience in food service education. This course also includes a nationally recognized ServSafe certification exam provided by the Educational Foundation of the National Restaurant Association (NRAEF).

CAI 117 Production Kitchen Skills I

2 Credits

This course is intended to provide a strong foundation in the basic fundamentals of commercial food preparation and practices. Proper knife skills and the use and care of tools and equipment is demonstrated and practiced in the laboratory. Emphasis is placed with students using hands-on experience in food production utilizing designed introductory menus. The hands-on experience is supported with demonstrations and lecture in the laboratory. Students will learn the appropriate cooking methods that may be applied to meats, fish, poultry, starches, and vegetables. The basic cooking methods are introduced and practiced in the laboratory. Students will also learn the proper techniques used in the preparation of stocks, soups, and sauces.

CAI 118 Pantry and Breakfast Cookery

2 Credits

An introduction to the basic and advanced level of breakfast cookery, including basic egg preparations, breakfast meats, potatoes, quick breads, batters, various breakfast

items, farinaceous, and hot and cold cereals. Students will experience short order cooking, and will gain knowledge of time and temperature in the preparation of various breakfast items. Skills and techniques will be developed in the preparation of meat products, such as sausage-making, and in the preparation of other breakfast meats. Ethnic and multicultural breakfast foods will be explored, as well as creative and modern breakfast alternatives. This course also serves as an introduction to the preparation of various salads, including simple, composed, bound, and hot/cold combinations. Emphasis will be on the preparation of dressings, dips, spreads, classical and modern sandwich making, identification and use of salad greens, and fruit preparations.

CAI 119 Bakeshop I

2 Credits

An introduction to the preparation of basic quick breads, rolls, breakfast items, and basic desserts, including various icings and butter cream, puddings, cakes, cookies, and pies. Students will gain skills in the preparation of pie crusts, pie washes, and pie fillings. Emphasis will be placed on the understanding and use of ingredients, weights and measures, tools, and equipment used in the bakeshop.

CAI 121 Product Identification and Purchasing

3 Credits

This course introduces students to the four most important foundations in foodservice purchasing: market and distribution systems, storeroom operations, cost controls, and product identification. Students will identify the most commonly used cuts of meat, poultry, and seafood. Identification of fruits and vegetables will also be covered. Students will examine the steps that need to be taken in order to have proper purchasing and receiving controls in place. In addition, this course covers present-day issues like security, legal and regulatory compliance, sustainable agriculture, aquaculture and genetically modified organisms (GMOs).

CAI 125 Externship I

1 Credit

This is a course designed to provide the student with on-the-job food service experience. The course allows the student to gain supervised practical experience working in a variety of food-service settings related to the student's area of interest. Students must successfully complete 150 hours of practical experience in an approved food-service establishment.

Prerequisite: CAI 117 & CAI 118

CAI 127 Production Kitchen Skills II

2 Credits

A continuation and reinforcement of the concepts and practices of Production Kitchen Skills I. This course exposes the students to more advanced techniques and applications utilizing different cooking methods. Students will be exposed to a variety of seafood items, as well as commercial meat cuts used for beef, lamb, veal, pork, and poultry. Prerequisite: CAI 117

CAI 128 Introduction to Garde Manger**2 Credits**

This course exposes students to the preparation of brunch items, fish and shellfish, hot and cold hors d'oeuvres, cold canapés, cold plated entrées, and specialty sandwiches as well as the design of salad bar setups. Basic forcemeat preparations used for pâtés, galantines, terrines, and spreads are practiced in the laboratory. This course also includes the preparations of basic cheese-making, relishes, condiments, and chutneys, including jams and jellies. Students will also prepare various entrée salads.

Prerequisite: CAI 118

CAI 129 Bakeshop II**2 Credits**

This course is an extension and reinforcement of the concepts and practices of Bakeshop I. Students will be exposed to a variety of designed menus to strengthen their skills in the preparation of baked goods. They will also learn how to utilize leftover baked goods to prepare various products. Emphasis is placed on the preparation of various cake batters and icings.

Prerequisite: CAI 119

CAI 206 Introduction to Sustainability**3 Credits**

This course addresses the costs and ethical implications of utilizing sustainable resources within the hospitality industry. The course covers alternative energy, recycling, and preservation of our diverse world's resources. World hunger and its ethical impact are addressed. Corporate responsibility in promoting socially-positive consumer behavior is also addressed. Pre-requisite: ENG-101

CAI 210 Menu and Facilities Design**3 Credits**

This course introduces students to the fundamental principles of menu development as well as the procedure for designing and building a foodservice operation. Strong emphasis is given to the consequential interrelationship between the two and is substantiated through cogent explanation and demonstration. The student will be able to develop basic menus for a variety of meal periods based on a learned systemization. The course will examine the tried and true process for designing, building and commissioning a restaurant including space allocation, work and product flow, facilities engineering, equipment selection and energy practices. The student will also be able to utilize practices and policies from other courses which will assist the student in the preparation of menus and the design of a foodservice operation.

CAI 214 Advanced Table Service III**2 Credits**

The student will gain knowledge of the overall operation of a restaurant, including the training of various techniques and styles of service. Emphasis will be placed on the

study of wines from various regions, and the art of pairing wine with food. Hands-on beverage service and mixology are practiced in the laboratory. French culinary terminology will be integrated.

Prerequisite: CAI 114

CAI 217 Advanced Kitchen - International

2 Credits

Students will become familiar with the characteristics of various national cuisines, as well as the global interaction of cooking techniques, equipment, and ingredients affecting the modern professional kitchen. Students will prepare a variety of international soups, sauces, vegetables, starches, and entrees from various regions around the world, as well as gain an understanding of dietary guidelines and dining habits of numerous regions of the world.

Prerequisite: CAI 127

CAI 218 Intermediate Garde Manger

2 Credits

An introduction to the preparation of vegetable and fruit carvings, ice sculpting, aspics, chaud froid, and timbales through lectures, demonstrations, and hands-on experience. Emphasis will be placed on the proper techniques of garde manger preparations, terminology, departmental structure and design, and the use of various equipment and tools. Students are also introduced to the preparation of marinades, mousses, pickling, canning, pates, forcemeats, galantines, sausages, and charcuterie. The techniques, terminology, planning, and design of buffets are also learned and practiced.

Prerequisite: CAI 128

CAI 219 Advanced Bakeshop III

2 Credits

Students are introduced to advanced pastries, classical desserts, and cake decorations. They will learn various mixing methods, the preparation of mousses, and advanced piping techniques with an overall emphasis on plate presentation.

Prerequisite: CAI 129

CAI 223 Food, Beverage, and Labor Cost Control

3 Credits

This course is designed to familiarize the student with the methods, tools, and procedures used to control food, beverage, and labor costs in a food service organization. Emphasis is placed on each step in the flow of costs: purchasing, receiving, storage, issuing, preparation, portioning, service, and accounting for sales. Labor costs as they relate to the operation are discussed. Active problem-solving and practical applications are used in class. Basic computer applications of cost-control systems will be introduced. Applied problems in the hospitality industry will also be included.

CAI 224 Advanced Table Service IV**2 Credits**

This course examines the techniques, methodologies, and procedures involved in the successful operation of a restaurant. Students will develop skills in the tableside preparation and service of appetizers, entrées, salads, and desserts. This course will include the perspective on meeting customer expectations, and the importance of the interaction with guests. The student will gain practical knowledge of structuring a banquet, and the ability to design and coordinate a buffet. French culinary terminology will be emphasized.

Prerequisite: CAI 214

CAI 225 Externship III**2 Credits**

This is a course designed to provide the student with on-the-job food service experience. The course allows the student to gain supervised practical experience working in a variety of food service settings related to the student's area of interest. Students must successfully complete 300 hours of practical experience in an approved food-service establishment.

Prerequisite: CAI 125 or HMT 121

CAI 227 Advanced Kitchen - Classical**2 Credits**

Students will gain an understanding of the historical importance and effect of classical French cuisine on cooking in the 21st century. Emphasis will be placed on the preparation of classical soups, sauces, vegetables, starches, and entrées. In addition, students will examine contemporary interpretations of traditional dishes and how variations can be introduced and executed in kitchens across each segment of the food-service industry. Prerequisite: CAI 217

CAI 228 Advanced Garde Manger**2 Credits**

This course is structured to provide the student with theoretical and practical experiences in advanced garde manger. Students will also be introduced to salt sculpturing, cold sauces and dressings, curing and smoking of foods, sushi and sashimi preparations, international appetizers and hors d'oeuvres, and cheese identification and presentation. Emphasis will be placed on the planning, preparation, design, and setup of cold food preparations for a buffet. They will also be introduced to tallow and shortening sculpturing, platter garnishes, and decorative show platters. Lectures will include off-premise catering, food show rules and regulations, food presentation, and platter arrangement.

Prerequisite: CAI 218

CBP 120 Intro to Professional Baking**3 Credits**

This course introduces the basic principles and techniques used in bread baking and pastry arts. It covers: Product identification, proper use of equipment, measurements, baking terminology along with food costing and storeroom procedures, and demonstrations of mixing methods for yeast raised breads, cakes, custards, chocolate, sugar and creams are included. Prerequisites: CAI 114, CAI 117, CAI 118, CAI 119

CBP 121 Basic Bench Work**2 Credits**

Emphasis will be on various bread mixing methods and their characteristics. Students will learn the relationship between mixing and fermentation. The understanding of gluten and its importance in the bakeshop will be a key component to the lab. Lean and rich doughs will be produced using hands-on techniques. Also the craft of artisan breads will be taught using a diversity of pre-ferments and sponges showing their advantages and disadvantages.

Pre-requisite: CAI 119; Co-requisite: CBP 120

CBP 124 Tarts, Tortes and Gateaux**2 Credits**

Students will utilize cake mixing methods to create traditional and nontraditional deserts. The use of timeless fillings and icings such as ganache and Bavarian cream will culminate with the student creating classical desserts such as Linzer Torte, Sacher Torte and Gateau St. Honore. The ever popular cupcake will also be produced showing its versatility in today's market.

Prerequisite: CAI 129 & CBP 121; Co-requisite: CBP 120

CBP 211 Meringues, Soufflés and Frozen Desserts**2 Credits**

Students will learn how to work with an ice cream machine to create basic frozen deserts, such as sorbets, sherbets, ice creams, and Italian ices. Techniques to produce meringues and their various applications will be taught. An introduction of hot and cold soufflés completes the course.

Prerequisite: CBP 124

CBP 212 Desserts for Restaurants and In-Store Retail**2 Credits**

This class is designed for students to have an understanding of a different career option available in the pastry arts. The class is divided into two distinct styles of desserts. The first half of the class will be devoted to learning restaurant and café style pastries along with the art of plating. The second half of the course will cover the mass production aspect of the pastry industry. The focus will be on in-store retail/bakery style deserts using pre-mixes.

Prerequisite: CBP 211

CBP 220 Petits Fours, Mignardise and Candies**2 Credits**

The art of working with chocolate, candy making, and petits fours is the emphasis of this class. Students will learn chocolate tempering, and will be able to apply it to create a wide variety of truffles, molded candies, and decorations. Students will produce popular candies using knowledge gained in Introduction to Professional Baking. Also the production of mignardise, petits fours, such as sec and glace, will be covered.

Prerequisite: CBP 212

CBP 225 Advanced Artisanal Bread Baking ***2 Credits**

The Advanced Bread Baking class is designed for bakers seeking to further their technical knowledge and to refine their hands-on skills in the art of making artisanal bread. The course offers a complex and detailed examination of the bread baker's art. Content material focuses extensively on the creation and use of sprouted, whole, and heirloom flours in the maintenance of sourdough and levain cultures, as well as the production of sourdough bread using ancient grains. Students produce various breads of both contemporary and ancient origin. Hands-on time is also devoted to the creation of a decorative bread display. A key focus is on naturally leavened breads and use of ancient grains.

Pre-requisite: CBP 121

CBP 226 Chocolate and Sugar ***2 Credits**

Students use classical and current techniques to create a Chocolate, Sugar, and Pastillage showpiece. Students learn the elements of planning, designing, and assembling a competition caliber showpiece of their own design. Through multiple techniques inclusive of template making, casting, sculpting, blowing, pulling, and decorating, students will create a multiple medium showpiece.

Prerequisite: CBP 220

***CBP 225 and 226 are restricted program electives**



UNIFORM POLICY

The hospitality industry requires the highest standards of sanitation and appearance from its employees. The Culinary Arts Institute (CAI) insists that these standards be met at all times. The CAI has established a level of high standards on personal hygiene, as well as a clean and sanitary work environment. Students are expected to abide by the department's rules and regulations that are specified in this handbook and the college catalog.

Students are required to wear the prescribed kitchen/bakeshop and table-service uniforms (that are available for purchase at the bookstore), in all their culinary or baking classes. Chef uniforms from workplaces are not allowed.

KITCHEN & BAKESHOP UNIFORM



- White chef jacket
- Black and white checkered pants
- White neckerchief
- White apron
- Solid White T-Shirt (no logos)
- White socks
- Black non-slip, closed-toe, closed-heel shoes
- 2 Side Towels
- Black Cap

Caps are supplied by lab instructor during your first lab class of the semester. Replacements are available from the purchasing department (E112C) or 2nd floor offices (E218) for \$5.00. Other replacements may also be available.

How to Order Uniforms

1. Get fitted for uniforms at the culinary office.
2. Go to the bookstore and order the correct size, using the order form that we provide you. Your name will be embroidered on the chef jackets.
3. Uniform turnaround time is about 2 weeks.
4. Contact the bookstore for any updates.

TABLESERVICE UNIFORM



- Blue long-sleeved button-down shirt
- Black, solid necktie
- Black dress pants (no skinny pants)
- Black Full Bistro Apron
- Black socks
- Black dress shoes (or clean, non-slip shoes from your kitchen classes)

ADDITIONAL REMINDERS:

- * Chef white jackets should not be worn outside of the building.
- * Aprons and hats are not required during lecture classes.
- * Aprons and towels should be left in your class when you walk out of the kitchen/ bakeshop .
- * The use of ear pods/Jabra/other earpieces while in class is strictly prohibited.
- * Mustaches and beards are permitted, however they must be neatly trimmed. A beard net may be required if beard is unshaven/unkept.
- * Students should not use cologne, perfume, perfumed lotions, or body sprays of any kind.
- * Daily showering and use of deodorant is highly encouraged.
- *Faculty may require additional supplies, which will be addressed on the syllabus.

The Culinary Arts Institute at Hudson County Community College reserves the right to refuse admittance of any student who does not adhere to personal hygiene, grooming, uniform and safety guidelines outlined in this handbook. Your chef instructor may send you away and you may receive a grade of “0” for the day. The instructor may disqualify you from participating in that day’s lab, if you are not in the full, proper uniform. If you have attempted to borrow missing components of your uniform for the day and are unsuccessful in doing so, you must leave the class for that day and return once your missing items have been resolved.

ITEM	GUIDELINE	REASON
Chef Coat	Must be worn at all times when students are in the bakeshop/kitchen lab and must be clean and pressed (free of wrinkles). A clean, white t-shirt must be worn underneath the chef coat. No graphic/printed /striped t-shirts.	Safety-Protect the student. Sanitation-protect from food contamination.
Non-Skid Shoes	Must be worn at all times. Shoes must be leather, non-slip sole, closed-toed & cleanable.	Safety-Protect the student from slips, spills and falls.
Check-ered Pants	Long pants must be worn in the kitchen at all times. Pants should be worn at the waist and pants length should be ankle length but not touch the ground.	Safety-Protect the student from spills and burns.
Hair Covering	All hair must be covered. If hair extends beyond shoulder-length both cap and a hairnet must be used. This includes bangs which must be secured off the face or under a hairnet. If you have long braids that do not fit into the cap, you must wear a heavy duty hairnet which is different from the thinner hairnet. Religious hair coverings (hijab) are permitted with a cap. <u>No other hair coverings, such as do-rags, or surgeon's caps, are allowed.</u>	Sanitation-prevent hair from falling into food.
Jewelry	<p><i>Hands:</i> No jewelry of any kind is to be worn in the kitchen except for plain band with no settings.</p> <p><i>Face:</i> All facial studs, piercings, chains need to be removed or covered with a Bandid while you are in class. This includes nose, cheek, eyebrow and neck. A set or a single post earring may be worn in the ear lobe only. No dangling earrings are permitted..</p> <p><i>Wrist:</i> watches need to be removed and placed in your pocket. No bracelets are permitted, unless for medical reasons.</p>	<p>Safety/Sanitation-Earrings & earring backs, ring settings can fall into food/products;</p> <p>Piercing jewelry can be caught on pieces of equipment & can harbor food and germs causing unsanitary and unsafe conditions.</p> <p>Wrist watches, bands & bracelets are a source of cross contamination.</p>
Nails & Nail Polish	No nail polish of any kind or false nails are permitted. All nails must be trimmed to finger length.	Sanitation and physical hazards.

CULINARY KNIFE KIT



Top Row: (L to R)

Metal tongs, Fish spatula, Rubber spatula, Long garnishing tongs, Balloon whisk, Wooden spoon

Middle Row:

Measuring ruler, Bowl scraper, Pastry brush, French chef knife, Meat slicer, Serrated knife, Boning knife, Paring knife, Sharpening steel

Bottom Row:

Thermometer, Star pastry tip, Plain round tip, Peeler, Zester, Channel knife, Parisian scoop, Measuring spoons, Crumber, Fish Plyers, Corkscrew

BAKING AND PASTRY KNIFE KIT



Top Row: (L to R) Bowl Scraper, Bench Scraper, 8 Piece Decorating Set (coupler, pastry bag, small tips: 4, 16, 32, 48, 104, 352), Pastry Brush (2 inch), Kitchen Shears, Whip (12 inch), **Middle Row:** Steel, Tongs, Straight Icing Spatula, Wooden Spoon, Cake Knife (11 inch), Bread Knife (10 inch), French Knife, Paring Knife, Microplane, Long Handled Rubber Spatula, Large Offset Spatula (8 inch), **Bottom Row:** Nylon Round Plain Cutter Set, Ruler, Digital Candy Thermometer, Confectionery 3 Prong Dipping Fork, Pastry Tips (865, 825, 805, 809, 907 rose nail), Plating Tweezers, Large Pastry Comb, Pastry Wheel, Parisian Scoop, Measuring Spoons, Y Peeler, Small Offset Spatula (4 inch)

LOANER PROGRAM

The Culinary Arts Institute promotes student success by assuring that all students have access to quality school supplies. Students may borrow textbooks, uniforms or knife kits each semester at no cost. Requests for loaners require a meeting and approval from the Dean.

This service is provided on a first-come, first served basis. Supplies are limited. A loaner is not guaranteed for all students.

All loaned items must be returned at the end of each semester. Failure to return loaned items will result in your grade being an “I” (Incomplete) and a hold being placed on your account. Loaner kits cannot be used for more than 2 semesters, unless you provide documentation of financial need to the Dean.

ATTENDANCE POLICY

Students are expected to attend all classes. However, in case of an emergency or illness, students are advised to notify their Chef Instructor. The responsibility for any work missed because of absence rests entirely on the student. Laboratory grade points will be deducted from students who are late for class, based on the severity of their lateness and at the discretion of the chef instructor. **Students may have the ability to make up time, at the discretion of the Chef Instructor.**

Absences result in students receiving a reduction in their final grade. The following represents the highest possible final grade if there are any absences:

- 1 absence = B
- 2 absences = C
- 3 absences = F

Attendance is taken at the at the start of each class session. Students are expected to stay in their designated classes or laboratories throughout the length of the specified course. Students must obtain permission from the Instructor, should they have to leave the premises for any reason during class hours. In the event of an emergency, the student must notify the instructor that they will be leaving early.

PHOTO ID

Photo ID cards are issued to all students at the beginning of their first semester and identify them as members of the HCCC community. New students can obtain their ID’s 24 hours after registration. Each subsequent semester, the ID card must be validated with a sticker obtained from the Security Department during registration. You must have a copy of your current schedule with you. A fee, payable to the Bursar’s Office, will be charged for lost or damaged ID cards.

ID cards can be obtained from the Security at the Student Center.

STUDENT LOCKERS

Lockers are available to all students. Lockers are assigned on a first come, first served basis. Only one locker will be assigned per student. Announcements will be posted on locker room doors regarding deadlines for cleanout at the end of each semester.

Students can register for lockers during the first 3 weeks of the Spring/Fall semesters. Students who want to register for a locker must go to E218, between 10AM-5PM, Monday-Friday. The office staff will maintain special hours for evening, hybrid, and weekend students during the start and end of each course

To register for a locker you must bring:

- 1) HCCC School ID Card with current term sticker attached.
- 2) Printed Class Schedule showing your Name, ID#, and Classes.

Lockers are the property of HCCC and are not to be defaced, damaged or marked by graffiti in any way by students. Lockers occupied without authorization will be clipped and the contents discarded. The college does not take responsibility for personal property. Lockers that are not emptied are promptly clipped at the end of the semester. **Failure to empty your lockers in a timely fashion will cause forfeiture of your belongings, unless you have made arrangements with the Dean.** In order to maintain safety and security for its student body, the college reserves the unconditional right to inspect all lockers at times convenient to the students and college staff.

Report all losses/locker thefts to Security (at the lobby) **immediately**. You may also contact Security in the Student Center at (201) 360-4080.

STUDENT CONDUCT

Students are expected to comply with the standards of academic honesty and non-disruptive personal conduct.



DRUG AND ALCOHOL FREE ENVIRONMENT

The college is committed to promoting the wellness and positive self-development of its students. The use of alcohol and/or illegal drugs may impede students from gaining the full benefit of their learning experience and expose them to serious illness and health risks. The illegal use of drugs and the unauthorized use of alcohol are prohibited at the College. The College declares that it will make every effort to provide its students with a drug free environment. Violation of this policy may lead to serious disciplinary action. **If you are under the influence of alcohol or other drugs that inhibit your ability to safely perform in a lab setting, you will be sent home by the Chef Instructor or Dean.**

HCCC's rules and regulations expressly prohibit: The consumption, possession, or sale of alcoholic beverages on campus. The illegal possession, sale, use, or exchange of any drug, narcotic, hallucinogen, or chemical agent. Local, state, and federal laws that apply to underage consumption and use of drugs and alcohol (including motor vehicle violations) will be fully enforced at HCCC.

Examples of maximum penalties for specific offenses are:

Driving while under the influence of alcohol or drugs - (jurisdiction: State of New Jersey) - the third offense can result in the loss of a driver's license for ten years, a \$1,000 fine, and 180 days in jail.

Heroin/cocaine distribution - (jurisdiction: State of New Jersey) - 1/2 ounce to one ounce can result in a fine of up to \$100,000 and five to ten years in prison.

*Taken from Student Handbook-p.42

OTHER CAI POLICIES

* Smoking is strictly forbidden within and surrounding the Culinary Arts Institute and any HCCC facility.

* No audible cellular phones are allowed in class. Cell phones usage is allowed during class hours with the permission from the chef instructor. Please answer your phone and have conversations in the stairwells. Habitual use of phones, such as excessive texting or calling, may be cause for dismissal from the class by the chef instructor.

* Students will only be allowed to visit another class with the permission of the instructor. If items are needed from another class, the student must approach the chef of that class and ask permission to remove any necessary items.

* Students should be in full uniform when walking through or taking classes on the 3rd or 4th floor.

* All students should arrive to school at least one half hour before the start of class to allow time to change clothes, secure personal belongings in their locker, etc. Only the following equipment and materials will be allowed into the lab area, unless otherwise instructed by the Chef Instructor:

1. A clean & complete culinary or baking kit.
2. Textbook
3. Notebook
4. Handouts given by the Chef Instructor
5. Pens, pencils, highlighters.

* Under no circumstance are book bags, back packs, pocket books, briefcases, coats, jackets, or other paraphernalia not listed above are to be brought into the lab environment.

*All students are responsible for securing their knife kits at all times. Please make sure you do not leave your knife kit, textbook, or any personal items unattended at any time.

Engravers are available in the main office for you to put your initials on all your knives and tools. There is no charge to use them. Engravers may not be removed from the office.

The Culinary Arts Institute cannot be held responsible for any lost or stolen property from the premises.



* Students are expected to follow the dining room policies. Students are not on break during service. If a student needs to leave the table for any reason, the instructor must be notified.

* Personal beverages belong **below** your work areas. **All beverages inside the lab classes must have a cover and a straw.**

* Disturbances or loud noises are not allowed in the building or in the immediate vicinity at any time.

* Students are not permitted to loiter around the main entrance at any time.

* Eating food or chewing gum is not allowed in the classroom. Students may taste food in the lab areas under the instructor's direction. You may sample what you prepared in class for that day. However, you are not permitted to remove food from the premises. Nothing is to be removed from the premises: food, equipment, etc. without the authorization of the instructor of that lab **and** the Dean. Unused foods are reserved for the Hudson Helps Resource Center (Food Pantry).

CARE AND CONCERN FORM:

If you want to report anything that you have seen or experienced to the office of Student Affairs at HCCC, you may report this issue using the **Care and Concern Form** located on the website. This form is monitored regularly and concerns for your well-being or others will be addressed in a timely manner. Some examples of situations that are reported on this form are food insecurity, mental health, threatening or concerning behavior, etc.

If you experience or witness anything that requires emergency assistance, you are highly encouraged to report the situation **immediately** to your Chef Instructor, Security, and/or Dean of the CAI.

Scan This for the Care & Concern Form:



ACADEMIC INTEGRITY POLICY

I. Academic Integrity Standards

Academic integrity is central to the pursuit of education. For students at HCCC, this means maintaining the highest ethical standards in completing their academic work. In doing so, students earn college credits by their honest efforts. When they are awarded a certificate or degree, they have attained a goal representing genuine achievement and can reflect with pride on their accomplishment. This is what gives college educa-

Violations of the principle of academic integrity include:

- Cheating on exams.
- Reporting false research data or experimental results.
- Allowing other students to copy one's work to submit to instructors.
- Communicating the contents of an exam to other students who will be taking the same test.
- Submitting the same project in more than one course, without discussing this first with instructors.
- Submitting plagiarized work. Plagiarism is the use of another writer's words or ideas without properly crediting that person. This unacknowledged use may be from published books or articles, the Internet, or another student's work.
- Submitting falsified externship documents

II. Violations of Academic Integrity

When students act dishonestly in meeting their course requirements, they lower the value of education for all students. Students who violate the College's policy on academic integrity are subject to failing grades on exams or projects, or for the entire course. In some cases, serious or repeated instances of academic integrity violations may warrant further disciplinary action.

- Students may appeal to the Division Dean if they believe that they have been treated unfairly regarding an alleged violation of the academic integrity code. If warranted, a further appeal may be made to the Division Dean. The dean's decision is final in such appeals.

A. First violation in a course:

- The instructor assesses the severity of the violation, determining whether it results from weak academic skills, incomplete understanding of the assignment, project or test guidelines (all instances of "absence of malice"), or whether it represents outright cheating or other form of deception.
- The instructor determines whether the offense merits failure on the assignment, project, or test; failure for the entire course; or other measure.
- If the violation merits failure for the course, the violation is reported to the Division Dean or Academic Program Director. A form for reporting academic integrity violations is available for such a report.
- In all instances, the instructor should retain full evidence documenting the violation.

B. Second violation in a course:

- Results in automatic failure for the course and must be reported to the Division Dean's office.

C. Non-course violations:

- Students who are found in violation of the College code of academic integrity on incoming placement or exit examinations are referred to the appropriate Academic Program Director, Division Dean, and/or Vice President for Student Affairs for disposition.

III. Violations Reported to the Division Dean or Vice President for Student Affairs

Depending on the severity of the violation(s), the Division Dean will determine whether further disciplinary action is warranted. The Vice President for Student Affairs assists Academic Affairs in maintaining a high level of academic integrity on the campus. The Vice President works with the faculty and division deans to educate students about academic dishonesty, and to adjudicate disciplinary cases in which there are suspected violations of College policies. Should violations of HCCC academic integrity standards warrant a disciplinary hearing with the Vice President for Student Affairs, sanctions may include suspension, expulsion, or other measures deemed appropriate.

ACADEMIC APPEALS PROCEDURE (Grade Appeal)

Students who believe that they have not been properly evaluated in terms of academic performance may make use of the following procedure within the time frames specified below: To appeal a probation or suspension action, students must complete and submit a Probation/Suspension Appeal Form and supporting documentation to the Academic Action Appeals Committee within the timeframe specified in the notification letter or to the Division Dean/Academic Program Director within 20 days of the end of the semester of occurrence. In considering student appeals, the Committee/Division Dean will examine the student's entire academic record, with special attention to test scores, placement, course grades, withdrawals, total credits attempted/ earned, and cumulative G.P.A. A waiver of probation or suspension will be granted only in special circumstances. In the case of a disputed grade, students must file an appeal within 90 days of the end of the semester in which the course was taken:

Step One: Discussion with the appropriate faculty member.

Step Two: Discussion with the appropriate Division Dean or Academic Program Director. If the grading instructor is still employed at the College, the Division Dean/ Academic Program Director's authority is limited to reviewing the evidence and recommending to the instructor that a grade change may be considered. If the instructor is no longer employed by the College, the Division Dean/Academic Program Director may recommend a change of grade. Such recommendation must be submitted to the Dean of Arts & Sciences or Vice President for Academic Affairs for final action.

SCHOOL CLOSING ANNOUNCEMENTS

Hudson County Community College has implemented Connect-ED, a text- and voice-messaging emergency-alert system in the event of a crisis or emergency that poses an immediate and life-threatening danger to the College community. Connect-ED is HCCC's response to a federal law which requires disclosure of pertinent information about campus crime and security. The system will allow the College to send time-sensitive notifications by phone, email and/or text message. Both HCCC students and employees have been automatically registered in the emergency-alert system and will receive alerts to their HCCC email accounts unless they opt out.

HCCC will provide this emergency service free of charge to students and employees – there is no charge to sign up. However, mobile service providers may charge a fee for incoming messages depending on an individual's plan.

Personal information entered into the Connect-ED system will be kept confidential and will not be used for any other purpose.

HCCC closings are also found on News Channel 12 and NBC TV. If the message is not clear to you, we highly recommend that you contact your chef instructor for that day.



EXTERNSHIPS

What are Externships?

Externships are part of the curriculum. Both externships must be satisfied in order to receive your degree. According to the Hudson County Community College catalog an externship "is designed to provide the student with on-the-job-foodservice experience. The course allows the student to gain supervised practical experience working in a variety of foodservice settings related to the students' area of interest."

How many Externships are there?

There are two externships :

CAI 125 Externship I is 1 credit and requires 150 hours of training.

CAI 225 Externship III is 2 credits and requires 300 hours of training part of Externship III must be completed in the Foundation Subscription Dining Series (**on Fridays, 9AM-3PM**).

Must I register for Externship?

Yes! You must register for externships. You must have secured approved employment before you register. The only non-registered hours you will receive credit for are school related functions. For example, off premise functions where a chef instructor from the CAI is present also any culinary event that is held in the college that is not class time. **YOU ARE RESPONSIBLE FOR DOCUMENTING ANY VOLUNTEER HOURS YOU WORK** and having the chefs sign your documents.

How do I successfully complete my externship hours?

To successfully complete externships you must complete your entire externship package and hand it in on time. The externship package consists of an information sheet, a contract between you and the school, a contract between your employer and the school, 14 modules, an evaluation of you by your employer and an evaluation of your externship experience by you.

All modules must be typed and handed in by the due date. All questions must be answered in full sentences with supporting documentation when needed. Papers will be checked and handed back for corrections if needed.

The externship coordinators will conduct visits to speak to management at your externship to assess your progress.

FREQUENTLY ASKED QUESTIONS

Can I attend the commencement ceremony if I am within six (6) credits short of completing my degree?

Yes, you may attend the commencement ceremony. However you will only receive your diploma once you've passed ALL your credits.

Can I indicate on my resume that I earned a degree if I complete all my major courses, but not all my liberal arts courses?

No, degrees and certificates are certified and are awarded only when all requirements are fulfilled. Accordingly, a student's date of graduation is based on the semester the last credit course requirement is completed. To qualify for the degree a student must:

- Be officially admitted to degree status
- Satisfactorily complete all the credit & course requirements prescribed for the major.
- Achieve a minimum grade point average of 2.0 for all work completed

What are General Education Requirements? According to the college catalog

The goals of general education at HCCC are twofold: first, to provide broad-based academic competency, and second, to ensure the personal growth and development of the individual student. In order to achieve these objectives, students take a range of courses selected from the arts and humanities; mathematics; and social and physical sciences. These courses promote the development of critical, analytical, and creative thinking, oral and written communication skills, and the ability to access and interpret information. Students develop an appreciation for and an enjoyment of the arts and an awareness of the ideas, methods, and principles of mathematics and the physical and social sciences. In addition to these academic objectives, students also develop a respect for cultural diversity and an understanding of shared values necessary to function as responsible citizens. Furthermore, this strong grounding in general education provides the basis for the continued acquisition of knowledge and understanding. In accordance with established standards, students are required to complete between 20 and 45 credits (depending on their degree programs) in general education.

Can I get my degree without completing the general education requirements for my major? No.

When and where do I register? You can register online or in person with Ms. Nunez.

Where do I make adjustments to my course schedule after registration?

You can make adjustments online, with Ms. Nunez, or with a counselor at 70 Sip Ave.

How do I withdraw from a course?

You can meet with Ms. Nunez or a counselor at 70 Sip Avenue to withdraw from a course. The course instructor must sign the form and it must be turned in at Building A. You have a short period of time to have an official withdraw from a class. The student's name remains on the class roster, and the final grade assigned is a "W". Course withdrawals could affect registration for the next semester due to course prerequisite requirements. Also, students should be aware that if this withdrawal brings registration below 12 credits (full-time status), financial aid may be affected.

Where does my class meet?

Consult your schedule, the course listing, and/or the department offering the course.

I don't understand what courses I need for graduation; what if I have a question about my degree audit who should I talk to?

All questions can be emailed to registrar@hccc.edu. Only emails from the students HCCC email account will be answered. Do not use your personal email. Include your student ID number **in your email to that office**.

I would like to take classes elsewhere and then transfer the credits to HCCC. What is the procedure?

Submit a Concurrent Enrollment Approval Form to Dean Dr. K before taking courses at another college. Attach course descriptions with the college name clearly indicated. A grade of "C" or better must be earned for credit to transfer. It is the student's responsibility to request an official transcript to be sent to HCCC Registrar's Office upon completion of the course. Courses successfully completed at another college will result in the award of transfer credit only; the grade will not be transferred or calculated in HCCC grade point average.

Do I have to know if I qualify to graduate?

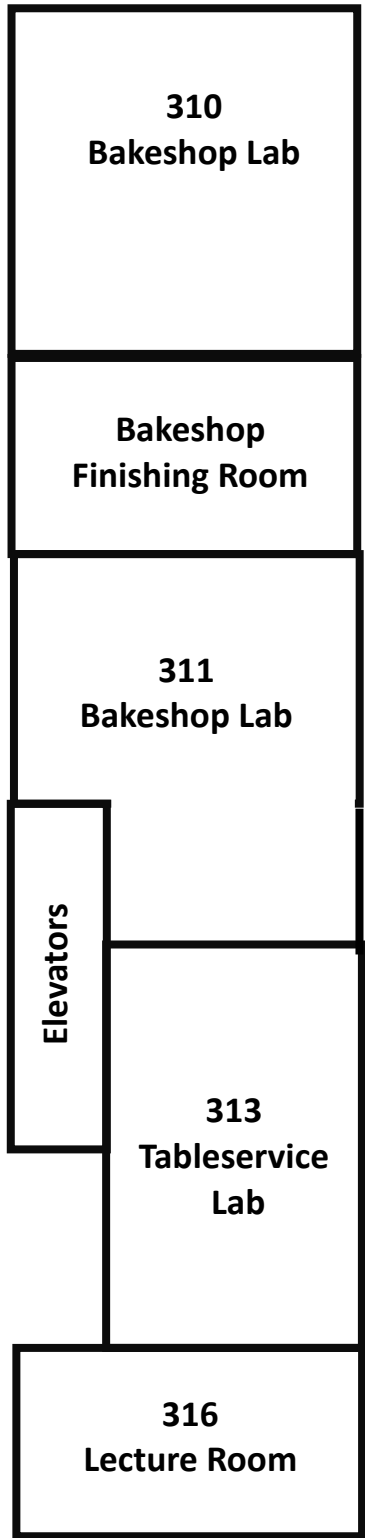
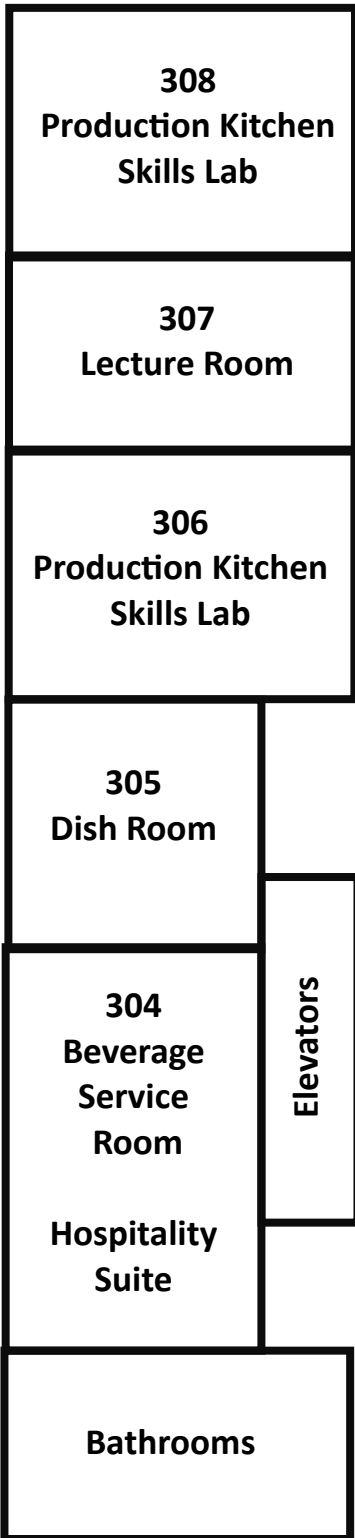
When you have successfully completed 50 college credits you can fill out a degree audit form. You will then be notified by the Registrar's office on when you will be eligible for graduation. The Degree Audit form is available at Enrollment Services, first floor of building A (70 Sip Avenue).

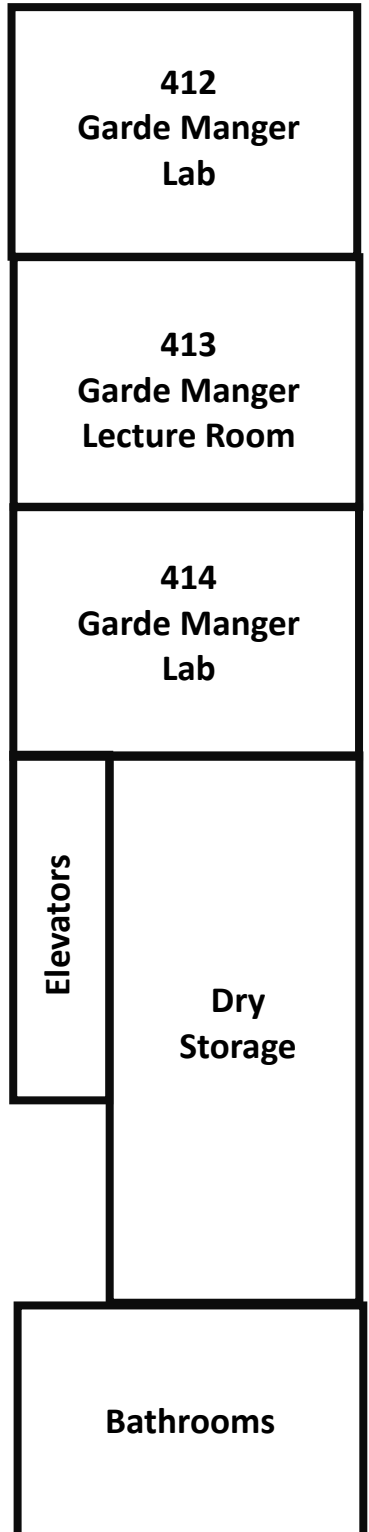
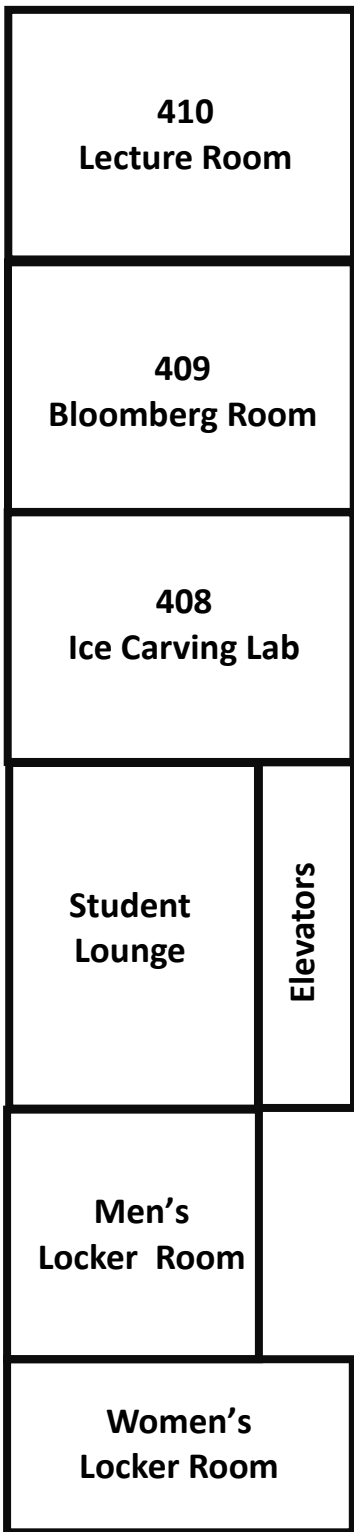
Can I get certified in the food service industry if I just completed a Certificate or AS Degree from HCCC?

Yes. Any certification from a governing body will help you obtain employment in the food service industry. This will boost your credentials and make your resume and portfolio stand out from the competition.

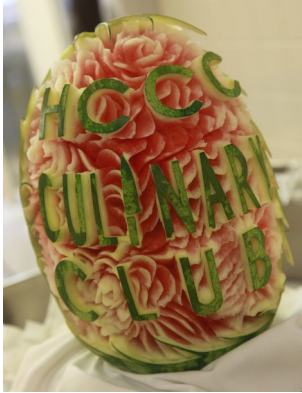
The Culinary Arts Institute is accredited by the American Culinary Federation. Through the American Culinary Federation Education Foundation (ACFEF), you can obtain *Certified Culinarian*® (CC®) status. You will join a network of over 14,000 members with 170 chapters. Scan the QR code below to see the *ACFEF Accredited Program Graduate Application* or speak to one of your chef instructors or the Dean.







NOTES



HCCC CULINARY CLUB



**Join the Culinary Club for exciting events and trips!
Meetings are held on the last Friday of every month at 8:00 am**

Culinary Arts Institute

Student Handbook Acknowledgement

I have read the Culinary Arts Institute Handbook. I have also read the attendance and uniform policies. These policies have been clearly communicated to me. I fully understand that the failure to abide by the aforementioned policies will result in my obtaining a lower grade.

A cap will be given to me on day one of my first culinary or baking lab class. Aprons and neckerchiefs come with my uniform package. If I lose or forget my cap, apron or neckerchief I can purchase one from receiving for \$5.00. If I borrow a jacket, knife kit or book(s) from the CAI and do not return them before the end of the semester, a hold may be placed on my account and I will not be able to register until I return all that I have borrowed.

I have also read and fully understand the Culinary Arts Institute's locker policy, and agree to the terms listed.

Print Name: _____

ID Number: _____

Student Signature: _____

Date: _____

* Detach and return to Ms. Nunez (E222D)