

ATTACHMENT ONE: CULINARY ARTS PROGRAM - SPECIFIC GUIDELINES

The following are guidelines specific to the Culinary Arts program and serves as a supplement to the "Professional Standards for the Culinary Arts and Baking and Pastry Art Programs."

Menu Meeting:

Menu meeting starts at 8:30 sharp in the assigned room given by your instructor. You are required to be in the menu meeting at the designated time, in uniform, with your note cards finished and homework complete. At 8:30, the doors will be locked and you will not be allowed to enter.

Absolutely no cell phones, headphones, baseball hats or sunglasses allowed in menu meeting.

Note Cards:

Note cards are required for all students on the day that the menu is discussed in menu meeting. Note cards should be on a 3"X5" index card that can fit in your chef coat or pocket for servers. These notecards are for your reference throughout the day. First Quarter students will need to refer to their syllabus as to when their note cards are due. The note cards should include all recipes that your station is required to produce. If you are in Cost, Food Server or R/S, your note cards should contain the menu page with any pertinent information that is needed for each item.

All students are required to show their note cards at the beginning of menu meeting and if a student does not have their note cards, they will be asked to leave class and not return until they are prepared for the day.

Attendance/Punctuality/Incompletes

Attendance Policy:

Punctuality is essential. In this program it will be applied to arrival in the morning, return from lunch and breaks and departure at the end of the day. Your absence and tardiness is disruptive to your fellow students. We expect you to treat your classes as you would a job. Therefore, if you are going to be late, absent or need to leave class early you will need to inform your instructor as soon as possible before you intend to miss class time, as well as when you will be returning. **Attendance will account for 25% of your grade.**

Absent One Day:

- The student will lose 12.5% for attendance..

Absent Two or More Days:

- The student will lose the entire 25% for attendance. The student will also lose points in their competency grade.

Late/Leave Early/Breaks:

- The student will lose 5% of their attendance grade if they arrive at class after 8:30. The student will also lose points in their competency grade.
- The student will lose 5% of their attendance grade if they leave early from class after 1:00pm. If the student leaves before 1:00pm, it will be up to the instructor's discretion based on that student's rotation. The student will also lose points in their competency grade.
- You must check in with your instructor upon arrival or departure from class. Failure to do so will be considered an absence for the full day and receive no points in either competencies or attendance.
- Breaks: please write your name and time of your break on the wipe board on your station. Breaks should be limited to 1- 20 minute period. This will ensure that break schedules are fair and equitable.

No Call/No Show/No Email or Communication Before 8:30 am

- The student will lose the entire 12.5% for attendance. The student will also lose points in their competency grade.
- Students need to call the instructor of the class (not another student) or this will be considered a no call/no show Incompletes and the student will lose the above points for the day.

Incompletes:

- An incomplete for a lab class will be up to that instructor's discretion; incompletes require College paperwork filled out and signed by the instructor and the student.
- As per the college policy, a student can only attempt an incomplete one time and will be given the final grade at the end of that quarter.

1st Quarter Classroom:

There will be no eating or hanging out in this area. You may only go in this area to get your personal belongings out of the lockers, during the specified times. The area closest to the dining room is only for cost students to do their work

Telephone Electronic Devices

Cell Phones and tablets are not allowed in the kitchen or dining room. Please turn off your phone before menu meeting, failure to do so will result in loss of points for the day. We have department owned Chromebooks available for class research. Failure to comply may result in dismissal (with loss of points) for the day.