We welcome you to the Culinary Arts Institute.
Our goal is to provide you with the best culinary education available.
This is our Mission Statement in support of that effort:

**Our Mission:**
The Culinary Arts Institute is a practical teaching institute that provides opportunity and promotes student success while meeting regional educational needs.

Our program provides students with a blend of theoretical, practical, and real world educational experiences through scholarly, creative and engaged industry based learning.

We are committed to excellence and strive to provide a learning environment that maximizes student talent and potential both personally and professionally.

“Cooking is at once one of the simplest and most gratifying of the arts, but to cook well one must love and respect food.”
- Craig Claiborne -

Your education will consist of many different learning experiences including lectures, hands-on food production and management experiences that are all designed to give you an awareness of current industry trends and practices. We feel this developmental journey will improve your practical culinary skills and best prepare you for any placement in today’s rapidly growing foodservice industry.

Attitude and attendance are the two most important factors of your Culinary Arts (CA) success and outcomes. The Culinary Arts faculty and staff will provide you with the skills and knowledge to succeed, but it is up to you to put them to work.

As part of a total food service program, your suggestions and constructive criticism is always encouraged. Feel free to talk with instructors about any suggestions, concerns or developmental ideas that may arise during your tenure. We are here not only to teach you, but also to help and guide you as you graduate and enter the professional culinary world.

“In matters of cookery, there are not a number of principles, there is only one … and that is to satisfy the person you are serving.”
- Careme -
FACULTY & STAFF INFORMATION

Chef Todd Leonard, CEC
Director of Culinary Arts
Department Chair – Chef Instructor
Office: UCCU Center, EC 007f
Phone: 801-863-8087
tleonard@uvu.edu
CA 1230 - Professional Kitchen I – Cooking
Office Hours as Posted

Chef Diana Fallis, CEPC
Associate Professor – Chef Instructor
Office: Canyon Park
Phone: 801-863-7040
fallisdi@uvu.edu
CA 2130 – Advanced Pastry Baking
Office Hours as Posted

Chef Meghan Roddy, CEPC
Chef Instructor
Office: Canyon Park
Phone: 801-863-6810
mroddy@uvu.edu
CA 1170 – Pastry and Baking Skills
Office Hours as Posted

Chef Peter B. Sproul CEC
Associate Professor – Chef Instructor
Office: Canyon Park
Phone: 801-863-6764
sproulpe@uvu.edu
CA 1180 - Professional Kitchen Garde Manger
Office Hours as Posted

Chef Franz Kubak, CEC
Chef Instructor
Office: Canyon Park
Phone: 801-863-6765
fubakfr@uvu.edu
CA 1180 – Pro. Kitchen Garde Manger
Office Hours as Posted

John Thomas, CPA, CEC, CCE
Assistant Professor – Chef Instructor
Office: Canyon Park
Phone: 801-863-6924
thomasjo@uvu.edu
CA 1120 - Cooking Skills Development
Office Hours as Posted

Chef Troy Wilson, CEC
Associate Professor – Chef Instructor
Office: UCCU Center, EC 007c
Phone: 801-863-7048
twilson@uvu.edu
CA 2120 - Professional Cooking II – Restaurant
Office Hours as Posted

Cody Thatcher, Catering Manager
Office: UCCU Center, EC 007c
CA 1490 – Food Service Sanitation
CA 1140 Professional Dining Room Services
Phone: 801-863-7054
thatcho@uvu.edu
Office Hours as Posted

Wendy Farnsworth
Academic Advisor
Office: Canyon Park, CL 106
UCCU Center, EC 007e
Phone: 801-863-8914
farnswwe@uvu.edu
Office Hours by Appointment

Culinary Department Office Staff
Marsha Peterson 801-863-6825
Mary Schumacher 801-863-8914
Kenneth J Francom, Café Director
801-863-6976
culinaryarts@uvu.edu

ADJUNCT INSTRUCTORS:
Ramsy Asmar  CA 1170 – Baking & Pastry Skills  rasmar@uvu.edu
Sofia Avila  CA 1260 - Culinary Spanish  10277214@uvu.edu
Marc Brown  HM 1010 - Intro to Hospitality  marc.brown@uvu.edu
Brad Burton  CA 1310 - Purchasing & Storeroom Management  brad.burton@uvu.edu
KJ Francom  CA 1160 – Culinary Math  kfrancom@uvu.edu
Shawn Harley  ACC 1150 – Business Math
Jennette Kilgrow  CA 1150 - Nutrition & Food Science  jkilgrow@uvu.edu
Doug Miller  HM 3640 - F&B Cost Controls  millerdo@uvu.edu
Lyn Wells  CA 1180 – Pro. Kitchen Garde Manger  wellslyn@uvu.edu

EMERGENCY CONTACT INFORMATION:
In the event of a family or personal emergency and a student must be contacted during class, please dial the numbers below:
Culinary Arts Office:  801-863-8914
UVU Campus Police  801-863-5555 (non-emergency number)
POLICIES AND PROCEDURES

GENERAL POLICIES:
The Culinary Arts Institute is a department within the College of Computing and Technology (T&C) and a division of Utah Valley University (UVU), therefore all UVU and T&C general policies and procedures apply to ALL Culinary Arts students AT ALL TIMES (www.uvu.edu/policies). Additional policies and procedures specific to Culinary Arts are listed below.

CLASSROOM COURSE FEES
Culinary Arts course fees are used to fund daily classroom/ lab related expenses including but not limited to expenses such as, educational and instructional food products; purchase, repair or replacement of common kitchen equipment; needed small wares and supplies for all Culinary Arts classrooms or labs.

PERSONAL:

CONDUCT
A kitchen can be a hot, high-pressure environment during which the stress of the day can affect anyone. However, that is no excuse to treat a fellow classmate, customer, equipment, or instructor in a manner that is disrespectful. It is the policy of the Culinary Arts Institute to ensure that each student and instructor create a respectful, positive environment, conducive to teaching and learning. Therefore, the Culinary Arts Institute will not tolerate the following.

- Obscene or lewd conduct as defined by UVU policy, city ordinance, and/or state statute.
- Harassment of a sexual nature or any unwelcome verbal or physical activity, including the support, assistance or disregard of any such unwanted activity.
- Failure to respect the rights and opinions of every student, instructor, employee, or guest.
- Language or actions unbecoming a culinary professional.

CELL PHONES
- Cell phones are meant to be used as a reference/tool or for emergency needs only. It is not to be used for texts or calls during class time. If you receive a call then you must inform your instructor and step out of class.
- Penalty for non-essential cell phone use will be up to each individual instructor.
In the event of an emergency please follow the Emergency Contact Information listed above.

GROOMING
As a Culinary Arts student, you are expected to be neat in appearance. Wearing the proper uniform and displaying the hospitality attitude is an important part of the food service industry.

Beards and Moustaches: Men must be clean shaven for those without beard or mustache. Beards and mustache must be kept at a close trim. If you don’t have a beard at the beginning of class DO NOT GROW ONE WHILE IN SESSION!

Hands/Nails: Clean, short fingernails, no polish, NO ARTIFICAL NAILS or ACRYLICS etc…

Jewelry: One small ring may be worn in the bake shop, kitchen, or dining room. No other jewelry is accepted, as noted in the Uniform Policy. Piercings (see information listed under uniform).

Hair: If hair is longer than one inch above the shoulder, it must be put up under a hat. Hair that will not fit under a hat must be covered with a hair net.

Make - Up: No excessive makeup should be worn. While working with food it can be considered a contaminate. If you come to class with excessive make up you will be asked to remove it.

TOOLS
- All students are required to have a CAI toolkit and bring the appropriate tools to each class as you progress through the program. Remember, students will have IDENTICAL tool kits so personalizing your tools is important. All tools are your personal property and will not be replaced by the program if lost or stolen, FOR ANY REASON!!!!!
DRESS CODE AND BRIGADE

At the start of each kitchen lab class, all students are expected to be present for brigade inspection. Students missing brigade will be marked tardy for the day. Students not adhering to the uniform/dress/hygiene code will not be allowed in class and will be marked absent for the day. It is your job to come to class READY TO WORK, just like you will be expected to do in industry.

UNIFORM:

Back of the House.

**Pants**: clean, hemmed, checkered chef trousers.

**Chef Coat**: clean and free of wrinkles with UVU Culinary Arts logo and your name embroidered. No “team” coats or other work coats will be allowed.

**Shoes**: Black Chef shoes with grease resistant, flat, non-slip soles.

**Undergarments**: Colors of undergarments worn under a chef’s coat must not show through the coat, nor should any logo on the garment.

**Apron**: Clean and pressed white apron, your choice of bib or four-way.

**Hat and Neck Tie**: Clean, white commis cap with clean white neck tie.

**Hair**: If hair is longer than one inch above the shoulder, it must be put up under a hat. Hair that will not fit under a hat must be covered with a hair net.

**Jewelry**: You may wear one plain ring (without stones). Watches are to be worn on the chef coat or kept in your pocket. **No other jewelry is acceptable.** This means earrings too.

**Piercings**: Piercings are not allowed in the kitchen lab setting. If you have a piercing that can not be physically removed you need to supply the Director with a doctor’s note confirming the complications associated with temporary removal.

**Tool Kits**: You are required to bring the necessary tools to class. This includes a thermometer, pen, and black marker; they are part of your uniform! Please be prepared.

Front of the House for Restaurant Forte.

**Pants**: When in the front of the house, **only black dress pants** …IRONED! (with visible crease with no labels or pockets lower than the hip) will be allowed.

**White Shirt or Blouse**: Cleaned pressed ironed button down with no decoration or design.

**Shoes**: Clean, black leather work shoes with grease resistant, flat, non-slip soles.

**Jewelry**: You may wear one plain ring (without stones). Watches may be worn on the wrist.

**No other jewelry is acceptable.** This means earrings too.

**Piercings**: Piercings are not allowed in the kitchen lab setting. If you have a piercing that can not be physically removed you need to supply the Director with a Doctor’s note confirming the complications associated with temporary removal.

**Make - Up**: No excessive makeup should be worn. While working with food it can be considered a contaminate. If you come to class with excessive make up you will be asked to remove it.

Catering:

Full CAI student chef uniforms with hat, tie and apron will be required for all catering events (front or back of the house) unless otherwise specified in advance.
ALCOHOL/SUBSTANCES

The Culinary Arts Institute’s (CAI) faculty is committed to train and prepare students for industry placement to the best of our ability. To do that properly, students must learn and understand the role alcohol plays in our industry and how it impacts our final products. During the course of this program students will be exposed to alcohol and alcohol based products. Under strict supervision by chef instructors, students will learn how and when alcohol is utilized in multiple culinary applications, as well as the cooking properties and flavor benefits of alcohol. We are committed to controlling student exposure to alcohol based products and no students will be required to consume alcohol at any time during the course of this program. This policy is in addition to University policy which must be adhered to at all times.

With that said…

We have initiated the below stated “Zero Tolerance” Policy for any student that consumes or possesses alcohol or any illegal substance at any time during the course of the CAI program. This is your first and LAST warning, there will be no additional warnings and no second chances will be given!

Zero Tolerance Rule:

Violation of either of the below listed articles will result in immediate expulsion from the Culinary Arts program. Period! Zero tolerance!

- **Intoxication** - A person is in violation if he/she is under the influence of intoxicating liquor or any other substances to the degree that the person may endanger himself or others.
- **Alcoholic beverages**, unlawful drugs, and other illegal substances shall not be consumed, used, carried, sold, or unlawfully manufactured on any property or in any building owned, leased, or rented by UVU, or at any activity sponsored by the University (UVU Policy A-7.2).

CAI Alcohol Handling Policy

The CAI is dedicated in supporting UVU’s drug-free campus initiative. In that effort we have established and are implementing alcohol handling procedures in all our kitchen labs, that must be followed at all times during the course of the program. Students who fail to follow these CAI alcohol protocols or the below sited UVU Alcohol/Drug Campus Policy will face disciplinary action up to and including expulsion or dismissal from the CAI program and possibly the University.

Kitchen/Lab Alcohol Handling Procedures:

- All alcohol will be kept in a secure (locked) area when not in use.
  - A secure “Cage” will be installed in each kitchen lab as soon as possible, until then ALL alcohol must be stored in locked, faculty offices when not in use!
- No unsecured alcohol is to be left in a kitchen lab before or after an instructional period.
- No student can use alcohol for any reason without the DIRECT supervision of a Chef-Instructor.
- No student under the age of 21 shall use (hold) alcohol in a kitchen lab.
- No student is allowed to transport, deliver or retrieve alcohol from a secure storage facility to a kitchen lab.
- Only Chef-Instructors or Culinary Arts Staff will have access to alcoholic beverage storage facilities.
- All alcoholic products are for cooking purposes only!
PROCEDURAL:

MEALS
All students will receive a student meal. The student meal will vary as you progress through the program but keep in mind your student meal will evolve around your development and should be treated as a learning exercise. We eat what we cook! All culinary students enrolled in kitchen lab sections will have a meal in each class; you will cook and eat what is being taught that day. Use this as a learning tool! These periods will vary from class to class so review them with each instructor as you progress through the program.

DAILY STUDENT MEALS
Skills Development (CA 1120); Baking & Pastry Development (CA 1170); Advanced Baking & Pastry (CA 2130) and Canyon Park (CP) Internship Students will only have the student meal of the day prepared by the CP Cafe. All other classes will eat what was prepared and taught that day!!!!
Student meal of the day for these classes will be available daily from 11:00 am – 1:30 pm. Students must eat during times designated during the class you are currently in.

TAKE AWAY FOOD
No food is to be taken home from any class without the direct permission from the class instructor!!
REMOVING FOOD, PRODUCTS OR EQUIPMENT FROM A CLASS OR LAB WITHOUT PERMISSION WILL BE CONSIDERED THEFT AND IN DIRECT VIOLATION OF UNIVERSITY POLICY!

STUDENT DRINKS / BEVERAGES
WE DRINK WATER!!!! Staying hydrated in the kitchen is very important. Dehydration effects awareness and safety as well as production so please drink as much water as needed and stay hydrated. Open lid containers are not allowed in the kitchen lab work areas! If you want to bring a drink into the labs they must be in secured, closed lid, non-spill containers, and stored below work table. Personal containers clearly labeled are best.

The department will provide your first bottle which must be clearly labeled with your complete name. If you lose this bottle you will be required to buy another one from the office, or bring your own health department approved (closed lid with a straw) bottle.

EVENTS CENTER (UCCU CENTER)
The bottled water and beverages are for restaurant and catering operations ONLY! DO NOT DRINK BOTTLED OR CANNED BEVERAGES. If you want a soda or bottled water, BRING IT IN YOURSELF AND CLEARLY MARK IT, but don’t bring it open into the kitchen lab area.

CANYON PARK
While in class at Canyon Park you are allowed to have FOUNTAIN SODA… bring your container and help yourself. Beverages excluded from student consumption include hot chocolate, cappuccino, juice, etc., unless student chooses to pay for the drink.

CLASS STRUCTURE
Classes begin at their scheduled time. If you arrive past the start time you are LATE!

Most food preparation classes are held Monday through Friday (according to your specific class). During this time students with different levels of training and abilities may be working in the same kitchen area. Each student will have an assignment that is specific to the class in which they are enrolled. An example would be an AM class producing stocks for both the AM and PM classes.

As with any kitchen, teamwork will only allow the kitchen to run smoother. Students are expected to complete their assignments on their own, but do not be afraid to ask for advice from other students and instructors. Advanced students are encouraged to share their methods and techniques with beginning students. However, as with any kitchen, there can only be one way to do things. That, of course, is the Chef’s way! Please be respectful of kitchen colleagues at all time.
KITCHEN CLEANING
Students are responsible for cleaning the kitchen/labs daily. Safety and Sanitation are the single most important part of any successful kitchen. The kitchens must be maintained to the highest standards and it is a mandatory part of each student’s daily grade. Twenty percent of a student’s daily grade is based on cleaning and sanitation.

Students are responsible for cleaning all work areas, work surfaces, and equipment used during the day. This is to be considered a normal function of the day’s activity.

A Chef Instructor will “inspect” your kitchen lab at the end of each class and when the kitchen is clean and the chef/instructor has “checked you out,” you may be dismissed for the day. You are not to leave until you have been released by your instructor.

All personal hand tools or SHARP tools should be washed by the user of those tools and immediately stored or returned to its proper place. When doing dishes ASSUME all pots and pans are HOT and handle them appropriately. Should you burn a pot, it is your responsibility to clean it!

FIRST AID STATIONS
Each kitchen is equipped with a simple first aid kit. You will be instructed in first aid and department policy on your first day of each class throughout the program. Equipped First Aid stations are located in the upstairs kitchen, Building L and in Wendy Farnsworth’s office EC 007e in the Events Center. Please follow university emergency medical procedures in the event of an incident.
ACADEMIC

GRADE DEFINITIONS:
All CAI grading is done in accordance with University Policy. The following definitions have been outlined to help you better understand you’re grades. You will be reminded of these standards throughout the program.

A, A- = Outstanding Achievement
The student demonstrates an exceptional mastery of the content. An “A or A-” grade is an exceptional grade indicating distinctly superior performance of which very few students are capable of achieving. The student demonstrates unusually sharp insight regarding the course content and every aspect of performance is of exemplary quality.

B+, B, B- = Commendable Achievement
The student demonstrates an above average mastery of the content. A “B+, B or B-” grade is an above average grade indicating achievement of a high order. The student has exceeded the stated requirements. The student demonstrated commendable insight regarding the course content and every aspect of performance is of above average quality.

C+, C = Acceptable Achievement
The student demonstrates average aptitude of the content. A “C+ or C” grade is an average grade indicating that a student has performed satisfactorily in all aspects of their work. The student has adequately met the stated requirements. The student demonstrates acceptable insight regarding the content and overall performance is of average quality.

C- = Marginal Achievement
The student demonstrates a below average mastery of the content. A “C -” grade is a below average grade indicating that a student has not fully met the stated standards of the course. The student demonstrates minimal insight regarding content and the overall performance is of marginal quality.

Below C- = Failing
The student demonstrates little to no mastery of the content. An “E” grade is a failing grade indicating that a student has not met the stated standards of the course. The student demonstrates insufficient insight regarding content and the overall performance is not worthy of credit.

Note: Any course grade with a score below C- must be repeated.

University & Institute Letter Equivalents

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95 – 100%</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 94%</td>
</tr>
<tr>
<td>B+</td>
<td>87 -89%</td>
</tr>
<tr>
<td>B</td>
<td>84 -86%</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 83 %</td>
</tr>
<tr>
<td>C+</td>
<td>77 – 79%</td>
</tr>
<tr>
<td>C</td>
<td>74 – 76%</td>
</tr>
<tr>
<td>C-</td>
<td>70 -73%</td>
</tr>
</tbody>
</table>

Below C-, course must be repeated

ATTENDANCE
Attendance is a vital part of your grade! Typically your daily grade is 30-45 % of your overall score, so poor attendance makes it nearly impossible to successfully complete any lab class.

- Attendance and uniform brigade inspection is taken at the start of class.
- If you are not in class you will be marked absent and will receive a zero (0) for your daily grade. If you are not on time, you will be marked tardy!
- After your second absence, in addition to a zero (0) for your daily grade, a 4 point penalty will be assessed to your GROSS/ ACCUMULATIVE SCORE FOR THE CLASS!

Just so you understand...if you currently have a 85 % in a lab class but you have missed 5 days for ANY REASON your actual grade is 85% - 12 % penalty for absences or 73%
TARDY
- Attendance is taken at the beginning of each class. If a student is not on time, he/she will be considered TARDY!!!!
- Three tardies constitute one absence.
- Classes begin on time. Up to 30 minutes late will be considered a tardy, after 30 minutes will be considered an absence.
- If a student misses any time beyond 30 minutes, for any reason, he/she will get a zero plus the daily score appropriate to the time spent in class.
- PLAN AHEAD when leaving for class, especially if bad weather is expected.

MAKE UP TIME
- ALL MAKE UP IS ON AN INDIVIDUAL BASIS AT YOUR INSTRUCTORS DISCRETION.
- MAXIMUM MAKE UP CREDIT FOR ANY MISSED DAYS/ASSIGNMENTS IS 75%

WRITTEN EXAMINATIONS
- All written examinations must be taken at the regularly scheduled examination time. No exceptions!

PRACTICAL EXAMINATIONS
- Practical exams must be taken at the scheduled time. No make-up will be offered for practical exams.

HOMEWORK, ASSIGNMENTS OR PROJECTS
- All homework and assignments are due as assigned. No late work will be accepted. Please refer to specific course syllabi for further details.

CULINARY ARTS JOURNAL
- Student journals are required for all classes, and will count for roughly 10% of your overall grade depending on the instructor. The purpose of this assignment is to give the student a resource guide to use over his/her career in the field of Culinary Arts. Online journals are now available in most classes. In each case the journal entry template MUST BE USED….. A DAILY ENTRY IS REQUIRED….. It includes the information we are looking for and is included below.

CULINARY ARTS JOURNAL ENTRY TEMPLATE

Student Name: ________________________________  Term: _____________

Date: ________________________________

Recipes used and source.

Impressions of those recipes (what worked, what did not work and WHY).

Critical control points in the recipes.

Methods of production used and key points within those methods.

Tasting notes.

Plating notes.

What did I learn today?

What more do I need to improve on this dish–flavor, idea.
<table>
<thead>
<tr>
<th>CATEGORY / GRADE</th>
<th>Outstanding Achievement (90 – 100%)</th>
<th>Commendable Achievement (84-89.99%)</th>
<th>Acceptable Achievement (73-83.99%)</th>
<th>Marginal Achievement (72.99% and below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism, Appearance, Dress Code, Attendance</td>
<td>Takes effort to look your best. Always neat &amp; clean; Uniform clean &amp; pressed almost perfect, Always on time.</td>
<td>Usually neat &amp; clean; uniform is neat and sometimes pressed. Always on time.</td>
<td>Does not take any extra effort to look professional. Generally looks okay but room for improvement. Sometimes late.</td>
<td>Takes very little care and applies no effort in appearance. Unshaven or unclean. Uniform stained &amp;/or wrinkled. Often late or absent.</td>
</tr>
<tr>
<td>Sanitation &amp; Safety in the workplace</td>
<td>Absolutely clean and safe during production and preparation of work area and kitchen in general. Does extra work, like walk in and floors without being asked.</td>
<td>Station &amp; work area almost always clean but seldom needs to be asked or reminded to clean &amp; sanitize. Some room for improvement.</td>
<td>Station &amp; work area generally clean but needs regular reinforcement. Neglects the areas outside personal stations. Obvious room for improvement.</td>
<td>Needs improvement in both safety &amp; sanitation. Regularly needs to be reminded of sanitation, time and temperature issues.</td>
</tr>
<tr>
<td>Attitude/ Teamwork / Initiative</td>
<td>Exceptional, energetic, eager &amp; enthused. Willing to take action without being asked. Hard working and concerned &amp; involved with teammates.</td>
<td>Eager worker with interest and actively participates. Enjoys daily challenges, self-starter. Participates in teamwork.</td>
<td>Interest is hot &amp; cold depending on topic. Generally interested but needs motivation. Doesn't always cooperate &amp; assist team mates.</td>
<td>Needs constant motivation and attention, poor attitude and is generally unwilling to start without directive or urging.</td>
</tr>
</tbody>
</table>
GENERAL CAI INFORMATION

CULINARY ARTS CATERING

Catering is a big part of the Culinary Arts Institute and catering is written into all CA curriculums. Many catering events will be done during regularly scheduled classroom / lab hours and used as a learning tool. It should be noted that some catering events are mandatory and are required of all Culinary Arts students. These events include the President’s Scholarship Ball, US Synthetics, NuSkin Christmas Event, and the Culinary Arts Scholarship Dinner. These events will be listed in each course syllabi and discussed in detail at the beginning of each block. In addition class syllabus schedules are subject to change according to curriculum and special events.

Each student in the program will be required to assist with various catering events outside of class time. A minimum of 7.5 hours per student will be required per block. This is paid time to those who get enrolled correctly. These catering hours will be tracked through our POS system and a physical tracking sheet kept by each student will be turned in for credit for final grade. This will be 5% of overall grade and will be a pass or fail upon full completion of hours.

This experience will give students valuable exposure to the catering industry, including many things that are not taught in the standard classes, and they also help off-set the operational costs of our program, these events and outlets help fund our CA scholarship program and keep the classroom fee base cost as low as possible.

Additional student employment opportunities are available throughout the year at our Canyon Park Café and at Restaurant Forte.

CAI REQUIRED FOR EACH KITCHEN LAB CLASS

In order to increase industry experience, all core cooking students are required to complete 15 hours of CA catering per semester. (This works out to 7.5 hours per cooking class block.). These are paid hours outside of normally scheduled class times. Specific catering details will be outlined in the class syllabi. All CA students are expected to be on payroll. In order to be paid a student must have brought required employment card to the department office prior to working the event (see department office for details).

Students will be able to sign up for catering events at both Canyon Park and the UCCU Center.

When working an event the student will be responsible for clocking in and out at every event location, and must commit to work the full event. At the Canyon Park Café and Restaurant Forte the student will use the registers to clock in and out. All events will need to be signed off of by the chef or instructor in charge of that event.

CULINARY ARTS INSTITUTE ADVISORY BOARD

The Culinary Arts Institute gets much of its direction from the Culinary Arts Institute Advisory Board. The CAI Advisory Board is a group of local culinary professionals and foodservice providers. The board meets at least twice a year. The Board’s functions are to define initiatives and provide support & direction as well as continually evaluating and reviewing the program. A current Advisory Board roster is listed in the UVU catalog or available on CA web site (www.uvu.edu/ca). Membership to the Board is by invitation only. If you have an interest in participating on the Advisory Board please contact the Program Director.

FIELD TRIPS

During the school year students will be offered different field trips and volunteer opportunities. Some of these trips will be for all CA students, while others may be only for students enrolled in specific classes. Field trips that are during regular class hours are considered mandatory. Field trips that are either during non-class hours or are overnight are optional. Students will be informed of the schedule of Field Trips and volunteer opportunities at the beginning of each semester or as they become available.
STUDENTS WITH DISABILITIES

If you have a disability that may require an accommodation, please contact the Office of Accessibility Services. Accommodations are coordinated through the Office of Accessibility Services and will require medical and/or psychological documentation. An Accommodation Letter must be presented to each instructor at the beginning of each course.

PROFESSIONAL ORGANIZATIONS

There are a number of industry related professional organizations that the CAI and its faculty are members of and actively participate with. We strongly encourage our students to explore these organizations and expand your industry knowledge.

- **American Culinary Federation (ACF)** – National & Local
- **Research Chef’s Association (RCA)**
- **International Food Service Executives Association (IFSEA)**
- **National Restaurant Association (NRA) – Utah Restaurant Association (URA)**
- **James Beard Foundation**
- **United States Personal Chef Association**
- **Women Chefs & Restaurateurs**
- **Les Dames d’Escoffier**
- **American Institute of Baking (AIB)**
- **La Chaine des Rotisseurs**
- **The Vatel Club**
- **Societe Culinare Philanthropique**

**ACF – ACF Beehive State Chef’s Chapter**

The American Culinary Federation (ACF) is the only professional chef’s association that is formally recognized. The ACF offers its members national certification, continuing education and professional support.

ALL students are encouraged to join the local chapter as a junior member and participate. Meetings of the Utah Beehive Chapter are held bi-monthly in the Salt Lake City area. For more information, contact any chef/instructor.

CULINARY ARTS COMPETITIONS

ALL Culinary Arts students are encouraged to compete in culinary competitions, such as, Skills USA, Knowledge Bowl, the UVU Student Hot Foods Competition Team and other local ACF sanctioned competitions. These competitions are held at the local, regional and national levels and open to EVERYONE. **YOU DO NOT HAVE TO BE A REGISTERED ACF MEMBER TO COMPETE!**

Students work with chef-instructors during class and after hours to prepare to compete. This is a GREAT learning tool and a perfect way to measure your progress throughout the program. UVU Culinary Arts students continue to place extremely high in competitions at all levels, winning several GOLD MEDALS. These competitions are intense and require a high level of commitment and dedication, but they are also a great opportunity to learn and to showcase your skills. Participation is strongly encouraged and supported!
Internship/Externship Program

The CAI internship/externship component is a vital part of the culinary program. It is one of the final pieces required for graduation. It is an eight (8) credit hour component, the largest credit class in our curriculum. It is designed to provide a platform for the student to develop and hone the skills and techniques acquired throughout the culinary program in a real world situation. It is still school, and all program academic standards and requirements are still in place and will factor into your final grade.

DETAILS:

I. All students are required to complete a 15 week internship placement during their fourth semester.

II. Internship details and requirements are fully explained in the CAI Internship/Externship Placement Agreement which all students will be required to execute prior to placement.

III. Two types of internship opportunities are offered:

1. Industry Placed Externships (Externship)
   Externships can be paid or unpaid positions and are subject to external placement criteria. Externship sites must be pre-approved and inspected by the Internship Coordinator or the Institute Director.

   Externship host site examples:
   - Sundance Resort
   - Communal Restaurant
   - The Chef’s Table
   - Little America Hotel
   - SLC Hilton
   - The Homestead Resort
   - Grand America
   - Forage Restaurant
   - Deer Valley Resort

2. CAI Placed Internships (Internship)
   All CAI placed positions are unpaid and not subject to externship placement criteria. All students who do not meet the externship placement criteria and/or have not properly established an externship placement will be required to complete their internship at one of the CAI internship positions.

   CAI Internship Position examples:
   - Canyon Park Café – Sous Chef
   - Catering Production Assistant
   - Teachers Assistants (multiple placements)
   - CP Café Grill Cook
   - Restaurant Forte Chef d’Partie
   - Bakery Production
   - Canyon Park Café Asst. Manager
   - CP Café Cold Foods Cook

INDUSTRY PLACED EXTERNSHIP CRITERA:

Students wishing to complete an industry based externship, either paid or unpaid must meet the CAI externship criteria outlined below…. PRIOR TO APPLICATION! Each application will be reviewed by the CAI Internship Committee and evaluated for eligibility. No application for placement that requests a student’s current or previous place of employment as a host site will be considered. All candidates must meet all requirements to be considered.

I. Letter of Intent
   Applicants must submit a one page letter explaining the placement opportunity and how it will specifically benefit their career path and how the applicant has successfully met the criteria requirements.

II. Academic Requirements
Applicant must have successfully completed ALL the required CA elements and class work for the first two semesters of enrollment and be enrolled and on track to successfully complete the third semester prior to applying.

III. Grade Point Average
All applicants must have a 3.0 GPA to qualify for industry based externship.

IV. Professional Experience
All candidates must display a commitment to continue on in the industry; therefore 250 hours of professional experience must be accrued and documented prior to application review.

V. Character
Students must possess the highest level of character, commitment and professionalism to qualify for external placement. Documented participation in at least two (2) of the following areas must be submitted to the review committee;
1. Professional Affiliations – ACF, RCA, URA, or similar.
2. CAI Contributions and involvement – Catering support, Restaurant, etc…
3. Community Service / Involvement – Chef and Child; Kids on the Move; Hunger, etc.
4. Extra Curricular Activities – Support or assisting instructors with projects; volunteer for department supported events; Pro-Start Career Day; Recruiting Days etc…
5. Culinary Competitions or Student mentoring

VI. Letters of Recommendation
Applicants must submit two (2) letters of recommendation from chef instructors in support of their request for external placement, confirming their ability to meet the current demands of industry.

DAILY GRADE
Your daily grade is a vital part of your performance evaluation. As you progress through the Culinary Arts Institute your daily grading and evaluation will be consistent in all lab settings. The percentage valuation may change from class to class but the criteria will be constant. Therefore the evaluation rubric attached below will be used to value all daily grade performance in Culinary Arts.

SCHOLARSHIPS
Scholarships for Culinary Arts students are available from many different sources and organizations. Below is just a small listing of companies or organizations with culinary arts scholarships.

UVU Financial Aid Office:
Complete the Federal Financial Aid Application (FAFSA) at www.fafsa.ed.gov. First priority deadline is February 1. Apply early, apply each semester!

Culinary Arts Institute:
Applications are due August 10th and December 10 of each year. Students must have completed 12 credit hours in Culinary Arts by the beginning of the semester for which the scholarship would be awarded. (See next page for further details.)

UVU Foundation Scholarship:

Additional Scholarship Sources:
Utah Restaurant Association
National Restaurant Association
Educational Foundation of the National Restaurant Foundation.
Research Chef’s Association
American Culinary Federation, Ray Marshall Fund.
American Culinary Federation, Beehive State Chef’s Association.
American Academy of Chefs
Contact each entity directly for applications and questions.
CULINARY ARTS INSTITUTE SCHOLARSHIP

We are proud to be able to offer a Culinary Arts Institute Scholarship to qualifying students each semester. These scholarships are earned, not awarded. All CA students who meet the criteria will be considered for a scholarship. Each application will be carefully reviewed by our Scholarship Committee. The application process is outlined below:

CAI Scholarship Applications:

CAI Scholarship applications are available at both campus locations, from the CA Advisor (Julie Slocum) or on our website. www.uvu.edu/ca. Applications must be submitted EACH SEMESTER.

Application Deadlines are:
- FALL SEMESTER ---- AUGUST 1st of each year
- SPRING SEMESTER --- DECEMBER 1st of each year
- SUMMER SEMESTER- APRIL 1st of each year

CAI Scholarship Criteria:

The following criteria must be met with each application to qualify for a CAI scholarship.

ACADEMIC REQUIREMENTS

All applicants must be a full time student within UVU for the requested semester.
All applicants must be in good academic standing with UVU.

CREDIT HOURS

All candidates must have accumulated a minimum of 12 Culinary Arts Credit Hours prior to application.

GRADE POINT AVERAGE (GPA)

All candidates must have a 3.0 GPA to qualify

PROFESSIONAL EXPERIENCE

All candidates must display a commitment to continue on in the industry. Therefore a professional experience requirement of 250 hours must be accrued prior to application.

LETTER OF INTENT

Each application must include a one-page letter of intent explaining your reason for need, the basis for the financial need and a brief summary explaining how you have met the character and commitment requirements outline below.

Students must display a high level of commitment and character that can be documented by the committee in at least three (3) of the following areas:
- PROFESSIONAL AFFILIATIONS
- CLASS CONTRIBUTIONS / ATTITUDE
- COMMUNITY SERVICE
- PARTICIPATION IN PROGRAM SUPPORTED EVENTS
- EXTRA CURRICULAR ACTIVITES / COMPETITIONS

Other Requirements

In addition to the above mentioned criteria each FIRST TIME applicant must submit the following

- Two letters of recommendation from past or current employers.
- Documentation of having completed 250 hours employment in the culinary field.
CULINARY ARTS INSTITUTE
SCHOLARSHIP APPLICATION FORM

Date: ________________________________

Name: ____________________________________________

Address: ____________________________________________

_________________________________________

Email: ____________________________________________

UV Student ID Number: ________________________________

Phone: ________________________________

Cumulative GPA: __________________________________

Check all that apply:  ☐ Prostart   ☐ 1st Semester Core   ☐ Continuing

___Yes, I have received a scholarship from another source in the amount of $_______
___No, I have not received a scholarship from another source.

To qualify for a Culinary Arts Institute Scholarship, you must:

(1) Be currently enrolled in or have completed CA 1120, Cooking Skills Development and
    CA 1170, Pastry & Baking Skills Development.

(2) Have completed a minimum of 250 hours of work in the culinary industry.

(3) Be enrolled in 12 CA credits during the semester for which this application is being made.

(4) Be engaged in college sanctioned competitions (Skills USA, NICCO Cup, ACF
    certifications and competitions).

(5) Be willing to volunteer for non-credit, non-paying events.

Other points to be taken into consideration may include:

(1) Overall GPA or other academic standings in current classes.

(2) Financial need.

To apply for a Culinary Arts Scholarship, you must turn in:

(1) A completed Culinary Arts Institute Scholarship Application form (this page).

(2) A one-page letter of intent explaining your personal and professional goals, reasons for
    choosing this area of emphasis, and financial need.

(3) Two letters of recommendation from past or current employers.

(4) Documentation of having completed 250 hours employment in the culinary field (may
    consist of copies of pay stubs or a letter from your employer giving dates of employment
    and average number of hours worked per week).

(5) Documentation of participation in competitions, awards for volunteering, certifications, etc.

Turn in this form and all documentation to Wendy Farnsworth at EC 007e (UCCU Center) or CL 103
(Canyon Park), email to CulinaryArts@uvu.edu, mail to Culinary Arts Institute, MS 283, Utah Valley
University, 800 West University Parkway, Orem, UT 84058, or fax all information to 801-224-2032.
CULINARY ARTS INSTITUTE SCHOLARSHIP

We are proud to be able to offer a culinary Arts Institute Scholarship to qualifying student each semester. These scholarships are earned, not awarded. All CA students who meet the criteria will be considered for a scholarship. Each application will be carefully reviewed by our Scholarship Committee. The application process is outlined below:

CAI SCHOLARSHIP APPLICATIONS:
CAI scholarship applications are available at both campus locations, from the CA Advisor (Wendy Farnsworth) or on our website: www.uvu.edu/ ca. Applications must be submitted EACH SEMESTER.
Application deadlines are:
FALL SEMESTER---------August 1st of each year
SPRING SEMESTER-------December 1st of each year
SUMMER SEMESTER------April 1st of each year

CAI SCHOLARSHIP CRITERIA
The following criteria must be met with each application of qualify for a CAI scholarship.

ACADEMIC REQUIREMENTS
All applicants must be a full time student within UVU for the requested semester.
All applicants must be in good academic standing with UVU.

CREDIT HOURS
All candidates must have accumulated a minimum of 12 Culinary Arts credit hours prior to applying.

GRADE POINT AVERAGE (GPA)
All candidates must have a 3.0 GPA to qualify.

PROFESSIONAL EXPERIENCE
All candidates must display a commitment to continue in the industry. Therefore a professional experience requirement of 250 hours must be accrued prior to application.

LETTER OF INTENT
Each application must include a one-page letter of intent explaining your reason for need, the basis for the financial need, and a brief summary explaining how you have met the character and commitment requirements outline below.

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- PROFESSIONAL AFFILIATIONS
- CLASS CONTRIBUTIONS/ATTITUDE
- COMMUNITY SERVICE
- PARTICIPATION IN PROGRAM SUPPORTED EVENTS
- EXTRA CURRICULAR ACTIVITIES/COMPETITIONS

Other requirements
In addition to the above mentioned criteria each FIRST TIME applicant must submit the following:
- Two letters of recommendation from past or current employers.
- Documentation of having completed 250 hours employment in the culinary field.
RISKS AND HAZARDS STATEMENT OF UNDERSTANDING AND RELEASE OF INFORMATION

The undersigned hereby acknowledges and agrees to the following statements.

I, __________________________ (herein “participant”) expect and intend to participate in field trips during the course of my education at the Culinary Arts Institute at Utah Valley University (herein “UVU or the University”). This travel will be sponsored by UVU and will take place on various occasions following the execution of this Statement of Understanding and Release of Information.

In consideration of the University’s sponsorship and direction of the activity, and his/her participation, participant hereby states that he/she has read and fully understands the Risks and Hazards Statement which is included herein and releases and discharges the State of Utah, the University, and their officers, agents and employees and volunteers from any and all claims, damages, losses or injuries connected therewith, including, but not limited to, any loss, damage or injury suffered by participant or others, as a result of failure to obey safety regulations or resulting from the exercise of the activity coordinator or other individuals acting in good faith response to emergencies and exigencies on this activity whether at the University or any other location.

Participant further agrees and understands that during the activity, he/she will be under the direction of the instructor or director approved by UVU and specifically agrees to comply with all reasonable directions and instructions by the instructor or director during the course thereof.

Participant understands and acknowledges that there are specific risks of injury to person and/or property that are associated with activities, including risks related to travel hazards, terrain, weather, eating and sleeping arrangements, and other circumstances. Participant specifically assumes the risks associated with such conditions.

Participant certifies and represents that if he/she drives a personal vehicle to, from, and/or during any activity, the vehicle must be covered throughout the period of the activity by a motor vehicle liability insurance policy, currently in effect, with limits of coverage and liability that satisfy the requirements of the Utah Motor Vehicle Safety Responsibility Act, 1952 Utah Code Anno. 41-12-1 et seq.

Participant understands and acknowledges that UVU assumes no liability for personal injuries or property damages to participants or to third parties arising out of activity, except to the extent that such liability is imposed by law. Participant agrees to indemnify and to save harmless, the State of Utah, the University and its officers, agents, employees, and volunteers from any claim or liability arising out of the acts or omissions of the participant during any such activity, subject to any limitations or restrictions against such indemnification that are imposed by law.

Participant agrees to allow UVU to use photographs/videos taken during class time and/or other school sponsored activities and further agrees to release the University from liability for publication of such photographs/videos.

Participant agrees to allow UVU to use photographs/videos taken during class time and/or other school sponsored activities and further agrees to release the University from liability for publication of such photographs/videos.

Participant understands and acknowledges that there may be unsupervised times before, during, or after the hours of the sponsored activities. It is understood that during this time participants will conduct themselves as responsible individuals as well as adhere to all applicable laws and statutes in effect. Failure to comply with this section may result in physical harm or property loss due to hazards beyond the University’s control. Failure to comply may also result in expulsion from the activity. The University will not be responsible for any such acts nor any costs resulting from expulsion from the activity.

Participant hereby understands that he/she should arrange for appropriate personal health insurance coverage (e.g., hospital/medical insurance, student health insurance, etc.) during the course of his/her education at the Culinary Arts Institute. The participant agrees and understands that he/she will be personally responsible for any medical costs incurred during this period.

I agree not to use any illegal drugs or alcohol while undertaking any activity with Utah Valley University and to abide by all provisions of UVU Student Rights & Responsibilities Code.
I, __________________________ have received a copy and have read the Utah Valley University Culinary Arts Institute Student Policy and Procedure Handbook and the RISKS AND HAZARDS STATEMENT OF UNDERSTANDING AND RELEASE OF INFORMATION. I further agree to abide by the policies and procedures contained in the Handbook, including but not limited to the uniform and dress code, grooming and attendance policies, and the travel and information release authorization forms.

Signature __________________________ Date ________________, 2017

Print Name __________________________

(If participant is under age 18, the signature of at least one parent or of a legal guardian, must be supplied):

Date ________________, 2017

Signature __________________________

Print Name __________________________

Relationship to Student __________________________