

FALL 2018

STUDENT & DEPARTMENT HANDBOOK



UVUTM

**CULINARY ARTS
INSTITUTE**

UTAH VALLEY UNIVERSITY

❖ TABLE OF CONTENTS

Introduction	3
Faculty & Staff Information	4
Emergency numbers	
Policies	6
General policies	
Classroom course fees	
Tools	
Cell phones	
Personal conduct	
Grooming	
Dress code	
Uniform	
Alcohol/substances	
Zero tolerance rule	
Alcohol handling policy	
Procedural	10
Meals & student meals	
Take away food	
Student drinks	
Canyon Park beverages	
UCCU beverages	
Class structure	
Health & awareness	
Kitchen cleaning	
First aid stations	
Physical demands	
Disabilities/accommodations	
Academics	13
Grade definitions	
Attendance	
Tardies	
Make up time	
Written exams	
Practical exams	
Homework & projects	
Culinary Arts journal & template	
Daily grade rubric	

General Information	17
Culinary Arts catering	
Required lab hours	
CAI advisory board	
Field trips	
Students with disabilities	
Professional organizations	
American Culinary Federation	
CAI competitions	
Internship/externship program	
Industry placed externship criteria	
Financial Aid	22
Scholarships	
CAI Scholarship	
CAI Scholarship Application Form	
Risk and Hazards Statement of Understanding and Release of Information	26

We welcome you to the Culinary Arts Institute.

Our goal is to provide you with the best culinary education available.
Our Mission Statement supports that effort:

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, chef demos, hands-on food production, and management experiences that are all designed to give you an awareness of current industry trends and practices. All lab classes will have hands on industry based experiences that provide services and food to the community for an engaged experience. We feel this developmental journey will improve your practical culinary skills and best prepare you for any placement in today’s rapidly growing food service industry.

Attitude and attendance are the two most important factors of your Culinary Arts (CA) success and outcomes. The Culinary Arts Institute 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 experience. 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: Canyon Park **Office Hours:** As Posted

Phone: 801-863-8087

Email: tleonard@uvu.edu

CA 1230 - Professional Kitchen I – Cooking

Chef Diana Fallis, CEPC

Associate Professor – Chef Instructor

Office: Canyon Park **Office Hours:** As Posted

Phone: 801-863-7040

Email: fallisdi@uvu.edu

CA 2130 – Advanced Pastry & Baking



Chef Meghan Roddy, CEPC

Associate Professor – Chef Instructor

Office: Canyon Park **Office Hours:** As Posted

Phone: 801-863-6810

Email: mroddy@uvu.edu

CA 1170 – Pastry & Baking Skills

Chef Peter B. Sproul CEC, AAC

Associate Professor – Chef Instructor

Office: UCCU Center, EC 007F **Office Hours:** As Posted

Phone: 801-863-6764

Email: sproulpe@uvu.edu

CA 1230 - Professional Kitchen I – Cooking



Chef Troy Wilson, CEC

Associate Professor – Chef Instructor

Office: Canyon Park **Office Hours:** As Posted

Phone: 801-863-7048

Email: twilson@uvu.edu

CA 1180 – Professional Kitchen Garde Manger

Chef John Thomas, M.Ed, CPA, CEC, CCE

Assistant Professor – Chef Instructor

Office: Canyon Park **Office Hours:** As Posted

Phone: 801-863-6924

Email: thomasjo@uvu.edu

CA 1120 - Cooking Skills Development





Chef KJ Francom, CCC

Chef Instructor

Office: Canyon Park **Office Hours:** As Posted

Phone: 801-863-6765

Email: kfrancom@uvu.edu

CA 1170 – Pastry and Baking Skills

CA 1120 - Cooking Skills Development

Chef Lyn Wells, MBA

Chef Instructor

Office: UCCU Center, EC 007C **Office Hours:** As Posted

Phone: 801-863-8246

Email: wellslyn@uvu.edu

CA 2120 - Professional Cooking II – Restaurant



Cody Thatcher

Director of Retail Sales

Office: UCCU Center, EC 007C

Phone: 801-863-7054

Email: thatchco@uvu.edu

Tina Ostler

Academic Advisor

Office: Canyon Park, CL 106

Phone: 801-863-6780

Email: tostler@uvu.edu

Chelsea Escobar

Café Director

Phone: 801-863-6976

Email: chelsescobar@gmail.com

Culinary Department Office Staff

Marsha Peterson: 801-863-6825

Mary Schumacher: 801-863-8914

Primary Email: culinaryarts@uvu.edu

Emergency Information:

Culinary Arts Office: 801-863-8914

UVU Campus Police 801-863-5555

(Non-emergency #)

Adjunct instructors:

Sofia Avila 10277214@uvu.edu

CA 1260 - Culinary Spanish

Marc Brown marc.brown@uvu.edu

HM 1010 - Intro to Hospitality

Brandon Roddy broddy@uvu.edu

CA 1310 - Purchasing & Storeroom Mgmt.

Benjamin Bean beanbe@uvu.edu

ACC 1150 – Business Math

Jennette Kilgrow jkilgrow@uvu.edu

CA 1150 - Nutrition & Food Science

Doug Miller millerdo@uvu.edu

HM 3640 - F&B Cost Controls

Cody Thatcher thatchco@uvu.edu

CA 1140 – Professional Dining Room Service

CA 1490 – Food Service Sanitation

❖ POLICIES

GENERAL POLICIES

The Culinary Arts Institute is a department within the College of Engineering and Technology (E&T) and a division of Utah Valley University (UVU), therefore all UVU and E&T 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, and necessary wares, and supplies for all Culinary Arts classrooms or labs.

TOOLS

All students are required to have a CAI toolkit and bring the appropriate tools to each class throughout 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, FOR ANY REASON; including thefts.

CELL PHONES

- Cell phones are meant to be used as a tool or for emergency needs only. It is not to be used for texts or calls during class time. If you receive an emergency 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.

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 which is 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 for a culinary professional.

GROOMING

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

- **Beards and Moustaches:** Men without beard or mustache must be clean-shaven. Beards and mustache must be kept at a close trim. If you do not have a beard at the beginning of class DO NOT GROW ONE WHILE IN SESSION!
- **Hands/Nails:** Students should maintain clean and short fingernails. NO polish/gel polish, NO ARTIFICIAL NAILS or ACRYLICS, etc...
- **Jewelry:** One small, plain 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 and properly restrained.
- **Makeup:** No excessive makeup should be worn. While working with food it can be considered a contaminate. If you come to class with excessive makeup you will be asked to remove it.

DRESS CODE AND BRIGADE

All students are expected to be present for brigade inspection at the scheduled start of each kitchen lab class. 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, black, New Chef cargo pants purchased through UVU – CAI, no other exceptions. (Students prior to Fall 2017 are allowed to wear the CAI check pants.)
- **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, non-porous, 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, bistro, or four-way.
- **Hat:** Clean, white skull cap.
- **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 and properly restrained.
- **Jewelry:** You may wear one plain, smooth-band 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 cannot 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.
- **Black 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 cannot 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 make-up should be worn. While working with food it can be considered a contaminate. If you come to class with excessive makeup you will be asked to remove it.

**Catering Events:* Full CAI student chef uniforms with hat 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.

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!

***Note: Medicine and other pills prescribed by the doctor can minimize student abilities in the kitchen and should be used with precaution.**

❖ PROCEDURAL

MEALS

All students enrolled in cooking classes will receive a student meal in most situations. 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 per instructors recommended time.

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

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 worktable. Personal containers clearly labeled are best.

The department will provide your first bottle that 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.

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.

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 do not bring it open into the kitchen lab area.

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.

HEALTH & AWARENESS

Employees, faculty and students should not work or attend class with illness symptoms or disease diagnosis. We encourage all students, faculty and staff to have the highest standard of hygiene and cleanliness. Be aware of health and sickness and take all precautions not to spread germs and disease.

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. A percentage 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 your instructor has released you.

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 and downstairs kitchens of Building L and in the UCCU Center Restaurant Forte kitchen. Please follow university emergency medical procedures in the event of an incident.

PHYSICAL DEMANDS

Culinary Arts is physically demanding and CAI wants to see the success of all students. The following are physical standards needed to fulfill this degree.

Students frequently:

- Lift over 50 lbs.
- Stand for long periods of time.
- Repeat the same movement.
- Walk for long periods of time.
- Use their hands to handle, control, or feel objects, tools, or controls.
- Bend or twist their body.

It is important for students to be able to:

- Speak clearly so listeners can understand.
- Understand the speech of another person.
- See details of objects that are less than a few feet away.
- Use stomach and lower back muscles to support the body for long periods without getting tired.
- Make quick, precise adjustments to machine controls
- Use muscles to lift, push, pull, or carry heavy objects.
- Use muscles for extended periods without getting tired.
- Bend, stretch, twist, or reach out.
- Coordinate movement of several parts of the body, such as arms and legs, while the body is moving.

DISABILITIES/ACCOMODATIONS

Students who need accommodations because of a disability may contact the UVU Accessibility Services Department (ASD), located on the Orem Campus in LC 312. To schedule an appointment or to speak with a counselor, call the ASD office at 801-863-8747. Deaf/Hard of Hearing individuals, email nicole.hemmingen@uvu.edu or text 385-208-2677.

❖ ACADEMICS

GRADE DEFINITIONS

All CAI grading is done in accordance with University Policy. The following definitions have been outlined to help you better understand your 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

A = 95 – 100%	A = 90 – 94%
B+ = 87 – 89%	B = 84 – 86%
B- = 80 – 83 %	C+ = 77 – 79%
C = 74 – 76%	C- = 70 – 73%
Below C-, the course must be repeated	

ATTENDANCE

Attendance is a vital part of your grade! Typically, your daily grade can be up to 50% 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 an 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%.

TARDIES

- 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.
- PLAN AHEAD when leaving for class, especially if bad weather is expected.
- Daily score is effected by each tardy.

“To be early is to be on time, to be on time is to be late, to be late is NEVER to be.”

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. (In rare circumstances, instructors may use their discretion for a make-up.)

PRACTICAL EXAMINATIONS

Practical examinations must be taken at the scheduled time. (In rare circumstances, instructors may use their discretion for a make-up.)

HOMEWORK, ASSIGNMENTS & PROJECTS

All homework and assignments are due as assigned. Please refer to specific course syllabi and current instructor for further details.

CULINARY ARTS JOURNAL

Student journals are required for all classes, and will count for 5-10% 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 specified by each instructor MUST BE USED and A DAILY ENTRY IS REQUIRED.** It includes the information we are looking for and is included below. (as an example)

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.

How can you use what is learned to prepare you for the industry?

DAILY GRADE RUBRIC FOR CULINARY ARTS

<u>CATEGORY / GRADE</u>	<i>Outstanding Achievement (90 – 100%)</i>	<i>Commendable Achievement (84-89.99%)</i>	<i>Acceptable Achievement (73-83.99%)</i>	<i>Marginal Achievement (72.99% and below)</i>
Professionalism, Appearance, Dress Code, Attendance	Takes effort to look your best. Always neat & clean; Uniform clean & pressed almost perfect, Always on time	Usually neat & clean; uniform is neat and sometimes pressed. Always on time.	Does not take any extra effort to look professional. Generally, looks okay but room for improvement. Sometimes late.	Takes very little care and applies no effort in appearance. Unshaven or unclean. Uniform stained &/or wrinkled. Often late or absent.
Sanitation & Safety in the workplace	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.	Station & work area almost always clean but seldom needs to be asked or reminded to clean & sanitize. Some room for improvement.	Station & work area generally clean but needs regular reinforcement. Neglects the areas outside personal stations. Obvious room for improvement.	Needs improvement in both safety & sanitation. Regularly needs to be reminded of sanitation, time and temperature issues.
Attitude/ Teamwork / Initiative	Exceptional, energetic, eager & enthused. Willing to take action without being asked. Hard working and concerned & involved with team-mates	Eager worker with interest and actively participates. Enjoys daily challenges, self-starter. Participates in teamwork.	Interest is hot & cold depending on topic. Generally interested but needs motivation. Doesn't always cooperate & assist team mates.	Needs constant motivation and attention, poor attitude and is generally unwilling to start without directive or urging.
Mise En Place, Organization & Productivity	Always organized, clear direction and engaged. Superior attention to detail. Very energetic and driven. Constantly trying to improve.	Very organized and efficient, clearly understanding flow and time management. Willing and eager to attack work. Performs duties without needing to guide and direct every detail.	Organized but needs instruction and direction. Requires some assistance with production issues. Sometimes needs to be given instructions repeatedly.	Needs repeated instruction and constant supervision. Lacks drive & urgency. Generally unorganized and under productive.
Skill, Quality of Work, Product Knowledge, Timing	Extremely knowledgeable, Takes pride in all aspect of work & production. Highest level of quality. Products look & taste exact. Never satisfied.	Occasionally makes errors but rarely needs constant supervision. Superior quality & skill level. Knowledgeable & efficient.	Satisfactory in general. Inconsistent at times with product quality & presentation. Systematically does well but accepts average skill level.	Needs improvement in base knowledge and craftsmanship. Regularly needs to redo items and regularly does not meet deadlines.

❖ GENERAL INFORMATION

CULINARY ARTS CATERING

Catering is a big part of the Culinary Arts Institute and catering is written into all CA class 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, Doterra, Christmas Events, 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. These hours are unpaid and directly associate with each class. These catering hours will be tracked through a physical tracking sheet kept by each student that 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 and hour log turned in with appropriate signatures.

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. We encourage students to get on pay roll and seek opportunities to learn while getting paid!

HOURS 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.). Specific catering details will be outlined in the class syllabi. Instructors will reach out to students for sign up opportunities. All CA students are encouraged to be on payroll to get paid for additional hours accumulated after required hours are finished. 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).

When students sign up for a catering event, they make a commitment to be at the event on time and in appropriate uniform. If for some reason, an emergency arises and the student is unable to fulfill the commitment, the following procedures need to take place:

- Notify the instructor or catering manager who is in charge of the event.
- Find another student to fill your shift
- Failure to show up for an assigned event or follow these protocols can result in a 0 for this portion of the student's grade (which equals to 5% of total earned grade).

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 checking in and out at every event location with the Chef or Staff member in charge and must commit to work the full event. All events will need to be signed off by the chef instructor or staff 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.

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 Rôtisseurs
- The Vatel Club
- Societe Culinare Philanthropique

AMERICAN CULINARY FEDERATION

ACF Beehive State Chef's Chapter (Licenses/certification opportunity)

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.

ALL students are encouraged to certify (at appropriate level) and compete as opportunities arise. CAI offers 2 certifications per year as well as 2 competitions per year. All CAI students are encouraged to participate and CAI will support each student in their success.

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 Regional and National 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.

Internship 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
Little America Hotel
Grand America

Communal Restaurant
SLC Hilton
Forage Restaurant

The Chef's Table
The Homestead Resort
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
Restaurant Forte Chef d'Partie
Catering Production Assistant
Bakery Production

Teachers Assistants (multiple placements)
Canyon Park Café Asst. Manager
CP Café Grill Cook
CP Café Cold Foods Cook

Other possibilities can be found at Handshake. Handshake is partnered with UVU and is their main site for internships.

INDUSTRY PLACED EXTERNSHIP CRITERIA

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.

❖ FINANCIAL AID

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, December, and April 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.)

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 (Tina Ostler) or on our website www.uvu.edu/culinary. Applications must be submitted EACH SEMESTER.

Application Deadlines are:

Fall Semester	AUGUST each year
Spring Semester	DECEMBER each year
Summer Semester	APRIL each year

CAI Scholarship Criteria:

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

1. 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. 0
- Grade Point Average (GPA): All candidates must have a 3.0 GPA to qualify

2. 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.

3. 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 activities / competitions

CAI Scholarship 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.

Date:

Email:

Name:

UV Student ID Number:

Address:

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 overall GPA or other academic standings in current classes and 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 (Ex. 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 Mary Schumacher at (Canyon Park), email to CulinaryArts@uvu.edu, 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 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/culinary. Applications must be submitted EACH SEMESTER.

Application Deadlines are:

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CAI Scholarship Criteria:

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- Professional affiliations
- Class contributions / attitude
- Community service
- Participation in program supported events
- Extra-curricular activities / competitions

CAI Scholarship 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 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 participant will conduct him/herself 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.

STUDENT NAME _____ UVID# _____

In case of emergency please contact _____

Phone number _____

Relationship to Student _____

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 _____, 2018

Print Name _____

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

Signature _____ Date _____, 2018

Print Name _____

Relationship to Student _____