

2026-2027

STUDENT & DEPARTMENT HANDBOOK



CULINARY ARTS
INSTITUTE

UTAH VALLEY UNIVERSITY

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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:

The Culinary Arts Institute is a practical teaching institute that provides opportunities 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 Institute (CAI) 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



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❖ POLICIES

GENERAL POLICIES

The Culinary Arts Institute (CAI) is a department within the Smith College of Engineering and Technology (SCET) and a division of Utah Valley University (UVU), therefore all UVU and CET 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; necessary small 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 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!

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.

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.

GROOMING

As a student in the CAI, you are expected to be neat in appearance and in full uniform.

- **Beards and Moustaches:** Beards and moustaches are permitted only if they were present when starting the program and must be kept at a close trim. Men must be clean shaven for those without a beard or mustache. Do not grow one while in session!
- **Hands/Nails:** Clean, short fingernails, no polish; No artificial nails!
- **Jewelry:** One plain ring (without stones or etching) is acceptable. Watches may only be worn on the chef's coat or kept in your pocket. No other jewelry is allowed.
- **Piercings/ Facial Jewelry:** No jewelry, including any in eyebrows, eyelids, lips, tongue, upper ear, or nose is permitted. (This also includes clear plugs.)
- **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.
- **Makeup:** No artificial eyelashes are permitted in the lab.

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 CAI dress 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 POLICY

BACK OF THE HOUSE

- **Pants:** Clean, hemmed, black, New Chef cargo pants purchased through the CAI.
- **Chef Coat:** Clean and wrinkle-free chef coat embroidered with UVU Culinary Arts logo and your name. No "team" coats or other work coats will be allowed.
- **Shoes:** Solid black, non-porous work shoes with grease resistant, 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 wrinkle-free white apron, your choice of bib, bistro, or four-way.
- **Hat:** Clean, white skull cap.
- **Tool Kits:** You are required to bring the necessary tools to class. This includes a thermometer, pen, and permanent marker. Please be prepared!

FRONT OF THE HOUSE (RESTAURANT FORTE)

- **Pants:** IRONED black dress pants with visible crease with no labels or pockets lower than the hip.
- **Shirt or Blouse:** Cleaned and ironed *white* button down with no decoration or design.
- **Shoes:** Clean, black non-porous work shoes with grease resistant, non-slip soles.

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

Kitchen/Lab Alcohol Handling Procedures:

- All alcohol will be kept in a locked area when not in use. This will either be in a locked cabinet in the kitchen or in the chef's office.
- No unsecured alcohol is to be left in a kitchen lab before or after an instructional period.
- No student can use alcohol without the DIRECT supervision of their chef.
- No student under the age of 21 shall use or hold alcohol in a kitchen lab.
- Students may not transport, deliver, or retrieve alcohol from the 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 prescription medication can minimize student abilities in the kitchen and should be used with precaution.**

❖ PROCEDURAL

TAKE AWAY FOOD

No food is to be taken home from any class without the direct permission from the 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 affects awareness and safety, as well as production, so please drink as much water as needed to 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 a closed bottle with a straw through the lid, and stored BELOW the worktable. Personal containers clearly labeled are best.

The department will provide your first bottle that will 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 may have water or beverages from the soda machine, coffee machine, or espresso bar. You must provide your own cup and clean up after yourselves.

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 yourself and clearly mark it. Cans or bottled beverages are not allowed in kitchen labs.

CLASS STRUCTURE

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

Food preparation classes are held Tuesday through Thursday. 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 one class producing stocks for themselves and another class.

Teamwork is imperative for the kitchen to run smoothly! Students are expected to complete their assignments on their own, but do not be afraid to ask for advice from other students or 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 symptoms of illness 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 most important parts 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 portion of every 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. Your chef will check the cleanliness of the kitchen lab daily and will dismiss you once the kitchen is cleaned to the CAI standard. 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. Always 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 Canyon Park Building L and in the UCCU Center Restaurant Forte kitchen. Please follow university emergency medical procedures in the event of an incident.

DISABILITIES / ACCOMODATIONS

Students who need accommodations because of a disability may contact the UVU Office of Accessibility Services (OAS), 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.hemmingsen@uvu.edu or text 385-208-2677.

PROLONGED ILLNESS

If you miss **more than 1 week** of class due to illness, you may contact Student Affairs to request an accommodation.

❖ 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.

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 can achieve. 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 & CAI 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 POLICY

Attendance is a vital part of your grade! Your daily grade can be up to 60% of your overall score, so poor attendance makes it nearly impossible to successfully complete any lab class.

- Attendance and uniform brigade inspection are taken at the scheduled 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.
- Three tardies equal 1 absence.
- After your second absence, in addition to a zero (0) for your daily grade, a 4-point penalty will be assessed to your CUMULATIVE SCORE for each additional absence.
- If you arrive more than 30 minutes late or leave more than 30 minutes before the scheduled end of class, you will be considered absent for the day and can receive up to 50% of the possible daily grade.
- Plan ahead when leaving for class, especially if bad weather is expected.

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%.

“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.

WRITTEN EXAMINATIONS

All written examinations must be taken at the regularly scheduled examination time.

PRACTICAL EXAMINATIONS

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

A minimum score of 70% must be achieved on each practical final exam to pass the class.

HOMEWORK, ASSIGNMENTS, PROJECTS

All homework and assignments are due as assigned. **No late work will be accepted.** Please refer to specific course syllabus or Canvas for further details.

Journals will be assigned in some classes to give students a resource to use over his/her career in Culinary Arts. Each chef will instruct students on their specific journal requirements.

DAILY GRADE FORMULATION

Each student will receive a daily grade in their lab classes based on the following categories:

Attendance
Professionalism / Appearance / Dress Code
Sanitation
Attitude / Teamwork / Initiative
Mise en Place / Organization
Productivity / Quality of Work

The weights assigned to each category will be determined by the individual chef based on the expectations of each specific course.

ARTIFICIAL INTELLIGENCE (AI)

AI programs are not a replacement for your human creativity, originality, and critical thinking. Writing, thinking, and researching are crafts that you must develop over time to develop your own individual voice. At the same time, you should learn how to use AI and in what instances AI can be helpful to you. The use of generative AI tools (e.g. ChatGPT, Google Bard, etc.) **is permitted** in the CAI for the following:

- Brainstorming and refining your ideas;
- Finding information on your topic;
- Drafting an outline to organize your thoughts;
- Checking grammar and style.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited per university policies on academic honesty.

*adapted from Temple University statement on AI in classes.

❖ GENERAL INFORMATION

CULINARY ARTS CATERING AND CATERING HOUR FULFILLMENT

Catering is a big part of the CAI and is written into all CA class curriculums. Many catering events will be done during regularly scheduled classroom / lab hours as a learning tool. It should be noted that some catering events are mandatory and are required of all Culinary Arts students. These events typically include the President's Scholarship Ball (fall), US Synthetics, DoTerra, other Christmas events, and the Culinary Arts Scholarship Gala (spring). More information about these events will be listed in each course syllabus 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.

All core cooking students are required to complete 7.5 hours of unpaid CA catering per class block outside of scheduled class time. This experience gives students valuable industry experience and exposure to the catering industry that may not be taught in our standard classes. The profits from these events help offset the operational costs of our program, keep the classroom fees as low as possible, and fund our CA scholarship program.

This grade is 5% of the student's final grade and will be pass or fail based on full completion of the hours with the completed and signed tracking sheet.

Sign up sheets are located at the UCCU Center and in the main office at Canyon Park.

Students who are interested in working additional hours with catering events or at Restaurant Forte must apply to get on payroll. Since the process is lengthy, we request that only students very serious about working apply. Please see the CAI department office for more information.

CATERING HOUR PROCEDURES

When you sign up for a catering event, you agree to the following:

- Arrive at the event on time – check in with the chef or lead staff member
- Come in appropriate uniform
- Stay and work for the **entire** event
- Have the responsible chef or staff member sign off on your physical catering sheet

If an emergency arises and the student is unable to fulfill the commitment, the following procedures need to take place:

- Notify the catering manager that you cannot make your shift
- Find another student to fill your shift

Failure to show up for an assigned event or follow these protocols will result in a 0 for this portion of the student's grade.

CULINARY ARTS INSTITUTE ADVISORY BOARD

The Culinary Arts Institute gets much direction from the Culinary Arts Institute Advisory Board. The CAI Advisory Board is a group of local culinary professionals and foodservice providers who meet at least twice a year. The Board's functions are to define initiatives, provide support and direction, and continually evaluate and review the program. A current Advisory Board roster is listed in the UVU catalog or available on CA web site (www.uvu.edu/culinary). 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 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 (OAS) on the Orem Campus in LC 312. All accommodations are coordinated through this office and will require medical and/or psychological documentation. An accommodation letter must be presented to each instructor at the beginning of each course. No accommodations will be granted without a letter from the OAS.

PROFESSIONAL ORGANIZATIONS

There are many industry-related professional organizations that the CAI and its faculty participate in. We strongly encourage our students to explore these organizations and expand your industry knowledge:

- American Culinary Federation (ACF)
- National Restaurant Association (NRA)
- Utah Restaurant Association (URA)
- American Academy of Chefs (AAC)
- James Beard Foundation (JBF)
- World Chef's Association (WCA)
- La Chaine des Rôtisseur

AMERICAN CULINARY FEDERATION (ACF)

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

ACF membership is free during your 2 years as a student in the CAI. All students are encouraged to participate in the meetings held monthly in the Salt Lake City area. For more information, contact any chef/instructor.

All CAI students are encouraged to participate in ACF competitions and certify at an appropriate level. CAI will support each student in their success in competition and certification.

CULINARY ARTS COMPETITIONS

All CAI 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 local, regional, and national levels and are open to everyone. 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 PROGRAM

The CAI internship component is a vital part of the culinary program. It is one of the final pieces required for graduation. It is a six (6) credit 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:

All students are required to complete a 15-week internship placement any time after they have successfully completed all the required CA elements and class work for the first two semesters of lab classes.

Internship details and requirements:

- Secure a meaningful internship location and check approval status with the department chair. For teacher's assistants, get approval from the chef of the class you want to assist.
<https://uvu.edu/cet/internships/culinary-arts/>
- Complete an online application:
- https://www.uvu.edu/internships/students/credit_and_scholarships/engtech/eng_tech_main_application.html
- Complete an online orientation:
https://www.uvu.edu/internships/students/prep_professionalism/orientation.html
- Register as a UVU student for **CA 282R 003 - Culinary Arts Internship**
- Gather your internship goals and objectives and submit on Canvas.
- Log hours for internship on Canvas.
- Complete midterm and supervisor assessments.
- FAQs found at <https://www.uvu.edu/internships/internshipfaqs.html>

Some host sites include:

Sundance Resort
Marriott Hotel
Grand America

Communal Restaurant
SLC Hilton
Culinary Crafts

doTerra
The Homestead Resort
Deer Valley Resort

CAI Placed Internships – Teacher's Assistants

Interested students may apply to be a teacher's assistant with any of the chef-instructors in the CAI program. Please contact the chef directly for approval and then follow the same procedures as listed above. All CAI positions are unpaid for the first 360 hours.

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

❖ FINANCIAL AID

SCHOLARSHIPS

Scholarships for Culinary Arts students are available from many different sources and organizations. Below is 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 and apply each semester!

Culinary Arts Institute:

Applications are due in August, December, and April 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
- US Foods Scholar Program

Contact each entity directly for applications and questions.

CULINARY ARTS INSTITUTE SCHOLARSHIPS

We are proud to be able to offer multiple Culinary Arts Institute Scholarships 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.

Applications openings:

Fall Semester June 1 - August 20

Spring Semester October 1 – December 1

CAI Scholarship Applications:

CAI Scholarship applications are available online at <https://uvu.scholarshipuniverse.com/>. Applications must be submitted EACH SEMESTER.

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 CA credit hours prior to applying.
- Grade Point Average (GPA): All candidates must have a 2.0 GPA to qualify

2. Professional Experience

All candidates must display a commitment to continue in the industry. Therefore, professional experience is highly recommended prior to application submission.

3. Priority

Priority consideration will be given to second, third, and fourth semester students.

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:

This scholarship must be applied for every semester.