

Texarkana College

Culinary Arts Program

Student Handbook

“Learn how to cook. Try new recipes. Learn from your mistakes. Be fearless. And above all--- have fun.”

- Julia Child

WELCOME TO TEXARKANA COLLEGE CULINARY ARTS

The Culinary Arts program provides a solid foundation in the method and science of cooking through exposure to classical, American and International cuisine, as well as introduction to baking, pastries and garde manger. Managerial skills taught are purchasing, menu management, front of house operations, marketing/sales, hospitality supervision, nutrition and leadership. The Culinary Arts program is designed for students seeking to upgrade their skills, develop specializations or expand their career options.

CAREERS IN THE CULINARY ARTS INDUSTRY

Food can be one of life's greatest pleasures when prepared by the hands of someone with the proper education, training and desire. There are a vast number of fields and careers a student can choose to become successful using their culinary training.

The list below is not intended to represent all of the career opportunities available. Please note: Employment is not guaranteed. Some careers require additional training or education.

Restaurants

- Executive Chef
- Sous Chef
- Garde Manger Chef
- General Manager
- Baker
- Pastry Chef

Schools/Colleges

- Instructor
- Food Service Manager

Healthcare/ Hospitals

- Foodservice Director
- Nutritionist

Travel/Hotel/Casinos

- Cruise Ship Chef
- Bed and Breakfast Chef
- Banquet Chef
- Caterer
- Personal Chef
- Private Chef

JOB OUTLOOK

According to the United States Department of Labor, the job outlooks and opportunities for chefs and head cooks is projected to grow 5% from 2012 to 2022

Source: U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2012-2013 edition.

CONTINUING EDUCATION OPPORTUNITIES

Texarkana College is proud to offer ServSafe; an industry recognized certification created by the National Restaurant Association. The ServSafe program was created by industry leaders and is recognized, and even required by some businesses, career fields and localities. Students are instructed and can receive a certification in ServSafe. The ServSafe program also requires occasional re-certification, which Texarkana College offers as a continuing education class. All Texarkana College Culinary Arts Instructors are ServSafe certified instructors and proctors.

Texarkana College Culinary Arts also offers several ManageFirst programs. ManageFirst is a competency-based certificate program developed by the National Restaurant Association. Some of the topics taught at Texarkana College include ManageFirst: Hospitality and Restaurant Marketing, ManageFirst: Purchasing and ManageFirst: Hospitality Human Resources Management and Supervision.

INDUSTRY PHYSICAL & SAFETY DEMANDS

The following is a list of possible physical and safety demands that a person may encounter in the Culinary Arts industry, which includes the Texarkana College Culinary Arts Program.

- Standing, sitting, bending and reaching for hours at a time causing strain and stress on back and feet
- Knife skills and other repetitive motion for hours at a time
- Lifting large amounts of weight
- Walking and standing on wet and oily floors
- Contact with water, fire and air at extreme temperatures that could cause severe injury
- Contact with detergents, abrasives, degreasers, delimers and other chemicals that could cause injury or illness
- Contact with foods or beverage that a student may have an allergic reaction to
- Usage of equipment with sharp and/or high speed dangerous parts that could cause injury
- Spending time in areas that are extremely hot or cold, such as in front of stoves or in freezer
- Loud and disruptive surroundings
- Long work days
- General stress and fatigue

Please note: This is not a complete list. Every business and every position is different. There may be other demands not listed.

EDUCATION

Since not all students learn the same way, the Texarkana College Culinary Arts Instructors utilize many different instructional methods. Topics and classes are taught using lecture, group learning and discussions. Demonstrations and practical learning are crucial to the development of proper culinary skills and knowledge. All courses include theory and hands-on lessons. Students will also be responsible for many different types of assignments, including homework,

quizzes, tests, midterm exams, final exams, projects, portfolios, practical application and other types of skill and knowledge proving criteria.

Students will also learn through the use of real world experience in the form of the Bulldog Bistro. Students will spend time learning techniques in the Bulldog Bistro including: cooking, serving, cleaning and sanitation, purchasing, customer service, stocking, order taking, inventory, menu writing, scheduling, and time management. Students will also spend time in the production of catering and banquet events on and off campus. All educational activities including caterings, banquets and Bulldog Bistro are planned to offer students the chance to learn varying aspects in food service, such as cooking, serving and managing. Students are required to participate in all educational activities during class hours. There are also other participation requirements that are explained in more detail in the “Banquet and Catering Event Policy”.

CULINARY ARTS PROGRAM

CULINARY ARTS ASSOCIATE OF APPLIED SCIENCE

First Semester (Hospitality Certificate)	Hours
CHEF 1305 Sanitation and Safety	3
RSTO 1313 Hospitality Supervision	3
RSTO 1325 Purchasing for Hospitality Operations	3
CHEF 1401 Basic Food Preparation	4
HAMG 2207 Hospitality Marketing and Sales	2
Total	15

Second Semester	Hours
HAMG 1221 Introduction to Hospitality Industry	2
CHEF 2301 Intermediate Food Preparation	3
CHEF 1345 International Cuisine	3
CHEF 1310 Garde Manger	3
PSTR 1301 Fundamentals of Baking	3
LEAD 1100 Workforce Development with Critical Thinking	1
Total	15

Third Semester	Hours
CHEF 1480 Coop. Education – Culinary Arts/Chef Training	4
RSTO 1221 Menu Management	2
CHEF 1341 American Regional Cuisine	3
DITA 1300 Dietary Manager	3
Total	12

Academic Semester	Hours
ENGL 1301 Composition and Rhetoric I	3
SPCH 1315 Public Speaking	3
BCIS 1305 Business Computer Applications	3
Social Science Elective	3
College Level Math or Natural Science	3
Visual Performing Arts Course	3
Total	18

Total Hours: 60 SCH

CULINARY ARTS
ONE YEAR CERTIFICATE (LEVEL ONE)

First Semester (Hospitality Certificate)	Hours
CHEF 1305 Sanitation and Safety	3
RSTO 1313 Hospitality Supervision	3
RSTO 1325 Purchasing for Hospitality Operations	3
CHEF 1401 Basic Food Preparation	4
HAMG 2207 Hospitality Marketing and Sales	2
Total	15

Second Semester	Hours
HAMG 1221 Introduction to Hospitality Industry	2
CHEF 2301 Intermediate Food Preparation	3
CHEF 1345 International Cuisine	3
CHEF 1310 Garde Manger	3
PSTR 1301 Fundamentals of Baking	3
LEAD 1100 Workforce Development with Critical Thinking	1
Total	15

Third Semester	Hours
CHEF 1480 Coop. Education – Culinary Arts/Chef Training	4
RSTO 1221 Menu Management	2
CHEF 1341 American Regional Cuisine	3
DITA 1300 Dietary Manager	3
Total	12

TOTAL HOURS: 42 SCH

EDUCATIONAL MATERIALS

Textbooks and other educational material are fundamental to the learning process. Texarkana College and the Texarkana College Culinary Arts department staff are not responsible for lost, damaged or stolen material, supplies, kits or textbooks. In the event that a student must retake classes, the student is responsible for the purchase of additional supplies, kit items or textbooks.

PLEASE NOTE: Students will be required to have a tablet for class. Tablets are available for purchase in the TC bookstore. (As long as the tablet meets the requirements for the access code, students may use other tablets from outside TC). For safety reasons, tablets with broken screens will NOT be allowed at any time, for any reason. Tablets are necessary, as some of the culinary textbooks will only be available as e-texts. Students will be required to purchase access codes to receive e-texts. Also, a cookbook cover will be required for use in the kitchen to store tablets and will be available for purchase in the TC bookstore. The only

approved cookbook cover is the one available in the TC bookstore. Please contact instructor with any questions on textbooks/e-texts.

TEXTBOOKS

NOTE: check with instructor or bookstore for exact title and ISBN information before purchasing textbooks as editions are updated by the publisher frequently.

	CLASS	TEXT
CHEF 1305	Sanitation and Safety	<u>ServSafe</u> , 6 th edition
RSTO 1313	Hospitality Supervision	<u>ManageFirst: Human Resources Management</u>
RSTO 1325	Purchasing for Hospitality Operation	<u>ManageFirst: Purchasing</u>
CHEF 1401	Basic Food Preparation	<u>On Cooking</u> , 5 th edition
HAMG 2207	Hospitality Marketing and Sales	<u>ManageFirst: Hospitality and Restaurant Marketing</u>
HAMG 1221	Intro to Hospitality	
CHEF 2301	Intermediate Food Prep	<u>On Cooking</u> , 5 th edition
CHEF 1345	International Cuisine	<u>International Cuisine</u>
CHEF 1310	Garde Manger	<u>Garde Manger</u>
PSTR 1301	Fundamentals of Baking	<u>On Baking</u> , 3 rd edition
CHEF 1480	Co-operative Education	
RSTO 1221	Menu Management	<u>Foundations of Menu Planning</u>
CHEF 1441	American Regional Cuisine	<u>American Regional Cuisine</u>
DITA 1300	Dietary Manager I	
LEAD 1100	Workforce Development with Critical Thinking	<u>Bring Your A Game to Work</u>

CULINARY KIT

- 3 Embroidered TC chef jackets, black only
- 3 Hounds-tooth chef pants
- 1 3-pack aprons
- 1 Culinary hat (first semester—black& white houndstooth, second & third semester—black)
- 2 Neckerchiefs (first & second semester—black/white houndstooth, third semester—royal blue)
- 1 Knife kit

Please note: No other tools, equipment or knives may be added to the toolkit or brought into the kitchen without prior instructor approval. All culinary kit items must be purchased in the bookstore, unless approved by the instructor. Textbooks and culinary kit items are subject to change. The amount of supplies in the culinary kit is just a basic supply list. Students may need to purchase additional items, especially jackets, aprons and hats, if they are deemed unacceptable in class or are lost/missing. The program coordinator will decide if uniforms are acceptable. Decisions are final.

ADDITIONAL SUPPLIES

As in most educational settings, there may be many other items needed by the student. These are the items needed DAILY in class to be an effective student. Some of the additional items students need may include: computer access, flash drives, paper, binders, pens, pencils, highlighters, stapler, folders, Scantrons, index cards and other office/classroom items. Students are required to take photos for their portfolios and will need a camera. Phones are not allowed, so students will also need an inexpensive calculator. Other items may also be needed.

EDUCATIONAL FACULTY AND STAFF

Texarkana College Culinary Arts employs a highly trained and educated staff of individuals who are always willing to use their expertise to assist students.

Suzanne Lasagna- Culinary Arts Program Coordinator

E-mail: Suzanne.Lasagna@texarkanacollege.edu

Phone: (903) 823-3061

Office Hours: 7:40-8:00(M-F), 3:00-3:40 (M, T, TH), Tutoring 3:00-4:00 (W)

Location: TASC, Manager's Office in Downstairs Kitchen

Sheila Lynn- Culinary Arts Chef Instructor –Dual Credit

E-mail: Sheila.Lynn@texarkanacollege.edu

Phone: (903) 823-3062

Office Hours: by appointment

Location: TASC, Culinary Office

Melissa Cruise- Culinary Arts Lab Assistant

E-mail: Nancy.Flowers@texarkanacollege.edu

Phone: (903) 823-3062

Office Hours: by appointment

Location: TASC

ATTENDANCE POLICY

- All attendance policies will be strictly enforced.
- Class begins on time. Absentee policy begins at class time.
- Students attending Culinary Arts related field trips or out-of-classroom activities, will not be counted absent but must stay at the event for the amount of time required or they may be marked absent.
- There is no such thing as an excused absence (with very few exceptions). Special Exceptions: Military service, jury duty, or religious holidays. All special exceptions need to be discussed with the instructor before the 15th day of class, or the absence (when it occurs) may count.
- All TC Culinary Education students must attend all TC sponsored events or activities when directed to do so by the Program Coordinator. Students who choose not to participate will be sent home and counted absent. Unacceptable behavior will not be tolerated at such events. The program coordinator will make the determination if, when and which students will be expected to participate. Non-participation will result in a grade of zero for daily participation.

Lunches and Breaks

Students will receive a 30-minute lunch break during the day. Students will also receive two 10-minute breaks (one in the morning, one in the afternoon) per day. Any student that is over 5 minutes late returning from a break or lunch may be allowed to return to class but may receive an absence for the day. Due to the nature of our program, students are required to assist in the timing of their lunch and breaks. Lunches and breaks should be taken at an appropriate time to make sure no food product is lost. Break times will vary from student to student and from day to day. All lunches/breaks must be approved by an instructor before they are taken. Any student taking a lunch/break without prior permission may receive an absence for the day.

Absentee & Tardy Policy

Workforce Classes

Day Classes	Evening Classes
Class meets:	Class Meets:
5 days a week (MTWRF)	4 evenings a week (MTWR)
Instructor may withdraw a student from a course if absences exceed:	Instructor may withdraw a student from a course if absences exceed:
5	5
Three tardies count as one absence.	Three tardies count as one absence.
You are considered tardy from 8:01 a.m. through 8:15 a.m. You will be counted absent after that.	You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.

Early Departure

A student that leaves prior to the end of their scheduled class time is considered to be an early departure. If a student departs before class is dismissed by the instructor, they may be marked as absent for the day. If a student has to leave during the day (with prior permission only), for whatever reason, is gone for more than 15 minutes and then returns, they may remain in class, but may receive an absence for the day and/or a write-up.

Roaming

For safety and instructional purposes, the instructor must know where all students are at all times. Any time a student leaves without permission, is granted permission to leave but is not where they should be or is gone too long may be considered to be "roaming". "Roaming" also includes being in another classroom or kitchen for too long or unnecessarily, not participating in

kitchen cleaning and excessively long restroom breaks. Once a “roaming” student returns, the instructor may allow the student to return, but they may receive an absence and/or write-up.

BANQUET AND CATERING EVENT POLICY

Grading and Attendance information

To help students gain real world experience, they will be involved in preparing food and beverages for banquet and catering events. While most of these events take place during typical class hours, occasionally an event is scheduled early in the morning before class, after class hours during the week and on the weekend. **All students will be required to sign-up and participate in 4 (four) events outside of class hours each semester.** Part-time students are required to sign-up and participate in 2 events per semester. These events will be planned at least 2 weeks in advance for students to make arrangements to attend. Students will have to sign-up to participate in events. Students must participate in events they signed up for or they may receive a write-up. Students must stay for the entire time until released by an instructor. Leaving early or arriving late for an event is not allowed and students may receive a write-up. Not participating or putting forth effort during an event may cause a write-up. Students will receive points in lab courses for all events worked. NOTE: working an event outside of class hours does NOT change the attendance for the normal class hours. Students will still be required to attend class before and/or after an event.

NOTE: A few more events may come up later in the semester, but don't wait until the last minute to sign up!! Every event you miss of the 4, will alter your grade. Also, not all events require all students. Some smaller events require less students, so sign up early!!

ALSO NOTE: Occasionally, an event pops up with LESS than 2 week's notice. When this happens, the students that sign up and work the event and receive credit for the event will receive a BONUS of some type. The bonus may or may not include any of the following: an EXTRA EVENT bonus or a GOOJF card or something else awesome.

GRADING AND EVALUATION PROCEDURES

Throughout all courses, students are evaluated by qualified instructors and guided to the highest level of their potential. Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests, practical exams, quizzes, homework, projects, case studies, field projects, research papers and class participation. Students are required to take all exams and quizzes and complete all assignments.

Grades may either be figured using the point system or percentage method. See individual course syllabi for more information.

Make-up Policy

- It is the responsibility of the student to cover all material missed on their own time.
- Being absent when a topic or material was covered is unfortunate. However, a student is still required to take the test, quiz or assignment when everyone else does. No extensions. No exceptions.
- If a student is absent on the day of a midterm exam, written final exam or practical exam he/she is required to make-up the exam within two scheduled school days of their return. The student is required to contact the instructor to find out when the make-up will be.
- Homework assignments due the day of an absence will be accepted on the next class day.
- Projects, portfolios, case studies, field projects or research papers that have a set due date are required to be turned in on the due date. No extensions. No exceptions. No late work will be accepted and a zero will be given. Remember, all work can be turned in early when completed so as to never be late!!
- It is the student's responsibility to contact the instructor to arrange to make-up missed work.
- If a student is absent the day of a quiz, he/she is required to make-up the quiz within two scheduled school days of their return. The student is required to contact the instructor to find out when the make-up will be.
- In most cases, make-up exams and quizzes will only be offered after 3:00pm when class has been excused for the day. Class time will not be used for make-up work.
- Make-up work (quiz, midterm, final) may be the same as what other students received or it may be an alternate to maintain the integrity of the exam or assignment.
- Due to their nature certain assignments, such as a pop-quiz, it may not be made up. If this occurs, the student will receive no grade for the assignment.
- Failure to make-up work in accordance with the make-up policy requirements will result in a recorded grade of 0%. The 0% grade will be factored into the student's grade average and will, therefore, impact the student's overall satisfactory progress and may result in failure of the class.

Missing Assignments

The purpose of assignments such as homework, projects, case studies, field projects and research papers is to serve as a way to gain knowledge on a subject in advance, supplement lecture information and reinforce work done in class.

- Students are required to complete all assignments and will receive grades based on the work they submit.
- Incomplete assignments will not be accepted, and will be recorded as a 0%.
- Failure to turn in an assignment will result in a recorded grade of 0%.
- A 0% grade will be factored into the student's grade average and will, therefore, impact the students overall satisfactory progress and may result in failure of the class and program.

Additional Grading/Testing/Certification Information

· Occasionally, there will be informational note cards (crib sheets) allowed in class to assist with quizzes, tests or exams. All informational note cards must be hand written, one side only of a 4X6 index card. Information included on note cards must be paraphrased only, not copied

directly from the textbook. The cards used must be attached and turned in. The number of cards, if any, allowed, will vary by assignment and will be shared in advance.

- Only one course should be on each note card. Do not put more than one course on each card or the cards may not be used.
- There are certifications offered as part of the culinary program for the benefit of our students and their futures. In all cases, these tests are NOT graded on sight, but mailed to the certification institute. Even though the certifications are not graded on site, it is still mandatory for all students to take the test, unless they have previously taken the test and show original proof in the form of the original certificate issued. Any student that forgets or loses their answer sheet or for any reason refuses to take the certification test may be sent home, receive an absence and receive a write-up.
- Midterm exams, finals and, occasionally, major projects are graded and stored. Graded and stored items can be reviewed by setting up an appointment with an instructor after class hours.
- Midterm and final grades are calculated using the grading criteria located in the syllabus for each course. Any and all coursework, assignments or other grading criteria due, up to the Midterm grade due date, is graded and are included in the Midterm grade posted. Any and all coursework, assignments or other grading criteria completed during the entire semester, is graded and included in the Final grade posted.
- Midterm and final grades are available for viewing after posting on myTC.

DRESS CODE

All students are required to dress and groom themselves in a manner commensurate with the highest standards of the professional culinary industry. This standard should be maintained during class, lab, breaks and approved off-site educational events. Remember, wearing a Texarkana College Culinary Arts uniform means that you are representing Texarkana College.

- Depending on the class, students may be given a choice as to the dress code allowed.
- All classes with a lab component require the approved culinary uniform only.
- Students will be informed in advance when the option of professional dress attire is allowed.
- Instructor has final say so on what is allowed/acceptable and when culinary uniform or professional dress attire is allowed.
- If a student's appearance is deemed unacceptable, he/she may be sent home with an absence.
- Students must enter the building in correct, complete attire. Do not change/dress in the building.
- If wearing culinary uniform, all students must be "kitchen ready" at all times while on campus. Jackets buttoned, hair pulled up and approved jewelry only.
- Students are required to keep their jackets completely buttoned at all times, even when on breaks.
- Students are required to wear their Texarkana College student ID at all times when on campus. ID's can be hung on a lanyard or badge holder. Being in a wallet or pocket is not acceptable since the ID must be displayed. Missing/broken ID must be replaced immediately.
- Culinary uniforms are to fit appropriately. They are to be neither too tight nor too baggy. If uniform components are deemed to not fit appropriately, the student will not be allowed to

- remain in class and may be sent home with an absence.
- Aprons are mandatory in the kitchen at all times and must be clean and tied when being worn.
- Discolored chef jackets are not allowed. If a jacket is deemed too dingy, yellowed, stained or dyed, the student will not be allowed to stay in class and may be sent home with an absence.
- The instructor has the final say on the acceptability of any uniform or uniform items being acceptable or not in class.
- Violations and repeated violations of any part of dress code may result in student being sent home and/or write-ups.

Approved Culinary Uniform

Chef Jacket	<p>Correct jacket-purchased from TC bookstore with approved TC logo only</p> <p>Clean-no stains, bleach spots or discoloration from incorrect washing</p> <p>Pressed-no wrinkles or creases</p> <p>Buttons-no missing buttons, completely buttoned at all times</p> <p>Properly fitting- able to be pulled down completely, including over hips with no bunching or pulling when completely buttoned</p> <p>Undershirt-clean, solid white or black, not showing out of collar, cuff or bottom</p> <p>Sleeves/cuffs turned up one time only, not up further than wrist</p>
Chef Pants	<p>Correct pants- hounds-tooth pants purchased from TC bookstore only</p> <p>Clean-no stains or bleach marks</p> <p>Pressed-no wrinkles or creases</p> <p>Complete-no tears, rips, holes or frays</p> <p>Properly fitting-properly hemmed, no sagging</p>
Shoes	<p>Color-solid black only</p> <p>Safety- slip resistant (must be marked "slip-resistant" on bottom, heel or front)</p> <p>Type-closed toed</p> <p>Socks-must be worn with shoes, solid black or white only</p>
Pocket	<p>Pen- permanent ink, blue or black</p> <p>Thermometer- bimetallic stemmed or digital</p> <p>Marker-permanent black Sharpie-type</p>
Jewelry	<p>Ring-Plain band ring, no stones</p> <p>Watch-solid leather or metal band, no bangles or stones</p> <p>Earrings/gauges-none</p> <p>Necklaces-none</p> <p>Bracelets- none</p> <p>Facial/head/lip/tongue piercings-none</p>
Hair	<p>Restrained-If long enough to touch shoulder, must be pulled back not touching collar</p> <p>Hair must all fit within hat with hat touching forehead and covering back of head</p> <p>Kitchen headwear-approved chef hat only (DC-hairnets only)</p> <p>Classroom headwear- none allowed except chef hat</p> <p>Not allowed at any time- unapproved headwear; scarves, wraps, do-rags, bandanas</p>
Other	<p>Neckerchief-clean and properly worn and tied at all times</p> <p>Perfume/Cologne/Makeup- light usage only</p> <p>Nails-trimmed to 1/8", unpolished, clean</p> <p>Facial hair- neatly trimmed and maintained to ¼ inch; defined lines for mustache, beards and goatees</p>

Approved Professional Dress Attire

Ladies	Men
Clothing-Business separates, business suits, dresses, skirt/blouse combo	Clothing-Dark suits or dress slacks, button down dress shirt, tie, belt
Footwear-Dress shoes/heels	Footwear-Dress shoes/boots
Jewelry-Minimal	Jewelry-Minimal
Make-up- Minimal, tastefully done	Facial hair-neatly trimmed and maintained
NOT ALLOWED INCLUDES:	NOT ALLOWED INCLUDES:
Headwear of any kind, including hats, bandanas, wraps, scarves, do-rags	Headwear of any kind, including hats, bandanas, wraps, scarves, do-rags
Polo shirts, T-shirts, khakis, shorts, capris, low cut/plunging necklines, flip flops, sneakers, denim anything, athletic wear	Polo shirts, T-shirts, khakis, shorts, flip flops, sneakers, denim anything, athletic wear

POLICIES AND PROCEDURES

Policies and procedures are to be adhered to when on Texarkana College campus or at a Texarkana College function. Students will conduct themselves in a professional and mature manner in regards to fellow students, instructors, staff, clients and vendors.

- Texarkana College is a Tobacco Free Campus. No smoking, chew or vaping. No exceptions.
- Students are not allowed to leave campus during breaks. Violations may result in write-ups.
- Students may only take a break/lunch after the instructor announces a class break/lunch or with permission in advance.
- No profanity on campus or in any building on campus. Violations may result in write-up.
- All students will be required to use their myTC account to log in and access their e-mail and TConline on a daily basis.
- Texarkana College and the Texarkana College Culinary Arts Instructors are not responsible for damaged, lost or stolen supplies and kits. Labeling and engraving of items is recommended.
- Students must take all belongings with them at the end of the day. No exceptions.
- No loaning or borrowing tools or supplies from other students. May result in write-up.
- Congregating in hallways, restrooms or on stairs is not allowed.
- Under no circumstance are students to touch an instructor or any other students. Violations may result in student being sent home, receive an absence and a write-up.

- Soliciting for tips is strictly prohibited and may result in being sent home and a write-up.
- Students must be engaged in some form of learning at all times.
 - Ex: Textbooks, workbooks, class assignments, projects, lab work, cleaning or homework.
- Arguing with instructors for any reason, back-talking, yelling at instructors, being disruptive in class or lab will not be tolerated. Students may be sent home and receive a write-up.
- Items left in the classroom or lab will be turned in to Texarkana College Police Department lost and found.
- Students may only use Culinary lab computers for classwork and assignments during class times. If students found to be using computers for non-class work they may be written-up.
- Students who lay their heads down in class or close their eyes may be counted absent.
- Students who come to class without classroom materials or supplies, including textbooks, recipes, aprons, knives, etc; may be counted absent, sent home and receive a write-up.
- Random knife kit checks may be performed to ensure all kit items are available at all times.
- During classroom activities, only drinks in re-sealable containers will be allowed. No food is allowed in the classroom unless it has been prepared during our lab. If you bring food or purchase food from the Bistro, it must be consumed in the cafeteria dining area only.
- No gum or candy is allowed in the classroom or kitchen at any time.
- Only approved containers are allowed in the lab/kitchen area. Approved containers include bottled beverages with lids and sealable containers. No cups with lids and straws. Approved drinks must remain sealed and in bags during lab/kitchen time. Culinary students are not allowed to use the free, clear “water cups” in the Bistro at any time.
- No children allowed in class. A student may not, for any reason, bring a child to school.
- Students may not, for any reason, prepare their own food for purchase in the Bistro. All food must be prepared by another student. Violations may result in a write-up.
- Students must pay for all food and drinks in advance and must retain receipts. If asked, a student must be able to show the original receipt for the purchase of any food or beverage. Violations may result in a write-up and TC Police may be contacted.
- When directed to do something by an instructor, do not argue. Please respond, “Yes, Chef” only. If you disagree or have a question, contact instructors during office hours to discuss.
- Our building is host to many Texarkana College and community events. Professional behavior is required at all times. Talking loudly and other disruptive behavior in kitchens, classrooms, common areas, restrooms and hallways is not allowed.
- At no time are students to sit on tables or counter tops in the classroom, kitchen or Bistro. This is a violation of sanitation and safety protocol. Violations may result in a write-up and student being sent home with an absence.
- From time to time there are events in our building for the community and there are groups/organizations giving away merchandise and marketing items. Students may not take any items during class time. This includes pens, magnets, fliers, etc. After class has been released for the day, and if a student is part of the group the organization is geared toward, only then, may they participate. The only exception to this is if the organization/group is here specifically for interaction with Texarkana College students, and then students may participate during their break time only. Even if items are offered, students must decline unless approved by the program coordinator.
- Horseplay will not be allowed at any time. Students may receive a write-up.

- Theft of, destruction of or misuse of another's property may subject the student to disciplinary action up to and including termination.
- Destruction or defacing Texarkana College property may result in disciplinary action up to and including termination and/or charges for the replacement cost of the item(s).
- All food, supplies and equipment are property of Texarkana College and may not be removed from the building. Anyone found in violation may be reported to TC Police and may face criminal charges and dismissal from the program.
- There may be food set out for different events around the building from time to time. This is not for students. Violations could result in campus police being called and possible criminal charges and dismissal from the program.
- The food we prepare in class is for students, instructors and approved visitors only. Violations could result in TC police being called and possible criminal charges and dismissal from program.
- We cook with and store alcohol in the kitchen. It is only to be handled by instructors. No exceptions. It is not to be consumed for any reason. Violations could result in campus police being called and possible criminal charges and dismissal from the program.
- Students are expected to maintain a high level of hygiene. Poor personal hygiene may result in a verbal warning, then a write-up.
- There will be daily cleaning assignments during lab. Standing around may result in the instructor assigning "special projects" to complete. No one leaves until the entire lab/Bistro kitchen is completely clean. Leaving lab before cleaning is complete may result in an absence. Remember, a kitchen should always be left cleaner than it was found.
- Instructors are to be addressed by their proper title; Chef.
- All culinary students will work in the Bulldog Bistro on a regular basis. Students must remain professional at all times when dealing with customers and vendors. Inappropriate behavior may result in a write-up or other disciplinary actions.
- Violations of safety and sanitation due to carelessness or laziness may result in a write-up.
- Participation in class/lab is mandatory. This includes clean-up, dishes and end of class activities. Refusal to participate/not listen to instructor may get student sent home and a write-up.
- Any student found giving away food/making special orders/changing menu items in the Bistro without instructor approval may be reported to TC police, sent home and get a write-up.

Incident Information

- Any combination of four incidents (write-ups) during the entire length of the Culinary Arts program, will serve as just cause for students to be dropped from the program. Students who re-enroll at a later date, after being dropped for four-incidents, will be placed on a six month probation period. During the probationary period, any additional disciplinary action will be just cause for termination from the program.
- Please note: Students may receive written and/or verbal warnings. Repeat violation of the same policy may result in a suspension and/or termination from the program. In the case of a violation of a serious nature, Texarkana College has the right to terminate enrollment without first issuing a warning or suspension. Certain behaviors have more serious consequences. Any or all incidents may result in an individual or a combination of consequences or punishment including: write-up, sent home, dismissal from class, dismissal

from the program, suspension, expulsion and/or criminal charges.

Security

Our classroom, Bulldog Bistro and kitchen areas are open and unlocked throughout the day. People come in and out of the Truman Arnold Student Center all day long; including other students, visitors, vendors and community members. Our building is one of the busiest on campus. With that in mind, do NOT bring valuables to campus. Remember that when students are not in the classroom, their belongings are not being monitored. Every student is responsible for the safety of their own belongings. Texarkana College and its employees are NOT responsible for the loss or damage of a student's possessions. Any items left in the classroom, kitchen, office, restrooms or common areas will be turned over to Texarkana College Police Department and be placed in Lost and Found. Also, all vehicles should remain locked at all times. Do not leave any valuables in plain sight. All students must acquire a TC parking permit and display it in their vehicle. All students must also acquire a TC student ID and keep it with them at all times. (903)798-3330 – direct line to campus police. **Please give this information to schools, daycares and family members since cell phones are prohibited in certain areas.**

ADDITIONAL INFORMATION

Grades

Failure to maintain passing grades may result in a student being dropped from the program. Students must pass all culinary core classes with a cumulative GPA of 2.5 or better.

Academic Prep

Students may be required to attend Academic Prep on a weekly basis. If students are to be in Academic Prep and are not in attendance, they may be written up and receive an absence. It is up to each student to maintain their own Academic Prep schedule. No reminders will be given. Students need to make sure their work, dishes, recipes, tasks, cleaning, etc. are completed and check with an instructor before leaving to attend Academic Prep. Students not checking with instructor before leaving or leaving work unfinished, dishes, recipes, etc. may receive a write up.

Tutoring

Occasionally, an instructor may arrange additional tutoring time for a student during class hours. Students will not be reminded to attend. It is up to the students to manage their time appropriately to attend tutoring.

Financial Aid

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

Statement of Non-Association

At times, flyers, notices and announcements may appear on bulletin boards or other public venues in the TASC and elsewhere around campus. The appearance of such flyers and announcements does not in any way imply that Texarkana College Culinary Arts promotes or sanctions such an event or thoughts posted. Texarkana College shall not be responsible for the content, format or activities related to such events, classes or information.

Educational Environment Needs

Texarkana College Culinary Arts is an institution of higher education and cultivates an environment that is conducive to learning. Disruptive conversation, excessive noise and other disturbances that may hinder the learning process will not be allowed. The use of abusive language and/or controversial topics deemed as offensive by others may not be expressed. This includes, but is not limited to topics of a sexual, religious, political, ethnic and/or racial nature.

Complaints and Appeals

The Texarkana College complaint and appeal process information is located in the student tab of MyTC on the Texarkana College website.

Withdrawal Policy

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student may receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) may affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal. Any student wishing to voluntarily withdraw from the Culinary Arts Program must contact the Program Coordinator during regular business hours. Requests for withdrawal are ideally made in writing and via an appointment. However, verbal communication of a withdrawal will be accepted and documented by the Program Coordinator.

Unofficial Withdrawal

Students who do not officially withdraw will be subject to failure to attend.

Termination and Withdrawal Fees

Please contact the Office of Financial Aid and/ or Business Office

Disability Act Statement

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the

accommodations that you might need for this class. It is best to request these changes at the beginning if not before the start of class so there is ample time to make the accommodations.

Academic Integrity Statement

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

Emergency Closures

Texarkana College does not typically close for weather-related conditions. However, when there is a serious weather or other emergency that causes retail businesses and government offices to close, we may temporarily close. Students will be notified by e-mail and/or text messaging through the RAVE system. Closing will be established through TISD and passed on through local television and radio stations.

Records Privacy, Access and Release of Information

All student files are maintained in a secure location/office that is available to authorized personnel only and is locked when not occupied/in use. All students are guaranteed access to their academic and/or financial aid file by scheduling an appointment with the respective office personnel during regular business hours. For more information please contact the Office of Admissions.

Duty to Warn

In order to provide a safe environment, students have a duty to warn College staff of any violations of policies, College rules and regulations or laws. Also, students have a duty to advise staff of any threat to occupants of the College. Timely warnings in a case of imminent danger will not constitute a violation of FERPA as allowed under the Campus Security/ Crime Act.

Incident/Accident Reports

In situations where damage and/or injury occurs on Texarkana College property, staff may document the occurrence on an incident report. Students who are involved in the occurrence and/or who may have witnessed the occurrence may also be asked to issue documentation on an incident report.

Health and Welfare of Others

All students are expected to conduct themselves in a manner that will limit the potential for harm, damage or injury of another and/or to property. Gross negligence, abuse or endangering the health and welfare of another is prohibited. This would include, but is not limited to, the use of verbal or written (including electronic/Internet) threats, intimidation, coercion, verbal or non/verbal abuse or harassment, discriminatory behavior, inappropriate physical conduct,

contact or behavior and/or other behavior deemed inappropriate by Texarkana College. Student participating or displaying these behaviors or actions are subject to disciplinary action up to and including termination and subsequent legal action.

Parking

Culinary Arts students should park in front of the Truman Arnold Student Center. On rare occasions, the parking areas nearest to the TASC may be blocked off. When this happens, students may need to park elsewhere on campus and walk. For additional questions or problems, contact Texarkana College Police for assistance.

Solicitation

No solicitation is permitted without prior approval from the Program Coordinator and the Dean of Workforce.

Smoking Policy

Texarkana College is a Tobacco Free campus. This includes the use of any type of tobacco product in any outdoor area and building on campus including the apartments.

Additional Information:

Texarkana College School of Culinary Arts reserves the right to add, delete or edit policies and procedures of the department at any time, as deemed necessary.

For additional information on college policies, see the Texarkana College Student Handbook available online.

Prohibited Drug Policy

- Drug use of any kind (including prescription drugs without prior instructor approval) is strictly prohibited while on campus or before returning to class. If drug use is suspected, **no warnings** will be given and the **campus police will be contacted**. Safety is our number one concern, and intoxicated students are not safe. ***If TCPD determines the student is, in fact, impaired, the student will be sent home, counted absent and all policies of the program apply.
- Prescription drug use needs to be brought to the instructor's attention. Bring a doctor's note or prescription page, if requested by instructor, to indicate what medications you are taking. Not at any time will any student be allowed to work in the lab/kitchen/Bistro while under the influence of intoxicating prescriptions (opiates, synthetic opiates, barbiturates, tranquilizers, downers, etc.) Students attending lecture under the influence of the above medications will be at the discretion of the instructor. Example: if a student is visibly medicated, TCPD will be contacted and the student removed from the class for the day. Note: the attendance policy will apply.

Student Success Strategies

Students are responsible for meeting ALL classroom/lab expectations and following all policies and procedures included in this handbook. Students are responsible for their own educational successes **or** failures. A student's educational success includes: attending class, reading

textbook chapters, taking notes, highlighting information, studying for quizzes, midterms or finals, putting in 100% effort in lab, completing all projects and keeping track of class assignments/projects and due dates and turning in all assignments on time.

- A successful student accepts **personal responsibility**. They see themselves as the primary cause of their outcomes and experiences. They do NOT see themselves as victims. Instead, they believe that what happens to them is decided by them and them alone, not by outside forces, such as fellow students, teachers or their employers.
- A successful student practices **self-management**. They are consistently planning and making specific actions that will lead them to their goals and dreams. They do NOT follow the crowd since that path may not be the one that is best. They make the choice that is best for them regardless of how hard it will be to accomplish. They do not let anyone hold them back.
- A successful student is **self-aware** and knows that their actions, behaviors, beliefs and behaviors keep them on track. They do NOT make poor choices that may sabotage their plans to be successful.
- A successful student adopts a policy of **life-long learning**. They find value and wisdom in most experiences they have. They do NOT resist new ideas and skills and treat learning as if it were boring or trivial. Instead, they view learning as a challenge they are up for.
- A successful student **believes in themselves**. They do NOT doubt their abilities or feel inferior or inadequate.

CELLPHONE POLICY

1. The phone/electronics policy is not to be violated. The current, new phone and electronics policy is as follows:
 - Cell phones, laptops and other portable electronic devices are not allowed at any time. The only permitted electronic device is a tablet, which is required for lab, and occasionally, lecture. Students will not, for any reason during class time, have their phone on their person. Phones are not allowed in hands, jacket pockets or pants pockets at any time. Phones should be safely stored elsewhere, like in a bag or backpack. Students may not use their phones/tablets during restroom breaks. At no time, should a phone become visible in the classroom, kitchen, lab or Bistro. Tablets are to be either on the kitchen table and used exclusively for lab or lecture (with permission only) or safely stored elsewhere, like in a bag or backpack. Phones may only be used during 30 minute lunch break, and only outside of the classroom, kitchen, lab or Bistro. Phone violation--First warning: If a phone is seen during class hours, the student will place their phone in a bag with their name on it and it will be locked up until the end of the day. Second warning: If a phone is seen during class hours, the student will place their phone in a bag with their name on it and it will be locked up until the end of the day. Third warning and beyond: If a phone is seen during class the student may be asked to leave and receive an absence for the day and may receive a write up. Note: if during the first warning or second warning a student refuses to place their phone in a bag to be locked up until the end of the day, the student may be asked to leave and receive an

absence for the day and may receive a write up. Use of tablet, other than during approved times, will not be allowed and violations will be treated the same as a phone violation.

NEW FOOD HANDLER POLICY—September 1st, 2016

The Texas Department of State Health Services added a new requirement that all food handlers and food employees, "...shall successfully complete a food handlers training course, accredited by the department, within 60 days...". This code, 228.33, certified food protection manager and food handler requirements, requires anyone handling food and/or foodservice contact surfaces, to have an ANSI approved food handler training class within 60 days. It is a non-negotiable policy required at any establishment that prepares, serves or handles food and food products. All students will be required to show documentation, within the first 60 days of class, of a current ANSI approved food handler certificate. In most cases, the test, including an online class, can be taken from multiple online sources for less than \$20, at the student's expense. Instructors have a list of several online options. There are also practice tests and tutorials available online. TC culinary instructors are available for tutoring assistance but students must take and pass the test on their own. As soon as it is received, students need to bring the certificate/card in to have it copied and put on file. If after 60 days a student has not shown documentation of passing a food handlers training course, per the health department, they cannot, and will not, be allowed in the kitchen areas. Therefore, a student without a food handler's certificate that is not allowed to be in the kitchen, cannot participate in lab, events or in the Bistro. Participation in class is mandatory, so students may receive write-ups and absences for not participating due to lack of the food handler's card. If you have questions about a food handlers certificate you already possess, ask your instructor if it is acceptable.

Handbook Last Edited 1/6/2017