



CULINARY ARTS DEPARTMENT

HOUSE GUIDELINES

Samuel Robertson Technical school

Professional Cook 1 Certificate

&

Professional Cook 2 Advanced Certificate

Foundation Programs

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INTRODUCTION

The Culinary Arts Certificate Programs are designed to meet the needs for qualified cooks in the hospitality industry. Graduates will be able to obtain employment as line cooks or third cooks in hotel kitchens, restaurants, catering companies, airport flight kitchens, trains, cruise ships, camps and institutional kitchens, and will also have completed the technical training for entry into Professional Cook Levels 1, and 2 of the BC Industry Training Authority (ITA) Apprenticeship Programs.

Since these programs are designed to make the graduate employable in the food service industry, the student must accept the rules of conduct as they apply to the workplace. The student not only requires the necessary skills to become employable but also the right attitude. In regards to attendance, punctuality and work ethic, students should have the same commitment as if they were working on a job. Students should be aware that excessive absences on a future job might result in termination in most organizations.

GENERAL INFORMATION

Professional Cook 1 Certificate Program

The program has been broken into 7 blocks delivered over 10 months. School days will be from Monday to Thursday, 2-7pm. During the week, there will be 25% theory and 75% practical work (exception for month 1). We will apply our practical skills by offering community dinners 3 days a week.

Blocks 1-7- Consists of 15 Courses:

<u>Safety, Sanitation & Equipment (CULI 1120)</u>	2.0 credits
<u>Basic Kitchen Skills (CULI 1121)</u>	2.0 credits
<u>Hot & Cold Sandwich Prep (CULI 1122)</u>	2.0 credits
<u>Hot & Cold Breakfast Cooking (CULI 1124)</u>	2.0 credits
<u>Kitchen Management & Health Care (CULI 1125)</u>	1.0 credits
<u>Stock, Soup & Sauce Cooking (CULI 1126)</u>	2.0 credits
<u>Cold Kitchen (CULI 1127)</u>	1.0 credits
	1.0 credits

<u>Vegetable and Starch Cooking (CULI 1130)</u>	
<u>Meat and Poultry Cooking (CULI 1131)</u>	1.0 credits
<u>Seafood Cooking (CULI 1132)</u>	1.0 credits
<u>Vegetarian Entrees, Pasta & Soup (CULI 1133)</u>	1.0 credits
<u>Meat, Poultry, Seafood Cutting (CULI 1135)</u>	4.0 credits
<u>Meat, Poultry, Seafood Cooking (CULI 1136)</u>	2.0 credits
<u>Vegetable, Egg, Starch, Pasta (CULI 1137)</u>	2.0 credits
<u>Baking and Desserts 1 (CULI 1140)</u>	4.0 credits

Professional Cook 2 Advanced Certificate Program
VCC Downtown Campus

The Professional Cook 2 Advanced Certificate Program is 16 weeks long taught in 4 (4-week) Blocks, with each Block consisting of 1 or more courses:

- Block 8 - HR Management
 - Purchasing & Receiving
 - Restaurant Customer Service
- Block 9 - Nutritional Menu Development
 - Advanced Cookery
 - Global & Vegetarian Cuisine
- Block 10 - Advanced Baking
- Block 11 - Restaurant Line Cooking
 - Appetizers & Platters
 - Advanced Butchery-Charcuterie

In order to obtain a Professional Cook 1 and Professional Cook 2 Advanced Certificates, the student must achieve a minimum 70% in each course of the program.

The knowledge of the trade, the speed and efficiency in performing the necessary tasks are essential criteria that students must acquire during their training to become employable. The student will gain a practical understanding of skills necessary for success in the trade. A successful student will acquire all of the above. Students will find that this program requires extra hours of study at home in order to complete successfully.

INSTRUCTOR SCHEDULING

Homeroom instructors are scheduled on a yearly basis. However, at times a change of instructors is necessary to accommodate departmental staffing needs.

VANCOUVER COMMUNITY COLLEGE SERVICES

Library - <http://library.vcc.ca/>

Counselling, Tutoring, Learning Centre - <http://www.vcc.ca/students/services.cfm>

Bookstore - <http://www.vcc.ca/bookstore/DTNCampusBookstore1.html>

LANGUAGE

The official language spoken in the department, in the hallways and in class is English. To foster an environment of equality and inclusion students are asked to keep this in mind at all times.

PROGRAM CONTENT

Provided by Instructor and Culinary Arts Home Page: VCC.CA

- Course overview and structure
- Theory schedule
- Demonstration and lab schedule
- Assessment expectations
- Assignments

EVALUATION

A number of written and practical exams may be given during each course. The number and complexity of exams is dependent upon the course content and duration. In addition, several formal kitchen projects may be assigned and graded. Daily performance including professional attitude, attendance, and skills and skills using kitchen equipment and tools will determine the course mark. Details of evaluation techniques will be provided the first day of the program. All evaluations will be consistent with the college grading system.

***Note: If you are late or absent from class we cannot grade / mark you for assignments missed that day.

At the completion of each block the instructor will submit student marks to the Student Records Department preparing a “transcript of achievement” showing the evaluations. All students will receive this transcript at the conclusion of the program.

A Vancouver Community College certificate will be awarded upon completion of Professional Cook 1 with a grade point average of 2.67 or higher. Less than a 2.67 GPA and the student will not be allowed to proceed to Professional Cook 2 (PC2). At an additional tuition cost, a student may be inserted into a new class to repeat courses that have not garnered satisfactory results, and only if space is available. Students who do not achieve the 70% minimum required to pass a course are allowed to continue in the program and may enroll in make-up courses to meet the requirements for certification.

All requests to insert into classes or to proceed to the next level must be directed to the Culinary Arts Department Head.

GRADING

Letter Grade	% Range	Description	Grade Point Equivalent
A+	96-100	Distinguished	4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85	Above Average	3.33
B	76-80		3.00
B-	70-75	Average	2.67
F	0-69	Failing Grade – unable to proceed to next Term	0

A College Certificate will be awarded upon completion of all courses with an accumulated Grade Point Average of 2.67 or higher.

Students can view their grades on-line through www.vcc.ca.

SUCCESS IN THE CULINARY ARTS PROGRAMS

A. What is expected of students

- 1) A keen interest and a desire to learn
- 2) Co-operation with other students and staff
- 3) A student's best effort in all work and assignments
- 4) Plan your work and work your plan

B. How to learn

- 1) Listen - the art of listening is a very important one
- 2) Observe - watch what others are doing, without neglecting one's own work.
The skill of observing pays off in dividends in later life
- 3) Ask - Do ask questions to clarify any instructions given
- 4) Read - trade magazines, books relating to the subject
- 5) Study and keeping one's mind open to new ideas
- 6) Take notes in class
- 7) Actively participate in peer teaching
- 8) Use technology: internet searches, blogs, discussion forums, etc. to remain current in the industry

C. How to co-operate

- 1) Be thoughtful and willing to help others after one's own work is done
- 2) Show leadership qualities - assist others when needed
- 3) Always think in terms of working with others
Ask the following questions:
 - a. - Will it give someone else more work?
 - b. - How can I make it easier for them?
 - c. - Follow the "Golden Rule"... Treat others as you would want to be treated in return
- 4) Remember that co-operation creates harmony around us
- 5) Always look for additional assignments - learn to see things that need to be done

D. Why?

- 1) Following these suggestions will make one's courses more enjoyable
- 2) Show enthusiasm, professionalism, and commitment and have fun!
- 3) Students will improve themselves and will have more success in their professional career

AWARDS

A number of awards are offered by various sponsors, suppliers and industry. Students are encouraged to perform to their best ability to be considered for these awards.

To see a list of awards and applications available: <http://www.vcc.ca/applying/registration-services/financial-aid/>

COMPETITIONS & COMMUNITY INVOLVEMENT

A number of culinary competitions take place within the industry and VCC on a yearly basis. Various instructors are available as mentors and coaches for support. Students who are interested in representing VCC at these competitions must meet the requirements set by the department. Information is posted on the Moodle site.

The Culinary Arts Department is an active member of the community. We host and support a number of charities, and events. Student volunteers are always needed to help support these causes. Volunteer hours are credited towards ITA workplace hours.

Major events include The Fair in the Square and Christmas in January.

CERTIFICATE OR TRANSCRIPT OF ACHIEVEMENT

See the VCC policies at - http://www.vcc.ca/deptUploads/policies/C_01_03.pdf

ATTENDANCE

Attendance at all classes is mandatory. Although non-attendance at a small percentage (10% per course) of classes may not restrict a student from completing and/or progressing from a course, absence of more than 10% per course may result in discontinuation, and certification being withheld until satisfactory attendance or level of competency is achieved.

Two late arrivals or leaving early twice in one week results in one day "Absence". Chronic late arrivals and early leaves may affect a student's marks. Students arriving 1 hour late will not be admitted in class and will be marked absent.

To summarize:

Students who have missed more than 10% of each course may have to pay and re-do the course.

In the above instances, students are permitted to re-enter the program only if space is available.

As instructors, we expect students to treat their attendance, attitude and performance with the same diligence as if they were on the job.

Furthermore, if students do not have complete or appropriate uniform, there will be no admittance into class (i.e. marked "Absent").

For any absences, students are required to inform the instructor no later than the same day, via email or by phone. Please phone and leave a clear, concise message at **(604) 466-8409 EXT.3**

Or email msteele@vcc.ca

Absence for any reason must be reported. It is the student's responsibility to do so.

- Report absence for morning classes prior to 7:00 a.m. **VCC Vancouver**
- Report absence for evening classes prior to 1:00 p.m. **SRT Maple Ridge**

CLASS HOURS AND PUNCTUALITY

Always remember: punctuality is an important criterion in a student's evaluation - not only in this course, but also by a student's future employers. Students must be on time for their classes; tardiness may result in lower grade marks (see Attendance). The general class times may vary dependent on course. A.M. Classes are scheduled between 7:00 a.m. – 1:45 p.m.

VCC @ Samuel Robertson Technical Classes are scheduled between 2:00 – 7:00 p.m.

Monday – Thursday.

A minimum of 1-hour daily home study may be required to finish assignments given by the instructor. During the program there may be occasions, such as course requirements, competitions, special functions, field trips, etc., which students will be asked to attend and class times may vary.

If a student is unable to complete a course due to justifiable absence that student will be requested to self-withdraw.

Any changes in contact information such as home address, email address and phone numbers must be reported to Student Records and the Culinary Arts Department's Administrative Assistant.

BREAKS

- a) Set by the instructor.
- b) Students shall not help themselves to any food. There will be no food taken out of the lab and no eating in the lab other than the routine tasting and testing of the products.
- c) **BEVERAGES OR FOOD NOT ALLOWED IN LECTURE ROOMS**
(Please check with instructors)
- c) All students will return to their designated workstations immediately after their break periods.

PROGRAM REQUIREMENTS / TOOLS

Students must purchase a set of uniforms, Equipment theory manuals and recipe booklets.

These items are prepared by the Culinary Arts Department and boxed by the bookstore. The box (tools and books) should be purchased on the first day of classes at an approximate cost of \$700. Additional recipe booklets (as appropriate for each level of study) may be purchased at a later time.

The following are the texts required:

- “Professional Cooking” – Gisslen (Canadian Edition)
- “Professional Cooking” – Gisslen - Study Guide
- Recipe Booklets for specific blocks must be purchased – these books are updated and revised on a regular basis – do not purchase until instructed to do so.

Each student is responsible for taking care of his/her own tools. Engraving the equipment is essential and will provide proof of ownership.

Students should consider the fact that hands-on lessons and practice will occur in a shared kitchen environment with potential allergens such as gluten, nuts and shellfish etc. Each student is responsible for informing the instructor if there are allergy issues or concerns.

UNIFORMS

Students pay for a full uniform to be worn at all times during class hours. Failing to bring uniform to class, the students will be asked to leave and get his/her uniform. While in training, at all times, students must wear properly fitted and complete uniforms. A complete uniform consists of a hat, a jacket, an apron, a neckerchief, cooks trousers and a nametag; black shoes with leather uppers or heeled chef's clogs are acceptable in the kitchen. Shoes must not have mesh tops or sides and should be made of leather. **Only uniforms issued by the College are acceptable.** All changes of clothes are done in the designated change room.

- A hair net is required if hair touches the collar of the student's jacket.
- Hats are the student's responsibility and must be clean and neat at all times. They are available for purchase in the VCC bookstore. Hats should be replaced once a month, or when they are discolored. **SRT- Black Beanies are provided and will be maintained by each individual student, new beanies will be required if the original starts to look worn out.**
- Name tags for the entire class will be purchased in the first week of block one. In the event that a name tag is lost over the course of the year, it is the student's responsibility to order a replacement as soon as possible from the V.C.C. Bookstore or see Chef Steele.

***Note for Block 8:**

- While attending classes in Block 8 (JJ's Dining Room – Service component) you will be responsible for supplying your own clothing:

Ladies: Clean and wrinkle-free, well-fitting white blouse, black skirt or pants, socks or pantyhose, low- heeled black dress shoes, cleaned and polished.

Men: Clean and wrinkle-free, well-fitting white shirt, black dress pants, black tie or bowtie, black dress shoes clean and polished.

- VCC Downtown Campus: Coat hangers on the hallway floors are a serious safety hazard. You are requested to remove the hangers from your uniform and deposit them on the racks provided at the laundry door or in the hallways.

***** Towel exchange times are as follows: VCC Vancouver Campus only:**

Monday thru Friday – Towel exchange (2 for 2 only) 12:30 – 2:30 p.m.

Samuel Robertson Technical: Towels are provided and cleaned each day on site by the students designated, clean well sanitized towels will be available each day at class commencement.

LOCKERS

Students will be assigned an individual locker (Maximum size of locker is 22 cm wide)

- Your instructor will record your locker number. Do not change lockers without permission from the Department Head or Instructor.
- Be sure to select a locker in the designated areas only. Locks on lockers not designated to Culinary Arts will be removed, as will the contents.
- Students should provide a lock, combination or key style is appropriate.
- The lockers must be locked at all times. For security reasons, do not leave valuables in the lockers.
- The lockers may be subject to inspection by the Administration.
- Each student must remove all items from his/her locker on the last day of attendance even though a student may re-enter any course or continue the program at a later date

Please keep the students' changing room orderly and clean. It reflects a student's personal hygiene habits.

Show respect for your fellow students and the public. Changing must take place in the changing rooms provided on the third floor and not in the hallways. No changing in hallways. If you change in the hallway, marks will be taken off on “Sanitation” and “Professionalism”.

CELL PHONES

No cell phones are allowed to be used in classrooms or labs without prior approval from the instructor. In the case of approval from the instructor, the cell phone can be used only as a learning tool. Audio and/or video recording of lessons must be approved by the instructor.

When using cell phones and hand held technology in kitchens, students must adhere to health and food safety standards. Touch your phone-**WASH YOUR HANDS**.

PERSONAL APPEARANCE AND CLEANLINESS

Sanitary work habits have to be a way of life for food handlers. All students are responsible for the clean up of their own work areas and other assigned portions of the kitchen. **Classes will not be dismissed until all stations in the lab have been cleaned to the satisfaction of the instructor.**

Personal appearance and cleanliness will be covered by lectures. They should meet the City Health Department and W.C.B. requirements. Some of the regulations are as follows:

- Students must wear the right size uniform and the complete uniform at all times - not part of it. Uniforms are not allowed outside of the school grounds and while commuting. Street clothes will not be permitted in labs.
- Students' hair should be neatly groomed, clean and contained within a hairnet and hat.
- (While serving in JJ's hair must be worn up if it exceeds collar length)
- If students have a beard it should be neatly groomed and clean.
- Students must wear proper footwear for safety reasons. All footwear should be non-slip and closed. Canvas running shoes, open shoes etc. are not accepted by W.C.B. regulations. No platform shoes or platform runners are allowed.
- Only hats and hairnets approved from the Culinary Arts Department are to be worn in the labs.
- Students are required to purchase a name tag and to purchase a replacement one if they lose their name tag during the course of the program.

- No jewellery such as earrings, watches, rings, bracelets etc. are worn during lab times for safety and hygienic reasons. (Small stud type earrings and wedding rings without gemstones are acceptable) No other facial jewelry is allowed for safety and sanitation reasons.
- Fingernails: no nail polish, and nails to be kept short.
- Make up may be worn in accordance with industry standards.
- The Culinary Arts Department is a scent-free environment. Scents will impede your ability to taste and smell food and can be objectionable to others and can trigger allergic reactions.
- Personal Hygiene
- Safe and healthy habits that include bathing, washing hair, wearing clean clothes, and washing hands frequently when handling, preparing, and serving food & beverages are to be followed - per the BC Provincial Health Authority Food-Safe Handbook
- Refrain from chewing gum or tobacco products.
- Vancouver Community College and SRT are both smoke free campuses. Smoking is permitted outside the building in designated areas only. Chef's jacket and hats must be removed before going to smoking area. Please use the ashtrays provided.
- No unauthorized pins or labels are to be worn with the uniforms or hats
- Backpacks, knapsacks, and athletic bags are not permitted in the kitchens or classrooms.
- Tools and boxes (wraps) must be kept clean, neat and well organized at all times. Never placed on the floor and should be well maintained and cleaned regularly.
- Do not place or store tool boxes or wraps on food preparation tables or cutting boards.

DISCONTINUATION POLICY

Students may be discontinued from class for the following reasons:

- a) Absence of more than 10 % in any Term.
- b) Three days of consecutive absence without excuse.
Please refer to **ATTENDANCE** for more details.
- c) Failure to obey House Guidelines.
- d) Repeated trouble with fellow students.
- e) Intoxication with alcohol or drugs. Students are prohibited from consuming alcohol or drugs during attendance at VCC.
- f) Failure to perform satisfactorily on practical or theory assignments according to pre-determined standards of performance. (See grading points).
- g) Immediate discontinuation for non-payment of tuition fees.

To view the VCC Standards of Student Conduct Policies go to :

Student Conduct Policy (Non-Educational Matters) - http://www.vcc.ca/deptUploads/policies/D_04_03.pdf

Student Educational Conduct Policy – http://www.vcc.ca/deptUploads/policies/D_04_05.pdf



Culinary Arts Department

House Guidelines & Student Conduct Policy Contract

I, (please print) _____ have read and fully comprehend the Culinary Arts Department House Guidelines and Student Conduct Policy. I agree to abide by these guidelines and policies while attending classes in the Culinary Arts Department and while on the campus of Vancouver Community College.

Students Signature: _____

Guardians Signature: _____

Date: _____



Vancouver Community College Culinary Arts Department

Student Personal Information: (Please Print)

Last name: _____

First Name: _____ Initial: _____

Student Number: _____ Locker Number: _____

Date of Birth: (mm/dd/yy) _____

Mailing Address:

Apt. # _____ Address: _____

City: _____

Postal Code: _____

E-mail Address: _____

Home Phone Number: _____

Cell Number: _____

Social Insurance Number: _____

Emergency Contact:

Name: _____ Relationship: _____

Phone Number: _____

To assist in an emergency, please identify and briefly describe any medical conditions or allergies you may have.

READMITTANCE

- Students who are discontinued due to excessive absence as a result of illness will be required to submit a doctor's note stating that the students will be in good health to continue the program without future absences.
- Students who are discontinued as a result of excessive days missed either due to excused/unexcused absences are required to sign a contract of commitment. For further information please see Contract of Commitment.
- Students who are discontinued as a result of disciplinary actions are only allowed to re-enter program upon approval of Dean of Students Services and Department Head, and upon signing of a Contract of Commitment.

CONTRACT OF COMMITMENT

I _____ am willing to accept the following conditions for re-admittance into the Culinary Arts Professional Cook 1/2 Program:

I will:

1. Attend all classes.
2. Be on time and attend class from start to finish.
3. Phone in or email my instructor when I am sick as per the Culinary Arts House Guideline Rules and will provide a doctor's note.
4. Adhere to the Culinary Arts House Guideline Rules.
5. Adhere to the VCC Rules of Conduct.

This contract will be reviewed on a weekly basis. Any breaching of this contract will result in immediate discontinuation from the program with no chance of re-admittance.

Date

Student's signature

Instructor's signature

Department Head signature

V.C.C. CULINARY ARTS AGREEMENT

FOR PROGRAM FILES ONLY

Full Name:

Phone Number:

I understand all of the prerequisites and expectations of the Culinary Arts Department.

I have read and comprehend all policies including House Guidelines, all shop and equipment safety procedures and have agreed to abide by them.

Signature

Date

MEDIA RELEASE SIGNED AND RETURNED TO INSTRUCTOR? Yes / No

MEDIA RELEASE

I authorize Vancouver Community College ("VCC"), its employees and agents to:

- photograph, film, videotape, and otherwise reproduce my likeness;
- digitally manipulate my likeness;
- publish, exhibit and otherwise use or cause to be used my likeness in any manner whatsoever that VCC deems appropriate, including publication on the internet, without payment to me.

I acknowledge and agree that:

- all intellectual property rights arising from the use of my likeness, including copyright and performer's rights, shall be immediately and automatically assigned to VCC;
- I have waived any moral rights regarding the use of my likeness in favour of VCC;
- All material VCC produced using my likeness shall be the sole property of VCC;
- This Release Form sets forth the entire agreement between VCC and me, and no amendment to this Release Form shall be effective unless signed by both VCC and myself.

Signature

Name (printed in full)

Date

Name **and** Signature of Legal Guardian

*This form must be signed by a legal guardian if the student is under 19 years of age.

BRIEF BACKGROUND & STUDENT GOALS

NAME: _____

BRIEF BACKGROUND: Tell us about yourself and why you are taking this program

CAREER GOALS: - e.g. Long term 1-5 years

EDUCATIONAL GOALS: - 10 months Culinary Arts Program
- Apprenticeship

PROFESSIONAL GOALS: - Short term
- Performance goals