



SEATTLE CULINARY ACADEMY  
at Seattle Central College

**STANDARDS & PROCEDURES**

**MISSION:**

To provide innovative learning responsive to industry that provides students with a foundation of culinary, baking and pastry skills allowing them to excel in food-related careers while fostering environmental stewardship.

**VISION:**

We envision a world where chefs equitably impact human and environmental wellness through culinary education.

**PROGRAM LEARNING OUTCOMES:**

SPECIALTY DESSERTS & BREADS

1. Apply calculations to analyze interpret and formulate data.
2. Demonstrate professionalism in working with public and co-workers.
3. Identify, select and apply appropriate information to analyze and resolve problems.
4. Identify, articulate, and/or apply environmentally sound practices.
5. Apply scientific knowledge and articulate its relationship to baking.
6. Identify, articulate, and/or apply principles of baking preparation, equipment, methods and products.
7. Follow appropriate sanitation and safety laws and procedures.
8. Seek opportunities for continual learning in pursuit of mastery in the field.
9. Synthesize and apply knowledge of multiple disciplines into culinary practices

CULINARY ARTS

1. Anticipate and manage labor and food costs to operate an economically sustainable establishment.
2. Apply the principles and practices of sustainability to respect heritage, the process and the health of the planet for future generations.
3. Apply culinary skills and techniques to create great food.
4. Manage processes and procedures to function effectively in a working food production environment.
5. Use professional conduct appropriate to the profession.
6. Seek opportunities for continual learning in pursuit of mastery in the culinary field.
7. Synthesize and apply knowledge of multiple disciplines into culinary practices.

# Standards and Procedures

## A. COLLEGE STANDARDS FOR STUDENT CONDUCT

As a member of Seattle Central's student body, you are governed by sections 375.10 to 375.95 of the Manual of Policies and Procedures. A copy of these rules is posted in the office. Among the items discussed in the manual, the following are considered acts of misconduct and are subject to disciplinary action as decided by the Dean of Students:

- 1. Academic dishonesty.** Includes cheating, plagiarism, forgery, etc.
- 2. Disruption of teaching.**
- 3. Physical and/or verbal abuse of any person.**
- 4. Use, possession or furnishing of intoxicants.**

To provide a healthy, safe, and secure working and learning environment, each student is expected to be in appropriate mental and physical condition to perform assigned duties and fully participate in the learning process. Accordingly, we prohibit the abuse of alcohol and use of illicit drugs in keeping with Seattle Community College District IV policy #249. Students who violate this policy will be disciplined up to and including expulsion from the District depending upon the seriousness of the violation.

As directed by the college, misconduct will be referred directly to the Dean of Students. Please familiarize yourself with the student conduct policies. We are happy to answer any questions about these policies.

## B. DIVISION STANDARDS FOR STUDENT CONDUCT

The Seattle Culinary Academy has a reputation of excellence and is accredited by the American Culinary Federation and will adhere to their standards of ethical behavior. To clarify our position and to reflect the desires of industry employers, the Seattle Culinary Academy has established the following standards and procedures for students. If you need more clarification of these standards, please make an appointment with the Associate Dean.

### 1. GRADE POLICY

#### **Grading policy, criteria and scales**

Students in Seattle Culinary Academy programs are required to maintain a minimum of a 2.0 G.P.A. in order to remain in the program. If this G.P.A. is not maintained for two (2) consecutive quarters, the student will not be readmitted to the program. The same G.P.A. is necessary in order to graduate and receive a certificate or AA degree. Similarly, if a student receives a numeric grade lower than 2.0(76%) in any class, the student must repeat the course and obtain passing grade before being allowed to advance to the following quarter or graduate. Consistent with the college's policy, a student may retake a class only once. Culinary Arts is a demanding and competitive field, and if the student is unable to maintain these academic standards, the student is not acquiring the necessary skills to perform at an acceptable level in the industry.

Numeric Grade	Percentage		
4.0	96-100	2.4	80
3.9	95	2.3	79
3.8	94	2.2	78
3.7	93	2.1	77
3.6	92	2.0	76
3.5	91	1.9	75
3.4	90	1.8	74
3.3	89	1.7	73
3.2	88	1.6	72
3.1	87	1.5	71
3.0	86	1.4	70
2.9	85	1.3	69
2.8	84	1.2	68
2.7	83	1.1	67
2.6	82	1.0	66
2.5	81	0	65 or less
Absence Policy 2 days = .2 3 days = .5 4 days = .9 5 days = 1.3 6 days = 1.7 7 days = 2.1	Theory 15 min late = absence  Practicum 1 hour = absence		

## **2. Academic Dishonesty**

Academic Dishonesty: Academic dishonesty including cheating and plagiarism are detailed in the Washington State Administration Code, WAC 132F 121-110 and subject to disciplinary sanctions as outlined in the student hand book.

Plagiarism: "Stealing somebody's work or idea copying what somebody else has written or taking someone's idea and trying to pass it off as an original. " (Encarta) Work that appears to be plagiarized will be given a zero grade and referred to the Vice President of Academic Affairs for discipline.

## **3. Absences & Attendance**

**Absences: Please call your instructor before class starts** if you will be absent (see syllabus for telephone number). Absences are recorded irrespective of reason.

Reliable employees are in demand in the food service industry. Absences are disruptive to all students as rotations and learning opportunities are affected. Students are expected to demonstrate dedication to their chosen profession by making this practice a priority. Rotation scheduling is dependent upon all students being consistently present and so absences must be minimized in order that all students have an equal opportunity to meet their competency requirements.

On the day of your second absence, your final course grade will be automatically lowered by 0.2 points. On the day of your third absence, your final grade will be lowered by an additional 0.3 points and you will receive notice of departmental probation. For example, if your course grade is 3.5 and you miss three days of class, your final grade will become 3.0 (and you will be placed on departmental probation). Your grade will be lowered 0.4 points for each subsequent absence. After **seven absences**, you will fail the course, and consequently will not be allowed to advance to the next quarter in the program or graduate until you receive a satisfactory grade in all courses.

**2 days= -0.2**

**3 days= -0.5**

**4 days= -0.9**

**5 days= -1.3**

**6 days= -1.7**

#### **4. Late/Tardy:**

**Any student arriving late will be marked absent.** It is the student's responsibility to contact the instructor before the end of class and ask that the absence be changed to a tardy. Three tardies is equivalent to one absence, and all tardies over 15 minutes automatically become an absence. For longer classes it is 15 minutes per hour (i.e. for a four hour lab you would be considered absent after one hour).

Should extenuating circumstances arise; the instructor will form the policy as the situation merits.

Students who leave class without permission or are absent for more than 10 minutes are subject to the equivalent of a tardy for the day. Students who sleep in class may be counted absent. Any student who leaves an exam before completing it without instructor permission, will forfeit the test and receive a zero with no recourse.

Class attendance is beneficial to students. The departmental attendance/absence policy applies to every student. If you cannot attend a class or must leave early, it is YOUR RESPONSIBILITY to arrange with a classmate to get the notes, assignments, projects, schedule changes or any other information presented. DO NOT ask the instructor for materials or to repeat the lecture. If you must leave class, do so in a manner that does not disrupt others. If you see that someone is absent, please collect the materials for them and ask that they do the same for you.

#### **5. Stewardship of Culinary Academy Resources**

Cost control should be a vital concern to each member of the Culinary Arts Family. Theft cheats students out of opportunities for learning and redirects resources to replacement rather than updating and expanding the offerings available. Many high cost items are used in this program and all individuals must limit waste, protect resources, and guard against theft. As stewards of the Academy it is each person's obligation to:

- a. **Limit and preserve leftovers.** The instructor will direct students in the amount of product to be made. Each individual needs to take the responsibility to limit waste in any way they can. Preparing food for personal consumption is grounds for immediate expulsion from the program.
- b. **Students receive a 50% discount when purchasing whole cakes and tarts but they do not receive priority purchasing on finished products.** Students are not producing product for personal consumption. Please be aware that a culinary or desserts student leaving with a box or package will be scrutinized by others. Bakery items may be purchased at the Pastry Case, when purchasing products, be sure to keep your receipt. Students are welcome to eat in the dining rooms as paying guests if their schedule allows. No packages or boxes are to leave the kitchens.

Students may not prepare samples of items for tasting by anyone outside of the kitchen. Any recipe testing must be approved by the supervising instructor

- c. **Reduction of waste, reuse and recycling are core values of the Seattle Culinary Academy.** Each student is responsible for minimizing all types of waste and overseeing the appropriate disposal of each item. The quarter instructor will review procedures with each class.
- d. **Theft.** Students who are observed in suspicious behavior suggestive of theft are subject to academic penalty up to and including expulsion at the discretion of any instructor and the associate dean.

## **6. Personal Belongings/Locker Room/Kitchen Access**

Personal and Communal security of property and person should be of utmost concern to each member of Seattle Culinary Academy.

**a. Only program students are allowed to use lockers and locker rooms.** Lockers are issued first quarter; long lockers are issued on a first come first serve basis. The receptionist maintains this list. Unfortunately here, as in industry, thefts do occur. Please leave unnecessary valuables at home. The Seattle Culinary Academy accepts no responsibility for the security of any item. The student provides a personal lock for their locker that is assigned for their use. Any locker that has a lock or contains personal items after a student is no longer registered will be emptied by office staff and the contents donated to charity. Any unauthorized or unregistered lockers will be emptied.

**b. Students are responsible for the security of their personal belongings. All items should be clearly labeled.**

**c. Students may take their knife case and a small pad of paper to the kitchens.** Personal backpacks, purses, satchels and any other personal items should be secured in the locker provided. They are not allowed in the kitchen.

**d. For liability and safety concerns, students may not be in the kitchen for any purpose unless a specified staff member or instructor is supervising.**

**e. Friends, children, or family are not allowed in areas other than Square One, One World Dining Room, and other public areas.** Tours of the production facility may be arranged through the Division Office.

**f. The exterior door between the dish room and One World dining room is not to be used except for emergency.**

## **7. Class Schedule and Meals**

As in industry, breaks and meal periods will be scheduled according to work needs. **CONSUMING FOOD IN THE LAB KITCHENS OR CLASSROOMS IS STRICTLY PROHIBITED**, with the exception of taste-testing products during preparation. Individual water containers must be closed, and stored underneath food preparation areas. Culinary Arts and Pastry students have an exclusive lunchroom and lunch service between 11:30 and 12:45. Student lunch closes by 1:00.

Students are provided with one meal per day. The menu changes daily and is directed by student input. Lacto-ovo vegetarian choices are available regularly. Unfortunately the Culinary Academy cannot make daily accommodations all dietary requirements or preferences of students.

## **8. Personal Appearance and Demeanor**

Our industry, more so than many others, is judged by the visual appearance of its personnel. Individuals need to observe standards of safety and sanitation. A clean, neat presentation is essential for a positive first impression. Please be aware of the image you project. Instructors have the prerogative to decide on an individual basis, the appropriateness of any practice not specifically addressed here. The following criteria are required in industry, and are the standard of the Hospitality & Culinary Arts department:

**a. Uniform.** Uniform standards are not recommended, they are REQUIRED. Please refer to your Standards and Procedures document for specific requirements. Students are required to be in uniform the beginning of class and remain in uniform until classes are finished for the day. Aprons and skullcaps are not required attire during lecture classes.

Students must be in complete uniform during kitchen demos, including students scheduled for Front-of-House rotations who are excused only from wearing chef pants. If any portion of the uniform is missing or soiled, you may be dismissed from class and marked absent for the day. **Any** instructor has the discretion to remove a student from **any** class should their uniform be substandard.

**Third quarter students are required to purchase an additional jacket prior to beginning Fourth quarter.**

Students will present themselves in a way that is not offensive to any member of the Culinary Academy or guests. Students who are on rotations requiring business attire will cover midriffs, chest, and undergarments. Students must wear their chef coat and skull cap during kitchen demos. This includes students scheduled for Front –of-House rotations who are excused only from wearing chef pants. When in uniform students will conduct themselves in a professional manner. Uniforms should not be worn on public transportation. Students should not sit on any surface other than a chair.

### **KITCHEN UNIFORM REQUIREMENTS**

- Uniforms must remain clean, in good repair, wrinkle/stain-free, and odorless at all times. If the uniform becomes dirty during practicum, students must have another clean jacket available to change into.
- Students will be issued an apron for rotations **only** into the One World kitchen. Aprons will be worn bib style to protect the student's jacket. Every effort must be made to keep the aprons clean. Aprons will be worn during service hours only. Aprons will be returned to the chef at the end of the rotation. Aprons must be pressed and cleaned.
- Student must have their names embroidered on chef jacket.
- No hooded sweatshirts will be worn under chef jacket.
- Garments worn under chefs coats should not be visible.
- Only kitchen safe, black, closed toe shoes; non-slip/oil resistant soles, shall be worn. Shoes such as Crocs™ or running shoes, are not acceptable. Socks must also be worn.
- 5<sup>th</sup> quarter students must wear neckerchiefs and look professional at all times.
- Long hair must be pulled back, restrained and be off the collar. Longer hair must be in bun or tucked into cooks hat. Hairnets will be provided if you are having trouble containing your hair.
- No bandanas, doo rags, baseball caps, etc., may be worn at any time.

- Look and act professionally. Our kitchens are open to the public. Every move you make will be noticed by someone.
- A student on a dining room rotation must be in a proper chef's uniform when working in the kitchen.
- Students will be sent home if no clean/appropriate uniform is available.
- **A COMPLETE UNIFORM IS PART OF DAILY GRADING ASSESSMENT.**

#### **ADDITIONAL DINING ROOM UNIFORM REQUIREMENTS**

- Clean, white pressed, collared, pattern free full sleeve shirts and tie are required for dining room rotations
- Black pants or knee length skirt, black socks/hosiery and shoes, no higher than 2 inch heel
- Neckties must be in good repair and professional in appearance
- 5th quarter managers must wear professional attire
- Dining room instructor has discretion regarding uniform

**b. Hair.** Students will wash hair daily and keep it tucked completely under a hat. Only skullcaps are acceptable. Hats may be labeled on the inside with the student's name. No stickers, decorations or additions of any kind may be made. Hats are worn level on the forehead. Hair below the collar line must be restrained and tucked into hat. All facial hair will be short, well groomed and trimmed. No beards may be grown during the course of the quarter. Snoods may be required. Students must be clean-shaven or well groomed and trimmed for dining room rotations.

**c. Nails.** Students will have clean, unpolished nails that are kept at short length. Nail polish and false nails of any type are not allowed. Individuals are expected to wash hands and use a fingernail brush multiple times a day.

**d. Jewelry.** Any item that poses a safety hazard is not allowed. It is highly recommended that no jewelry be worn. Visible piercings should be stud or ¼" hoops only. Students with earplugs must wear a solid spacer to keep the hole filled. One finger ring is allowable and should be covered with a glove. No wrist adornment of any type is allowed. The Culinary Academy is not responsible for the loss of any item of jewelry.

**e. Perfumes/Scents.** Deodorants, antiperspirants, should be odor free and no scented personal care products should be used as they compete with food aromas. Colognes, aftershaves, and perfumes are not allowed.

**f. Makeup.** Makeup should be minimally used.

#### **9. Personal Hygiene**

The instructional program involves an active, strenuous situation in a warm environment. This presents an ideal situation for offensive body odors and/or the overuse of colognes or perfumes. Though it may seem obvious, please maintain high standards of cleanliness, through daily bathing, use of deodorant, and laundering of your uniform. Complaints about a student's body odor will be referred to the Associate Dean.

## **10. Attitude & Class Participation**

Attitude is a manner of acting, feeling or thinking that demonstrates your disposition, opinion, or concern. Because hospitality is a service industry, people are the most important factor in the success of our industry. Common courtesy, cooperation and sensitivity to the needs of others are the real backbone of a proper attitude. This attitude should be applied not only to the customer (who is the reason we exist), but to your associates and fellow students. Childish displays of temper, petty bickering, and gossip are not habits found in a true professional. Food service is a team effort, and a team-building atmosphere benefits us all. Inappropriate behavior (as determined by the instructor) will affect your grade. Students are expected to cooperate with one another and set aside personal differences, focus on the tasks at hand and function for the good of the team.

## **11. Electronic devices**

Electronic devices should only be in used only in a manner that does not disturb the class. Individuals whose electronic devices are disruptive to the class are subject to an absence for the day. Only simple calculators (not cell phone calculators) are allowed for quizzes and exams. All are subject to instructor inspection and supervision.

## **12. Smoking**

Seattle Central Community College buildings and classrooms are designated smoke-free. Smoking is not permitted inside the building. Students may smoke outside the building only during breaks, lunch periods, and any other free time assigned by the instructors. Smokers may smoke at distances 50 feet away from the building entrances. Any individual found to be smoking in the building may be excused from class and marked absent for the day. Continued abuses will be dealt with accordingly. When outside the building on break, students should consider that they are still in view of our customers and will need to wash their hands thoroughly upon return to the kitchen.

## **13. Alcohol and Drugs**

Alcohol and drugs are prohibited. The Seattle Community College District IV policy #249 prohibits the abuse of alcohol and the unlawful manufacture, distribution, possession and use of illicit drugs. This policy applies to all students while they are on property or while they are conducting college business, regardless of location. To provide a healthy, safe and secure working and learning environment each student is expected to be in an appropriate mental and physical condition to perform assigned duties and fully participate in the learning process. Students who violate this policy will be disciplined up to and including expulsion from the District depending upon the seriousness of the violation.

## **14. Injury/Accidents**

Any injury requires immediate notification of the instructor. Security should be notified. Calls to 911 should include the specific room number where help is required.

Unlike the workplace environment, any injuries/accidents occurring on campus property **are not covered** by worker's compensation. Because of the potentially dangerous nature of the industry, we **strongly recommend** the low-cost sickness/accident insurance available to SCCC students. Please note that the college is not liable for any accidents, self-inflicted injuries or injuries caused by other students that occur on campus.

### **Allergies and Epi-Pen**

If you have an allergy that requires use of an Epi-Pen, please inform, your instructor. We recommend that you have an Epi-Pen available for your use. Please note we are obliged to follow the policy stated in RCW 18.73.250.

"Epi-pens containing epinephrine are only available by prescription. If a student requests that someone be available to inject the student due to anaphylactic shock, the person assisting should have training. The student needs to provide or make available the epi-pen. There is some risk in administering epinephrine to individuals who are on certain medications, so simply having epi-pens available to use indiscriminately should be avoided to avoid a wrongful death suit. All EMTs have epi-pens available and are trained how to administer it. First responders (e.g., college personnel) are not authorized to administer epinephrine under RCW 18.73.250." Derek Edwards, Attorney General, Washington State

## **15. Sex Offender College Policy**

Seattle Central Community College is a public institution that observes law and policy (<http://www.sccd.ctc.edu/DISTRICT/policies/polPro.aspx?policyID=pro255>) regarding notification <http://www.seattlecentral.edu/security/so.php>: of sex offenders enrolled in our school.

## **16. Guest Speakers**

The Culinary Arts and Specialty Desserts & Breads programs sponsor frequent lectures or informational demonstrations by industry specialists. You are **required** to attend these events (in uniform) if they occur when your class is regularly in session, and are encouraged to attend even if class is not regularly in session.

## **17. Banquets/Community Service**

On occasion, you will be asked to assist at special functions. These events may occur after normal class hours. Our instructors encourage, and many chefs' associations require a variety of experiences; these events provide this experience, which is not available during regular classroom instruction. Certificates for completion of this additional training are awarded to participants at the following levels:

**Banquet hours**    Gold = 60 hours    Silver = 40 hours    Bronze = 30 hours

**Community Service** Awarded after 8 hours of service (number of hours will be recorded on certificate)

## **18. Telephone and Office Use**

**Telephone calls:** The office phone is a business phone only. Pay phones are available throughout the campus for personal use. Personal Cell phones may be used during class breaks. Office staff will not take or deliver personal phone messages of any kind, except in dire emergencies. Recurrent calls to/from employers, family members, or friends are unacceptable. Please instruct such persons not to call the office. Personal Business needs to be conducted outside of class time.

**Office use:** The department office is primarily a business office. Staff members are available to assist you in an official capacity, but the office should not be used as an informal gathering place. Office staff is **not responsible** for personal work requests such as typing, copying, etc. Contact the Student Affairs office for a list of on-campus computers, copiers and typewriters available for student use. Students may not proceed beyond the reception area without a faculty or staff escort.

## **19. Disability Accommodation**

Students with documented disabilities requesting class accommodations, requiring special arrangements in case of building evacuation, or have emergency medical information the instructor should know about are asked to contact the disability support services office (DSS) in Rm. 1112. Once the disability is verified with DSS you will be given a letter of accommodation to be handed to your instructor.

## **20. Appointments with Faculty and Staff**

Instructors are available for scheduled appointments. Each individual instructor makes her/his own appointments, **not** the front desk staff. Utilize email and class time to the maximum. Respect of the instructor's office and preparation time as you wish to have your study time respected.

**Faculty recommendations:** These are given at the sole discretion of the individual faculty member. Should you desire a faculty member to write a letter of recommendation or fill out a scholarship form in your behalf, you need to submit in writing 2 weeks in advance, your full name, the purpose of the letter and the correct address and contact information. Students should complete any personal information requested or give that information to the instructor in written form.

## **21. Kitchen and Bakery Supervision**

Students or any unauthorized personnel are not allowed to be in the kitchen or bakery without instructor or staff supervision. Any student in violation of this policy will be subject to disciplinary action and possible suspension.