



LEARN • ENGAGE • BELONG

**The Department of Culinary and Pastry Arts
Student Handbook**

Name: _____

Here are some important things we want you to know.

There's more math than you think: We use it almost everyday for everything in the kitchen and bakeshop. Our intention is for you to graduate with the tools and the skills to transition into the hospitality industry, and this is absolutely one of them. Hate math? You aren't alone. The tutoring center is a wonderful place to start. Also, see one of our chefs or instructors for assistance and worksheets. It's much better to tackle this head-on ASAP than to try and wish it away, and it is much more effective too.

Be on time, every time: You will have several 8am classes and that's a rough time of day, especially after you finished work late and have a long drive. However, showing up on time with your work completed demonstrates to your instructor, your classmates, and more importantly yourself that you respect the time and effort of others. It's a valuable life lesson; one we hope will follow you forever. A word of caution, some professors lock their door at the beginning of class. Learning is your responsibility.

Your uniform: The kitchen can be a hot, messy, and dangerous place and that's why you have the uniform you do. Wear your Chef uniform with pride, since you are part of a team and your uniform is a strong symbol of unity. Your hat keeps your hair out of food, your chef's jacket is double breasted with long sleeves to protect you from potential burns, your pants are dark to hide stains, and your apron is additional protection against spills. Arguably the most important element of your uniform is your shoes. These need to be black non-slip safety shoes to keep you from slipping and falling and to keep your back supported from the endless hours you will spend on your feet. We want to make sure you are safe in our lab: therefore, your uniform is required to participate in all labs. Also, your uniform must be clean. One of the fastest ways to make a guest sick is from cross-contamination. This means that a pathogen is transferred from one surface to another and this can very easily happen from a less-than-clean uniform. Uniforms are available at the college bookstore, at Read's Uniforms 180 Westgate Drive West End, NC 27376 (910) 255-0417 Mon-Fri 10AM - 6PM

Some online stores could include: Chefwear.com, newcheffashions.com, chefworks.com.

Uniform recommendations for two lab classes:

- White Chef's jacket with long sleeves, (3 recommended)
- Black or hounds tooth chef pants, (3 pairs recommended)
- Black non-slip closed toed shoes (1 pair recommended)
- Chef Hat (the required style is a "floppy chef hat"). (2 recommended)
- White apron, this may be a bib, single, or 4 sided (3 recommended)

The Syllabus: On the first day of each class you will receive a syllabus, which is the course blueprint or guide. Often there will be a weekly description of coursework. Utilize your syllabus as a tool to help keep you on track. In the syllabus, you'll be informed of assignments, projects, essays and their due dates. We know you've got more going on in your life than school, but try not to procrastinate. Get an early start and stay on top of your coursework.

Get a job! Sound like your mom and dad? We assume you're here because you want to be a Chef, Baker, or Pastry Chef. If this is the case, then it's time to get serious. You may currently be working in an unrelated field in a job that you've been able to rely on to earn a paycheck for a time. But working in the field you are studying for will elevate and reinforce your knowledge and skill base exponentially. What kind of Chef do you want to be? Where do you want to work? Fine dining, country club, bistro, local and scratch made, large hotel, small family owned restaurant, food truck? There are no wrong answers. Everyone has different goals and we wouldn't expect you to fit into a corporate hotel if you are passionate about local and sustainable food. Think about where you'd like to be then pursue a job close to it. Remember, this may evolve or change over time. When you begin in the kitchen you'll probably start in an entry-level position, but with a strong work ethic, focus, drive, and a willingness to learn that will soon change. Each class will usually only require one lab per week and having a job in your chosen field will allow you to perform technical skills more frequently, allow your body to build up muscle memory, and allow these physical tasks to become a habit. It's a daunting task changing direction, but talk to your chefs and instructors as they may have contacts, leads, and opportunities you can use. Also, there is an employment board in our kitchen that shows positions vacant for all kinds of hospitality based jobs.

Work Based Learning (WBL) class (es): To complete your associates' degree in one of our programs you must complete WBL class (es). This requires that you find a job in a full service restaurant, bakery, or hotel and complete a certain amount of hours. A lot of our students use the job they already have to complete this requirement and as long as it fulfills the need of this class there is no reason for you to look for an additional site. If you have a job that you think may fit the requirement make sure you run it by your advisor first so they can sign off on it.

Our lab: We are lucky to have the sizable, well-stocked, and clean facility that we have, and we want you to take advantage of it. If you aren't in another class and there is an instructor available, and you would like to practice and hone the techniques you've learned, then we'd love to see you in the kitchen. We'll find you a corner to set up and will be happy to give you the valuable guidance and feedback in order for you to improve your skills. Practicing any physical task will improve the outcome, and we are here to help. To get started, use your student ID to "clock in" at the scanner in L 114 and once you finish your work scan your card again to "clock out". This allows our department, and the college to keep track of the additional hours you are spending on improving your skill set.

Read, talk, and listen: You will be assigned a lot of homework, be given multiple essays to write about subjects you haven't heard of yet, menu projects that seem never-ending, quizzes, tests... the list goes on. What's my point? Ask for help. If you find yourself in a tight spot we can help. We don't know you need help if you don't let us know, so you'll need to be your own advocate and ask for assistance. It could be something seemingly monumental or almost insignificant. Asking for help is a sign of integrity and is the first step of digging out of the hole you may find yourself in.

Practice, ask questions, and be engaged: You are here to learn so ask a lot of questions. You are not expected to know everything. There is no such thing as a stupid question, unless you ask your chef if he or she would like a cup of coffee, since everyone drinks coffee!

My SCC page: The MySCC page is found on the top right side of the sandhills.edu homepage. My SCC is a portal for information you will need while you are a student. After you create your email and password, you may use the same credentials to access Moodle (the online delivery platform for online and hybrid classes), student email, and Web Advisor, and if you are having problems with any of the above there is a questions page and helpdesk for you.

Web Advisor: WebAdvisor holds information on your current and completed classes, your GPA, and your financial aid information. Once you are through your first semester, you can register for classes. However, your advisor is here to help you on your path to completion and graduation, so see your advisor before signing up for classes.

Course change form: You may have to add or drop a class, and this is the form you need. If you do need to add or drop, go see your advisor to get the ball rolling. If you are on financial aid, have a scholarship, or are a veteran, then speak with the financial aid people in Stone Hall *before* you drop a course, so that you fully understand the consequences of doing so. In addition, SCC has a campus wide policy that states "*The state auditor requires that the instructor be able to demonstrate that students are participating in the course on a regular basis. Faculty process a Course Change (Drop/Add) form for any student who has failed to attend two weeks' worth of class*". Each class may have a more restrictive policy than the one stated above. Please refer to each individual class syllabus for details.

Special Program Requirements in our Culinary and Baking labs:

Students must be able to:

- Lift and move, without assistance, cookware typically found in a commercial kitchen.
- Lift and move stock and supplies up to 50 pounds.
- Stand and move about a kitchen and/or laboratory for up to 8 hours
- Complete cleaning responsibilities requiring stooping, bending, and climbing.
- Use a hand-held fire extinguisher.
- Move freely, quickly, and safely in a close environment.
- Work in coordination with other students.
- Safely pour liquids including hot liquids.
- Safely handle hot foods.
- Perform repetitive tasks required in a commercial kitchen.

Your Program Path: If you enter the programs with your pre-requisites completed and stay on the program path, depending on when you begin, you should be able to complete the associate's degree in two years and the certificate in one year. Of course, life happens and sometimes you may want to take a lighter load. However, when you diverge from the program path you may prolong completing the program and earning your degree. Try and take your classes in the semester listed on the program sheet. This will ensure you stay on the right track to graduate on time. Again, sometimes it's better to take fewer classes and do well in them than to overload yourself and not do well. Meet with your advisor to find a balance that works for you.

Facebook page: Job postings, events, foodie links, photos of our luncheons and dinners. Good place to connect with your fellow students and instructors. Do a Facebook search for: *SCC: Hospitality, Culinary, and Baking and Pastry Arts*

Evening and special events: As is the nature of our business each Fall and Spring semester we have several events held in the evening. These events are hosted by our Foundation and are quite often fundraising events, or events to recognize and thank our donors. You will be required to be involved in several of these events as part of several of your classes. You will be given plenty of advance notice so you can make appropriate arrangements with your family and employer.

A bit about body language:

- Always make eye contact with your classmates and instructors
- Say what you mean and mean what you say.
- Do not slouch, walk tall.
- Be conscious of your facial expressions; be sure your message does not come across as negative.
- Your smile is the most powerful and positive body signal you have
- Have a firm handshake.

Communication with your instructors: We have created a culture in our department that reflects a professional foodservice operation. As your employer expects you to show up on time, every time prepared for work, to be professional, courteous, and respectful. We also expect the same from you. We understand sometimes you have to take care of personal matters and if this is the case we would expect you to communicate with us. Your instructor will have their office hours posted outside their office door. If you simply can't be at school or are going to be late email or call your instructor (their contact info is on the class syllabus) and let them know as soon as possible. Think of it as a two way street. If you are pro-active about these matters, then you are more than likely to receive courtesy in return.

Smoking: SCC has few designated smoking areas, so be considerate of those around you and smoke only in those areas.

Eating and Drinking: You will get to taste what you prepare in many classes, but there is no eating in the kitchen or beverage area. Generally, classes may eat or take a to-go box after class, but please know that usually only the class that prepared the food eats the food.

Textbooks, knife kits, and lab notebooks: These are absolute requirements for your classes. Some classes won't require you to enter the lab but having your textbook to refer to is a requirement. Lab classes require you to have a fully stocked knife kit (these can be found in the bookstore along with all of your other required materials). There are two different toolkits available at the bookstore. Please purchase the one that is specific to your major. Both kits have knives, however, the baking and pastry kit has tools specific to the major as does culinary. If you are a double major, purchase the kit of the major you are starting with and you will be able to add to your toolkit as you go along. Textbooks are extremely expensive and for that reason, we don't want them to get ruined in the lab. That is why we require you to have a small notebook (about 3"x 5" is fine) to slip into your pocket and have handy when you have to jot down a recipe from your text book, or a to-do list your chef gives you, handy math equations etc. These little notebooks are invaluable and will help you during and after your time with us. You can purchase your textbooks and other required supplies from sources other than the bookstore, which can save you money: however, several courses require certification and/or specific computer access codes. Please check to make sure you are purchasing exactly what is required before you purchase from outside of the college bookstore.

Personal appearance: Your appearance at work, school, or walking down the street speaks volumes about you. We tend to make immediate judgements about people based on the way they are dressed and in the way they hold themselves - first impressions are lasting. Demeanor, eye contact, body language, and how we dress are all a part of this. We have a uniform policy within our lab that you are expected to follow.

In addition we have the following guidelines:

- No artificial fingernails, tips, gel nails, or nail polish.
- No jewelry except stud earrings and wedding bands.
- Beards must be clean, neat, and trimmed.
- Hair must be clean and neat.
- No eating in the kitchen unless it's part of a class and you are tasting what you are preparing.
- Drinking vessels must have a lid and straw. No cans, no bottles.
- Please check with your individual instructor as they may have specific requirements.

Turn challenges into motivations

- Always work twice as hard as those around you to enhance and improve your qualifications
- If you don't have a job in a kitchen, bakeshop, or hotel. Go ahead and get one, now is the time!
- Don't be afraid of what you don't know
- Realize that you never have all the answers, rely on the resources that surround you.
- Ask the opinions of those around you.
- If you show your fellow students and instructors that you are genuinely interested in their opinion, they will respect you.

Resources at SCC:

The Tutoring Center: This is a favorite of ours. Everything from math and English to the elective you find yourself in. The tutoring center is located in Logan Hall and is staffed by approachable and professional people; did I mention it's free?

The Learning Resource Center: We used to call it the library but it's so much more! Racks and racks of books to complete that pesky project or essay and a room filled with computers. This is also one of the very few places on campus you will find printers available to use. It's also a nice quiet refuge between classes.

Counseling: We have a couple of different types on campus. The career counseling center is located in Stone Hall is a great place to fine-tune your resume or be informed about upcoming career fairs on and off campus. We also have a couple of fantastic personal counselors available to you. Sometimes life throws you for a loop and it's great to have a source close by. These folks are highly qualified, friendly, helpful, and available to you. Oh, and it's free. You will need to make an appointment with the personal counselor, also located in Blue Hall.

The Computer Lab: We have several computers just outside our kitchen for you to complete homework, make progress on an essay, complete an online portion of a class, or research a menu project. There are also shelves of cookbooks available for you to use as a source of inspiration. Please be respectful of other people working in this room as these computers are dedicated entirely for school work. There isn't a printer in this room. If you do need to print a document please visit the Learning Resource Center (see above).

The Dempsey Student Center: This is where the cafeteria is located, vending machines, a game room with pool tables etc. The switchboard is where you'll get your parking pass and student ID, the Student Government Association (SGA) is upstairs if you'd like to get more involved in campus life where they have multiple clubs. There's also a gym upstairs for you to blow off some steam. There are comfy arm-chairs for lounging, and tables and chairs for meeting and eating.

Scholarships and Financial Aid: Fill out the FAFSA, found under the Admissions tab on www.sandhills.edu. Then fill out a scholarship application online. You may be eligible for both. Of course, if you don't fill any of it out, you are guaranteed not to receive it. If you are applying for a scholarship you **MUST** fill out the FAFSA first. Check out the National Restaurant Association and the American Hotel and Lodging Association websites for more scholarship opportunities.

Your academic advisor: You may have lots of questions as a college student. You are assigned an academic advisor and your advisor should be an instructor in our department. Your advisor is here to help you with class registration, curriculum guidance, individual class work, tutoring, and assistance. We all operate on an open-door policy so feel free to allow us to help make your education a priority during your time here. We know that "life happens" and we may have a way to help you.

STUDENT RESPONSIBILITIES

Because of the nature and philosophy of the programs within the Culinary and Pastry Arts department, the responsibility for learning falls upon the adult student. It is, therefore, necessary for the student to complete reading assignments and submit written and/or online work when due, as well as be adequately prepared to participate intelligently in all class discussions, laboratory experiences, online assignments, and laboratory opportunities. It is the student's responsibility to attend and be prepared for all class and lab sessions. Failure to do so may result in poor performance in theoretical knowledge and/or application of material as well as grade point deductions or being asked to leave the learning environment and accrue hours of absence.

Attendance: Academic success is tied to regular attendance, therefore students are expected to attend all class sessions and laboratories. The attendance expectations for each course will be provided in writing in the course syllabus and reviewed during the first day of class. However, unforeseen circumstances may result in a student being absent from class or campus laboratory. When that happens, the student should email the instructor of record ahead of time, if they know they must miss, or afterward if it is unanticipated. While this will not excuse the absence, it does demonstrate responsibility and appropriate communication skills to the instructor of record, and may assist them in planning class accordingly. In addition, due to the repeated occurrence of this every year, program faculty highly recommend saving all absences/tardies for real emergencies that may occur in the later part of the semester.

Exam/Quiz Make-Up: Students may not be offered make-up quizzes unless they have pre-arranged to miss an exam with the instructor and the student takes the exam on the day they return either during break or after-class and the instructor deems as necessary. In addition, these make-up opportunities lie entirely within each instructor's discretion. Instructors may expect students to take a make-up opportunity on the day of their return without pre-arrangement with the student in order to keep and maintain class/lab safety and assess competence. Students may be offered an alternative form of an original exam or competency at the teacher's discretion. Students should review the material missed as this content area will still be reflected on module finals.

STUDENT CONDUCT

Policy on Professionalism: Because our classroom is used a mock workplace and because professionals in the workplace must adhere to business rules, non-professional behavior will not be tolerated.

Good personal hygiene at all times:

- General hygiene and health practices are expected and are necessary for professional behavior. Any open wounds should be covered appropriately. Any condition that may be contagious must also be discussed with the instructor prior to class or lab. This is an important safety requirement for any food service operation.
- Odors can be offensive to guests and fellow students and instructors; therefore, perfume/cologne or aftershave should be conservative in nature, Close attention to achieving non-offensive breath and body odors is important. General good hygiene that indicates the student is clean is expected.
- Part of Sandhills Community College's responsibility is to prepare students for the world of work, where they will be expected to dress appropriately. While out of uniform, students are expected to dress in a manner that reflects generally accepted standards of modesty and good taste. Faculty members have a right to establish dress standards for their classrooms and environments, and - after appropriate counseling - to ban or remove students who do not meet those standards. (SCC catalog). While out of uniform refrain from any revealing clothing or offensive language/signs/symbols on clothing. Uniform should have no evidence of undergarments and should be free of any obvious wear and tear.

The Culinaricians Code

I pledge my professional knowledge and skill to the advancement of our profession and to pass it on to those that are to follow.

I shall foster a spirit of courteous consideration and fraternal cooperation within our profession.

I shall place honor and the standing of our profession before personal advantage.

I shall not use unfair means to effect my professional advancement or to injure the chances of another colleague to secure and hold employment.

I shall be fair, courteous and considerate in my dealings with fellow colleagues.

I shall conduct any necessary comment on, or criticism of, the work of fellow colleagues with careful regard for the good name and dignity of the culinary profession, and will scrupulously refrain from criticism to gain personal advantage.

I shall never expect anyone to subject himself to risks which I would not be willing to assume myself.

I shall help to protect all members against one another from within our profession.

I shall be just as enthusiastic about the success of others as I am about my own.

I shall be too big for worry, too noble for anger, too strong for fear, and too happy to permit the pressure of business to hurt anyone, within or without the profession.

Adopted by the American Culinary Federation, Inc., at its convention in Chicago, August, 1957

**2016-2017 ESTIMATED ANNUAL COSTS FOR
Culinary and Pastry Arts Programs**

FIRST YEAR (3 SEMESTERS Fall, Spring, Summer)		
*Tuition and Fees (In State) 3 semesters (based on \$76 per credit hour).	\$3365	
Dining room uniform	\$65	
Chef Uniforms	\$320	
Knife kit	\$245	
Materials and Supplies	\$100	
Textbooks: up to	\$3000	
Lab Fees	\$300	
		\$7395
SECOND YEAR (2 SEMESTERS Fall and Spring)		
*Tuition and Fees (In-state)	\$2598	
Uniform replacement	\$250	
Graduation Fee cap and gown	\$20.00	
Books	\$2000	
Materials and Supplies	\$100	
Lab Fees	\$100	
Total		\$5068
TOTAL FOR 5 SEMESTERS	In-state	\$12,463

This chart is for planning purposes and is to be used as a guide only. Your actual costs will vary depending on your course of study, pre-requisite and developmental course needs, preferences etc. All costs are approximate. Tuition and fees change annually based on state budgets.

A bit about us:

Fiona McKenzie, CCC, CCE, CHE, FMP

Department Chair of Culinary and Pastry Arts

Associate Professor

Baking and Pastry Arts and Culinary Arts Instructor.

mckenzief@sandhills.edu

(910) 246 4115

Little 105

Originally from Australia Chef Fiona McKenzie has worked throughout her native land as well as Europe and the United States. Working for over 25 years as a chef in hotels, restaurants, and most recently as an associate professor and culinary and baking and pastry arts instructor at Sandhills Community College. She loves to stay current and connected in the local food service scene working with local chefs and farmers when ever she can. Chef McKenzie is also the owner of Sweet Fi's Cakes where she makes custom designed wedding cakes, and The McKenzie Apron.

Martin Brunner, CEPC, CHE

Baking and Pastry Arts Program Coordinator

Associate Professor

Baking and Pastry Arts Chef Instructor

brunerm@sandhills.edu

(910) 695-3932

Little 113

Chef Brunner, a fifth generation Austrian baker, resorts often to fundamental pastry skills to teach advanced bread and pastry courses. While growing up in the family bakery, and being trained by his dad, a Certified Master Baker, he honed many Artisan bread making skills, moving on to graduate from Johnson & Wales University in Pastry Arts. A graduate of Sandhills himself, he enjoys being part of the Sandhills family. Chef Brunner is also the owner of The Bakehouse in Aberdeen, home of the famous Barcelona Burger.

Chris Currier, CEC, CHE, CIC, ICE

Culinary Arts Program Coordinator

Professor

Culinary Arts Chef Instructor

currierc@sandhills.edu

(910) 695-3760

Little 113

Chef Chris Currier has been a culinary instructor at SCC for many years. Prior to full time teaching Chef Currier started his career in restaurants at very young age and has over 25 years experience as an executive chef. Chef Currier is still active in the local and regional industry through his ice carving business CRC Iceworks. And recently placed 4th in the world at the Alaskan World Ice Carving Championships with his teammate.

Erin Ducker CHE

Culinary Instructor
duckere@sandhills.edu
(910) 246-4941
Little 103

Erin Ducker earned her Bachelor's degree in Studio Art from St. Andrews Presbyterian College in 2005. In 2008 she returned to school to earn her Associates degree in Baking and Pastry Arts here at Sandhills Community College. After a few years in the kitchen she was asked to join the faculty at SCC in 2012 where she became a Certified Hospitality Educator. Teaching is a wonderfully fulfilling way to share her love of food and ignite the same passion in her students.

Christa Duffy RN

Culinary Instructor
duffyc@sandhills.edu
Little 103

A graduate of the Sandhills Community College culinary program. Locally, she has worked for Mark Elliott and continues to work in catering operations in addition to a demo chef at Elliott's on Linden. Born and raised in New York, New York, Chef Duffy began her career as a registered nurse at St. Vincent's Hospital and Medical Center in Greenwich Village.

She then went on to attend George Washington University and began her migration south to Pinehurst working with her husband for over 20 years as a medical practice administrator until finally achieving a lifelong dream of attending culinary school. She resides in Pinehurst with her husband, Peter, and her two children, Kevin and Fiona.

Todd Richter CEPC

Baking & Pastry Arts Instructor
richtert@sandhills.edu

After earning an AAS degree in Culinary Arts from Kendall College, Chef Richter completed a pastry apprenticeship through the ACFEI at The Cloister, Sea Island, GA. He climbed the ranks from apprentice to Certified Executive Pastry Chef (CEPC) at The Opryland Hotel, The Cloister, Pinehurst Resort, The Greenbrier, The Sanctuary on Kiawah Island and is currently the executive pastry chef at Prestonwood Country Club. He and his wife JoEllen have three sons, Clay, Matthew and Cameron.

Karen Cusano

Culinary Instructor
cusanok@sandhills.edu
(910) 695 2078
Little 243

Chef Cusano holds an Associate in Applied Science, Culinary Arts and Associates of Hospitality Management from Sandhills Community College. She also works at Wolcott's Restaurant in downtown Southern Pines.

Chef Cusano has a bachelor of Science-Nursing from the University of North Carolina at Greensboro which she received in May of 1987. She has 27 years clinical practice as a Registered Nurse in the Emergency Department/Trauma specialty.

Deborah Davies

Culinary Instructor
daviesd@sandhills.edu
Little 243

Chef Davies works with Elliott's on Linden with special events and daily restaurant operations.

Sandhills Community College: Associates in Applied Science Culinary Arts.

May 2015, Summa Cum Laude

Memberships: Phi Theta Kapa, American Culinary Federation

Certifications: Serve Safe, Serve Safe Instructor/Proctor TIPS Certification, Planning and Cost Control for Food and Beverages

University of North Carolina-Pembroke: Bachelor of Science in Nursing – Dec. 2005 with academic honors

Coastal Carolina Community College: Associate of Science in Nursing – May 1991 with academic honors

* previous certifications: Basic Life Support, Advanced Cardiac Life Support, Pediatric Advanced Life Support, Neonatal Resuscitation Program, Six Assessment and Care Module Certification (S.T.A.B.L.E)

Extremely proud native Marylander, wife, and Nana of 7!