

CULN 111

“INTRODUCTION TO CULINARY ARTS”

CRN [31256]



Tue & Thur, 2:30pm - 4:20pm
Oct. 22, 2013 through Dec. 12, 2013
Classroom: Ohia 118

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Lee Shinsato, Chef Instructor
Office: Ohia 105
E-mail: leess@hawaii.edu
Office Hours: By Appointment

COURSE DESCRIPTION: CULN 111 is a lecture course that provides an overview of the culinary industry within the aspects of the entire hospitality industry. Students are introduced to historical, social, and cultural forces that have affected and shaped the industry as well as current industry trends. Job qualifications, professional standards, communication skills, and attitudes that are essential to be successful in the industry will be discussed. Students will develop a professional portfolio touseduring their educational experience and into their career to demonstrate and showcase their skills and abilities. The course will include guest speakers, field trips, group work and regular discussions and homework. **Attendance and participation is mandatory and will be reflected in the final grade for the class.**

DISABILITY STATEMENT

"If you are a student with a documented disability and have not voluntarily disclosed the nature of your disability so that we may coordinate the accommodations you need, you are invited to contact the Disability Support Services Office, `Iliahi 113, ph.734-9552 , or email kapdss@hawaii.edu for assistance. For students whose primary disability is Deaf or hard of hearing, contact the KCC Deaf Center, Manono 102, ph. 734-9210 (V) or 447-1379 (videophone)"

TEXTBOOK: NONE

COURSE COMPETENCIES

Upon successful completion of this course, students should be able to:

- Assess their level of basic skills and its relationship to the educational pathways available through the program.
- Define hospitality and the philosophy of the hospitality industry.
- Trace the growth and development of the hospitality and tourism industry.
- Describe the various cuisines and contributions of leading culinarians.
- Identify professional organizations within the field; explain purposes and benefits
- Outline the organization, structure and functional areas in various hospitality organizations as a perspective for later courses in menu planning, purchasing, food production and service, food and beverage controls, management, etc.
- Evaluate career opportunities through participation in field trips and guest speakers in class.
- Discuss/evaluate industry trends as they relate to career opportunities and future of the industry.
- Discuss and evaluate industry trade periodicals.
- Discuss professional ethics practiced in the industry.
- Evaluate the impact of service-learning experiences upon personal and academic growth.
- Design a web-based electronic portfolio and utilize it to demonstrate learning outcomes.
- Evaluate the role that "Hawaiian Cultural Values" plays within the culinary & hospitality industry.
- Relate the importance of "Professional Standards" in attitude, behavior and dress within the culinary profession.

STUDENT LEARNING OUTCOMES (SLO)

Within this course, the following student learning outcomes will have been introduced, practiced or demonstrated:

- Contrast the various organizational structures and basic functions within hospitality and culinary establishments.
- Contrast the career opportunities and professional organizations within the field.
- Assess the relevance of various trade publications and electronic methods for continuing education.
- Value cross-cultural perspectives that will allow them to effectively function in the global community.
- Value ethical practices in both personal and professional situations.
- Practice standards in behavior, grooming and dress that reflect the mature work attitude expected of industry professionals.
- Apply the experience of service-learning to both personal and academic development by becoming involved in community service activities.

STUDENT RESPONSIBILITIES & CLASS PROCEDURES

- 1) **Electronic Communication:** “The electronic communications policy adopted in December 2005 establishes the University of Hawaii Internet service as an official medium for communication among students, faculty, and staff. Every member of the system has a Hawaii.edu address, and the associated username and password provide access to essential Web announcements and email. **You are hereby informed of the need to regularly log in to UH email and Web services for announcements and personal mail.** Failing to do so will mean missing critical information from academic and program advisors, instructors, registration, and business office staff, classmates, student’s organizations, and others.” -UH Academic Policy-

Class lectures, assignments, quizzes and other materials will be posted on Lulima. Instructor will also communicate through Lulima and UH webmail. **Students should check Lulima and UH webmail on a daily basis for updates and announcements pertaining to class.**

- 2) **Professionalism:** Students are expected to maintain a standard of professionalism in all culinary classes in order to prepare them for industry employment. Professionalism includes on-time arrival, active participation and appropriate behavior, communication, and dress. **Students who do not meet standards may be asked to leave class and/or receive an automatic point deduction.** Professionalism standards may be found in the Culinary Program Student Handbook.
- 3) **Classroom Computers:** Classroom computers are State of Hawaii property and should be used for class instruction only. When computers are not in use, monitors should be off and turned to face the front of the classroom. **Inappropriate use of computers during class time may result in an automatic point deduction or dismissal from the class for the day.**
 - Turn on computers only when instructed by your instructor.
 - DO NOT upload other program applications on classroom computers.
 - DO NOT use classroom computers for homework, emailing, web surfing or assignments from other classes during lectures.
 - Inform your instructor of non-working computers.
- 4) **Dress & Grooming:** Students are to be presentably dressed with sleeved tops (NO T-shirts), long pants, skirt or dress, and shoes. **Students who do not meet dress standards may be asked to**

leave class and/or receive an automatic point deduction. Dining room and cook uniforms are acceptable. Specific requirements can be found in the Culinary Program Student Handbook.

5) Other Professional Requirements:

- Cell phones and other electronic devices should be turned off during class.
- No eating, drinking, and gum chewing in class unless approved by instructor.
- Violent behavior, including profanity, swearing, physical abuse, verbal abuse, harassment, etc. are forbidden by college and program policy.
- Demonstrate respect to your classmates, instructor, and guest speakers. Raise your hand for questions and comments; avoid negative attitudes and gossip.
- **Follow syllabus and know due dates for assignments and daily class activities.**
- Monitor grades using Laulima. Bring discrepancies to the instructor in a timely manner.
- **Communicate with instructor on a regular basis with questions/concerns regarding assignments, projects and other issues pertaining to the class.**

GRADING

Grades are based on a point distribution scale. **It should be noted that a “C” or higher in this course is required for an A.S. Degree or Certificate programs in Culinary Arts.** Students can monitor their progress in Laulima. Any grade discrepancies should be brought to the instructor’s attention immediately. Final grades will be posted in Banner at the end of the semester. Grading will be based on a strict scale as outlined below unless the instructor deems it appropriate to change it.

Letter Grade = %	Grading Component	Points Possible
A = 90% above B = 80-89.9% C = 70-79.9% D = 60-69.9% F = <60.0%	Attendance/Participation/Professionalism (16 days x 20 Pts)	320
	Assignments (10 x 20 Pts)	200
	Quizzes (3 x 50 Pts)	150
	Group Presentation	175
	Professional Portfolio	175
	Volunteer Work	100
	TOTAL	1120

Academic Grievance and Responsibility: “In instructional activities, students are responsible for meeting all of the instructor’s attendance and assignment requirements. Failure to do so may affect their final grade. In all college-related activities, including instruction, they must abide by the college’s codes and regulations, refraining from behavior that interferes with the rights and safety of others in the learning environment. Finally, if they decide to file a grievance, they are fully responsible for providing proof that they have been wronged.” -UH Academic Policy-

ATTENDANCE / PARTICIPATION

Attendance is required for culinary courses. Role will be taken at the start of class. If you are late, be sure to see your instructor to ensure you are recorded as present. **Students will start with 20 points each day for attendance/participation. Deductions will be made according to the following scale:**

- **5 Point deduction for late arrival or early departure**
- **5 Point deduction for students who do not meet dress standards**
- **1-15 point deduction for unprofessional behavior or lack of participation (i.e., sleeping, inappropriate use of computers, disruptions, cell phone/electronic use during class, etc...)**

Short breaks will be given when time permits. Students may leave the class at any time for “bathroom breaks” and “emergencies”.

ASSIGNMENTS and QUIZZES

Assignments will be in-class and take-home. Students are expected to read through the assignments and complete each component to the fullest. Questions regarding assignments should be brought to the instructor's attention in a timely manner.

- ***Take Home Assignments and Quizzes will not be accepted late.*** It is the student's responsibility to print out and turn in all required assignments and quizzes on the due date specified in the syllabus. Essays and reflections should meet the required length and be written according to the following standards:
 - Font: Times New Roman or Calibri; Size 12
 - 1"-1.5" Margins
 - 1.5-inch spacing

In-Class Assignments CANNOT be made up unless a person has an excused absence. Students are responsible for keeping track of in-class activities and assignments.

Assignment	Due Date	Points Possible	Points Earned
A#1: Personality Testing		20	
A#2: Career Path		20	
A#3: Historical Chef Biography		20	
A#4: Guest Speaker Reflection		20	
A#5: Resume Draft		20	
A#6: Culinary Trends		20	
A#7: Ethics Articles		20	
A#8: Hawaiian Values & Culinary Point of View		20	
A#9: Informational Interview		20	
A#10: "Food Inc." Response		20	
	TOTAL	200	

Final Projects	Due Date	Points	Points Earned
Group Project/Presentation		175	
Professional Portfolio		175	
	TOTAL	350	

Quiz	Due Date	Points	Points Earned
Quiz #1		50	
Quiz #2		50	
Quiz #3		50	
	TOTAL	150	

Volunteer Work	Due Date	Points	Points Earned
Volunteer Hours (10 hours minimum)		50	
To Be Announced		50	
	TOTAL	100	

ASSIGNMENTS AND DAILY SCHEDULE

Week	Date	Topic	Assignment Due Date
1	Oct. 22 (T)	Syllabus / Policies / Procedures Introduction to the Culinary Industry	
	Oct. 24 (TH)	Laulima & Library Tour Personality Test Review	1) Personality Testing
2	Oct. 29 (T)	Culinary Program & Career Pathways	
	Oct. 31 (TH)	Culinary History: Leading Culinarians & Various Cuisines	2) Career Path
3	Nov. 05 (T)	Growth & Development of the Hospitality & Tourism Industry	3) Historical Chef Biography
	Nov. 07 (TH)	Career Opportunities within the Industry "GUEST SPEAKER"	
4	Nov. 12 (T)	Resume (Marketing Portfolio)	4) Guest Speaker / Field Trip Reflection
	Nov. 14 (TH)	Culinary Trends	5) Resume Draft
5	Nov. 19 (T)	Professional Portfolio and Group Presentations for Finals	6) Culinary Trends
	Nov. 21 (TH)	Industry Values and Service Learning	
6	Nov. 26(T)	Hawaiian Cultural Values in the Culinary & Hospitality Industry	7) Ethics Articles
	Nov. 28 (TH)	THANKSGIVING HOLIDAY	
7	Dec. 03 (T)	Industry Trade Periodicals	8) Hawaiian Values & Culinary Point of View
	Dec. 05 (TH)	"Food Inc." Video	9) Informational Interview
8	Dec. 10 (T)	Professional Portfolio and Group Presentations for Finals	10) "Food Inc." Reflection
	Dec. 12 (TH)	FINAL: Group Presentations	11) "FINAL PROJECT" Professional Portfolio

Topics and schedule are subject to change

Culinary Arts Department Program Standards

PROGRAM STANDARD: BEHAVIOR, GROOMING AND DRESS CODE

The purpose for these standards is to present students with the expected and required dress code, personal grooming standards and acceptable professional behavior for all culinary or patisserie majors or students who participate in any credit class under the control of the Culinary Arts Department of Kapi`olani Community College. These standards were developed by culinary and patisserie faculty together with advisory committee members to reflect the professional standards that students will be held to upon entrance into the industry.

Failure to adhere to and abide by these standards may directly affect the student's ability to participate, therefore adversely affecting the student's grade. Students not complying with these standards may not be permitted to participate in class activities. Students may be allowed to sit in on lectures, but will have points deducted from their grade for failing to meet the established standards. Each individual instructor will determine the amount of points that will be deducted.

These standards will also apply to participation in all off-campus activities to include internships, externships, practicums, field trips, site visitations, apprenticeships, service learning, fundraising and special events. If a department representative believes that a student has violated any of the below mentioned program standards while participating in an off-campus activity, the representative has the right to ask the student to leave the activity. If it is during the working day, the student should return to the campus and report to the Department Chairperson. If it is after the working day or on a weekend or holiday, the student must report to the Department Chairperson on the next working day. The Department Chairperson will review the alleged violation with the student and if necessary, will make a recommendation to the Dean of Culinary, Hospitality and College Advancement on any disciplinary action.

Student Learning Outcome: Students will practice standards in behavior, grooming and dress that reflect the mature work attitude expected of industry professionals. (KCC)

This will be accomplished by adhering to the following dress code for these classes:

Culinary and Patisserie Laboratory Classes, except closed military classes(also applicable on lecture days)

By the first day of class, students will be dressed in the standard cook's uniform that consists of:

- Chef's Jacket - White double-breasted with full-length sleeves, French cuffs and breast pocket. Your name will be embroidered in non-fade black thread in ½ " readable script over the left breast pocket. The CIP logo will either directly embroidered or affixed via Velcro onto the right breast and the KCC logo will be embroidered in non-fade black thread on the right sleeve 4" from the seam. There will be no colored piping or logos of outside establishments allowed on the jackets.
- Only solid white undergarments are to be worn under the chef's jacket. No wordings, pictures or logos from the undershirt should be visible through your jacket.
- Baggy Cook's Pants- Black & white check (hound's tooth) cook's pants with bottoms neatly hemmed.
- Chef's Hats- Toque de Paris chef's hats only. No floppy hats, colored hats, hats with neither designs nor baseball caps are allowed.
- Bistro Aprons White, mid-length (not below mid-calf, nor above the knee)
- Neckerchiefs- White, clean and worn outside of the uniform, knotted.
- Shoes- Black leather with skid resistant soles or chef's clogs. Shoes or clogs must be worn with socks at all times.
- Socks- White or black, clean and odor-free.

All uniform items must be clean, stain-free and without wrinkles. An affordable uniform and knife package is available for purchase through the storeroom, as well as the CIP patch and chef's hats. To embroider your name and/or KCC logo, take your jacket to the embroidery shop in Sears. The cost to you will be approximately \$7.00 + tax for each item per jacket. (The KCC logo and CIP patch are included with all jackets purchased through the storeroom, however you must still embroider your name)

Dining Room Service and Stewarding Classes (For laboratory days only – non-lab days will conform to lecture class dress code)

By the first day of laboratory class, students will be dressed in the standard waitperson's uniform that consists of:

- Long Sleeve Dress Shirt- White without pattern, clean and wrinkle-free.
- Necktie- Non-clip-on, conservative pattern
- Long Trousers- Black dress, without holes and properly hemmed.
- Shoes- Black leather with skid resistant soles and worn with black socks.
- Nametag- First and last name imprinted. Nametags will cost approximately \$6.00 each.

When assigned to the stewarding function, you are expected to wear a clean shirt, long pants and non-skid work shoes

CULN Lecture Classes (All other courses and on field-trips)

By the first day of class, students will be dressed in standard office attire that consists of:

- Shirts- Collared shirt, clean and presentable. No t-shirts, tank tops or tube tops.
- Pants- Long dress pants or jeans, no shorts. Clean and without holes.
- Shoes- Clean and worn with socks. No slippers or flip flops.
- Hats- No baseball caps or headgear of any type may be worn while in class.
- Dresses, skirt/blouse- No miniskirts, see-through or overly extravagant

This will be accomplished by adhering to the following personal grooming standards for all CULN classes:

- DEODORANT - use to counteract body odor.
- JEWELRY - limited to one wedding band and one watch in all CULN courses-
- BODY PIERCINGS - single stud per ear is appropriate in dining room service and lecture classes.
 - No earrings of any kind are allowed in culinary/patisserie laboratories
 - No hoop or dangling earrings.
 - No other visible body piercing.
- FACIAL HAIR - Clean-shaven.
 - Beards are not acceptable.
 - Goatees and mustaches are to be neatly trimmed,
 - No "Fu Manchu" or muttonchop mustaches will be permitted.
 - Sideburns may be no longer than the bottom of the ear lobe.
- HAIR - Short, off the collar, neat, trimmed and clean.
 - Long hair must be restrained in a pony tail. Tucking ponytails in Chefs hat or coat is not allowed.
 - Natural hair color is a requirement. (Natural, neutral colors, shades of black, brown, blonde are considered appropriate.)
 - Bright, iridescent colors and shades outside of the natural and neutral shades are UNACCEPTABLE.
 - No extreme hairstyles.
 - Excessive bangs and sideburns are not permitted. Bangs must be trimmed to the top of the eyebrow.

- FINGERNAILS - Must be cut short and kept clean. No false nails, bejeweled nails or bright nail polish allowed in culinary/patisserie laboratories.
- DARK GLASSES - NOT permitted in any culinary, patisserie, dining room or CULN lecture class at any time.
 - If dark glasses are necessary due to medical reasons, a slip from your doctor explaining the need is required.
- MAKE-UP - Should be conservative.

This will be accomplished by adhering to the following professional behavior standards for all CULN classes:

- Absolutely no eating or drinking in any culinary or patisserie laboratories, unless authorized by your instructor in conjunction with the tasting of demonstration dishes or at food or wine tasting seminars.
- A student caught stealing and/or pilfering food, beverage, supplies and/or money is subject to disciplinary action that the College may impose to include a formal warning, probation, suspension, and dismissal or referral.
- Smoking is permitted only in designated smoking areas and is not permitted:
 - In all interior space owned, rented, or leased by the university
 - In building courtyards, breezeways, and terraces, on exterior stairways and access ramps, and outdoor dining patios, terraces, and lanais
 - Within 20 feet of building entrances, exits, air intake ducts, vents, and windows of buildings that are not air-conditioned.
 - Within 50 feet of designated pick-up and drop-off points for campus and public bus transportation
 - In any area that has been designated by the person having control of the areas as a non-smoking area marked with a no smoking sign.
- Gum Chewing is NOT allowed in CULN laboratories and
- The use of iPods, radios or headsets are NOT allowed in CULN classes while they are in session.
- Personal belongings such as backpacks, briefcases, large bags, etc. should be secured in the student locker areas and not brought into the lab area.
 - Lockers are available free of charge to all CULN students.
 - Students may place their own personal lock on any unoccupied locker within the culinary department.
 - At the semester's end, students must remove locks and clear lockers to facilitate spraying.
- No changing of clothes is allowed within the corridors or within public view.
 - Changing rooms are in the student lounge area on the first floor of the 'OheloBuilding.
- Students are to use the restrooms on the first floor in the 'OheloBuilding and those designated for students in the 'OhiaBuilding.
 - Do not use the restrooms designated for the restaurant guests.
- Students must be fully clothed and presentably dressed while in any CULN facility.
- Profanity/swearing are not permitted.
- Cellular phones or pagers should be deactivated during class period.

This will be accomplished by adhering to all aspects of conduct as provided for in the college's student conduct code:

STUDENT CONDUCT CODE Conduct expected of students at Kapi`olani Community College is defined in the University of Hawai`i Board of Regents' Statement on Rights and Responsibilities of the University of Hawai`i Community Student Conduct Code. Kapi`olani Community College has a Code of Student Conduct that defines expected conduct for students and specifies those acts subject to University sanctions.

Student Conduct Committee: Students should become familiar with the Code of Student Conduct. As UH/Kapi`olani Community College students, their conduct is subject to the policies and regulations of the University and its duly constituted bodies. Disciplinary authority is exercised through the Student Conduct Committee. The committee follows procedures for hearing allegations of misconduct. Copies of the Student Conduct Code are available at the Office of the Dean of Student Services, 'Ilima 205.

Academic Dishonesty, Cheating, and Plagiarism: Academic dishonesty cannot be condoned by the University. Dishonesty includes cheating and plagiarism; it is a violation of the Student Conduct Code and may result in expulsion from the University.

Cheating includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official UH record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism includes but is not limited to submitting any document, to satisfy an academic requirement, that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

Disruptive Behavior: Kapi`olani Community College defines disruptive behavior as speech or action that (1) is disrespectful, offensive, and/or threatening; (2) interferes with the learning activities of other students; (3) impedes the delivery of college services; and/or (4) has a negative impact in any learning environment-- including department and staff offices, the library, the Computing Center, the Learning Assistance Centers, labs, clinical sites, service-learning sites, etc. Disruptive behavior includes physically or verbally harassing, threatening, or abusing or acting abusively toward an instructor, staff member, or student in any activity authorized by the College.

Disciplinary actions that the College may impose include a formal warning, probation, suspension, and dismissal. An instructor referring a student for disciplinary action does so under the provisions of the Student Conduct Code. The code stipulates that the Chancellor may impose disciplinary sanctions upon a student only after a Student Conduct Committee hearing has taken place. However, disruptive students may be subject to immediate disciplinary action in an emergency situation. In such cases, the Chancellor may impose the sanction of suspension prior to a hearing. For further information, please refer to the Student Conduct Code available at the Office of the Dean of Student Services, 'Ilima 205.

Lethal Weapons: Firearms, spear guns, and bows and arrows are prohibited on campus except with specific prior permission of the Chancellor.

Smoking: In accordance with the state's No Smoking Act, Act 108, SLH 1976 and Act 245, SLH 1987, and University Policy, smoking is prohibited in all of the classrooms, laboratories, conference rooms, and other covered structures of the College.

Illicit Drugs and Alcohol: This official notice, by the University of Hawai'i Office of the President, is issued pursuant to the requirements of the federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

In conformance with the existing law, University faculty, staff, and students are not permitted to manufacture, distribute, possess, use, dispense, or be under the influence of illegal drugs and/or alcohol as prohibited by state and federal law, at University-sponsored or approved events or on University property or in buildings used by the University for education, research, or recreational programs.

Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Students found in violation of these laws shall be subject to the provisions of the Student Conduct Code. Faculty and staff found in violation of these laws are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable state laws and rules.

The University recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty, and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse. The purchase, possession, or consumption of alcoholic beverages is regulated by state law. Students are expected to know and abide by these laws and University rules and regulations governing the use and consumption of alcoholic beverages on campus. For further information, students are referred to Board of Regents policy, executive policies, and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by state law, at University-sponsored events, on University property, or in buildings used by the University for its educational or recreational programs. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the students involved to investigation.

Sanctions that may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warning, probation, suspension, expulsion, or rescission of grades or degree. Copies of the full text of the code and the Hawai'i Penal Code are available in the Office of the Dean of Student Services, 'Ilima 205. College-sponsored activities on campus that involve either the serving or selling of alcoholic beverages must be in compliance with applicable College/University policies and state law.

Copies of policies governing the possession, consumption, serving, and sale of alcoholic beverages on the University of Hawai'i Kapi'olani Community College campus are available in the Office of the Dean of Student Services, 'Ilima 205.

POLICY ON SEXUAL HARASSMENT

It is the policy of the College to provide a safe and comfortable learning and working environment for students and employees. Sexual harassment is a form of discrimination that can undermine the foundation of trust and mutual respect that must prevail if the University is to fulfill its educational mission. Sexual harassment will not be tolerated in any part of the University's programs and activities. Sanctions will be imposed on members of the University community who violate this policy. Disciplinary actions against employees will be subject to the collective bargaining agreements. For more information, please contact the Office of the Dean of Student Services or the Personnel Officer.

SEXUAL ASSAULT POLICY

In conjunction with the University of Hawai'i Community Colleges' commitment to ensuring a safe and secure

environment of learning for all students and staff, Kapi`olani Community College recognizes the serious issues concerning sexual assault on the members of the campus community.

The College will not tolerate acts of sexual assault and has established a policy that specifies those acts subject to University sanctions. In addition, the College offers information on programs designed to inform students and employees about the prevention of crime and sex offenses.

As required by the Higher Education Amendments of 1992, the College has a Sexual Assault Policy that explains the College's Sexual Assault Prevention Program presented to promote awareness of rape, acquaintance rape, and other sex offenses and the procedures for reporting offenses. A copy of the Sexual Assault Policy can be obtained at the Office of the Dean of Student Services. The procedure for the Sexual Assault Prevention Program can be obtained from the Office of the Dean of Student Services. For more information, please contact the Office of the Dean of Student Services `Ilima 205 (734.9522).

GRIEVANCES

The process of addressing allegations of misconduct or acts of discrimination is described in the procedures for Handling Impermissible Behavior and the Academic Grievance Procedures and in CCCM No. 2210 UH Community College Procedure and Guidelines Relating to Complaints of Discrimination. Copies are available at the Student Services Office, `Ilima 205

Concerned students may first attempt to resolve the grievance on an informal level with the faculty member. Should the grievance not be resolved at this level, they then ask the appropriate department chair to review the case. If a satisfactory solution is not reached, appeal to the Office of Dean of Instruction may be made. If satisfactory solution is still not reached, students have the right to request a hearing before the Academic Grievance Committee, a body of faculty and students. The decisions of the Academic Grievance Committee are final within the University.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Pursuant to Section 99.6 of the rules and regulations governing the Family Educational Rights and Privacy Act of 1974 (hereinafter the Act), students in attendance at the University of Hawai`i Kapi`olani Community College are hereby notified of the following: It is the policy of Kapi`olani Community College to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify them of the time and place for the inspection. If the records are not maintained by the University official to whom the request was submitted, that official shall direct students to the appropriate party.
2. The right to request an amendment to education records that a student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested, it will notify students of the decision and advise them of their right to a hearing. At that time, additional information regarding the hearing procedures will be provided to the students.
3. The right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent. An exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law

enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting other school officials in performing their tasks. School officials have a legitimate educational interest if they need to review a record to fulfill a professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC20202-460.
5. Institutional policy and procedures required under FERPA have been published as Administrative Procedure A7.022 Procedures Relating to Protection of the Education Rights and Privacy of Students. Copies of Administrative Procedure A7.022 may be obtained from the Office of Dean of Students, `Ilima 205, Kapi`olani Community College.
6. Directory Information: Certain personally identifiable information is considered by the University to be directory information and, in response to public inquiry, may be disclosed without prior consent-unless students inform the University that they do not want the information disclosed.
 - a. Name of student
 - b. Local address, ZIP code, and email address maintained in the campus locator printout
 - c. Local telephone number maintained in the campus locator printout
 - d. Major field of study
 - e. Educational level
 - f. Facts of participation in officially recognized activities and sports
 - g. Weight and height of members of athletic teams
 - h. Dates of attendance
 - i. Most recent educational institution attended
 - j. Degrees and awards received
 - k. Email address
 - l. Enrollment status (full time and part time)

Students have the right to request that all of the above items not be designated Directory Information. Should they wish to exercise this right, they must, in person and in writing, not earlier than the first day of instruction no later than 14 calendar days from the first day of instruction for the academic term or semester, or the fourth day of a Summer Session, make this request for nondisclosure. Requests should be submitted to KISC in `Ilima 102, and are in effect at all University of Hawai`i campuses until rescinded in writing by the student.

7. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be Directory Information, will not be disclosed to him/her without the prior written consent of the son, daughter, or spouse.

UNIVERSITY POLICY ON NONDISCRIMINATION AND AFFIRMATIVE ACTION

The University of Hawai`i is an Equal Opportunity/Affirmative Action Employer. It is the policy of the University of Hawai`i to comply with federal and state laws that prohibit discrimination in University programs and activities, including but not necessarily limited to the following laws that cover students and applicants for admission to the University: Title VI of the Civil Rights Act of 1964 as amended (race, color, national origin); Age Discrimination Act of 1975 (age); Titles VII and VIII of the Public Health Service Act as amended (sex); Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision); Section 504 of the Rehabilitation Act of 1973 (disability); and to comply with federal and state laws that mandate affirmative action and/or prohibit discrimination in employment (including, but not limited to hiring, firing, upgrading, salaries, benefits, training, and other terms, conditions, and privileges of employment: Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex, pregnancy); Executive Order 11246 as amended (race, color, national origin, religion, sex); Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex); Age Discrimination in Employment Act of 1967 (ages 40-70); Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (veteran's status); Section 503 and 504 of the Rehabilitation Act of 1973 (disability); Hawai`i

Revised Statutes, Chapter 76, 78, 378 (race, sex, sexual orientation, age, religion, color, ancestry, political affiliation, physical or mental handicap, marital status, arrest and court record). The UH Community Colleges strive to promote full realization of equal opportunity through a positive, continuing program including Titles I - IV of the Americans with Disabilities Act (ADA) P. L. 101-336. Accordingly, vocational education opportunities will be offered without regard to race, color, national origin, sex, or disability. American citizens or immigrants with limited English proficiency will not be denied admission to vocational education programs.

In addition, employees and applicants for employment are protected under Title IX and Section 504. As an integral part of its Policy on Nondiscrimination and Affirmative Action, the Office of the President, University of Hawai'i, hereby declares and reaffirms its commitment to the University's pursuit of equal education and employment opportunity and further declares that any harassment of students or employees on the basis of sex is prohibited and will not be tolerated. Complaints of this nature will be handled by the Personnel Officer/EEO Coordinator (734-9575), 'Ilima 208.

Individuals designated to coordinate the University of Hawai'i Community College's nondiscrimination and affirmative action programs are:

- Mary Perreira (EEO/AA) 808.956.4650, Office of the Senior Vice President, University of Hawai'i.
- Mona Lee, Dean of Student Services 808.734.9522, Kapi'olani Community College, 4303 Diamond Head Road, Honolulu, Hawai'i 96816.
- Eileen Torigue, Personnel Director, (Employment matters) 808.734-9575, Kapi'olani Community College, 4303 Diamond Head Road, Honolulu, Hawai'i 96816.

Discrimination Complaints: Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of race, sex, age, religion, color, sexual orientation, national origin, mental handicap, physical handicap, disability, marital status, veteran's status, or arrest and court record may file a complaint with the Personnel Officer, 808.734.9575, 'Ilima 208A.

The process of addressing allegations of discrimination are described in CCCM No. 2210 UH Community College Procedure and Guidelines Relating to Complaints of Discrimination and in campus Section 504 Grievance procedure. Copies are available at the Office of the Dean of Student Service, 'Ilima 205.

Students may also file complaints of discrimination with the Office of Civil Rights, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099. Phone: 206.220.7920, FAX: 206. 220.7887.

NOTICE TO STUDENTS WITH DISABILITIES

Disability Access Statements

Extended time in a distraction-free environment is an appropriate accommodation based on a student's disability.

If you do have a disability and have not disclosed the nature of your disability and the support you need, you are invited to contact the Disability Support Services Office, 734-9552, 'Ilima 103.

These and all other course materials are available in alternative formats. If you are a student with a documented disability and have not voluntarily disclosed the nature of your disability and the support you need, you are invited to contact the Disability Support Services Office, Ilima 103, 734-9552 (V/T), or email kapdss@hawaii.edu

UH POLICY ON EMAIL COMMUNICATION

The electronic communications policy adopted in December 2005 establishes the University of Hawai'i Internet service as an official medium for communication among students, faculty, and staff. Every member of the system has a hawaii.edu address, and the associated username and password provide access to essential Web announcements and email. You are hereby informed of the need to regularly log in to UH email and Web services for announcements and personal mail. Failing to do so will mean missing critical information from academic and program advisors, instructors, registration and business office staff, classmates, student organizations, and others.

This will be accomplished by being able to meet all of the minimum expectations in regards to both health and

physical fitness that will normally be required of professionals within the industry:

Health Requirements

Students should be in good physical and mental health. If you have a medical condition, you are strongly advised to discuss your concerns with your doctor. All students are required to obtain a tuberculosis test and proof of MMR inoculation prior to acceptance into the college. Students are strongly urged to obtain vaccination against Hepatitis B prior to the practical component of this program.

Physical Fitness

Commercial culinary operations requires that you be in good physical condition, have the ability to move quickly, the ability to bend, the ability to lift at least 30 pounds, and the ability to stand for long periods of time. Good eye-hand coordination and manual dexterity are skills required for the successful completion of this program.

Student Responsibilities:

In instructional activities, students are responsible for meeting all of the instructor's attendance and assignment requirements. Failure to do so may affect their final grade. In all college-related activities, including instruction, they must abide by the college's codes and regulations, refraining from behavior that interferes with the rights and safety of others in the learning environment. Finally, if they decide to file a grievance, they are fully responsible for providing proof that they have been wronged.

Upon reading this document, please sign the "Assumption of Risk and Release Waiver" and the "Acknowledgement of Compliance to Program Standards".