

Summer 2012 – Spring 2013
UH Kapi`olani Community College
An Equal Opportunity & Affirmative Action Institution

This update includes UHWO BAS Culinary Management information.

STUDENT HANDBOOK

Culinary Institute of the Pacific at
University of Hawai`i - Kapi`olani Community College
4303 Diamond Head Road
Honolulu, Hawai`i 96816
Culinary@hawaii.edu

Culinary Arts Counselor:	(808) 734-9466	Lmaehara@hawaii.edu
Department Chair:	(808) 734-9485	Rtakahas@hawaii.edu
Department Fax:	(808) 734-9212	

Department Office/Faculty & Staff Mailboxes: Ohelo 101

Offering programs in:
Culinary Arts
Pastry Arts
Institutional Food Service Management
<http://culinary.kcc.hawaii.edu/>

Welcome to Kapi`olani Community College's (KCC) Culinary Arts programs. The semesters ahead of you will prove to be exciting, enlightening, and challenging. The department faculty are here to assist you meet your goals, whether they be simply personal enrichment, or to attain an Associate in Science degree to prepare you for a career in the industry. As in every other aspect of your life, the amount of time and commitment expended differs from one individual to the next. But we assure you, the more time and effort you put into your education at KCC, the more rewarding you will find your experience.

This document is intended to assist students by providing information required to complete the following credit programs: Certificate of Completion, Certificate of Achievement, and Associate in Science degrees. For non-credit culinary arts information, go to <http://programs.kcc.hawaii.edu/~continuinged/schedule/index.htm> or contact Frank Gonzales at frankg@hawaii.edu.

Information contained in this document was deemed to be current at the time of publishing. Consequently, information is subject to updating throughout the year. Although the department will make the effort to notify students of program changes, it is highly recommended that all students make an appointment to see the Culinary Arts Counselor at least twice a year, preferably **THREE months prior** to registration.

In addition to this handbook, students should access 1) The KCC general catalog and the Schedule of Courses for each semester they plan to register in. Both documents are available on the web at <http://www.kcc.hawaii.edu/page/catalog>.

Handbook Contents

College/Program Background.....	1
Admission Criteria	1
Admission Process.....	1-2
Registration - Course Selection	2-3
Transcript Evaluations	3
Program Faculty and Staff contact information	4
Mission Statement / Financial Aid	4
Housing	4
Parking/Transportation	5
Grading Policies	5
Academic Status	5
Graduation	5
Program Curricula	6-8
AS degree Humanities and Social Science course options.....	8
Program Standard: Behavior, Grooming and Dress Codes	9-10
Disciplinary Procedures	11
University of Hawai`i Policy on Substance Abuse	11-12
UH - KCC Student Conduct Code	13
Warning and Notification of Program Hazards and Risk / Grievance Policy.....	14
KCC Student Responsibilities – Disruptive Behavior.....	15
Responsibilities of Student/Responsibilities of Counselor / Uniform & Cutlery.....	16
UHWO BAS Degree and APC Certificate.....	17-20
Cost Estimates for AS CULN & AS Pastry.....	21-22

COLLEGE/PROGRAM BACKGROUND

Kapi`olani Community College is a campus of the University of Hawai`i system, and is subject to University policies and guidelines. The department provides students with the knowledge, competencies and skills to succeed in a rapidly expanding global market of culinarians. By adding research, technology, exploration and experimentation to the learning experience, we hope to set the stage for our culinarians to pursue their goals and realize their dreams. Visit our website at <http://culinary.kcc.hawaii.edu/>

ADMISSION CRITERIA

Eligibility:

Any person 18 years of age or older, as well as persons 17 years of age with a high school diploma or GED may apply to the Culinary Arts and/or Pastry Arts programs.

ADMISSION PROCESS <http://www.kcc.hawaii.edu/object/apply.html>

How to Apply:

Obtain a University of Hawai`i Common Application form and applicable instructions at <http://www.kcc.hawaii.edu/object/apply.html> or from the college's Admissions Office (Ilima 102). Applications may be mailed, or turned in to Ilima 102.

When to Apply:

THE EARLIER THE APPLICATION IS RECEIVED, THE SOONER YOU WILL BE ALLOWED TO REGISTER, and the better selection of courses you will have. The following deadlines are sometimes extended. Should you miss the deadline, email kapinfo@hawaii.edu or call 808-734-9555 to check if any extensions apply.

	<u>1st day to apply</u>	<u>Last day to Apply</u>
Fall Semester	December 1st, year prior	July 15th, same year
Spring Semester	June 1st, year prior	December 1st, year prior
Summer Semester	December 1st, year prior	May 6th, same year

Non-Hawai`i residents must pay a \$25.00 USD application fee.

International Student Application <http://kcc.hawaii.edu/object/applyf1.html>

Contact the Honda International Center at hic@hawaii.edu or 808-734-9312 for more information.

After the required Admission items have been received by the Admissions Office, the applicant is notified by mail of acceptance. Please read the acceptance information carefully, as reminders will not be sent. For inquiries on application status, please contact the Admissions Office at kapinfo@hawaii.edu.

International students must also send the following to the Director of Admissions at the campus:

- 1) Health Form (included in International Student application) completed by your physician.
- 2) TOEFL (Test of English as a Foreign Language) scores. TOEFL applications and requests for scores may be obtained by writing to:

Educational Testing Service, Box 899, Princeton NJ 08540, or
contact the American Consulate in your country.

ADMISSION PROCESS (Continued)

A minimum TOEFL score of 500 is required for admission to KCC, however students who score between 400 - 499 may enroll in the college's Intensive Transition E.S.O.L. (English for Speakers of Other Languages) program.

- 3) Scores on the SAT-1 (Scholastic Assessment Test-I).
- 4) High School Transcripts
- 5) Pink Supplementary Information Form for Foreign Applicants.

REGISTRATION - Course Selection

Registration Requirements: Please use the following checklist, to ensure that you will be allowed to register on the assigned date. On registration day, if you have not submitted the following, please bring:

- 1) Current Tuberculosis (TB) Clearance. New students must submit proof of TB clearance dated NO EARLIER than one year prior to the start of the semester. For example, for the Fall 2012 semester which begins on August 20, 2012, new students must have TB clearance dated no earlier than Aug. 20, 2011.. TB clearance older than Aug. 20th will be deemed void for registration purposes for a new or returning student enrolling for fall 2012 unless the student can provide proof of recent registration at another college in Hawai`i.
- 2) MMR – measles clearance (Two doses required, or MD signature.) Health Clearance form online. <http://www.kcc.hawaii.edu/object/applyhealth.html>
- 3) Math and English placement test scores. Program majors must bring current (taken within two years of registration) math and English placement test scores, or a former college's transcript which shows completion of ENG 100 or Math 100 or higher, or the equivalent course at a non-University of Hawai`i campus. Math and English placement test scores expire if a student has not passed a single course in that area within 2 year following the test date. Should a test score expire, the student will be required to retake the placement test, if they have not yet completed a single course in that subject. If you've completed coursework at previous colleges, we ask that you bring a copy of your transcript to your advising meeting & registration. <http://www.kcc.hawaii.edu/object/compassplacementtests.html>.
- 4) HOLDS. Students MUST clear all HOLDS on their account. Notification of HOLDS can be found in MyUH [Registration Status]. Common holds which if not cleared will prevent a student from registering include: TB, MMR, and outstanding balance holds.
- 5) TUITION: Tuition must be received by the due date to avoid being disenrolled.
- 6) Web Registration – New students may register online once your application is processed and your holds have been cleared. Continuing students may register via the web during designated registration dates provided all holds have been cleared.

REGISTRATION - Course Selection (Continued)

Registration Date/Time Assignment: Continuing students will be assigned a registration date based on the number of credits completed ONLY at the Kapi`olani Community College (your home) campus, plus credits formally transferred to your KCC transcript. Students must register ON or AFTER their assigned date. Students eligible to register at another UH community college may also apply at KCC at the time they are time ticketed. In-person or online mandatory New Student Orientation required for new students.

Payment: Tuition may be paid via your MyUH student portal if using check, MasterCard or Visa Payments by cash must be made in person at KCC's Ilima 102, or to other UH campus cashiers. Installment payment plans may be offered in certain semesters; check your MyUH portal for details.

TRANSCRIPT EVALUATIONS <http://www.kcc.hawaii.edu/object/transferecredits.html>

Students who have completed courses at another college which meet KCC graduation requirements may transfer credits to KCC. For a list of transfer credits accepted by KCC by your former college, please access <http://www.hawaii.edu/transferdatabase/>

Good news! There is no longer a "10-Year Rule" on courses taken at other institutions. There will be no expiration date for courses that fulfill a student's general education requirements (English, Math, Social Science, Humanities and Speech) for the Associate in Science degree or certificate programs in CULN and PASTRY. Acceptance of program courses such as cooking, hospitality and nutrition courses will be at the discretion of the department. For example, the department may ask a student who took a Nutrition course in 1960 to complete the current nutrition course, since major changes have occurred in the Nutrition field, and to accept the course from 1960 would disadvantage the student.

A minimum grade of "D" will be accepted for general education courses completed at accredited colleges. In program major courses (CULN), you must have earned a "C" or better to be accepted for transfer.

Transcript Evaluation process: <http://www.kcc.hawaii.edu/object/transferecredits.html>

- 1) Contact your former college to send an "**OFFICIAL**" transcript directly to KCC's KISC Records office. Hand carried and unofficial transcripts will not be accepted.
- 2) As transcript evaluations will NOT be done until after the student is registered at KCC, it is suggested that in addition to having an official copy of your transcript sent to our Records Office, that the student request an additional copy for himself/herself, which can be brought to the first registration. Official transcripts sent to KCC's Records Office are not accessible to the student.
- 3) ***AN IMPORTANT STEP OFTEN OVERLOOKED...***
Once you are certain that your transcript has been received by the KCC Records Office, students must complete the "*Request for Transcript Evaluation*" form to the KCC Records Office at Ilima 102. Transcripts received without the Request for Transcript Evaluation form, will not be evaluated. Form available at <http://www.kcc.hawaii.edu/page/kiscdocs>

Note: Due to high number of transcripts which require evaluation, there is a delay in evaluating transcripts from colleges outside Hawai'i. To avoid anxiety prior to graduation, it is suggested that students have transcripts evaluated soon after your entry into the program.

Information on Admissions/Records/Financial Aid – Ilima 102; 808-734-9555, kapinfo@hawaii.edu

Culinary Arts Department - FACULTY AND STAFF

FACULTY	OFFICE	PHONE #	EMAIL
David Brown, Chef Instructor	Ohelo 202A	734-9496	drbrown@hawaii.edu
Aaron Chau, Instructor-Dining Room	Ohelo 207C	734-9493	achau@hawaii.edu
Kusuma Cooray, Professor	Ohelo 207D	734-9491	kusuma@hawaii.edu
Kristie Fujimoto, Lecturer, Cost Control	Ohelo 105	734-9541	kristief@hawaii.edu
Frank Gonzales, Non-Credit Cul. Program Coord.	Ohia 108	734-9441	frankg@hawaii.edu
Dave Hamada, RCUH Chef	Cafeteria	734-9806	dahamada@hawaii.edu
Henry Holthaus, Lecturer	Ohelo 115	734-9479	hholthau@hawaii.edu
Grant Itomitsu, Instructor	Ohelo 104	734-9480	gitomits@hawaii.edu
Kristy Kiesel, Restaurant Reservationist	Ohelo 102	734-9499	kieselk@hawaii.edu
Frank Leake, Professor	Ohia 106	734-9204	fleake@hawaii.edu
Daniel Leung, Educational Specialist	Ohia 108	734-9473	leungdan@hawaii.edu
Barbara Liechty, Lecturer, Dist. Ed FSHE 185	No on-campus office	342-1600	liechty@hawaii.edu
Lori Maehara, Associate Professor/Counselor	Ohelo 121	734-9466	lmaehara@hawaii.edu
Diane Nazarro, Assistant Professor	Ohia 107	734-9593	nazarro@hawaii.edu
David Miyamoto, Dining Room Lecturer	Ohelo 103	734-9457	dsmmiyam@hawaii.edu
Mark Okumura, Lecturer-Baking	Ohelo 105	734-9481	om2@hawaii.edu
John Santamaria, Apprenticeship Coordinator	Ohelo 123	734-9492	manueljs@hawaii.edu
Grant Sato, Storeroom Manager	Ohelo 112	734-9475	grantsat@hawaii.edu
Richard Spear, Lecturer, Garde Manger	Ohelo 105	734-9485	rpspear@hawaii.edu
Ronald Takahashi, Dept. Chair & Assoc.Prof.	Ohelo 101A	734-9485	rtakahas@hawaii.edu
Edwin Timoteo, WCCC Program Liaison	Manono 115	734-9152	etimoteo@hawaii.edu
Alan Tsuchiyama, Associate Professor	Ohia 105	734-9148	atsuchiy@hawaii.edu
Warren Uchida, Chef Instructor	Ohelo 105	734-9429	warrenu@hawaii.edu
Daniel Wetter, Assistant Professor	Ohelo 205A	734-9807	dwetter@hawaii.edu
Holly Wheelles, Educ. & Academic Support Specialist	Ohelo 111A	734-9476	wheelles@hawaii.edu
Sally Yamaguchi, Secretary	Ohelo 101	734-9484	sallyyam@hawaii.edu

CULINARY INSTITUTE OF THE PACIFIC MISSION STATEMENT

Our mission is to provide vocational and professional culinary and patisserie education for Hawai'i and the global community by preparing students for the industry by allowing them to master necessary skills. This mission is achieved through a progressing and innovative curriculum, operational experience, multi-industry alliances and lifelong learning.

FINANCIAL AID <http://www.kcc.hawaii.edu/object/finaid.html>

Financial Aid inquiries should be directed to the college's Financial Aid Office at Ilima 102 (kapinfo@hawaii.edu). The Culinary Arts department awards departmental scholarships in the spring of each year to eligible students who have completed a minimum of one successful semester in a departmental program. The evaluation criteria for departmental awards includes 1) Departmental Volunteer activity; volunteer opportunities are announced throughout the semester by culinary instructors, and are posted on the bulletin board to the left of Ohelo 121. 2) Interest/Commitment to the field and to the program, as deemed by program faculty ratings of the scholarship applicant.

HOUSING <http://www.kcc.hawaii.edu/object/housing.html>

KCC does not offer on-campus housing, but offers for living arrangements are posted on bulletin boards, and are available through the classified sections of the local newspapers.

PARKING / TRANSPORTATION <http://www.thebus.org/> <http://kcc.hawaii.edu/object/kccdirections.html>

Demand for free parking spaces exceeds the supply of spaces. Students should familiarize themselves with the parking and traffic rules of the College. These rules are available in the Security Office. Vehicles have been commonly towed for these violations: Parking in a handicapped space, a red space, a "STAFF" stall, or an unmarked stall. Students wishing to park on campus are encouraged to arrive early enough to allow time to find a space. City busses on routes #3 and #58 stop at the college.

GRADING POLICIES

Courses required for the general education core and for major requirements must be taken for an "A" through "F" letter grade. The Credit / No-Credit option may be exercised for courses not required. Success in CULN courses is highly dependent on attendance and class participation, and successful course completion requires regular punctual attendance. A grade of "C" or better is required in CULN courses, and a "D" or better is required in non-CULN 100 level courses.

ACADEMIC STATUS: PROBATION / SUSPENSION / DISMISSAL

Students are expected to maintain a minimum Grade Point Average (GPA) of 2.0 throughout your academic career. http://www.kcc.hawaii.edu/object/io_1178854573250.html

Academic Probation: Any student who has registered for 12 or more credits and has earned less than a 2.0 GPA will be placed on Academic Probation, and will remain on probation until the cumulative GPA rises above 2.0. Only "A" - "F" grades will be computed in the GPA; CR/NC grades are excluded.

Academic Suspension: Once on Academic Probation (see above), a student who fails to achieve at least a 2.0 GPA for courses taken while on probation will be suspended for one semester. Although a suspended student is prevented from attending Kapi'olani Community College for one semester, the student may enroll in another UH system campus. Grades earned at other campuses will not affect the Kapi'olani Community College GPA, although courses passed at other campuses may be transferred back to KCC.

Academic Dismissal: Students are dismissed, and may **not** reenroll at Kapi'olani Community College again, if, upon returning to Kapi'olani after being previously suspended, they fail to attain a 2.0 GPA in any probationary semester following suspension. However, a student dismissed at the end of a spring semester may attend KCC's summer session immediately following the spring semester. If the student raises the cumulative GPA to 2.0 or higher by attending summer school, the dismissal will be rescinded.

GRADUATION http://www.kcc.hawaii.edu/object/io_1133922510364.html

Applications for an Associate in Science degree or a Certificate of Achievement may be obtained at the KISC Student Center (Ilima 102) or online at <http://www.kcc.hawaii.edu/object/studentforms.html>, after a graduation check has been done with your counselor. Currently, the fee for each diploma is \$15.00.

Appointments for graduation checks may be obtained by contacting your counselor. You must meet a set of requirements for graduation as stated in the catalog at the time of entry, provided that the student attended consecutive fall and spring semesters WITHOUT any break. You may also follow program requirements for a semester after entry. Requirements from different catalogs may not be used interchangeably. It is the student's responsibility to purchase and follow the appropriate catalog.

Although Associate of Science degrees and Certificates of Achievement are awarded at the end of fall, spring and summer semesters, the actual campus commencement ceremony and the culinary arts department graduation events are held once a year in May.

PROGRAM CURRICULA

Course descriptions including learning outcomes, credits, and prerequisites can be found in the KCC catalog. In addition, a detailed course syllabus will be issued to students on the first day of class. For all program courses having the alpha CULN, a "C" or better is required in all CULN courses unless otherwise stated, and a grade of "D" or better is required in non-CULN general education courses over 100 level. Students who declared majors prior to fall 2008 should consult the appropriate KCC online catalog <http://www.kcc.hawaii.edu/page/catalog>. Students pursuing the UH West Oahu/KCC **BAS degree** after earning KCC's AS should contact Lmaehara@hawaii.edu for advising.

ASSOCIATE IN SCIENCE DEGREE (CULINARY ARTS) 70-72 Credits

Not all general education options listed below apply to the BAS degree. Contact Lmaehara@hawaii.edu for BAS advising.

ENG 100 or ESL 100 or ENG 160	Composition I, or Business & Technical Writing (<i>ESL 100 completers in the CULN or PAST programs prior to fall 2009 - -see counselor for waiver.</i>)	3 Cr
BUS 100, or PHIL 110, or MATH 100 or higher	Using Math to Solve business Problems, or Intro to Deductive Logic or Survey of Mathematics or higher level Math	3
KCC AS/AH (see p. 8) http://www.kcc.hawaii.edu/page/catalog pp. 50-51	AS Arts and Humanities elective (100 level or higher)	3
KCC AS/SS (see p. 8) & online pp 50-51 http://www.kcc.hawaii.edu/page/catalog	AS Social Science elective (100 level or higher)	3
SP 151 or SP 181 or SP 251	Personal and Public Speech or Interpersonal Communication or Principles of Effective Public Speaking	3
FSHE 185	The Science of Human Nutrition	3
CULN 111	Introduction to Culinary Arts/Career Preparation	2
CULN 112	Sanitation & Safety	2
CULN 115	Menu Merchandising	2
CULN 120	Fundamentals of Cookery ** (Prerequisite: CULN 112; concurrent ok)	5
CULN 130	Intermediate Cookery (Prerequisite: CULN 120; concurrent okay)	5
CULN 150	Fundamentals of Baking [uniform and equipment list on p. 16]	5
CULN 160	Dining Room Service/ Stewarding Procedures [uniform list on p. 9]	5
CULN 221	Continental Cuisine (Prerequisite: CULN 130; concurrent okay)	5
CULN 222	Asian/ Pacific Cuisine (Prerequisite: CULN 130; concurrent okay)	5
CULN 240	Garde Manger (Prerequisite: CULN 130; concurrent okay)	5
CULN 271	Hospitality Purchasing & Cost Control (Prerequisite: CULN 130; concurrent okay)	5
HOST 290	Hospitality Management (Prerequisite: "C" or better in CULN 111)	3
CULN 207 or HOST 293E	Principles of Culinary Arts Competition I, or Hospitality Internship* <i>*HOST 293E is to be taken in the student's final semester. After submitting an application for degree, please contact Lmaehara@hawaii.edu for registration clearance.</i>	3-5

CERTIFICATE of ACHIEVEMENT (CULINARY ARTS) 45 Credits

ENG 22, or higher level English	Beginning Composition, or higher level English	3 Cr
Math 24, or higher level math	Elementary Algebra I, or higher level math	3
FSHE 185	The Science of Human Nutrition	3
CULN 111	Introduction to Culinary Arts/Career Preparation	2
CULN 112	Sanitation & Safety	2
CULN 115	Menu Merchandising	2
CULN 120	Fundamentals of Cookery ** (Prerequisite: CULN 112; concurrent ok)	5
CULN 130	Intermediate Cookery (Prerequisite: CULN 120; concurrent okay)	5
CULN 150	Fundamentals of Baking [uniform and equipment list on p. 16]	5
CULN 160	Dining Room Service/ Stewarding Procedures	5
CULN 221	Continental Cuisine (Prerequisite: CULN 130; concurrent okay)	5
CULN 240	Garde Manger (Prerequisite: CULN 130; concurrent okay)	5

CERTIFICATE of COMPLETION (CULINARY ARTS) 14 Credits

(Effective fall 2008; math no longer required for the Certificate of Completion in Culinary Arts)

CULN 111	Introduction to Culinary Arts/Career Preparation	2 Cr
CULN 112	Sanitation & Safety	2
CULN 120	Fundamentals of Cookery ** (Prerequisite: CULN 112; concurrent ok)	5
CULN 130	Intermediate Cookery (Prerequisite: CULN 120; concurrent okay)	5

** CULN 120 – Please contact Lmaehara@hawaii.edu, or instructor, for CULN 120 online orientation details.
CULN 120 equipment/uniform requirements are covered in detail in the online orientation.

ASSOCIATE IN SCIENCE DEGREE (PATISSERIE) 65 Credits

Students pursuing the BAS degree should contact Lmaehara@hawaii.edu for additional advising.

ENG 100 or ESL 100 or ENG 160	Composition I, or Business & Technical Writing (<i>ESL 100 completers in the CULN or PAST programs prior to fall 2009 - -see counselor for waiver.</i>)	3 Cr
BUS 100, or PHIL 110, or MATH 100 or higher	Using Math to Solve business Problems, or Introduction to Deductive Logic, or Survey of Mathematics or higher level Math	3
KCC AS/AH (see p. 8) & online pp. 50-51 http://www.kcc.hawaii.edu/page/catalog	AS Arts and Humanities elective (100 level or higher)	3
KCC AS/SS (see p. 8) & online pp. 50-51 http://www.kcc.hawaii.edu/page/catalog	AS Social Science elective (100 level or higher)	3
SP 151 or SP 181 or SP 251	Personal and Public Speech or Interpersonal Communication or Principles of Effective Public Speaking	3
FSHE 185	The Science of Human Nutrition	3
CULN 111	Introduction to Culinary Arts/Career Preparation	2
CULN 112	Sanitation & Safety	2
CULN 115	Menu Merchandising	2
CULN 120	Fundamentals of Cookery **	5
CULN 150	Fundamentals of Baking [<i>uniform and equipment list on p. 16</i>]	5
CULN 155	Intermediate Baking (“B” or better to enroll in CULN 252 or 253)	5
CULN 160	Dining Room Service/ Stewarding Procedures	5
CULN 252	Patisserie (Prerequisite: “B” or better in CULN 155)	5
CULN 253	Confiserie (Prerequisite: “B” or better in CULN 155)	5
CULN 271	Hospitality Purchasing & Cost Control (Prereq “C” or better in CULN 130)	5
HOST 290	Hospitality Management (Prerequisite: “C” or better in CULN 111)	3
HOST 293E	Hospitality Internship (Prerequisite: CULN 111) <i>*HOST 293E is to be taken in the student’s final semester. After submitting an application for degree, please contact Lmaehara@hawaii.edu for registration clearance.</i>	3

CERTIFICATE of COMPLETION (Pastry Arts) 19 Credits

CULN 111	Introduction to Culinary Arts/Career Preparation	2 Credits
CULN 112	Sanitation & Safety	2
CULN 120	Fundamentals of Cookery ** (Prerequisite: CULN 112; concurrent ok)	5
CULN 150	Fundamentals of Baking [<i>uniform and equipment list on p. 16</i>]	5
CULN 155	Intermediate Baking (“B” or better to enroll in CULN 252 or 253)	5

**** CULN 120 – Please contact Lmaehara@hawaii.edu, or instructor, for online orientation details. CULN 120 equipment/uniform requirements are covered in detail in the online orientation.**

For additional curriculum information on certificates of completion in Dining Room and Culinary Arts Competition, please access the KCC catalog at <http://www.kcc.hawaii.edu/page/catalog> and click on “Culinary Education programs”

**ASSOCIATE IN SCIENCE DEGREE, CULINARY ARTS, WITH A SPECIALIZATION IN
INSTITUTIONAL FOOD SERVICE MANAGEMENT 63 Credits**

ENG 100 or ESL 100 or ENG 160	Composition I, or Business & Technical Writing (<i>ESL 100 completers in the CULN or PAST programs prior to fall 2009 - -see counselor for waiver.</i>)	3 Credits
BUS 100, or PHIL 110, or MATH 100 or higher	Using Math to Solve business Problems, or Introduction to Deductive Logic, or Survey of Mathematics or higher level Math	3
KCC AS/AH (see p. 8) & pp. 50-51 http://www.kcc.hawaii.edu/page/catalog	AS Arts and Humanities elective (100 level or higher)	3
SOC 257	Sociology of Aging	3
FAMR 230	Survey of Human Growth and Development	3
SP 151 or SP 181 or SP 251	Personal and Public Speech or Interpersonal Communication or Principles of Effective Public Speaking	3
FSHE 185	The Science of Human Nutrition	3
CULN 111	Introduction to Culinary Arts/Career Preparation	2
CULN 112	Sanitation & Safety	2
CULN 115	Menu Merchandising	2
CULN 120	Fundamentals of Cookery (<i>Contact Lmaehara@hawaii.edu.</i>)	5
CULN 130	Intermediate Cookery (<i>Prerequisite: CULN 120; concurrent okay</i>)	5
CULN 150	Fundamentals of Baking [<i>uniform and equipment list on p. 16</i>]	5
CULN 160	Dining Room Service/ Stewarding Procedures	5
CULN 240	Garde Manger (<i>Prerequisite: CULN 130, concurrent okay</i>)	5
CULN 271	Hospitality Purchasing & Cost Control (<i>Prerequisite: CULN 130</i>)	5
HOST 290	Hospitality Management (<i>Prerequisite: CULN 111</i>)	3
HOST 293E	Hospitality Internship <i>*HOST 293E is to be taken in the student's final semester. After submitting an application for degree, please contact Lmaehara@hawaii.edu for registration clearance. (Prerequisite: CULN 111)</i>	3

2009-2010 A.S. HUMANITIES OPTIONS (1 COURSE REQUIRED) *Course descriptions for AS courses:*

www.kcc.hawaii.edu/page/catalog

AMERICAN STUDIES	AMST 201, 202
ART	ART 101, 189 (ART 105, 107, 111, 112, 113, 114, 115, 116, 123, 245, 280, & 290 accepted via waiver – <i>Please contact counselor to request waiver.</i>)
ASIAN STUDIES	ASAN 100 (AS degree Humanities, OR AS degree Social Science, but not both)
DANCE	DNCE 150
EAST ASIAN LIT. & LANG.	EALL 261, 262, 271, 272
ENGLISH LITERATURE	ENG 214, 250, 251, 252, 253, 254, 255, 256, 257 (any alpha), 270 (any alpha), 271 (any alpha), 272 (any alpha), and 273 (any alpha)
HAWAIIAN	HAW 261, 262
HAWAIIAN STUDIES	HWST 100, 107
HISTORY	HIST 151, 152, 231, 232, 241, 242, 252, 281, 282, 284, 288
HUMANITIES	HUM 269
LINGUISTICS	LING 102
MUSIC	MUS 106, 107, 108, 170, 229, 230
PACIFIC STUDIES	PACS 108 (AS degree Humanities, OR AS degree Social Science, but not both), 257, 273
PHILOSOPHY	PHIL 100, 101, 102, 211, 213, 250
RELIGION	REL 150, 151, 202, (REL 209 via waiver – <i>see counselor</i>)
SPEECH	SP 251 (SP 231, 253 via waiver – <i>see counselor</i>)
THEA (formerly DRAM)	THEA 101 (THEA 221, 222, 240 via waiver – <i>see counselor</i>)

2009-2010 A.S. SOCIAL SCIENCE OPTIONS (1 REQUIRED) *Course descriptions for AS courses:*

www.kcc.hawaii.edu/page/catalog

AMERICAN STUDIES	AMST 211, 212
ANTHROPOLOGY	ANTH 150, 200, 210
ASIAN STUDIES	ASAN 100 (AS degree Humanities, OR AS degree Social Science, but not both)
BOTANY	BOT 105
COMMUNICATIONS	COM 201
ECONOMICS	ECON 120, 130, 131
FAMILY RELATIONS	FAMR 230
GEOGRAPHY	GEOG 102, 151
INTERDISCIPLINARY SCIENCES	IS 105B, 105C
JOURNALISM	JOUR 150
PACIFIC STUDIES	PACS 108 (AS degree Humanities, OR AS degree Social Science, but not both)
POLITICAL SCIENCE	POLS 110, 120, 130, 171, 270
PSYCHOLOGY	PSY 100, 170, (PSY 202 via waiver – <i>see counselor</i>)
SOCIAL SCIENCE	SSCI 260
SOCIOLOGY	SOC 100, 214, 218, 231, 251, 257

PROGRAM STANDARD: BEHAVIOR, GROOMING AND DRESS CODES

The purpose for these standards is to present students with the expected and required dress code, personal grooming standards, and acceptable behavior for all Culinary/Patisserie Arts majors. We all understand the importance of making a favorable first impression, image and presentation, therefore these standards were developed by culinary or hospitality instructors with support from our industry advisory committee members in accordance with sanitation, safety and professionalism in mind.

Failure to adhere to and abide by these standards will directly affect the student's ability to participate, therefore adversely affecting the student's grade. Students not complying with these standards will **NOT** be permitted to participate in class activities. However, these students will be allowed to sit in on lectures, but will have points deducted from their grade for failing to meet the set standards. Individual instructors will determine the amount of the point deduction. Additionally, disciplinary procedures have been established.

Should you have any questions regarding these standards and disciplinary procedures, please consult your instructor, counselor, or the Culinary Arts department chair.

Culinary and Patisserie Laboratory Courses (applicable on lecture days also): CULN labs (CULN courses, except for Dining Room Service, and Cost Control). **The first date that your complete uniform is to be worn, is the first day of each lab class. You must be completely dressed in full uniform by the starting time of class, the first day of class.** Email Lmaehara@hawaii.edu for ordering info.

- **APRON**, bistro apron only (mid length, not below mid-calf, not above the knee), white
- **CHEF'S HAT** – toque de paris chefs hats only. (Apprentice/Student Model Bgpr 20 (7.5"-24 pleat) **NO** baseball caps to be worn with any culinary, patisserie or dining room uniform at any time while on campus, in CULN lectures, or at outside events requiring a chef's uniform.
- **CHEF'S JACKET** –White, long sleeve, double breasted chefs jacket (no color piping or logos), Embroidered in 1/4" – 1/2" Roman, block or readable script lettering in black, navy, or royal blue with your 1st & last name in the right or left pocket area (on or above pocketed). Only solid white undergarments are appropriate to wear under the chef's jacket.
- **CHEF'S PANTS** - traditional with standard size checks - clean and wrinkle-free.
- **NECKERCHIEFS** - white - clean and worn at all times.
- **SHOES** – leather black skid resistant soles or chef's clogs - clean, no tennis shoes or athletic shoes.
- **SOCKS** - white or dark colored, clean.

Dining Room Service Courses [CULN 160 -All sections]

- **UNIFORM** –. Students should purchase their own uniform, which generally includes white waiter's shirt/black pants, or aloha shirt and dark dress pants. Revisions to be discussed in class.
- **FOOTWEAR** – Dress shoes with appropriate socks/hosiery.
- **STEWARDED POSITIONS** - Long jeans, covered shoes, socks and t-shirts. Aprons will be provided by the department.
- **NAME TAG** - First and last name imprinted. If last name is too long, then first initial of first name and last name should be imprinted). The dining room instructor will coordinate the ordering of name tags when the class begins.

CULN Lecture Courses (All CULN courses not mentioned above) and Field Trips

- **SHIRTS** - Collared - golf shirts acceptable, NO t-shirts or tank tops. Clean and wrinkle-free.
- **PANTS** - Long-dress pants or jeans acceptable, no shorts. Clean and free of holes.
- **SHOES** – Clean shoes, with appropriate socks or nylons.
- **NO** baseball caps to be worn in CULN lecture courses or on field trips.
- **WOMEN MAY WEAR DRESSES or BLOUSE/SKIRTS** - no mini skirts.

Personal Grooming Standards - Applicable in ALL CULN classes.

- **DEODORANT** to counteract body odor.
- **JEWELRY** - limited to one wedding band and one watch in all CULN courses.
Earrings - single stud per ear is appropriate in dining room service and FSHE lecture courses, but NO earrings of any kind are allowed in culinary/patisserie laboratories. No dangling earrings or nose rings allowed.
- **FACIAL HAIR** - Clean shaven, goatees okay. Beards are not acceptable. Mustaches are to be neatly trimmed, and may not fall below the upper lip or beyond the framework of the upper lip. 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. Pony tails must be restrained by a hairnet or pins. Tucking tails in Chef's hat or coat is not allowed.
APPROPRIATE 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. Students will not be permitted to attend class if this standard is not met. No extreme hair styles. 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 nail polish is allowed in culinary/patisserie laboratories.
- **DARK GLASSES** - NOT permitted with any culinary, patisserie or dining room uniform at any time while on campus, nor may they be worn in CULN lecture courses. If dark glasses are necessary due to medical reasons, a slip from your doctor explaining the need is required.
- **MAKE-UP** - Should be conservative.

Acceptable Behavior - ALL CULN Courses

- Absolutely **NO** eating or drinking in the CULN classrooms or in culinary/patisserie laboratories, unless allowed by your CULN instructor in conjunction with the tasting of instructor-demonstrated dishes or at wine tasting seminars. Eating or drinking in the `Ohelo Building is only permitted in the student lounge.
- Smoking is **NOT** permitted in or by guest entrances of `Ohia or `Ohelo buildings. The only designated smoking areas are as follows:
 - `Ohelo Building - Second floor entrance directly across from the `Olona building.
 - `Ohia Building - First floor entrances of front and back of building.
- Gum Chewing is **NOT** allowed in CULN laboratories and classrooms.
- Radios or headsets are **NOT** allowed in CULN laboratories or classrooms.
- Personal belongings such as back packs, knife cases, etc. should be stored in lockers in student locker areas including laboratory lockers, and not on the lab counters or student desks.

LOCKERS

Kapi`olani Community College Culinary Department provides students with a place to store their belongings while attending classes. The College endeavors to provide lockers for all full-time students in locations as close as possible to their areas of study. Lockers are for use by culinary students only, one locker per person. Lockers are assigned on a first-come, first-served basis at the start of each semester. You are expected to vacate your locker at the end of each semester. **Locker forms available at Ohelo 101.**

- Changing rooms are provided in the student lounge on the first floor of the `Ohelo Building. **NO** changing in building hallways or classrooms.
- Student use of restrooms is restricted to the first floor in the `Ohelo Building and to the restrooms designated for students in the `Ohia Building.
- Students must be fully clothed and presentably dressed while in any CULN facility.
- Profanity/swearing is not permitted in the `Ohelo, `Ohia, and `Olapa Buildings.
- Cellular phones or pagers should be deactivated during class period.

Disciplinary Procedures for Handling Violations of the Dress code, Personal Grooming Standards, Acceptable Behavior, Class Tardiness and Absenteeism Policies:

The following procedures will be implemented in ALL CULN courses. These procedures apply to the departmental dress code, personal grooming standards, student conduct code, acceptable behavior, tardiness and absenteeism policies.

- First Violation: Student to receive a verbal warning from instructor. Action documented in student file.
- Second Violation: Student to receive a written warning and consultation from instructor. Student file copied.
- Third Violation: Student, Instructor, and the Department Chair will meet and discuss violations and recommended solutions. Documented report to student file.
- Fourth Violation: Student will be excused from class for that day, forfeiting all points for that day including attendance, participation, and quiz and/or exam points. No make up of tests or quizzes will be permitted. The student must report to the department chair to discuss the circumstances surrounding this fourth violation. Should the issue not be resolved after the student has met with the faculty member, then the department chair, a meeting with the dean may be required.

UNIVERSITY OF HAWAII POLICY ON SUBSTANCE ABUSE
Official Notice to Faculty, Staff, and Students Regarding
Substance Abuse in University Campus Communities and Worksites

This Official Notice 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.

A. University Policies on Illegal Drugs and Alcohol

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 this part shall be subject to the provisions of the student conduct code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements. University policy, and other applicable State laws and rules.

B. University Policy on Substance Abuse

The institution 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 the 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.

C. THE UH Student Conduct Code includes the following prohibitions:

"The purchase, possession or consumption of alcoholic beverages is regulated by state law. Students are expected to know and abide by state law and by University rules and regulations governing and use and consumption of alcoholic beverages on campus. Students are referred to Board of Regents policy 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 see illicit drugs, as prohibited by state law, at University-sponsored or approved events, on University property or in buildings used by the University for its educational or recreational programs. University knowledge of possession of use of illegal drugs on campus may subject the students involved to investigation."

Sanctions which may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warnings, probation, suspension, expulsion or rescission of grades or degree. Copies of the full text of the Codes are available in the office of the campus Dean of Students.

D. Legal Sanctions

There are numerous federal, state and local statutes and ordinances relating to the manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol. These statutes impose legal sanctions for both felony and misdemeanor convictions related to violations of applicable laws and ordinances.

Highlights of Hawai'i Laws

Class A Felony: fine not exceeding \$50,000 and/or imprisonment for not more than 20 years.

Class B Felony: fine not exceeding \$25,000 and/or imprisonment of not more than 10 years.

Class C Felony: fine not exceeding \$10,000 and/or imprisonment of not more than 5 years.

Misdemeanor: fine not exceeding \$2,000 and/or imprisonment of not more than 1 year.

Petty misdemeanor: fine not exceeding \$1,000 and/or imprisonment of not more than 30 days (Sections 706-640, 659, 660, 663, H.R.S.)

Promoting (possessing and distributing) drugs (including marijuana) and intoxicating compounds can result in Class A, or Class B or Class C felonies. (Sections 712-1241-1250, H.R.S.)

Consuming or possessing intoxicating liquor while operating a motor vehicle or moped is a misdemeanor. (Section 291-3.1, H.R.S.)

Driving under the influence of intoxicating liquor can result in community service work, treatment programs, suspension of license, fines, and/or imprisonment. (Section 291-4, H.R.S.)

A person commits the offense of promoting intoxicating liquor to a minor if he knowingly sells, delivers, or gives intoxicating liquor to a minor. (Section 712-1250.5, H.R.S.)

E. Health Risks Associated with Substance Abuse

The University encourages faculty, staff and students to be aware of the health risks associated with substance abuse. In general, the health risks related to the abuse of alcohol and other drugs are both direct and indirect. The direct pharmacological effects of substances on the body influence every organ, particularly the brain, liver, and the cardiovascular system. Death and injury from drug related accidents, suicide and homicide are some of the indirect health effects. It is estimated by the National Institute of Alcohol Abuse and Alcoholism that annually 100,000 people in the U.S. die from alcohol related problems alone. Physical effects may be immediate and acute, as in drug overdose or long-term and chronic, as in alcohol related liver disease or neurological impairment.

F. Drug and Alcohol Counseling, Treatment and Rehabilitation Programs

The University of Hawai'i encourages faculty, staff, and students to seek assistance in overcoming drug or alcohol abuse. Early recognition and treatment are important for successful rehabilitation. Students may contact their campus Dean of Students for assistance regarding counseling and treatment referral services. Faculty and staff may contact their supervisor for assistance and referral services. The State Department of Health has contracts with numerous private agencies to provide a range of counseling and treatment services. For more information, call the Hawai'i Substance Abuse Information Resource Center hotline at 836-3000.

UH KAPI'OLANI COMMUNITY COLLEGE Student Conduct Code (6/2012) <http://kcc.hawaii.edu/object/1325817104045.html>

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 Student Conduct Code. Kapi'olani Community College has a Student Conduct Code that defines expected conduct for students and specifies those acts subject to University sanctions.

Student Conduct Committee: Students should become familiar with the Student Conduct Code. As University of Hawai'i-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 University of Hawai'i 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 Computer 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 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, 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 any 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.

WARNING and NOTIFICATION of HAZARDS and RISKS

All occupations within the Culinary and Pastry Arts Profession have inherent risks that prospective students should be aware of. The purpose of this **Warning of Hazards and Risks** is to bring students' (parents') attention to the existence of potential dangers, to aid them in making an informed decision concerning participation in the program, and in signing the Assumption of Risk and Release of Liability Waiver form.

Occupational hazards for the field of culinary/pastry arts include, but are not limited to:

- cuts and abrasions due to handling sharp objects
- slips and falls due to wet, slippery or uneven floors
- strained muscles and backs due to lifting of heavy objects
- exposure to foods that one may be allergic to
- exposure to hazardous cleaning chemicals
- accidental injury in an internship or practicum experience or en route to or from an internship or practicum experience
- injury or illness that can affect one's personal health or the health of an unborn child
- scalding and burns that may result in permanent disfigurement, disability or death

An injury or illness can impair one's general physical and/or mental health and may hinder one's future ability to earn a living, engage in business, social, or recreational activities, or generally impair one's ability to enjoy life. There may also be risk of injury, illness, or death resulting from causes not specified in the **Warning and Notification of Hazards and Risks**.

In addition to acknowledging hazards and risks, the applicant must take responsibility regarding matters of safety involving self and others. After receiving instruction, students will be expected to demonstrate safety practices. Students must inform appropriate faculty of any relevant personal medical condition that might be hazardous or risky to self or others. A student may be required to submit permission from his/her personal physician to participate in culinary/pastry arts education activities. **The student is responsible for obtaining his/her own health insurance.** The student must also purchase his/her own liability insurance if one is required by a practicum or internship site.

Upon entering Kapi`olani Community College's Culinary/Pastry Arts program, the student will be required to sign an Assumption of Risk and Release of Liability Waiver.

POLICY ON ACADEMIC GRIEVANCES

http://kcc.hawaii.edu/object/io_1325820155435.html

The process of addressing academic grievances is described in the Academic Grievance Procedures. 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, students may appeal to the dean. 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 committee are final within the University. Copies of the academic grievance procedures are available in the Office of the Dean of Student Services, 'Ilima 205.

Kapi`olani Community College
Student Responsibilities – subject: DISRUPTIVE BEHAVIOR (October 2008)

Upon receipt of this handbook, and upon your registering for one or more FSHE or CULN classes offered by Kapi`olani Community College, including distance education courses, the student agrees as follows:

I (refers to you, the student) realize that I am responsible for personal conduct that neither harms nor threatens the safety and well-being of others on campus and in college-related activities at off-campus locations such as internships, and volunteer events. I understand the importance of avoiding action or speech that causes physical or psychological harm or may be interpreted by others (such as students, instructors, staff members, or visitors) as disrespectful, offensive, abusive, threatening, interfering with learning activities, or impeding the delivery of college services. More specifically, I will refrain from the following types of behavior:

- *physical assault*
- *stalking*
- *disrespectful, harassing, and/or intimidating physical gestures or verbal (written or spoken) statements, including but not limited to, attacks on gender, race, ethnicity, religion, national origin, and sexual orientation,*
- *damaging or threatening to damage property belonging to the college or to individuals,*
- *interrupting class during lecturer or labs, by talking loudly, inappropriately, or out of turn.*
- *monopolizing discussions,*
- *unwillingness to cooperate or hindering the cooperative efforts of others*
- *failure to comply with requests from the instructor or classmates to stop behavior that may be considered academically unethical, including cheating and plagiarism,*
- *In online learning environments (hybrid or distance education courses which may or may not include online instruction, including use of Laulima), failure to comply with requests from the instructor or classmates to stop sending electronic messages that may be construed as harassment or fiery language and/or content..*

I also understand that I am subject to the Student Conduct Code (see p. 13 of this Handbook), which specifies a range of disciplinary actions for disruptive behavior. Possible sanctions include a warning, probation, suspension, or expulsion. Final decisions are based on the results of a hearing before an appointed student conduct committee. If my behavior is considered dangerous, I understand that I may be temporarily suspended by the chancellor prior to a hearing.

Furthermore, as a student in a classroom and/or lab and/or center, I realize that I have an important role to play in assisting instructors or staff in maintaining a learning environment that discourages disruptive conduct. To fulfill this supportive role, I understand that I need to become familiar with each instructor's classroom and/or lab rules, which may be found in the hard copy or online version of the syllabus. I am aware that, in general, inappropriate behavior during class includes:

- *tardiness, absences, leaving class early*
- *talking to fellow students other than the presenter or instructor, during a class discussion or presentation,*
- *profanity (swearing)*
- *horseplay*
- *eating in class or lab, unless approved by the instructor*
- *in a lab environment, failure to abide by safety and sanitation rules*
- *failure to abide by dress and grooming/appearance codes established for my program and courses, which are included in this handbook, and on the CULN 120 website.*

Finally, in the event that a student's behavior causes disruption at an off-campus class, campus, or university event, or on-campus in a classroom and/or lab and/or center, I understand that I am expected to follow the instructor's orders or emergency plan, and if necessary, provide immediate assistance, which might include:

- *obtaining the help of nearby faculty or staff,*
- *contacting campus security at 734-9900,*
- *and/or contacting on-duty evening administrators.*

To be of assistance in a crisis, I realize that it would be helpful to:

- 1) *know the location of public and staff telephones in the vicinity, or have access to a cellular phone, and*
- 2) *to become familiar with signs in buildings, classrooms, labs, or learning centers that provides emergency response information.*

STUDENT & COUNSELOR RESPONSIBILITIES - Academic Advising Process

http://kcc.hawaii.edu/object/io_1176149219328.html

http://kcc.hawaii.edu/object/io_1176149487343.html

STUDENT RESPONSIBILITIES for Academic Advising. As a STUDENT, you are responsible for:	COUNSELOR RESPONSIBILITIES for Academic Advising Counselors are responsible for:
* Taking the time to identify and clarify your academic values and goals.	* Assisting students to identify their academic values and goals, consistent with their capabilities, interests, and educational backgrounds.
* Reading carefully and understanding all the information you receive from the college by mail, email, & MyUH portal.	* Clarifying pertinent information and discussing the implications toward students' academic success.
* Communicating regularly and keeping appointments with your counselor/advisor.	* Being accessible and available to students to respond to their questions and concerns.
* Being familiar with important deadlines, academic policies, college regulations, program requirements, and course descriptions, which can be found in the KCC catalog, the Schedule of Classes, the academic calendar, and website.	* Helping students define and develop educational plans; assisting in the selection of appropriate course work and opportunities to achieve students' goals.
* Complying with academic deadlines and policies.	* Maintaining professional integrity, confidentiality, respect, and sensitivity in advising.
* Understanding academic requirements and monitoring progress toward achieving your degree or educational goal.	* Clarifying academic policies, college regulations, program requirements, procedures, and other college information
* Asking questions early enough to take action.	Respecting students' individual needs and diversity.
* Maintaining a personal academic file of notes and copies of forms submitted for processing.	* Assisting students to independently monitor their progress toward achieving their educational and career goals.
* Taking the initiative to learn about and use the college services and resources available to you.	* Informing students of the roles and responsibilities of the advisor/student relationship.
* Informing your counselor/advisor immediately when a serious problem or concern interferes with your academic progress such as your ability to attend class or focus on course work.	* Being knowledgeable about, promoting, and referring students to appropriate campus and community resources and services
	* Maintaining currency in academic advising trends and techniques through professional development.

- **CUTLERY KIT** - The KCC Bookstore has available to students registered in CULN labs a special knife kit package. The current package which was created for the CULN 120 class includes these items. Other classes may require additional items; please email your instructor. Proof of current enrollment in CULN 120 or 150 required in order to purchase cutlery from the college. Bookstore prices: <http://www.bookstore.hawaii.edu/uhkcc/SiteText.aspx?id=9135>

Steel Paring Knife (3") Serrated Knife (Baking: 10") Vegetable Peeler Boning Knife Knife Bag	Thermometer (Baking: digital read) Tong, Spring 12" Straight spatula Measuring spoons 8" chef's knife Wooden Spoon	Clam knife Oyster Knife Wire Whisk 8 x 3 Turner Large Scraper Bowl Scraper
---	---	---

Please contact Lmaehara@hawaii.edu for information on ordering uniforms from our online vendor.

- **Chef's Coats** with cloth knot buttons, white with full-length sleeves, French cuffs, left breast pocket, and thermometer pocket on sleeve and embroidered with Kapi'olani Community College plus CIP patch.
 - *Additional surcharge per item for extra-large coat sizes will apply.*
- **Baggy Cook's Pants**, black & white check two side-seam pockets, one back pocket, tapered legs & elastic waist with drawstring. *(Additional surcharge per item for extra-large sizes will apply.)*
- **Neckerchiefs**

The CULN 150 Fundamentals of Baking class requires the following additional equipment not sold at KCC. For suggestions on purchasing baking items, please contact Chef Wetter at dwetter@hawaii.edu or for CULN 252 or 253, Chef Brown at drbrown@hawaii.edu

Micro plane Grater	One set each of Pastry Tubes (plain)	Personal digital scale
One set each of Pastry Tubes (star)	Off-set cake Spatula 8" or 10"	One 14" Vinyl Pastry Bag

For more detail on equipment and tools required for lab classes, please email or call your instructor (see p. 4-faculty directory).

Kapi'olani Community College Associate in Science, Culinary Arts with a Specialization in Culinary Arts
 University of Hawai'i-West O'ahu Culinary Management Concentration Option Requirements
 BAS degree program prerequisites: AS-CULN-CULN 70-72 credits + Additional GE credits 10 = 80-82

KCC Culinary Arts Courses (52-54 credits, depending if HOST 293E or CULN 207 is selected)

# of Credits	Course	Title	Campus
2	CULN 111	Introduction to Culinary Arts/Career Preparation	KCC
2	CULN 112	Sanitation & Safety	KCC
2	CULN 115	Menu Merchandising	KCC
5	CULN 120	Fundamentals of Cookery (Prerequisite: CULN 111 and 112) (Contact Lmaehara@hawaii.edu for required course orientation information.)	KCC
5	CULN 130	Intermediate Cookery (Prerequisite: CULN 120; concurrent okay)	KCC
5	CULN 150	Fundamentals of Baking [uniform and equipment list on p. 16]	KCC
5	CULN 160	Dining Room Service/ Stewarding Procedures	KCC
5	CULN 221	Continental Cuisine (Prerequisite: CULN 130)	KCC
5	CULN 222	Asian/Pacific Cuisine (Prerequisite: CULN 130)	KCC
5	CULN 240	Garde Manger (Prerequisite: CULN 130)	KCC
5	CULN 271	Hospitality Purchasing & Cost Control (Prerequisite: CULN 130)	KCC
3	HOST 290	Hospitality Management (Prerequisite: CULN 111)	KCC
3	HOST 293E	Hospitality Internship <small>*HOST 293E is to be taken in the student's final semester. After submitting an application for degree, please contact Lmaehara@hawaii.edu for registration clearance. (Prerequisite: CULN 111)</small>	KCC
or	or	or	
5	CULN 207	Principles of Culinary Competition I	

General Education Requirements (18 credits)

IMPORTANT NOTE: The General Education requirements for the BAS – CULM are NOT identical to the General Education requirements for KCC's AS degrees in Culinary Arts, Pastry Arts, and Institutional Food Service Management. Students who consider pursuing the BAS degrees should select their general education courses accordingly.

# of Credits/	Course GE Focus Area	Course Title	Campus
3 Credits/	ENG 100 FW	Composition I	KCC
3	MATH 103 (FS)	Fundamentals of College Algebra	KCC
3	Arts & Humanities elective. (DA, DH, DL)	AS Arts and Humanities elective (100 level or higher) Recommend HWST 107 (DH) or any HAP focus DH or DL course	
3	Social Science elective (Excluding SSCI 260) (DS)	Social Science elective (EXCLUDING SSCI 260)	
3	SP 151 (DA and OC)	Personal and Public Speech or Interpersonal	
3	FSHE 185 (DB)	The Science of Human Nutrition	

Additional General Education Requirements (10 credits)

<http://www.kcc.hawaii.edu/page/search.html?keywords=AA+advising+sheet> for pdf planning sheet.

# of Credits/	Course GE Focus Area	Course Title	Campus
6	FGA, FGB, OR FGC	Global, Multi-Cultural Perspectives with TWO (2) different groups represented	KCC
3	DP	Natural Science elective from the following: ASTR, BIOC, CHEM, GEOG 101, GG 103, PHYS	KCC
1	Science Lab (DY)	Any science lab designated DIVERSIFICATION LAB	KCC

Total: 80-82 credits (52-54 AS degree major credits + 18 AS General Education credits + 10 Additional General Education credits)

University of Hawai'i-West O'ahu
Bachelor of Applied Science with a Concentration in Culinary Management
Catalog Year 2010-2011: 51 Credits

Core Bachelor of Applied Science Courses (18 credits)

# of Credits	Course GE Focus Area	Course Title	Campus
3	ENG 200	Composition II (or equivalent) For a list of KCC ENG courses equivalent to UHWO's ENG 200, go to http://www.hawaii.edu/transferredatabase/li?s=KAP&t=WOA&subs=ENG	UHWO or KCC
3	BUSA/PUBA 330	Computer skills for Administrators	UHWO
3	BUSA 320	Statistics for Decision-Making	UHWO
3	SSCI 301 (Upper-Division DS)	Methods and Techniques in Social Science Research	UHWO
3	BUSA 481 (ETH)	Ethics and Administration	UHWO
3	APSC 486 APSC 490	Senior Project, or Senior Practicum	UHWO

Culinary Management Concentration (33 credits)

15 Credits from UHWO (BUSA 324-351-386-396) + 18 Credits of 300-level KCC CULN Courses

# of Credits	Course	Course Title	Campus
3	CULN 310	Current Trends in the Culinary Industry	KCC
3	CULN 321	Contemporary Cuisine	KCC
3	CULN 322	Advanced Asian Cuisines	KCC
3	CULN 330	Special Culinary Topics	KCC
3	CULN 360	Beverage Service Management	KCC
3	CULN 380	Nutritional Cuisines	KCC
3	BUSA 304	Consumer Behavior	UHWO
3	BUSA 324	Business Law	UHWO
3	BUSA 351	Human Resources Administration	UHWO
3	BUSA 386	Global Management and Organizational Behavior	UHWO
3	BUSA 396	Accounting for Entrepreneurs	UHWO

Total: 51 credits

**Bachelor of Applied Science with a Concentration in Culinary Management
Upper-Division and UHWO Residency Credit Requirements**

Course	Title	Credits
ENG 200*	Composition II (or equivalent)	3
BUSA/PUBA 330	Computer Skills for Administrators	3
BUSA 320	Statistics for Decision-Making	3
SSCI 301	Methods and Techniques in Social Science Research	3
BUSA 481	Ethics and Administration	3
APSC 386 or 490	Senior Project or Senior Practicum	3
BUSA 304	Consumer Behavior	3
BUSA 396	Accounting for Entrepreneurs	3
BUSA 324	Business Law	3
BUSA 351	Human Resources Administration	3
BUSA 386	Global Management and Organizational Behavior	3

UHWO Credits: 33 (residency)

Course	Title	Credits
CULN 310	Current Trends in the Culinary Industry	3
CULN 321	Contemporary Cuisine	3
CULN 322	Advanced Asian Regional Cuisines	3
CULN 330	Special Culinary Topics	3
CULN 360	Beverage Service Management	3
CULN 380	Nutritional Cuisines	3

Total Upper-division Credits: 48 credits (18 at KCC and 30 at UHWO*)

Note: ENG 200 Composition II or equivalent coursework (e.g. ENG 215) may be taken at UHWO or KCC. For updates on KCC courses equivalent to UHWO's ENG 200, visit the UH system Articulation Database at <http://www.hawaii.edu/transferdatabase/li?s=KAP&t=WOA&subs=ENG>

UNIVERSITY OF HAWAII – WEST O`AHU and KAPĀOLANI COMMUNITY COLLEGE
Bachelor of Applied Science with a Concentration in Culinary Management
Articulated to the Associate in Science, Culinary Arts with a Specialization in Culinary Arts
General Education, Focus and Writing Intensive Requirements

General Education 31 credits:

FOUNDATIONS:

Written Communication (FW):	ENG 100 Composition I
Symbolic Reasoning (FS):	MATH 103 College Algebra or higher level math
Global & Multi-cultural Perspectives:	<u>Group A:</u> Primarily before 1500 CE: HIST 151, ANTH 151
6 credits in FG; 2 different groups represented (FGA, FGB, FGC)	<u>Group B:</u> Primarily after 1500 CE: HIST 152, ANTH 152, GEOG 102
	<u>Group C:</u> Pre-History to Present

DIVERSIFICATION:

Humanities, Arts, or Literature:	6 credits in DH, DA, or DL with 2 different groups represented
Social Sciences (DS):	3 credits: SSCI 301 Methods and Techniques in Social Science Research
6 credits in DS; 2 different subject areas represented	3 credits: elective in an area other than SSCI

Diversification Biological Science, Physical Science, and Science Lab: total 7 credits

Biological Sciences (DB):	FSHE 185 The Science of Human Nutrition (DB)
Physical Sciences (DP):	Elective requirement (DP)
Science Lab (DY):	It is highly recommended that students take a lab as part of either the DB or DP requirement

Focus Requirements:

Oral Communication (OC):	Any course designated by KCC or UHWO as an Oral Communications course. Can also count as a DA, DH, or DL.
Ethics (ETH):	BUSA 481 Ethics and Administration
Hawaiian, Asian, Pacific (HAP):	Any course designated by KCC or UHWO as a Hawaiian, Asian and Pacific Issues course. Can also count as a DA, DH, or DL.

Writing Intensive Graduation Requirement:

Writing Intensive (WI):	ENG 200 Composition II or equivalent coursework (e.g. ENG 215) 9 credits at the upper-division level; no more than 3 credits from capstone (BUSA 486/490)
-------------------------	--



AS-CULN-Culinary Arts

Program Cost Estimate⁺

PROGRAM INFORMATION:
<http://culinary.kcc.hawaii.edu/>
ACADEMIC ADVISING:
 Lmaehara@hawaii.edu

Associate in Science – CULN-Culinary Arts (70-72 Credits)

	Fall 2012 \$101 / 296 (\$ Res /Non-Res)	Spring 2013 \$101 / 296 (\$ Res /Non-Res)	Fall 2013 \$106 / 304 (\$ Res /Non-Res)	Spring 2014 \$106 / 304 (\$ Res /Non-Res)	Fall 2014 \$114 / 316 (\$ Res /Non-Res)	Spring 2015 \$114 / 316 (\$ Res /Non-Res)
Suggested Academic Plan	ENG or ESL 100 Symbolic Reasoning- [MATH, Logic] CULN 111,112, 115	CULN 120 CULN 130 AS Humanities	CULN 160 CULN 221 FSHE 185	CULN 150 CULN 240 SP 151, 181,or 251	CULN 271 HOST 290 AS Social Science	CULN 222 CULN 207 (5 credits) or HOST 293E (3 credits)
Tuition HI Resident: <i># credits x \$101+</i> <i>[F2013-Sp2014: \$106/cr]</i> <i>[F2014-Sp2015: \$114/cr]</i> Non-Resident: <i># credits x \$296+</i> <i>[F2013-sp2014: \$304/cr]</i> <i>[F2014-Sp2015: \$316/cr]</i>	HI Resident 12 x \$101= \$1,212 Non- Resident 12 x 296 = \$3,552	HI Resident 13 x \$101= \$1,313 Non- Resident 13 x 296 = \$3,848	HI Resident 13 x \$106= \$1,378 Non- Resident 13 x 304 = \$3,952	HI Resident 13 x \$106= \$1,378 Non- Resident 13 x 304 = \$3,952	HI Resident 11 x \$114= \$1,254 Non- Resident 11 x 316 = \$3,476	HI Resident [8-10] x \$114= \$912-1,140 Non- Resident [8-10] x 316 = \$2,528-3,160 <i>[10 credits if select CULN 207 in lieu of HOST 293E]</i>
KCC student activity & publication fees*	\$30	\$30	\$30	\$30	\$30	\$30
Cutlery Set Baking Equipment	-	Cutlery: \$250	-	Baking: \$200	-	-
Chef's Uniform	-	Uniform: \$300	-	-	-	-
Textbooks (estimate)	\$400	\$500	\$250	\$300	\$300	\$200
Estimated Total per semester	Resident \$1,642 Non-Resident \$3,982	Resident \$2,393 Non-Resident \$4,928	Resident \$1,658 Non-Resident \$4,232	Resident \$1,908 Non-Resident \$4,482	Resident \$1,584 Non-Resident \$3,806	Resident \$1,142-1,370 Non-Resident \$2,758-3390
Estimated Total	Resident: \$10,327 – 10,555 Non-Hawai'i Resident: \$24,188 – 24,820					

⁺Tuition is noted for the 2012-2013 school year, and estimates are included for future years. Please see tuition schedule online for subsequent years <http://www.kcc.hawaii.edu/object/tuition.html>. Tuition expenses are based on maximum credits – your total could be less if support courses are completed prior to entry, or more if minimum levels of Math and English are not yet met and below-100 Math & English courses are required.

*All fees listed above are estimated and maybe subject to change by the University. Actual uniform, cutlery & baking equipment costs may vary.

**Textbook costs may vary depending on if they are used or new.

Note to Non-Hawai'i Residents: Per UH residency policy, a non-Hawai'i resident must not exceed 5 credits in any fall or spring semester when paying non-resident tuition if you plan to appeal your residency after proving one year of physical presence in Hawai'i. Once a non-resident enrolls in more than 5 credits in any fall or spring semester, you may not appeal your residency status and will continue to pay non-resident tuition.

Students needing to attain Full-time status or other enrollment criteria: Please adjust your schedule as needed to ensure full-time enrollment.

Financial Aid links: www.fafsa.ed.gov and <http://www.kcc.hawaii.edu/object/finaid.html>

KCC Culinary & Pastry Arts majors may apply for departmental scholarships each spring. CULN volunteer service required.
 Fall 2011-Spring 2012 CULN majors were awarded \$70,900 in culinary departmental scholarships.



Program Cost Estimate⁺

PROGRAM INFORMATION: http://culinary.kcc.hawaii.edu/ ACADEMIC ADVISING: Lmaehara@hawaii.edu	Associate in Science – CULN - Pastry Arts (65 Credits)				
	Fall 2012 \$101 / 296 (\$ Res /Non-Res)	Spring 2013 \$101 / 296 (\$ Res /Non-Res)	Fall 2013 \$106 / 304 (\$ Res /Non-Res)	Spring 2014 \$106 / 304 (\$ Res /Non-Res)	Fall 2014 \$114 / 316 (\$ Res /Non-Res)
Suggested Academic Plan	ENG or ESL 100 Symbolic Reasoning- [MATH, Logic] CULN 111,112, 115	CULN 120 CULN 160 AS Humanities	CULN 150 CULN 155 FSHE 185 SP 151, 181,or 251	CULN 252 CULN 253 AS Social Science	CULN 271 HOST 290 HOST 293E
Tuition HI Resident: # credits x \$101+ [F2013-Sp2014: \$106/cr] [F2014-Sp2015: \$114/cr] Non-Resident: # credits x \$296+ [F2013-sp2014: \$304/cr] [F2014-Sp2015: \$316/cr]	HI Resident 12 x \$101= \$1,212 Non- Resident 12 x 296 = \$3,552	HI Resident 13 x \$101= \$1,313 Non- Resident 13 x 296 = \$3,848	HI Resident 16 x \$106= \$1,696 Non- Resident 16 x 304 = \$4,864	HI Resident 13 x \$106= \$1,378 Non- Resident 13 x 304 = \$3,952	HI Resident 11 x \$114= \$1,254 Non- Resident 11 x 316 = \$3,476
KCC student activity & publication fees*	\$30	\$30	\$30	\$30	\$30
Cutlery Set Baking Equipment	-	Cutlery Set: \$250	Baking Equipment: \$200	-	-
Chef's Uniform	-	Uniform: \$300	-	-	-
Textbooks (estimate)	\$400	\$500	\$500	\$200	\$200
Estimated Total per semester	Resident \$1,642 Non-Resident \$3,982	Resident \$2,393 Non-Resident \$4,928	Resident \$2,426 Non-Resident \$5,594	Resident \$1,608 Non-Resident \$4,182	Resident \$1,484 Non-Resident \$3,706
Estimated Total	Resident: \$9,553 Non-Hawai`i Resident: \$22,392				

+Tuition is noted for the 2012-2013 school year, and estimates are included for future years. Please see tuition schedule online for subsequent years <http://www.kcc.hawaii.edu/object/tuition.html> . Tuition expenses are based on maximum credits – your total could be less if support courses are completed prior to entry, or more if minimum levels of Math and English are not yet met and below-100 Math & English courses are required.

*All fees listed above are estimated and maybe subject to change by the University. Actual uniform, cutlery & baking equipment costs may vary.

**Textbook costs may vary depending on if they are used or new.

Note to Non-Hawai`i Residents: Per UH residency policy, a non-Hawai`i resident must not exceed 5 credits in any fall or spring semester when paying non-resident tuition if you plan to appeal your residency after proving one year of physical presence in Hawai`i. Once a non-resident enrolls in more than 5 credits in any fall or spring semester, you may not appeal your residency status and will continue to pay non-resident tuition.

Students needing to attain Full-time status or other enrollment criteria: Please adjust your schedule as needed to ensure full-time enrollment.

Financial Aid links: www.fafsa.ed.gov and <http://www.kcc.hawaii.edu/object/finaid.html>

KCC Culinary & Pastry Arts majors may apply for departmental scholarships each spring. CULN volunteer service required.
 Fall 2011-Spring 2012 CULN majors were awarded \$70,900 in culinary departmental scholarships.