



CULINARY ARTS &  
HOSPITALITY PROGRAM



STUDENT HANDBOOK

2014-2015

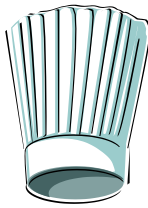
# SUFFOLK COUNTY COMMUNITY COLLEGE

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## WELCOME

Welcome to Suffolk County Community College's Culinary Arts & Hospitality Program. It is our goal to provide with general and specific culinary skills, professional ethics, and leadership to live successful lives and to grow into positions of influence and leadership in your chosen profession.

You have made a commitment to work hard to learn the skills necessary to become a chef, baker, manager or owner under the guidance of our professional chef/instructors. We know that the rewards of success will be a direct result of your efforts. We know that you can do it!

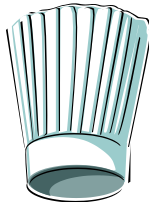
We wish you all the best on behalf of our entire faculty and support services as you embark on your career journey.

Regards,

*Richard Freilich*

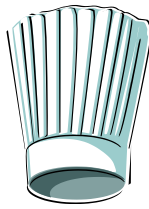
Richard Freilich

Culinary Arts Program Director



## **USING THIS HANDBOOK**

**The Culinary Arts & Hospitality Management Handbook** is an official document provided to each student with explicit information on the policies, procedures and guidelines established by the Culinary Arts Program and faculty. The information given is provided to be used with each course outline. Each student is responsible for complying with the policies included in this handbook.



## **ATTENDANCE POLICY**

The College expects that each student will exercise personal responsibility with regard to class attendance. All students are expected to attend every class session of each course for which they are registered. Students are responsible for all that transpires in class whether or not they are in attendance, even if absences are the result of late registration or add/drop activity at the beginning of a term as permitted by college policy. The College defines excessive absence or lateness as more than the equivalent of one week of class meetings during the semester. Excessive absence or lateness may lead to failure in or removal from, the course. A student may be required to drop or withdraw from a course when, in the judgment of the instructor, absences have been excessive. A student may also be withdrawn from a course by the Associate Dean of Student Services or the Student Conduct Board following a disciplinary hearing for violating the Student Code of Conduct as described in the student handbook.

## GRADING POLICY

Semester grades are available to students on the student portal (MySCCC) at the close of each semester. The instructor's analysis of each student's academic achievement will be in accordance with the following grading system:

<b>A</b>	90%-100%	<b>C</b>	70%-74%
<b>B+</b>	85%-89%	<b>D+</b>	65%-69%
<b>B</b>	80%-84%	<b>D</b>	60%-64%
<b>C+</b>	75%-79%	<b>F</b>	59% or below

### **INC INCOMPLETE**

Students who are ill or are unable for other valid reasons to complete the semester's work may at the discretion of the instructor receive an INC on their transcript. All work must be completed within the first four weeks of the subsequent semester; otherwise the INC will automatically become an F.

### **S SATISFACTORY**

This grade is given only for developmental courses, which do not satisfy degree requirements:

RDG008, RDG009, ENG009, ENG010,

ESL011, ESL012, ESL013, ESL014, ESL015,

ESL016, ESL017, ESL018, MAT001. S grades are not used in grade point average computations.

### **SA, SB, SC**

These grades are used for MAT006 and MAT007 only, which are developmental courses and do not satisfy degree requirements.

**SA** = 90%-100%

**SB** = 80%-89%

**SC** = 70%-79%

S grades are not used in grade point average computations.

### **W WITHDRAWAL**

A student may withdraw from a course and receive a W any time up to the mid-semester date of that semester or term. After the mid semester date, the grade awarded shall be at the discretion of the instructor.

## **U UNSATISFACTORY**

This grade is given only for developmental courses, which do not satisfy degree requirements:

MAT001, MAT006, MAT007, RDG098,  
RDG009, ENG009, ENG010, ESL011, ESL012,  
ESL013, ESL014, ESL015, ESL016, ESL017,  
ESL018. U grades are not used in grade point average computations.

## **R REPEAT**

This grade is given only for developmental courses, which do not satisfy degree requirements:

MAT001, MAT006, MAT007, RDG098,  
RDG009, ENG009, ENG010, ESL011, ESL012,  
ESL013, ESL014, ESL015, ESL016, ESL017,  
ESL018. The R grade indicates the need for a student to reregister for the same course in a subsequent semester, usually because the student, while making progress in that course, has not yet completed all the course requirements. R grades are not used in grade point average computations.

## **AUD AUDIT**

A student wishing to audit a course must register and pay for that course in accord with normal registration procedures. When a student audits a course, a grade of “AUD” will be recorded and no academic credit will be given.

An auditor, by definition, is not required to take tests, write term papers or submit homework assignments, but is expected to participate in class to the extent deemed reasonable and necessary by the instructor. A student must inform the instructor at the first class meeting of his or her intention to take the course on an audit basis. Once this intention is stated, the student may not change from audit to credit status.

Because some courses may be inappropriate for auditing, students should consult with the appropriate academic administrator before registering.

*NOTE: Audited courses are not eligible for financial aid.*

## **GRADE CHANGES**

All requests for grade changes must be made within two years of completion of the course. Any exception to this policy would have to be reviewed by the Executive Dean. Students who believe they have received an incorrect grade should discuss this issue with their instructor. If the instructor agrees with the student, he or she will submit a change of grade on the appropriate form to the Associate Dean of Academic Affairs. If the student and the faculty member do not agree and the student wishes to appeal, the Grade Grievance Procedure described below and outlined in the student handbook should be consulted. The Grade Grievance Procedure provides for a four-step process by which a student may initiate consideration of an aggrieved grade, beginning with first contacting the faculty member involved. If necessary, the procedure continues through ascending levels of administrative authority until finally reaching the office of the Executive Dean on the appropriate campus, who may convene a Grievance Committee to hear the grievance and make written recommendations. Students who have questions about the grade grievance process should consult with the appropriate departmental office or dean.

## **ACADEMIC STANDING**

Students are considered to be in good academic standing unless they have been dismissed from full-time status or their matriculation status has been rescinded.

## **GRADE POINT AVERAGES**

A system of points is used to assess the quality of each student's work for a semester or more and is computed as a cumulative grade point average. Grades earned by students have a numerical quality value as follows:

*Quality Points Grade per Credit Hour*

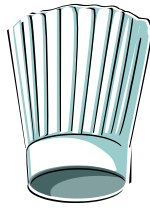
<b>A</b>	<b>4.0</b>	<b>C</b>	<b>2.0</b>
<b>B+</b>	<b>3.5</b>	<b>D+</b>	<b>1.5</b>
<b>B</b>	<b>3.0</b>	<b>D</b>	<b>1.0</b>
<b>C+</b>	<b>2.5</b>	<b>F</b>	<b>0</b>



A cumulative grade point average is computed by dividing the total number of quality points received by the number of credit hours earned.

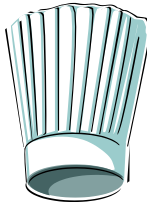
For example, a student who has earned 30 credit hours and has received a total of 60 quality points has a cumulative grade point average of 2.0. The following factors must also be taken into consideration:

- a. when transfer credits are granted for courses completed at another college no quality points or grades are awarded; hence, such credits do not affect the cumulative grade point average at SCCC.
  
- b. A course may be repeated one time. When a course is repeated, the cumulative grade point average is computed using only the second grade and credit hours received by the student for that cause; the previous grade and credit hours are retained on the transcript but are not computed.



## **USE OF ELECTRONICS**

Student's use of cell phones, computers and other electronic devices during classes may be regulated according to course policies established by individual instructors. Misuse of such devices may subject students to provisions of the Student Code of Conduct relating to disruptive classroom behavior. Unsanctioned use of such devices may carry serious penalties, including but not limited to course failure or dismissal from the College. Exceptions may apply to students with documented disabilities who may need to use a device as an approved accommodation.



## **STUDENTS WITH DISABILITES**

### **DISABILITY SERVICES**

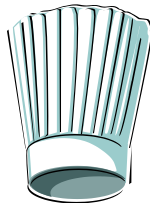
The College is committed to maximizing educational opportunities for students with disabilities by minimizing physical, psychological and learning barriers. Special counseling is available on each campus to help students achieve academic success through the provision of special services, auxiliary aids and reasonable program modifications. Examples of services/accommodations include registration and scheduling assistance, use of tape recorders, sign language interpreters, special testing conditions, note takers, reader services, and specialized adaptive equipment. Students with disabilities must document the nature of their disability and request services from the disability services counselor designated on each campus (i.e., Disability Services on the Ammerman Campus; the Counseling Centers on the Eastern and Grant campuses).

### **PLEASE CONTACT:**

**Matthew Okerblom**

**631-548-2556**

**Located in the Peconic Building - 122 G**



## **LEARNING RESOURCES**

### **STUDENT SUPPORT SERVICES (SSS) PROGRAM**

The Student Support Services program provides opportunities for students to successfully complete their postsecondary education. The goal is to increase the retention and graduation rates of participants and ease the process of transition from one level of higher education to the next. The following services are provided:

- One-to-one assistance for academic and educational needs
- Instruction in basic study skills
- Tutorial services
  - **Contact: Melanie Mooney**  
[mooneym@sunysuffolk.edu](mailto:mooneym@sunysuffolk.edu)
  - **631-548-2594 Academic Skills Center**

## **FULL TIME FACULTY**

<b>Richard Freilich/ Director</b>	631-548-3720	<a href="mailto:freilir@sunysuffolk.edu">freilir@sunysuffolk.edu</a>
<b>Gary Wood</b>	631-548-3722	<a href="mailto:woodg@sunysuffolk.edu">woodg@sunysuffolk.edu</a>
<b>Richard Amster</b>	631-548-3721	<a href="mailto:amsterr@sunysuffolk.edu">amsterr@sunysuffolk.edu</a>
<b>Andrea Glick</b>	631-548-3728	<a href="mailto:glicka@sunysuffolk.edu">glicka@sunysuffolk.edu</a>
<b>Vinny Winn</b>	631-548-3709	<a href="mailto:winnv@sunysuffolk.edu">winnv@sunysuffolk.edu</a>
<b>Christina DeLustro</b>	631-548-3751	<a href="mailto:delustrc@sunysuffolk.edu">delustrc@sunysuffolk.edu</a>

## **SUPPORT STAFF**

<b>Genevieve Rippe</b>	631-548-3701	<a href="mailto:rippeg@sunysuffolk.edu">rippeg@sunysuffolk.edu</a>
<b>Serina Ross</b>	631-548-3702	<a href="mailto:rosss@sunysuffolk.edu">rosss@sunysuffolk.edu</a>
<b>Barbara Fialkowski</b>	631-548-3700/3702	<a href="mailto:fialkob@sunysuffolk.edu">fialkob@sunysuffolk.edu</a>

## **PROFESSIONAL ASSISTANTS**

<b>John Baron</b>	<a href="mailto:baronj@sunysuffolk.edu">baronj@sunysuffolk.edu</a>
<b>Andrea Bisignani</b>	<a href="mailto:bisigna@sunysuffolk.edu">bisigna@sunysuffolk.edu</a>
<b>Rachel Cronemeyer</b>	<a href="mailto:cronemr@sunysuffolk.edu">cronemr@sunysuffolk.edu</a>
<b>Angela Falco</b>	<a href="mailto:falcoa@sunysuffolk.edu">falcoa@sunysuffolk.edu</a>
<b>Jim Fogarty</b>	<a href="mailto:forgarj@sunysuffolk.edu">forgarj@sunysuffolk.edu</a>
<b>Rebecca Hellermann</b>	<a href="mailto:hellerr@sunysuffolk.edu">hellerr@sunysuffolk.edu</a>
<b>Teresa Lagattolla</b>	<a href="mailto:lagattt@sunysuffolk.edu">lagattt@sunysuffolk.edu</a>
<b>Bill Lengyel</b>	<a href="mailto:lengyeb@sunysuffolk.edu">lengyeb@sunysuffolk.edu</a>
<b>Bryan Luff</b>	<a href="mailto:luffb@sunysuffolk.edu">luffb@sunysuffolk.edu</a>
<b>Janel Ordemann</b>	<a href="mailto:ordemanj@sunysuffolk.edu">ordemanj@sunysuffolk.edu</a>
<b>Gianna Pomponio</b>	<a href="mailto:pompon@sunysuffolk.edu">pompon@sunysuffolk.edu</a>
<b>Meghan Reiners</b>	<a href="mailto:reiner@sunysuffolk.edu">reiner@sunysuffolk.edu</a>
<b>Vanessa Ryan</b>	<a href="mailto:ryanv@sunysuffolk.edu">ryanv@sunysuffolk.edu</a>
<b>Kassie Watson</b>	<a href="mailto:watsonk@sunysuffolk.edu">watsonk@sunysuffolk.edu</a>

## ADJUNCT INSTRUCTORS

<b>David Blydenburgh</b>	<a href="mailto:blydend@sunysuffolk.edu">blydend@sunysuffolk.edu</a>
<b>Jerome Dicecco</b>	<a href="mailto:dicecej@sunysuffolk.edu">dicecej@sunysuffolk.edu</a>
<b>David Dombroff</b>	<a href="mailto:dombrod@sunysuffolk.edu">dombrod@sunysuffolk.edu</a>
<b>Bill Dougherty</b>	<a href="mailto:dougheb@sunysuffolk.edu">dougheb@sunysuffolk.edu</a>
<b>Tina Ferro</b>	<a href="mailto:ferrot@sunysuffolk.edu">ferrot@sunysuffolk.edu</a>
<b>Erin Finley</b>	<a href="mailto:finleye@sunysuffolk.edu">finleye@sunysuffolk.edu</a>
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<b>Sean Fountaine</b>	<a href="mailto:fountas@sunysuffolk.edu">fountas@sunysuffolk.edu</a>
<b>Susan Hackett</b>	<a href="mailto:hackets@sunysuffolk.edu">hackets@sunysuffolk.edu</a>
<b>Nadine Kissel</b>	<a href="mailto:kisseln@sunysuffolk.edu">kisseln@sunysuffolk.edu</a>
<b>Giuseppe Mauro</b>	<a href="mailto:maurog@sunysuffolk.edu">maurog@sunysuffolk.edu</a>
<b>Tim McHeffey</b>	<a href="mailto:mchefft@sunysuffolk.edu">mchefft@sunysuffolk.edu</a>
<b>Nancy Morro</b>	<a href="mailto:morrn@sunysuffolk.edu">morrn@sunysuffolk.edu</a>
<b>Ari Pavlou</b>	<a href="mailto:pavloua@sunysuffolk.edu">pavloua@sunysuffolk.edu</a>
<b>John Perry</b>	<a href="mailto:perryj@sunysuffolk.edu">perryj@sunysuffolk.edu</a>
<b>Debra Rowe</b>	<a href="mailto:rowed@sunysuffolk.edu">rowed@sunysuffolk.edu</a>
<b>Michael Thorne</b>	<a href="mailto:thornem@sunysuffolk.edu">thornem@sunysuffolk.edu</a>
<b>Jessica Weiss</b>	<a href="mailto:weissj@sunysuffolk.edu">weissj@sunysuffolk.edu</a>
<b>Lawrence Weiss</b>	<a href="mailto:weissl@sunysuffolk.edu">weissl@sunysuffolk.edu</a>



## **STUDENT INFORMATION & E-MAIL**

Students are required to activate and check their SUNY Suffolk email. Your student e-mail is your only link for course information from the college, program and your instructor.

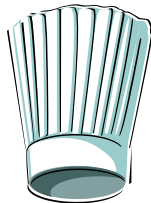
**NO PERSONAL E-MAIL ADDRESSES WILL BE USED  
FOR ANY CORRESPONDENCE FROM YOUR  
INSTRUCTOR.**

### **E-MAIL SET-UP**

**Go SCCC Homepage**

**Click on MYSCCC**

**Under Log In: Click New Students and follow directions for  
e-mail**



## **CULINARY ARTS & HOSPITALITY** **INTERNSHIP/COOP COURSE**

This course is offered to both Culinary and Hotel students who have completed their first semester of study. This course combines both practical skills and theoretical learning by applying them in a real work environment. It will encourage social interactions on the job and skill development through supervised hands-on training.

In addition to the student's work they must attend class held on campus and will be required to log their hours worked and keep a work journal as it relates to their internship. Internships may be paid or not depending on the individual site and preference of the student. Students are required to accumulate 200 hours of combined work and lecture.

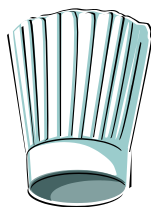
**Contact:            Professor Gary Wood**  
**woodg@sunysuffolk.edu**  
**631-548-3722**

## **BAKING & PASTRY INTERNSHIP/ COOP COURSE**

All Baking & Pastry Arts students will be assigned to work in the Baker's Workshop as their internship site. The internship will cover bakery recipe production and skills necessary to run a successful operation. A portfolio of recipes, photographs of baked goods and costing materials will be required for successful completion of this course.

**Contact:            Chef Christina DeLustro**  
**delustc@sunysuffolk.edu**  
**631-548-3751**





**STUDY ABROAD PROGRAMS**  
**FLORENCE, ITALY INTERNSHIP PROGRAM**

This five-week program is offered to students in the SCCC Culinary Arts and Hospitality Programs with a minimum GPA of 2.50. Students will receive **4-credits** towards their internship requirement.

Students will choose from two programs of study, with culinary arts or baking and pastry arts options, and will participate in an internship and advanced workshops tailored to their academic curriculum.

Excursions to Parma, and Modena are included.

For more information please contact:

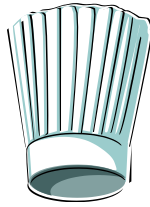
**Richard Freilich**  
**freilir@sunysuffolk.edu**  
**631-548-3701**

or

Visit our website at  
**<http://department.sunysuffolk.edu/studyabroad>**

**Suffolk's Job Connection** is a database of employment opportunities for Suffolk's students and alumni. The system includes part-time, full-time, and summer jobs as well as cooperative education and internship placements.

**<http://www.sunysuffolk.edu/Jobs/search.asp?m=S>**



## **CULINARY ARTS & HOSPITALITY PROGRAM**

### **4-YEAR BACHELOR'S DEGREE TRANSFER OPPORTUNITIES**

#### **Delhi**

- Earn your Bachelor's Degree while you take your Delhi Degree courses at Suffolk County Community College
- Delhi 2+2 Program for Culinary and Baking Majors
- Bachelor of Business Administration: Hospitality Management Degree with a concentration in Culinary Arts Management
- Be accepted as a "Full Junior" in most cases.
- Minimum 2.3 GPA required
- Financial Aid is available
- Contact: Susan Urlich [urlichs@delhi.edu](mailto:urlichs@delhi.edu)

#### **NYIT**

- Bachelor of Professional Studies in Hospitality Management
- Receive credits from SCCC towards bachelor's degree
- Financial Aid and Scholarships Available
- Contact: Alexander Ott [aott@nyit.edu](mailto:aott@nyit.edu)

#### **St. Josephs College**

- Bachelor's degree in Hospitality Management
- Be accepted as a "Full Junior" in most cases
- Financial Aid is available
- Contact: Debra Walling [dwalling@sjcny.edu](mailto:dwalling@sjcny.edu)

## **AMERICAN CULINARY FEDERATION BECOME A STUDENT MEMBER!**

Meetings are held at SCCC's Culinary Arts & Hospitality Center.

ACF Eastern Long Island Chefs Chapter is a group of culinary professionals including chefs, cooks, culinary educators, secondary and post secondary culinary students and food service suppliers. We gather together to promote great food, sanitation, nutrition and a standard in the culinary industry. We strive to bring to our members the newest trends in the industry, while instilling in our junior members the need to learn the basics of good cooking and baking skills.

Our monthly chapter meetings are based around food preparation and service. The ACFELI provides culinary demonstrations and other cutting edge programming. We, as a chapter, are dedicated to helping our members advance their culinary careers through education and certification. The American Culinary Federation has taken our industry to a higher level and continues to achieve excellence.

Click the link to find out more: [www.acfelichefs.org](http://www.acfelichefs.org)

## **AMERICAN CULINARY FEDERATION KNOWLEDGE BOWL TEAM**

### **SCCC Team takes Gold Medal!**

Join our knowledge Bowl Team and test your culinary knowledge by competing against other state and regional culinary schools.

Contact: Chef Andrea Glick [glicka@sunysuffolk.edu](mailto:glicka@sunysuffolk.edu)



**CULINARY ARTS/BAKING & PASTRY CLUB  
OR  
HOSPITALITY CLUB MEMBERSHIP**

**YOUR CHANCE TO MAKE A DIFFERENCE!**

**JOIN OUR CULINARY ARTS/BAKING & PASTRY  
OR  
HOSPITALITY CLUB MEMBERSHIP**

Our clubs have been very active in raising money to fund educational trips to NYC hotels and dinners at many of Long Island's well known restaurants. The clubs have also sponsored student scholarships through student planned dinners and fundraising activities.

**Culinary Club Advisor:**

Andrea Glick

[glicka@sunysuffolk.edu](mailto:glicka@sunysuffolk.edu)

**Hotel Club Advisor:**

Gary Wood

[woodg@sunysuffolk.edu](mailto:woodg@sunysuffolk.edu)

**Baking & Pastry Club Advisor:**

Christina DeLustro

[delustc@sunysuffolk.edu](mailto:delustc@sunysuffolk.edu)

## CULINARY ARTS & HOSPITALITY PROGRAM UNIFORM AND TOOL REQUIREMENTS

As students of the Culinary Arts & Hospitality Program you are expected to behave and dress in an appropriate and professional manner.

### **This is identified as:**

- A Professional Chef Uniform is to be worn in all Baking and Culinary lab classes from the first day of your class. It is to be kept free of wrinkles and clean prior to the start of each class.
- Uniform may be purchased online at:  
[www.theultimateimage.com](http://www.theultimateimage.com)

### **See attached uniform sheet for ordering information**

- Uniform is **not** to be worn from home but changed into prior to the start of each class. Locker room on the second floor is provided for changing.
- **Uniform to include:**
  - I. Chef's Hat/White.  
**Baseball or other style hats are not acceptable.**
  - II. Chef Coat/White with College Logo and Embroidered Student Name
  - III. Checkered Black & White Chef Pants White Apron
  - IV. Side Towel
  - V. Shoes are to be black and slip resistant. Street shoes and sneakers are not permitted. Black **Crocs** are permitted.
  - VI. Socks are to be worn.
- **Uniform requirements for students enrolled in the CUL 116- Dining Room Service Class**
  - I. Long Sleeve White Button Collar Shirt with college logo. No printed shirts underneath **PRESSED** dress shirt. Purchase online at [www.theultimateimage.com](http://www.theultimateimage.com).  
**See attached uniform sheet for ordering information**

- II. Black Pants-PRESSED & HEMMED dress pants (no leggings)
- III. Black Shoes-POLISHED
- IV. Black Socks
- V. Black Apron-CLEAN and pressed

• **Grooming**

- I. Hair needs to be kept under the hat. Hair which cannot fit under the hat and which over hangs the collar of the chef coat needs to be contained in a student –supplied hair net and the authorized chef hat.
- II. Rings and other hand/wrist jewelry are **NOT** to be worn in class. A simple wedding band is permitted if the student is married.
- III. No facial piercing(s) are allowed. Only single **SMALL** stud earrings are allowed.
- IV. Necklaces are to be worn inside the chef coat
- V. Nails must be kept short and neat. No nail Polish
- VI. No chewing gum
- VII. Uniforms are to be kept clean and neat

**\* Students will not be allowed to borrow a uniform from the office uniform rack. These uniforms are for sizing only.**

**\* Students may purchase additional chef hats from the office as supply permits.**

- Tool kit for Baking and Culinary Lab classes must be brought by you to your first day of class. A complete tool kit can be purchased through the East Campus Book store used for both baking and culinary lab classes.
- Hotel students purchase a smaller tool kit from the Eastern Campus Bookstore

**See attached list of required tools should you choose to bring your own set of tools. If you decide to purchase your own tools everything on the list must be purchased.**

- **Required books may be purchased at the East Campus Bookstore and brought with you to each class unless otherwise instructed by your instructor.**

**CULINARY ART'S STUDENTS UNIFORMS  
PURCHASING PROCEDURES**

**Uniforms will be required for your first day of Baking or  
Culinary Labs**

**All Students:**

- **Check your uniform sizing at the Culinary Art's Center Office prior to ordering**
- Or go online to the sizing chart at [www.theultimateimage.com](http://www.theultimateimage.com)
- Order online at [www.theultimateimage.com](http://www.theultimateimage.com)
- Click on the Suffolk logo on the Bottom of the page
- On Left side click on **Uniform Package** ( Your uniform package does include a white button shirt and apron that will be worn for special events)
- If ordering a Chef Uniform the jacket has to be embroidered with your first and last name only
- Add to basket
- Check out now
- Place order without setting up an account
- Bill to/ship to your home
- **Please come dressed in appropriate uniform on the day of your scheduled class.**

**Any questions with the order please call:**

**THE ULTIMATE IMAGE  
631-285-7424 ext. 13**

**BASIC UNIFORM PACKAGE INCLUDES:**  
**2- White Chef Coats, Embroidered SCCC Logo and Name**  
**2- Pair of Chef Pants, Black and White Check**  
**2- Chef Hats, White**  
**2- 4-Way Apron, White**  
**10- Side Towels**  
**1-White Dress Shirt**  
**1-Black Bistro Apron**

## CULINARY ARTS & BAKING & PASTRY STUDENTS

We have put together a special discounted set of knives and baking supplies through  
THE MERCER KNIFE COMPANY

- You are required to have and bring your Knife/Baking Kit to your first day of Culinary Arts & Baking & Pastry classes
- The kit will be available for purchase at the Eastern Campus Bookstore Only
- The price of the kit is \$320.00
- If you are taking **Baking III**
- there is a supplemental kit needed \$55.00
- You may purchase the supplies from an outside vendor. See the attached list of items that you will need. Every item on the list needs to be purchased.
- If you are receiving financial aid please let the cashier know.

**Please call the Eastern Campus Bookstore for availability and hours 631-548-2554**

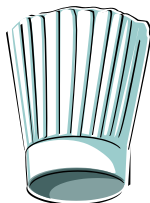
<b>ITEM NO</b>	<b>DESCRIPTION</b>
M4SUF3	CULINARY/BAKING SET
M33002	CANDY THERMOMETER
M18810	BENCH SCRAPER-BULK
M20608B	8" CHEFS KNIFE-GENESIS BULK
M23111B	11" WAVY EDGE SLICER MILLENNIA BULK
M23900	3" PARING KNIFE
M31062	2" PASTRY BRUSH
M31033	PASTRY COMB
M31021	LARGE ROSE TUBE
M31082	SMALL ROSE TUBE
M31012	#2 STAR TUBE
M31016	#6 STAR TUBE
M31002	#2 PLAIN TUBE
M31006	#6 PLAIN TUBE
M31078	48 DEGREE BASKETWEAVE
M31030	FLOWER NAIL



M32004	PLASTIC BOWL SCRAPER
M22306B	6" BONING KNIFE MILLENNIA BULK
M33000	POCKET THERMOMETER
M21010B	10" STEEL GENESIS BULK
M15600	APPLE CORER
M33042	KITCHEN SHEARS
M33301	MICROPLANE GRATER W/HANDLE
M32017	WAITERS CROKSCREW
M33251	SMALL CALCULATOR
M30429M	TRIPLE ZIP KNIFE CASE W/MERCER LOGO
M32023	PREMIUM MEASURING SPOON SET 4
M33070	SWISS PEELER PLASTIC
M31058	4" OFFSET SPATULA PLASTIC HANDLE
M31053	10" OFFSET SPATULA PLASTIC HANDLE
M31049	6" SPATULA PLASTIC HANDLE
M32007	MEASURING CUP SET
M31043	18" PASTRY BAG
M31042	16" PASTRY BAG
M31010	#0 STAR TUBE
M31014	#4 STAR TUBE
MNEW	ATECO TUBE #847
M31120	#0 PLAIN TUBE
M31003	#3 PLAIN TUBE
M31004	#4 PLAIN TUBE
M31009	#9 PLAIN TUBE
MNEW	ATECO LEAF TUBE #113
MNEW	ATECO LEAF TUBE #115

### **BAKING III STUDENTS ONLY**

M4SUF4	SMALL BAKING SET
M31144	ROSE PETAL CUTTER
M31145	9 PC MODELING TOOL SET
M31146	7-1/2" PLASTIC ROLLING PIN
M33295	WILTON DESIGN WHEEL TOOL
M31147	MODELING PAD HEXAGON SHAPED



## STUDENT KITCHEN SAFETY

Let your instructor know immediately should you get cut, burned or require some other medical emergency while working in your lab.

### Lab Rules:

- Pay attention to what you're doing when using knives because one slip can cause great pain.
- Keep your knives sharp as a dull knife can be dangerous because they force you to apply more pressure resulting with your hand slipping.
- Hand knives to another student by the handle.
- Keep knives tight to your body when walking in the lab.
- Keep your apron strings tucked underneath your apron.
- Always wear your chef's hat
- Keep your hair tucked under your chef's hat and off your shoulders.
- Never cook while wearing dangling jewelry that can get tangled around pot handles.
- Keep oven gloves nearby and use them.
- Turn pot handles away from the front of the stove.
- Secure cutting boards with a non-slip mat.
- Respect other student's equipment.
- Keep all work areas clean.

## CULINARY ARTS & HOSPITALITY PROGRAM STUDENT BUILDING INFORMATION

### LOCKER ROOMS

- Men's and Women's Locker Rooms are located on the 2<sup>nd</sup> floor across from the student study area.
- **Please use this room to change into your chef uniform prior to class.**
- All items stored in a locker must be removed at the end of each day.  
**You must bring your own lock and remove your lock after your class has ended.**
- **Any locker that remains locked overnight will be cut off and any items in the locker will be removed.**
- **The college accepts no responsibility for any valuables left in the locked or unlocked locker.**

### PARKING

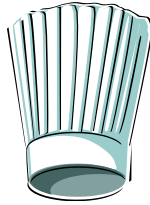
- Park in white lined parking spaces only.
- The back parking area is for municipal parking for both student and business customers. Short term 1-hour designated parking areas are for business customers.  
You will receive a ticket should you exceed the 1-hour parking limit.
- Do not park in the parking spaces directly in front of the dumpster or next to the loading dock area. They must remain open for deliveries and garbage pick-up.
- The college is not responsible for any items left or stolen from your vehicle.
- The college is not responsible for any damage to your vehicle. Riverhead Town Police must be notified.
- Riverhead Town police must be called should you lock your keys in your car and you require assistance. NOT 911

## **SMOKING AREAS**

- The Culinary Arts & Hospitality Center is designated as a **non-smoking building**.
- No smoking is permitted in any part of the building. You must be 50 feet away from the building.
- Designated outside smoking areas are under the Gazebo. All cigarette butts **must** be placed in the proper outside receptacle. Keeping the outside area clean is everyone's responsibility.

## **FOOD & BEVERAGES**

- You may bring food and beverages into the building. There is no refrigeration.
- Please dispose of trash in the trash receptacles located throughout the building.  
**Keeping the building clean is everyone's responsibility.**
- Designated eating areas include the 2<sup>nd</sup> floor student study, the outside Gazebo area and the Baker's Workshop. The hours for purchasing baked goods at the Bakers Workshop are Monday thru Friday from 8:00 am to 3:00 pm. As a student you receive a 10% off discount on pastries at the Baker's Workshop.
- **No Food items prepared during a lab class will be allowed to taken home.**
- A beverage and snack vending machine is located on the 2<sup>nd</sup> floor and is available to supplement any off hour cravings. A small supply vending machine with scantron answer sheets is located on the 2<sup>nd</sup> floor as well.
- No food or beverage will be allowed in the multi-purpose rooms 135 A, B, C & D

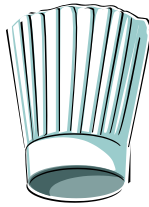


**SUFFOLK COUNTY COMMUNITY COLLEGE**  
**Culinary Arts & Hospitality Center**  
**20 East Main Street**  
**Riverhead, NY 11901**

**CULINARY ARTS & HOSPITALITY SCHOLARSHIPS**

Scholarship information is located in the Culinary Arts Building main office, Room 114

- Please submit a separate completed application form for each of the scholarships or awards for which you are applying.
- You may apply for more than one award.
- Applications are available in the Culinary Office K114.
- Check Award deadlines



**CULINARY ARTS & HOSPITALITY PROGRAM**

**HANDBOOK CONTRACT**

I \_\_\_\_\_, have received and understand the Culinary Arts & Hospitality Program Handbook. I understand it is my responsibility to adhere to the rules included in this book.

By signing below I understand the rules and the consequences of not complying with standards of the Culinary Arts Program.

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**CRN**

**SUFFOLK COUNTY COMMUNITY COLLEGE**  
**Culinary Arts Uniform, Equipment and Conduct Contract**

I, \_\_\_\_\_, a student in the Culinary Arts & Hospitality Program agree to the following terms of this contract:

1. I will maintain the highest standard of professionalism while enrolled in the program.
2. I will comply with all applicable health codes with regard to my appearance and practices while enrolled in the program.
3. I will be in compliance with the Culinary Arts & Hospitality Program uniform and equipment code, described below, while enrolled in the program:

I understand that failure to comply with the above standards will result in the following:

**First offense:** I will not be allowed to actively participate in that day's lab instruction.

**Second offense:** I will be given 1 absence and will not be allowed to actively participate in the day's lab Instruction.

**Third offense:** I will be asked to leave class and meet with the Program Director.

By signing below I understand the rules and the consequences of not complying with standards of the Culinary Arts Program.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CRN

**EVENT PARTICIPATION**  
**PLEASE READ, SIGN AT BOTTOM**

Each semester the Suffolk County Community College Culinary Arts Program caters a variety of functions including luncheons, dinners, ACF meetings and special events. All full and part-time students are required to work 1 event in each academic year while enrolled in one of our programs.

A list of current school events including details related to times, places, a description of the work and dress code are available in the school office, K114. Sign –up sheets are kept in the pink “Special Event Binder”. Students can meet their event requirement by working in the Baker’s Workshop. Sign-up sheets for the Baker’s Workshop are located in the white “Baker’s Workshop” binder.

- Beginning with the Fall 2014 semester all new and continuing students will have to complete 1 event per year based on the following:

Students with last name starting with **A thru K** will be required to work 1 event during the Fall 2014 Semester.

Students with last name starting with **L thru Z** will be required to work 1 event during the Spring 2015 Semester.

**Students are not allowed to make-up an event in a subsequent semester.**

- Students will receive a 5-point letter for completion of their event. The 5-point letter may be used towards any culinary class test other than a mid-term, final or class project. Letters will be issued at the end of the semester. Only one 5-point letter may be used in each course. No 5-point letters may be used in Internship- CUL240 / HRM240 or Capstone CUL250/HRM250.
- All events will be on a first come sign-up basis. Signing up early will increase the student’s chances of working an event of their choice.



- Work responsibilities will be divided between Front of the House and Back of the House. Positions will be assigned at the event by the Lead Chef Instructor or front of house Instructor.

## **THE APPROVED DRESS CODE FOR THE EVENT IS THE OFFICIAL SCHOOL UNIFORM**

### **FRONT OF HOUSE:**

White Button- Down Collar Shirt  
*No printed shirts worn under dress shirt*  
 Black Dress Pants  
*Pressed & hemmed, no leggings*  
 Polished Black Shoes Black Apron  
*cleaned and pressed*  
 Black Socks  
**Tie will be supplied**

### **BACK OF HOUSE:**

Student Chef Coat  
 Checkered Chef Pants  
 Chef's Hat  
 Black Non-Skid Shoes  
 Knife Kit

### **GROOMING**

- I. Hair needs to be kept under the hat. Hair which cannot fit under the hat and which over hangs the collar of the chef coat needs to be contained in a student –supplied hair net and the authorized chef hat.
- II. Rings and other hand/wrist jewelry are **NOT** to be worn. A simple wedding band is permitted if the student is married.
- III. No facial piercing(s) are allowed. Only single **SMALL** stud earrings are allowed.
- IV. Necklaces are to be worn inside the chef coat
- V. Nails must be kept short and neat. No nail polish  
 No chewing gum  
 Uniforms are to be kept clean and neat

- **Failure to work or complete an event or if a student is a no-show to an event will result in the following:**  
**10-Points will be deducted** from the student's final course average in their course that has the highest CUL course number up to and including CUL 228. For example: CUL116 would be higher than CUL 114 or CUL 115 and a final course

average of 87 (normally a B+) would be dropped to a 77 average, (or a C+)

- **We encourage all Culinary Arts and Hospitality Program students to work additional events during the Fall and Spring semesters. We do not have any alphabetical restrictions for students wishing to work extra events.**

The student will receive a 5-Point letter for each completed event. The 5-point letter may be redeemed and used towards any culinary class test other than a mid-term, final or class project. Letters will be issued at the end of the semester. Only one 5-point letter may be used in each course. No 5-point letters may be used in Internship- CUL240 / HRM240 or Capstone CUL250/HRM250.

- Students are expected to report to their work event on time, in uniform and be ready to work and perform all necessary job duties in order to make the event a success. This means working until the event has ended and clean-up is complete.
- 

**I have read, understand and will follow the above rules.**

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**Student signature**

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**Date**

---

**Student Print Name**

---

**Date**

---

**Instructors Name**

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**Course Title**