



Lutheran Metropolitan Ministry
Workforce Development Technical Education
2017 – 2018 Catalog



Registration No. 15-03-2063T

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INSTITUTIONAL INFORMATION

Institutional Mission

Lutheran Metropolitan Ministry's Workforce Development branch aims to provide an avenue for employment by empowering individuals with a desire for education, with a priority for those who are oppressed, forgotten or hurting. Our educational programs focus on vocational, career and/or life skills training to prepare graduates for successful employment and career pathways.

Location

4515 Superior Ave
Cleveland, OH 44103
216.696.2715

School Calendar

Lutheran Metropolitan Ministry operates from 9 AM to 5 PM, Monday through Friday, with the following exceptions:

- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Eve
- Christmas Day

All classes except for Central Kitchen Work Experience will also be suspended during the following weeks in 2018:

- March 26-30
- July 2-6
- November 19-23
- December 24-28

School Closures

Classroom instruction will follow the same "Snow Day" policies as the Cleveland Municipal School District. If Cleveland schools close due to inclement weather, "classroom" instruction will be cancelled for that day as well. This policy does not include scheduled work experience course hours (as part of program or not). It is the responsibility of the student to check if class is cancelled or not. Students are advised to utilize local news channels, the internet, or call centers.

Programs Offered

The Culinary Arts Training Program is a six (6) month intensive culinary training program to prepare students for entry level employment in the culinary field. The program is designed to provide job skill training and work experience in the culinary arts, food delivery, and catering. The program incorporates formal culinary curriculum with work experience and job readiness instruction.

The Hospitality Training Program at Lutheran Metropolitan Ministry is a nine (9) month intensive hospitality training program that builds on the skills developed in the Culinary Arts certificate program to prepare students for entry level employment in other areas of the hospitality field or mid-level positions in the culinary field specifically. The Program is designed to provide job skill training and work experience in both food service and customer service. The program incorporates formal hospitality curriculum with work experience and job readiness instruction.

The Advanced Culinary Arts and Hospitality Program is an eighteen (18) month intensive training program that builds on the skills developed in the Culinary Arts and Hospitality Programs to prepare students for mid-level employment and entry-level management in the culinary arts and other hospitality fields. The program is designed to provide job skill training and work experience in food service, customer service, and business development and management. The program also incorporates general education in food studies and other humanities topics in order to prepare graduates with a diverse skill set that will enable them to thrive in the evolving food service and hospitality industries.

Admissions Policy

Participants are accepted into Lutheran Metropolitan Ministry vocational education programs based on a Case Manager referral through Lutheran Metropolitan Ministry or an affiliated organization. The school does not discriminate based on age, race, sex, orientation, religion, ethnic origin, or disability. Acceptance is contingent on prospective students passing a drug screening test administered off-site during the orientation period as well as meeting the following requirements:

- Demonstrate appropriate grooming and hygiene practices.
- Be willing and able to follow dress code.
- Currently in housing, or have plans to gain housing.
- Reliable transportation to the training location.
- Substance free.
- Desire for employment.
- No outstanding warrants (however, assistance will be given to those who do on a case-by-case basis).

In addition to meeting the above institutional admissions requirements, students must meet the admissions requirements for the specific program in which they wish to enroll.

Transfer Policies

Transfer of Students Between Programs

Students interested in transferring between programs are required to meet with an academic advisor and submit an Internal Transfer Request Form. Transfer requests will be granted on a case-by-case basis and only to students in good academic standing.

Transfer of Students From Other Institutions

Transfers of students from other institutions are considered on a case-by-case basis. Students applying to transfer are required to submit a copy of their transcript and follow the same admissions procedure as new students. They must meet with an academic advisor to discuss required courses and hours for their desired program as well as potential course sequences prior to transfer acceptance.

Transfer of Credits

Students whose request to transfer between programs is approved will have their credits transferred automatically. Students who are accepted to transfer from other institutions may apply to have their credits transferred if the granting institution is fully licensed and accredited. Course credits are considered individually and students may be asked to submit a copy of the syllabus or other description of the course content in addition to their full academic transcript. In order to transfer, credits must be categorized as either technical or general education, and students who transfer credits must still meet the minimum requirements in each category for their program.

Enrollment and Orientation

Enrollment in the Culinary Arts Training Program opens monthly. Job Readiness and Culinary Arts Fundamentals courses commence every month. Enrollment is open until the orientation session preceding the next course start date.

Diploma programs begin quarterly, generally on the first Monday of February, May, August and November. Applications are accepted and interviews are conducted in the month prior to the beginning of each quarter, with class rosters finalized in the week prior to the new quarter.

Prospective students receive an initial orientation to the programs and services of the institution when they complete and submit applications with licensed clinical social workers. They then attend an orientation session prior to beginning classes, which covers the program structure and available activities and services. Students are encouraged to ask questions throughout the enrollment and orientation process and administrators are available to answer any questions. There are no information technology requirements for enrollment in any LMM programs.

Program Costs and Financial Assistance

Tuition

All programs are currently tuition-free. All instructional materials, equipment, and uniforms are provided at no cost to students. Students are expected to cover their own costs of living while enrolled in the program.

Refund Policy

Programs are currently tuition-free, therefore, there are no refunds. If students fail to complete

the program, they are required to return their uniforms and remove all personal property from the premises. Please see detailed refund policy included in your signed enrollment agreement.

Financial Assistance

Workforce Development vocational training programs are currently offered tuition-free; LMM understands that there are emergency situations that may arise during a participant's time in the program. In order to ensure the success of each participant, a Client Assistance Fund is available to those who qualify in an emergency situation. If you need assistance with items such as (but not limited to) a utility shut off notice, eviction notice, emergency household items, uniforms etc. please see the Program Director. Students are responsible for accurately and ethically reporting their financial circumstances in any application for financial assistance.

Grading System

90-100% = A = 4.00 Excellent

80-89% = B = 3.00 Good

70-79% = C = 2.00 Fair

60-69% = D = 1.00 Passing

Less than 60% = E = 0.00 Failing

Instructors may calculate grades using percentages or assign letter grades which can then be converted into grade equivalent values. Grade Point Averages are calculated based on students' overall performance.

Workforce Development Personnel and Phone List

- **Culinary Call-off Line: 216-658-4633 (message to all areas)**
- **Laura Campbell**, Culinary Instructor: 216-658-4632 x109
- **Elizabeth Stiles**, Adult Educator: 216-658-4632 x190
- **Scott Teaman**, Executive Chef: 216-658-4632 x276
- **Annie Holden**, Employment Specialist: 216-658-8435
- **Daniel Valentin**, Job Developer: 216-658-4629
- **Joe Ciarallo**, Case Aide: 216-649-7727
- **Andrea Lindsay**, Academic Advising: 216-658-4627
- **Bevin Bowersmith**, Program Director: 216-658-8421

STUDENT CODE OF CONDUCT

Attendance Expectations

Due to the intense nature of LMM's programs, it is imperative that you attend class every day on time. If you foresee an absence during your time in the program or know that you will be late, please give the instructor and/or kitchen manager at least one week notice. If you become

suddenly ill or there is an emergency and need to miss class, please utilize the Culinary Call-off Line at least one hour before your scheduled class so that arrangements can be made if necessary. Please also try to schedule any appointments (medical, court related) around class. Failure to do so will result in a no call/no show and you will receive a zero for the day.

- No Call/No Show to class will result in a zero for the day
- You are permitted 2 absences per month. If you exceed 2 absences in a month, you will be required to start that month of the course over.
- If you are tardy or late 6 times in one month, you will need to start the month over.
- All participants must use the culinary call off line and state a valid reason for his/her absence or the call off will be unexcused and considered a No Call/No Show
- Tardiness (this includes being late to class, kitchen hours, or not returning from breaks on time) will result in a subtraction of your daily grade

Acceptable reasons to call off:

- A death in a participant's immediate family (an obituary may be required upon return). Each participant is given three days bereavement leave after a death in a participant's immediate family.
- Personal illness (a doctor's note may be required upon return)
- Child illness (a doctor's note maybe required upon return)
- Personal injury (doctor's note of release required)
- Medical emergency of self or immediate family (doctor's note of release required)

All other reasons will be reviewed by program staff and the program director to determine if it is excused.

Make-Up Expectations

Make-up exams are given at the discretion of the instructor. You may schedule a time with the instructor to discuss making up a quiz or test following an excused absence. Make-up quizzes and tests must generally be completed within a week **or less** after returning to class, as per instructor specifications. It is at the discretion of the Instructor and Program Director to decide if you are eligible to make up an exam or other course activity. Students whose absence is unexcused will not be able to make up any course activities.

Lutheran Metropolitan Ministry Drug Free Statement

Lutheran Metropolitan Ministry believes that it is important to provide a healthful, safe and secure workplace and educational environment for all staff and program participants. LMM is taking steps to address the problem of substance use that negatively affects every workplace, including ours. LMM is concerned with the health and well-being of all staff and program participants.

Consistent with the spirit and intent of LMM's commitment to provide a safe and healthful workplace, we cannot condone and are not able to tolerate behaviors on the part of staff members and program participants that relate to the following substance use:

- Use of illegal drugs
- Misuse of alcohol
- Consumption of alcohol on LMM premises or worksites
- Sale, purchase, transfer, trafficking, use, or possession of any illegal drug
- Arrival or return to work under the influence of any drug (legal or illegal) or alcohol to the extent that job performance is affected
- Using prescribed drugs at other than prescribed doses

The consequences stated in the Workforce Development Drug Free Statement will apply to anyone who violates the above guidelines. LMM holds all staff and program participants accountable in the matter of substance use. Violations of the guidelines may result in any of the following:

- Referral to the Employee Assistance Plan (EAP)
- Referral to an accepted treatment plan
- Disciplinary Action Report
- Suspension from the program (may not return until an opening is available)
- Termination from the program

Please note that all program participants are required to pass a drug screen in order to be enrolled into the program. Drug screens will be given on the first day of class. If you are unable to pass a drug screen, please see the Program Director privately prior to taking the test

Student Behavior Expectations

Students are expected to maintain the standards required for institution/program admission. In order to remain enrolled in their academic program, they must maintain a 2.0 GPA and work with the Employment Specialist and Job Developer as expected to pursue employment opportunities.

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from the program. LMM is a place where all students should be able to learn unimpeded by their peers.

Additionally, general expectations for maintaining a positive learning environment include:

- No cell phones (emergency use only)
- No music players (i.e., iPods, MP3) or ear buds

- No eating/drinking unless approved
- No purses, bags, knife kits, backpacks or outerwear will be permitted in the classroom. All personal items must be secured in lockers or other designated storage spaces.

Academic Misconduct

Academic integrity simply means being honest about your own work product. The work in this program is designed to develop the participant's potential for employment. This can only come about if participants complete their work with their own intellect and abilities.

This applies to:

- ALL Graded assignments including but not limited to:
 - Tests/Exams
 - Practical exams and quizzes

Academic misconduct is any action that affects the evaluation of a student's work in a class that does not come from structured review session, in class instruction or outside appointments with instructors.

Examples of academic misconduct include but are not limited to:

- Talking during a test to anyone but the instructor
- Sharing answers on graded assignments
- Completing another student's work

Instructor will determine the course of action that will be taken in instances of Academic Misconduct. Possible consequences include but are not limited to:

- Grade reduction
- Suspension from the program
- Expulsion from the program

Student Rights

Student Grievance Policy

Student grievances may be brought to the attention of the Program Director in person or in writing at bbowersmith@lutheranmetro.org.

LMM is a licensed trade school registered with the Ohio State Board of Career Colleges and Schools Registration No.15- 03-2063T. Any person adversely affected by the actions of LMM may file a complaint with the State Board of Career Colleges and Schools. The complaint must be in writing and signed by the complainant and shall be filed with the board within six months after the violations allegedly were committed.

Ohio State Board of Career Colleges and Schools

30 East Broad Street, Suite 2481

Columbus, OH 43215

<http://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx>

Phone: (614) 466-2752

Fax: (614) 466-2219

Toll Free: (877) 275-4219

LMM is applying for accreditation candidacy with the Council on Occupational Education. Pending candidacy approval, any person adversely affected by the actions of LMM may file a complaint with the Commission of the COE. The complaint must be in writing and signed by the complainant and shall be filed with the board within six months after the violations allegedly were committed.

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

<http://council.org/organization/the-commission/>

Phone: (770) 396-3898

Fax: (770) 396-3790

Toll-Free: (800) 917-2081

Student Data Collection and Access Procedures

All student records, including personal data collected during the application process and confidential academic records, are stored in accordance with Lutheran Metropolitan Ministry's data security policies. Students may request academic records using the transcript request form.

Lutheran Metropolitan Ministry complies with the Federal Educational Rights and Privacy Act (FERPA). Students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies.

Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Official academic records

will not be released to anyone other than the student except to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Student Services

Technology and Media Services

There are no information technology requirements for enrollment in any LMM programs. The Culinary Library, available to all LMM students, contains a collection of alternative texts, occupational information, reference books and magazines. Students can access the Culinary Library Monday-Friday, 9 AM – 5 PM and are encouraged to borrow and take home any texts in which they are interested using the posted check-out policy.

The Media Center contains 10 desktop computer stations with Internet access and printing capabilities at a designated networked printer. The lab is also home to 8 desktop computer stations without Internet access. The Media Center is available to students Monday-Friday, 9 AM – 5 PM. Students requiring technical orientation or support may request assistance from their course instructors or the Academic Resource Coordinator. All LMM students have wireless access to the Internet on their own devices while on campus through the LMMGUEST network.

Counseling Services and Academic Advisement

Prospective, enrolled, and completing students all have access to both case management and counseling services through Lutheran Metropolitan Ministry's Health and Wellness programs. Two licensed clinical social workers have offices adjacent to the student computer lab and program staff can assist students in making appointments with licensed psychotherapists and psychologists also on staff. Additionally, academic counseling is available from administrative and instructional staff throughout the program in order to assist students in planning their course sequences and meeting learning objectives. Students will be provided with transcripts upon graduation and may request transcripts while enrolled.

Learning Resources and Accommodations

Our facilities provide all the tools students need to succeed including study aids, computers and commercial grade equipment in the kitchen. In addition, Staff Partners are available for tutoring and career assistance throughout the day.

Students who may be in need of assistance with a learning disability should alert the instructor immediately so that accommodations can be made.

Placement Assistance

Workforce Development offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in student job searches, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

There are neither state or national requirements for entry, nor unique occupational requirements for career paths or for employment and advancement opportunities in the culinary arts and hospitality fields; however, the optional ServSafe certification is nationally recognized as a continuing education credential in the hospitality field. Restaurant and other hospitality employers recognize technical school certificates and diplomas, such as those offered by LMM, as an indication of advanced training in the field.

Program Information

Avocational Employment Services Program

Workforce Development offers an Employment Services program which is designed to assist participants in their job search rather than to teach job skills or knowledge to prepare them for employment in a specific field. This program is not covered under LMM's licensure with the State Board of Career Colleges and Schools or candidacy for accreditation with the Council on Occupational Education.

Culinary Arts Training Program

Program Description

The Culinary Arts Training Program is a six (6) month intensive culinary training program to prepare students for entry level employment in the culinary field. The program is designed to provide job skill training and work experience in the culinary arts, food delivery, and catering. The program incorporates formal culinary curriculum with work experience and job readiness instruction.

The certificate you will earn upon successful completion of this program is validated by the Ohio State Board of Career Colleges and Schools. The Culinary Arts Training Program is recognized as

a Quality Program by the American Culinary Federation Education Foundation. Lutheran Metropolitan Ministry is also currently a candidate for accreditation with the Council on Occupational Education.

Program Outcomes/Objectives

The goal of the Culinary Arts Training Program is to prepare students for successful career pathways in the restaurant/hospitality industry by providing instruction in the culinary knowledge and skills and productive work habits and attitudes essential to success in the field.

The mission of LMM’s Culinary Arts Training Program is to provide quality education, work experience and valuable skills training, helping students overcome their pasts, break down barriers to employment and ultimately become successful in the food service industry.

Program Entrance Requirements

Students must meet institutional admissions requirements. They must also complete an aptitude test to assess interest and potential abilities in the culinary arts/hospitality careers.

Program Completion/Graduation Requirements

All students are required to complete the 472 hours, regardless of previous education and/or work experience, with GPA of 2.0 or higher to be eligible for a certificate from the Culinary Arts Training Program. Students will typically take 6 months to complete the program. Students who secure employment prior to completion may be eligible to receive their Certificate early at the Director’s discretion.

Curriculum/Sequence of Instruction

| Track A | Track B |
|--|--|
| <u>Month 1</u> HOSP 101: Job Readiness (48 hrs) | <u>Months 1-6</u> HOSP 100: Central Kitchen Work Experience (280 hrs) |
| <u>Months 2-4</u> HOSP 110: Culinary Arts Fundamentals (144 hrs) | <u>Months 3-6</u> HOSP 110: Culinary Arts Fundamentals (144 hrs) |
| <u>Months 2-6</u> HOSP 100: Culinary Work Experience (280 hrs) | HOSP 101: Job Readiness (48 hrs) HOSP 200: Training Café Work Experience (Optional) |

Faculty

- **Laura Campbell**, AAS/BA (Culinary Institute of America, Wooster College)
- **Amanda Freed**, Diploma in ACAHP (Lutheran Metropolitan Ministry)
- **Annie Holden**, MA (University of York)
- **Daniel Valentin**, AA (Cuyahoga County Community College)
- **Scott Teaman**, AAS/BA (Johnson and Wales University, The Ohio State University)

Dress Code, Uniform and Equipment Policy

Each participant will be given a uniform on their first day of class. Clean uniforms will be worn at start of operation and changed during operation if they become heavily soiled or contaminated. It is your responsibility to maintain your uniform. Assigned head coverings (no outer wear) will be clean at start of operation and maintained in good condition. Personal pants must meet the following criteria; a) dark color (no prints, colors), b) full length (no shorts), c) loose fitting (no tights, no leggings, no sweatpants), d) must be secured around waist (no sagging). Shoes must meet the following criteria: a) leather/water resistant (no cloth), b) full covering (no open toe), c) must be non-slip. If a program participant is not in uniform, they will be asked to change or leave the kitchen in accordance with OSHA and safety standards and procedures. All necessary equipment will be provided by the program. Students are not expected to supply their own equipment.

The CTP dress code also does not permit excessive jewelry (wedding bands and stud earrings only), excessive makeup (including false eyelashes, acrylic nails, nail polish, etc.). Facial piercings are to be covered or removed. These items are considered a safety hazard in accordance with OSHA and safety standards and procedures.

If a participant needs assistance with items required for the Dress Code and Uniform Policy, please see the Program Director.

Optional Training

After successfully completing Culinary Job Readiness and Fundamentals of Culinary Arts, students may elect to participate in state-mandated training prior to taking the ServSafe exam for Food Safety Manager Certification. Participants must be passing the program and have zero no call/no shows in order to be eligible.

Hospitality Training Program

Program Description

The Hospitality Training Program at Lutheran Metropolitan Ministry is a nine (9) month intensive hospitality training program that builds on the skills developed in the Culinary Arts certificate program to prepare students for entry level employment in other areas of the hospitality field or mid-level positions in the culinary field specifically. The Program is designed to provide job skill training and work experience in both food service and customer service. The program incorporates formal hospitality curriculum with work experience and job readiness instruction.

The diploma you will earn upon successful completion of this program is validated by the Ohio State Board of Career Colleges and Schools. Lutheran Metropolitan Ministry is also currently a candidate for accreditation with the Council on Occupational Education.

Program Outcomes/Objectives

- Develop students' hospitality knowledge, professional communications skills and cultural competency in preparation for customer service and managerial positions in the hospitality industry.
- Prepare students with the knowledge, skills and productive work habits and attitudes in culinary arts and food safety and sanitation essential to success in the field

Program Entrance Requirements

Students must either be graduates of the Culinary Training Program or submit transfer credits equivalent to 472 clock hours with a 2.0 GPA in courses that meet the Culinary Training Program objectives.

In addition, students may be asked to complete and pass WorkKeys Assessments as determined by the Program Director.

Program Completion Requirements/Graduation Requirements

All students are required to demonstrate proficiency in the program competencies by completing the 612 hours with an average grade of 2.0 (70%) or better to be eligible for a certificate from the Hospitality Training Program. Students who transfer credits from the Culinary Arts Training Program will be required to complete an additional 142 clock hours with at least 70% of their total hours completed in technical courses. In addition to the Culinary Arts Fundamentals, Job Readiness and Central Kitchen Work Experience courses completed for the Culinary Arts Training Program, technical course electives may include Safety and Sanitation, Front of House Service, and an additional 80 hours of Central Kitchen Work Experience or other work-based activities. Since February of 2018, the Office Technology and Communications general education course is also required for completion. Students will typically take 9 months to complete the program although it may be completed in 6 months.

Curriculum/Sequence of Instruction

Students may meet with the Academic Resource Coordinator to plan an individualized curriculum plan for completing the program based on the course offerings listed in the Course Catalog (updated quarterly and available in print upon request). Students are required to complete the Central Kitchen Work Experience course prior to enrolling in the Training Café Work Experience, and successful completion of the Culinary Arts Fundamentals Course is a prerequisite for enrollment in the Café Internship work-based activity.

A typical course outline may be as follows:

- **Quarter 1:** Central Kitchen Work Experience (140+ hours), Food Safety and Sanitation (20 hours)
- **Quarter 2:** Culinary Arts Fundamentals (144 hours), Culinary Job Readiness (48 hours), Central Kitchen or Training Café Work Experience (140+ hours)
- **Quarter 3:** Front of House Service (20 hours), Office Technology and Communications (20 hours), Central Kitchen or Training Café Work Experience (80+ hours)

Faculty

- **Laura Campbell**, AAS/BA (Culinary Institute of America, Wooster College)
- **Amanda Freed**, Diploma in ACAHP (Lutheran Metropolitan Ministry)
- **Annie Holden**, MA (University of York)
- **Daniel Valentin**, AA (Cuyahoga County Community College)
- **Scott Teaman**, AAS/BA (Johnson and Wales University, The Ohio State University)
- **Elizabeth Stiles**, BA (Allegheny College)
- **Andrea Lindsay**, BA (Williams College)
- **Bryan Mauk**, MNO/BA (Case Western Reserve University, John Carroll University)
- **Sue Cyncynatus**, BA (Notre Dame College)

Advanced Culinary Arts And Hospitality Program

Program Description

The Advanced Culinary Arts and Hospitality Program is an eighteen (18) month intensive training program that builds on the skills developed in the Culinary Arts and Hospitality Programs to prepare students for mid-level employment and entry-level management in the culinary arts and other hospitality fields. The program is designed to provide job skill training and work experience in food service, customer service, and business development and management. The program also incorporates general education in food studies and other humanities topics in order to prepare graduates with a diverse skill set that will enable them to thrive in the evolving food service and hospitality industries.

Program Outcomes/Objectives

- Prepare students with the advanced knowledge, skills and productive work habits and attitudes in culinary arts, food safety and sanitation essential to success in the field
- Develop management and supervisory skills, including the ability to organize and lead a kitchen or restaurant staff team through application of business and human relations knowledge
- Students will develop proficiency with professional and culturally competent communications using a variety of mediums, and the ability to complete projects independently and in groups.

Program Entrance Requirements

Students must have a high school diploma or its equivalent in order to be admitted into the program.

Students must either be graduates of the Hospitality Training Program, or submit transfer credits equivalent to 612 clock hours with a 2.0 GPA in courses that meet the Hospitality Training Program objectives.

In addition, students may be asked to complete and pass WorkKeys Assessments as determined by the Program Director.

Program Completion Requirements

All students are required to demonstrate proficiency in the program competencies by completing a minimum of 1308 clock hours with a grade point average of 1.0 (60%) or higher to be eligible for a diploma in the Advanced Culinary Arts and Hospitality Program. 70% of the completed clock hours must be in technical courses and students must achieve an average grade of 2.0 (70%) or higher in those courses. Students are encouraged to take between 230 and 420 clock hours of general education courses. Students will typically take 18 months to complete the program.

Curriculum/Sequence of Instruction

Students may meet with the Academic Resource Coordinator to plan an individualized curriculum plan for completing the program based on the course offerings listed in the Course Catalog (updated quarterly and available in print upon request). Students are required to complete the Central Kitchen Work Experience course prior to enrolling in the Training Café Work Experience, and successful completion of the Culinary Arts Fundamentals Course is a prerequisite for enrollment in the Café Internship work-based activity.

Students typically follow the course outline for the Hospitality Training Program for the first 9 months, with the addition of 3 general education courses in the 3rd quarter:

- **Quarter 1:** Central Kitchen Work Experience (140+ hours), Food Safety and Sanitation (20 hours)
- **Quarter 2:** Culinary Arts Fundamentals (144 hours), Culinary Job Readiness (48 hours), Central Kitchen or Training Café Work Experience (140+ hours)
- **Quarter 3:** Front of House Service (20 hours), Office Technology and Communications (20 hours), Central Kitchen or Training Café Work Experience (80+ hours), LIT general education elective (20 hours), ENVI general education electives x2 (40 hours)
- **Quarter 4:** LIT general education elective (20 hours), ENVI or GEO general education elective (20 hours), BUS general education elective (20 hours), BUS, HOSP or ENVI general education elective (20 hours), Work Experience I/II/III (132+ hours)
- **Quarter 5:** LIT general education elective (20 hours), ENVI or GEO general education elective (20 hours), BUS general education elective (20 hours), BUS, HOSP or ENVI general or technical education elective (20 hours), Work Experience I/II/III (132+ hours)
- **Quarter 6:** LIT general education elective (20 hours), ENVI or GEO general education elective (20 hours), BUS or ED general education elective (20 hours), BUS, HOSP or ENVI general or technical education elective (20 hours), Work Experience I/II/III (132+ hours)

Faculty

- **Laura Campbell**, AAS/BA (Culinary Institute of America, Wooster College)
- **Amanda Freed**, Diploma in ACAHP (Lutheran Metropolitan Ministry)
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- **Bryan Mauk**, MNO/BA (Case Western Reserve University, John Carroll University)
- **Sue Cyncynatus**, BA (Notre Dame University)
- **Stephanie Brown**, BA (Myers University)