

# LOUISIANA TECHNICAL COLLEGE GREATER ACADIANA REGION IV

*Technical Education Center*

## CULINARY ARTS AND OCCUPATIONS STUDENT HANDBOOK



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## **MESSAGE FROM THE CAMPUS DEAN**

Welcome to the Louisiana Technical College Greater Acadiana Region IV, Technical Education Center, Culinary Arts and Occupations Program. Workforce training is changing rapidly, paced by technological changes. The business community depends on technical colleges to provide human resources equipped with the skills and knowledge required by employees in the areas of communications, computer, and applied academic skills.

We strive to help each student reach economic goals which are compatible to his or her interests and abilities. We assist students in setting realistic goals and attaining their potential for success. We adhere to the viewpoint that the institution exists for the benefit of the students. You should, as we do unselfishly, commit yourself to acquire training in your field of study to the greatest extent possible, to respect the rights and dignity of other students and the staff, and to cooperate in a unified training effort.

As dean, I am answerable to students, the public, and the governing board for the quality of training provided by the college. My staff and I have collective years of experience. I intend to use this collective wisdom to best serve the needs of business and industry and the needs of the community. Please feel free to come to me at any time as your success is of critical importance to our success.

---

Phyllis A. Dupuis  
Campus Dean

# *Welcome to the Culinary Arts and Occupations Program!*

Congratulations and welcome to our program!

It is our desire that your education with us is rewarding, challenging, and enjoyable. If you are reading this, you have already taken the first step towards a new career in the culinary arts field.

Our Mission is to provide opportunity for training that are practical and realistically meet the needs of the students, business and industry in the culinary field. Our desire is to educate, train, and provide you with the skills you need to succeed in your chosen program. We are committed to providing you with a quality education that will prepare you to get a job and adapt to the many challenges of an ever-changing industry.

All the staff and instructors here are committed to helping you achieve your unique educational goals during your stay at Louisiana Technical College Greater Acadiana Region IV, Technical Education Center. Along with your chosen program you will be advised as to which general studies classes you will need to fulfill your degree requirements as well as your personal goals.

We wish you fulfillment and success in your chosen career. Each of you brings something unique to your class. We look forward to getting to know you personally.

Best of Luck from the Faculty and Staff—  
Culinary Arts and Occupations Program

## From the Coordinator

Dear Culinary Student,

Thank you for choosing Louisiana Technical College Greater Acadiana Region IV, Technical Education Center's Culinary Arts and Occupations program. We are delighted to have you join us in a grand culinary adventure and are committed to creating a quality experience with you.

What an exciting time it is to be in the hospitality industry! Job growth is predicted to triple in the next decade within the state. Opportunities for culinary graduates continue to be diverse, ranging from Sous Chef to entry level management positions such as assistant manager or kitchen manager up to front-line supervisory positions.

The department continues to excel in meeting the community's need for high quality educational programming. The culinary department instructors bring a variety of professional experiences to their classrooms, and they are committed to meeting each student's unique needs to assure every opportunity for individual success. The experiences and knowledge that you gain here will provide you with a solid foundation for your own professional growth in the industry.

You will find that culinary facilities are excellent; you will learn to use state-of-the-art equipment. The culinary department sets high standards, and you will be expected to develop professional values of your own. Through career workshops and advisory panels, you will be exposed to industry representatives who will challenge you to grow in your understanding of hospitality. You may take part in culinary competitions. You will certainly change and grow.

As the culinary program coordinator, I welcome you to culinary program. It is our sincere desire that you make the most of your time with us as we work to provide you the best in all aspects of hospitality training.

Jerry Sonnier, CCE  
Culinary Arts and Occupations,  
Program Coordinator  
[jsonnier@theltc.net](mailto:jsonnier@theltc.net)  
[jerryjsonnier@aol.com](mailto:jerryjsonnier@aol.com)

# ACF Accreditation

## What does it mean to Me?

The American Culinary Federation is a nationally known and respected organization that certifies professionals in the food service industry.

There are many levels of professional certification, beginning with Certified Culinarian. Advancement through the various levels of certification will bring you respect from your peers, a strong belief in your own abilities, and recognition from future employers.

The ACF has long represented the cooks, bakers, chefs and culinary professionals in the United States. Additionally, it represents the educational needs of the culinary profession by setting and insuring high standards for our profession. Industry leaders set these standards in both culinary arts and culinary arts education.

As the popularity of foodservice careers has increased, so has the number of culinary programs and schools. With so many choices, often the culinary student and those hiring culinary graduates are left wondering about the value of a particular program. And because culinary schools are not ranked nationally, the ability to determine quality education becomes even more of a challenge.

But students who attend ACF accredited programs can put their worries to rest. These programs have met or exceeded published industry standards and offer a host of benefits to their graduates. In addition, accredited programs enjoy recognition as a culinary program committed to providing quality curriculum. Listed below are other advantages of ACF accreditation:

- ⇒ Provides the public with a positive image and validates that a program meets or exceeds the high standards for Culinary Arts.
- ⇒ Assures consumers (students and potential students) that a program meets or exceeds standards set for culinary programs nationally.
- ⇒ Increases students' knowledge of industry standards and professionalism
- ⇒ Enhances students' credibility in obtaining employment
- ⇒ Provides students and graduates opportunities for regional and national contacts
- ⇒ Conveys high level of professionalism about a program to the culinary community.
- ⇒ Adds nationwide attention and prestige to a program
- ⇒ Provides external peer review to verify program quality
- ⇒ Keeps a program faculty knowledgeable and in step with current practices
- ⇒ Helps convince administrators of the need to commit resources to maintain a high quality program
- ⇒ Assures the credibility of a program among funding sources

The partnership between Louisiana Technical College Greater Acadiana Region IV, Technical Education Center and the American Culinary Federation insures that our students will receive the best possible Culinary Arts education available. It insures them a solid background and basis for growth in the hospitality industry. Join Lafayette's Culinary Arts program and join the future of food service.

# Code of Ethics for Professional Culinaricians

Recognizing, respecting and wanting to perpetuate the significant contribution that we have made to the physical, social, commercial, political, and cultural well-being of society...

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

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

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

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

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

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

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

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

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

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

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

**LOUISIANA TECHNICAL COLLEGE GREATER ACADIANA REGION IV,  
TECHNICAL EDUCATION CENTER**

**CULINARY ARTS AND OCCUPATIONS**

**Admission Policies**

Louisiana Technical College Greater Acadiana Region IV, Technical Education Center requires that all students go through the same admissions process. Each applicant is assigned a date to take the COMPASS or ACT test, if he/she is not using previous ACT test scores. This test is a placement instrument used to assist students and instructors in determining the applicant's academic skill levels.

To begin the CAOP admission process, contact or visit the Enrollment Services at our campus or call (337) 262- 1251, (337) 262-1252 or access the Lafayette Campus website at [www.theltc.net](http://www.theltc.net). Declare the major of Culinary Arts (Diploma or AAS). Complete the paperwork and placement testing.

The Culinary Arts program requires an official application from the college admissions department. Applications for admittance to the program are accepted on an on going bases (or until the program fills). Only 100 students are selected to enter the program each year. Once you have been accepted into the program, you will be given a major code that identifies you as an admitted culinary student. Almost all culinary classes are restricted for registration by major code; this code allows you to register for your culinary classes. See LTC, Student catalog for admissions policy at <http://www.theltc.net>

**Financial Aid**

Most students at Louisiana Technical College Greater Acadiana Region IV, Technical Education Center receive financial aid of some sort. Some students qualify for Pell Grants that do not have to be repaid and others take out student loans. Many of these loans have the interest paid by the government until students are in school less than half time.

Call Student Financial Services at 337-262-5962 to receive a financial aid packet. It is never too early to apply. Grants run out quickly and are on a first come, first serve basis. You can even apply online at [www.fafsa.org](http://www.fafsa.org). Prepare all of your past tax documents and W-2's so you can fill in the information. See LTC, Student catalog for Financial policy at <http://www.theltc.net>

**Disability Services**

If you need support or assistance because of a disability, you may be eligible for academic accommodations through Disability Services. For more information, contact Disability Services including TDD at 337-262-5962 Ext 203, or stop by the admissions office for assistance. See LTC, Student catalog for Affirmative Action/Equal Opportunity policy at <http://www.theltc.net>

# Culinary Arts and Occupations AAS Degree Program Overview

The Culinary Arts program at Louisiana Technical College Greater Acadiana Region IV, Technical Education Center offers a two-year Associate of Applied Science Degree (AAS) in Culinary Arts and Occupations offering both laboratory and academic classes.

The program provides a general orientation to all phases of the restaurant industry both in the kitchen and dining room. Experience is gained through the operation of a student-run cafeteria, restaurant and banquet operations at the College for Meeting and Learning, dining room training, and many other opportunities. Practical training in culinary preparations is balanced with theory applications.

In the third and fourth semesters, students specialize in advanced techniques in regional and international cuisines, garde manger, patisserie/dessert, kitchen supervision, restaurant management, cost controls, and purchasing analysis.

All students receive hands-on experience in the dining room, production kitchen, bakery, and planning for special banquet activities during the academic year. Students also have the opportunity to take elective courses to enhance their skills.

Both laboratory and academic classes generally meet five days a week, Monday through Friday. This allows time for a student to gain work experience on the weekends.

An example of the AAS program follows. It is very important to understand that as the program changes, the graduation requirements for students change. If the program changes while you are a student, you must take the initiative to meet with the program counselors to assess your remaining program requirements. We want you to be well-informed throughout your time here so that there are no surprises when it comes time for you to graduate.

**CULINARY ARTS AND OCCUPATIONS**  
**Associate of Applied Science Degree**

This program prepares students to work in service, production, fast foods, and baking areas of the food service industry. Program content includes American Culinary Federation information and guidelines for approved Chef training and accreditation.

**Enrollment Schedule: Beginning of a semester**

**Length of Program: 71 Semester Credit Hours**

**Education Requirements: High School Diploma or GED**

**Placement Exam Requirements: COMPASS Scores: Read. – 85; Math – 55; Engl./Writ. – 70**

**ACT Scores: Read. – 20; Math – 19; Engl. - 18**

**Approximate Total Cost of Books and Supplies: \$1,140.26**

**Licensure/Certification: None**

<u>Curriculum</u>		<u>Sem. Credit Hours</u>
ORNT 1000	Freshman Seminar	1
CULN 1110	Culinary Math	3
CULN 1120	Food and Beverage Service	2
CULN 1130	Sanitation and Safety	3
CULN 1140	Introduction to Culinary Skills	3
	<b>TCA - Entry Level Prep Cook III</b>	<b>12</b>
HOST 1010	Orientation to the Hospitality/Tourism Industry	3
CULN 1220	Nutrition	3
CULN 1210	Volume Food Production	8
CPTR 1000	Introduction to Computers	2
	<b>CTS - Production Cook (TCA plus Production Cook</b>	<b>28</b>
CULN 1230	Garde Manger	3
CULN 1310	Basic Baking Fundamentals	5
CULN 1321	A La Carte	4
	<b>CTS - Entry-Level Line Cook(TCA plus Entry-Level Line Cook</b>	<b>24</b>
CULN 2410	Regional Cuisine	3
CULN 2420	International Cuisine	3
CULN 2430	Food & Beverage Operations	3
CULN 2440	Advanced Baking Fundamentals	5
JOBS 2450	Job Seeking Skills	2
	<b>TD - Culinary Arts and Occupations</b>	<b>56</b>
<b>General Education Courses</b>		
ENGL 1015	English Composition I	3
MATH 1015	College Algebra	3
PSYC 2015	Introduction to Psychology	3
PHSC 1015	Physical Science I	3
SPCH 1015	Introduction to Public Speaking	3
	<b>AAS – Culinary Arts and Occupations</b>	<b>71</b>

**The following courses may not be substituted for the above course requirements**

CULN 2991	Special Projects I	1
CULN 2993	Special Projects II	2
CULN 2995	Special Projects III	3
CULN 2996	Special Projects IV	3
CULN 2997	Practicum	3
CULN 2999	Cooperative Education	3

# Louisiana Technical College Greater Acadiana Region IV, Technical Education Center

## Culinary Arts and Occupations Program (CAOP)

### Student Handbook

**Goal:** This handbook is designed and intended for use by students of the CAOP to acquaint you with the policies, procedures and operational standards of CAOP as well as the those of the college it self.

## Code of Professionalism

### Vision Statement

Louisiana Technical College's Culinary Arts & Occupations Program is recognized as a leading provider of world class, comprehensive education, training and services vital to the growth and prosperity of hospitality and tourism related industries.

### Mission Statement

Louisiana Technical College's Culinary Arts & Occupations Program provides opportunity for training that is practical and realistically meets the needs of the students , business and industry in the culinary field.

### Preamble

The CAOP prepares students to enter the worldwide hospitality industry with skills and competencies to achieve personal and professional success. Each of the diverse programs and specific curriculums provides a state-of-the-art, quality education as a foundation for becoming tomorrow's leaders in the hospitality industry. Through the combination of a strong, current academic curriculum and practical hands-on experience, CAOP is recognized as the regional leader in all aspects of hospitality training.

To achieve the level of professionalism required for the hospitality environment, CAOP promotes four cornerstones of professionalism – attitude, appearance, preparation and conduct. All CAOP students, faculty, and staff will adhere to and respect the code of professionalism established for the benefit of students, the college and the hospitality industry. They are:

### **Attitude:**

Defined as a manner of behaving, feeling, or thinking that demonstrates one's disposition, opinion, and concern. We are a service industry and people are the most important factor in the success of our industry. Common courtesy, cooperation, and sensitivity to the needs of others are all basic elements of the attitude we expect of our students. This attitude should not only be applied to your fellow students but also to your associates and customers. Displays of ill temper or petty bickering are not habits found in a true professional. We must build toward a recognized professional culinary team and be supportive of each other.

- Our attitude at all times should project a professional image.
- Our attitude will convey passion and enthusiasm.
- Our attitude will illustrate our dedication and commitment; we are committed to our putting forth our best efforts in academics
- Through our attitude, we will show respect toward others at all times.

### **Appearance:**

- Proper attire will maintain our professional image. Lab classes require a specific uniform, which should be cleaned and pressed. Attire for lecture classes, field trips, and student activities should meet professional, industry standards.
- Grooming and hygiene should meet minimal industry and health standards, as applicable in specific classroom, lab or work situations.

### **Preparation:**

- Class preparation is central to our program goals. It will ensure a positive learning experience.
- Proper preparation for work each day will give us the opportunity to progress in our responsibilities and also ensure a positive learning experience.

### **Conduct:**

- Through our conduct, seek to be accountable and responsible.
- Proper conduct and respect, in all circumstances, promotes professionalism and encourages hospitality spirit.
- We recognize the importance of follow-through and responsiveness, both in our academics and our work-life.

### **Our Resolve**

Each student, staff or faculty at Louisiana Technical College, CAOP should recognize they are ambassadors for the CAOP and the college. It is our goal to maintain professional presence in all of our educational activities, on-the-job learning experiences, and when representing CAOP at any sanctioned event. It is our goal to fulfill our role as ambassador by maintaining this code of professionalism. In doing so, we will maximize opportunities, create connections and promote further opportunities.

“Louisiana Technical College CAOP is a premier learning community whose students and graduates are among the best- prepared citizens and workers of the world.”

# COLLEGE WIDE CORE COMPETENCIES FOR STUDENT LEARNING

## **DEFINITION**

Competencies consist of knowledge, skills, experiences, qualities and practices that are observable, verifiable, assessable and measurable. A CAOP student substantially develops these, sustained, and demonstrable by graduation. The attainment of these competencies provides the foundations for lifelong learning.

### **1. COMMUNICATION**

Demonstrate ability to communicate effectively in verbal, nonverbal and written forms. Includes the ability to use appropriate technology that supports or facilitates communication.

### **2. SCIENTIFIC, MATHEMATICAL AND TECHNOLOGICAL PROFICIENCY**

Demonstrate ability to collect, organize, compute and interpret quantitative and qualitative data and/or information. Demonstrate the ability to apply mathematics, science and technology to make decisions.

### **3. CRITICAL THINKING AND PROBLEM SOLVING**

Demonstrate ability to think critically and to solve problems using basic research, analysis and interpretation.

### **4. INFORMATION LITERACY AND RESEARCH**

Demonstrate ability to identify, locate and use informational tools for research purposes.

### **5. SOCIAL AND CIVIC RESPONSIBILITY**

Demonstrate ethical and cultural awareness, an understanding of cultural diversity and effective and appropriate modes of social interaction.

### **6. HOLISTIC NATURE OF HUMAN KNOWLEDGE**

Demonstrate knowledge of the relationship(s) among the arts, sciences and technology.

### **7. GLOBAL PERSPECTIVE**

Demonstrate understanding of the value of a global perspective on society with respect to past, present and future events.

### **8. SELF MANAGEMENT AND WELLNESS**

Demonstrate knowledge of health maintenance and wellness.

## **Student Resources and Services**

### **Louisiana Technical College, CAOP Instructional Facilities**

The CAOP facilities are a blend of two (2) distinct kitchen areas and two (2) distinct service areas with a purchasing and receiving area, classroom and office areas.. Open in 1970, this state-of-the-art training facility located at 1101 Bertrand Drive includes two commercial training lab, a multi-purpose commercial kitchen lab and one commercial baking lab dedicated to baking & pastry, two dedicated classrooms – a technology smart classroom, 6-unit computer lab, and two café/restaurant style service classrooms. The facility is used for credit and noncredit programming, plus chef demonstrations and special events. Classes are scheduled in the CAOP Institute five days/week, from 8 a.m. – 9:00 p.m.

### **Library Services**

Students have access to complete library information via the Internet. Computers are available for this use in the CAOP as well as the Career Center in the Student Affairs Department.

Located within walking distance from the main campus on Region IV's Technical Education Center is South Louisiana Community College (SLCC). Region IV will continue to work collaboratively with SLCC to serve the library needs of all students and the general education needs of students seeking an Associate of Applied Science Degree in various technical education program needs.

### **Service Learning (This is an option for some CAOP Classes)**

Service Learning is a teaching strategy that combines academic studies with community volunteer service, enhancing student learning through a hands-on service experience that meets a community need. It is a philosophy and a teaching/learning strategy. Students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs. These needs are coordinated with the curriculum. Service Learning is integrated into the curriculum with structured reflective activities that provide students opportunities to utilize acquired skills and knowledge in real life situations. Service Learning encourages civic involvement, community awareness, and responsible leadership.

### **Scholarships**

Scholarship dollars are available to help pay for your schooling and, with some effort on your part, can be yours! When you find a scholarship you would like to apply for, check your eligibility against the criteria for the scholarship and make sure that you qualify. Read all the details of the scholarship and follow the directions carefully for a successful submission package. See LTC, Student catalog for scholarships policy at <http://www.theltc.net>

### **Student Association**

There are many opportunities for students to get involved in college life. There are several clubs representing numerous student interests. The Student Association, governed by a student elected executive committee, represents every student enrolled in the college. Student activity fees are allocated for student organizations, guest speakers, student publications such as the college newspaper and literary magazine, social and recreational activities, cultural programs and tutoring services.

If you are a credit student with a GPA of at least 2.0 and plan to attend classes for the entire academic year, you are eligible to run for office. All students are welcome to attend the monthly Student Association meetings, time place and dates are posted on appropriate organization bulletin boards located in the main hallway of the college. For our CAOP Students, there is the American Culinary Federation Junior Association to promote issues, ideas, and trends within the hospitality and culinary arts industry. Membership in this association is open to all CAOP students in good standing at Louisiana Technical College. Each member of the organization is obligated to participate in at least one CAOP event per semester. The organization is in search of new members and officers; contact your CAOP instructor for more information. See LTC, Student catalog for student organization policy at <http://www.theltc.net>.

## CAOP Information and Policies

**Goal:** To incorporate consistent operational standards that enables CAOP to provide high quality hospitality and culinary education within a safe learning environment for our students.

Every student must comply with the **Academic Integrity Policy** of the College and are required to exhibit academic honesty in all exercises and assignments. This policy includes guidelines and procedures regarding cheating, fabrication, facilitating academic dishonesty, and plagiarism. Review the Academic Integrity Policy attachment in the Appendix.

### **Student Responsibilities:**

- Arrive to class prepared and in full uniform
- Respect other students, instructors, and college staff
- Complete assignments on time and to the best of ones ability
- Inform Instructor about any allergies or medical conditions prior to the start of class.

### **Classroom Policy:**

- Students' cell phones and pagers are required to be turned off or on vibrate during class time including labs.
- No food or drinks are allowed in the classrooms or kitchen laboratories.
- Instructors will structure class time to provide an adequate break for students.
  - 1 hour – no break
  - 3 hour – 15 minute break
  - 4 hour – 15 minute break
  - 5 hour – 30 minute break
  - All HRM classes must follow the scheduled class meeting time.

### **CAOP Attendance Policy**

- All students must be officially enrolled in any course that they attend. It is expected that students will attend scheduled classes regularly and on time. The attendance requirements for each course are a part of the course syllabus. Attendance policies for programs requiring a

license for employment must be established in accordance with licensing board requirements. If an absence occurs, it is the responsibility of the student to make up all missed work, if approved by the instructor. Students who stop attending a course without officially dropping it, will receive a grade of “F” for all coursework missed that may result in a punitive final grade. Missing 10% of a class is considered excessive and will subject the student to being dropped from the class.

- Only absences which are considered an emergency due to personal illness, jury duty, court summons, and death in the immediate family, and other critical situations beyond the student’s control will be excused, allowing students to make up missed class work. Official documentation of absences must be submitted by the student upon returning to class. Course work missed due to an unexcused absence cannot be made up. Any exception to this policy is at the discretion of the instructor and subject to approval by the CAOP coordinator. See LTC, Student catalog for Attendance policy at <http://www.theltc.net>
- All culinary students must notify their culinary instructor whenever they will be absent from school or the Practicum and Cooperative Education site. The student must also notify the supervisor at the Practicum and Cooperative Education site. This call should be made prior to the beginning of the first class period of in accordance with the policy of the Practicum and Cooperative Education site.

### **Uniform Policy**

- Our industry is judged by the visual appearance of its personnel. - The uniform must be clean, wrinkle free, maintained free of holes, tears, stains etc. This is a part of your grade and representative of our profession. Wear it proudly! The standard uniform must be worn during all culinary classes whether it starts or ends with a lecture component. Breaks will not be given to allow students to dress between the lecture and lab components; students should come to class dressed in a clean, pressed and proper uniform. Hats & aprons need only to be worn in the lab.
- Students reporting to school and school related activities out of proper uniform including books and tools, or in violation of personal hygiene requirements will be considered in violation of the CAOP policy and will be disciplined as follows:
  - **First Occurrence** - Student will be sent home and given a “0” for assignments missed and will have to repeat the assignments at the instructor’s convenience.
  - **Second Occurrence** - Same as first occurrence and the student will be placed on probation and referred for counseling with the college counselor.
  - **Third Occurrence** - Student will be recommended for a three (3) day suspension and will not be allowed to make up class work missed during time of suspension.
  - **Forth Occurrence** - Student will be recommended for expulsion from the program.

- A clean, neat presentation is essential for creating a professional impression. Be aware of the image you are projecting at all times. Your hairstyle, body language, facial expression, and uniform all project an image to the public. See LTC, Student catalog for Uniform policy at <http://www.theltc.net>

### **The Uniform**

For all lab/kitchen classes the CAOP uniform is as follows:

- Chef's hat—clean and appropriate in style, condition, and size as per culinary specifications. (Chefs Toke, (white in color only) barer, (Hounds tooth, or solid black only) or baseball cap (Hounds tooth, or solid black only).
- Neckerchiefs—clean, (culinary standard) and tied in a Windsor knot (or as required by chef instructor) (*required for all special functions as requested by your instructor*)
- Jackets—Clean, white wrinkle free chefs coat with cloth or white buttons (culinary standard). Only cuffs may be turned up. Jackets must be completely buttoned at all times. Only white or official school T-shirts may be worn under the Chefs jacket  
No  $\frac{3}{4}$  length sleeves
- Pants—clean, hemmed, so cuffs do not drag on the floor black/white hounds tooth or chalk stripe (culinary standard). Sagging of the pats will not be allowed.
- Name tags—culinary standard – college issued. The name tag must be attached by its own clip left side above pocket.
- Program patch (Must be worn on the jacket) located on the right Sleeve of the jacket with your name embroider on the left chest side of the jacket. Only student's legal name (No Nicks) will be allowed on the jacket.
- Tee Shirts— (during banquet setup and or clean up only) clean, white, and neat without any logos attached in any manner.
- Aprons—White bib apron, clean, neat (culinary standard)
- Socks—clean, black or white crew length socks
- Shoes—clean, black leather work shoes non-slip closed toed and heal shoes. *Clogs, tennis shoes, sandals, and open-toed shoes will **not be worn** at any time while in CAOP.*
- Instant read pocket thermometer

## Checklist of Uniforms and Equipment Required by the Culinary Arts Program

<i>Item</i>	<i>Provided by Student</i>
Professional Knife Set	X
2 Chef jackets with CAOP logo and ACF logo Only white or official school T-shirts may be worn under the Chefs jacket	X
2 Cloth chef's beret	X
2 Chef pants (chalk stripe or hounds tooth)	X
2 Neckerchiefs, white	X
1 Name badge	X
1 Pair black leather work shoes non skid (must fully enclose the foot and not be canvas or tennis)	X
2 Chef bib aprons	X
<b>Special Function Attire For Women:</b>	
1 Long sleeve white blouses	X
1 Black skirts, below knee or black slacks	X
1 Pair black leather dress shoes – fully enclosed non-skid maximum 1 ½ inch heel.	X
<b>Special Function Attire For Men:</b>	
1 Long sleeve white dress shirts	X
1 Black dress slacks	X
1 Black Neck Tie	X
1 Pair black leather dress shoes – fully enclosed non skid maximum 1 ½ inch heel	X

It is the responsibility of each student to come to class dressed in a clean uniform each day. Laundering is the responsibility of the student.

Replacement of items lost or stolen will be the sole responsibility of the student.

## **I.D. Cards**

- The cost of the initial I.D. and any replacement card is printed in the tuition and fees handout.. This fee is paid with tuition to the accountant of the college. I.D. pictures are taken the day tuition is paid. A tuition receipt showing payment for an I.D. card and a pictured I.D. are required to take I.D. pictures. All continuing students must purchase a new I.D. card at the beginning of every fall semester. Students must wear the college Identification Card at all times while on campus or attending a college related function. See LTC, Student catalog for I.D. Cards policy at <http://www.theltc.net>

## **Knife Kits**

- CAOP students may transport their private knives to and from class only in their knife kits or in some other form of secured container. These tools may only be used in an instructional setting with the authority of the instructional staff. Students found to possess cutlery outside the classroom or instructional kitchen, or that is not properly secured will be in violation of the student conduct code, and will be disciplined according to the procedure outlined in the college catalog. Failure to follow the policy may result in dismissal from the program

The CAOP does not provide knives for the culinary track students. It is the student's responsibility to purchase knives and tools for their trade. Starter knife kits are available in the college store. Students only bring the tools that are needed for class. Large toolboxes will not be allowed in the classrooms due to space and security issues. Knives are the responsibility of the student. See required CAOP student books and supply list. . See LTC, Student catalog for Search and Seizure policy at <http://www.theltc.net>

## **Textbooks and Supplies**

- Textbooks can be purchased at the school bookstore. Students are required to purchase all books and supplies needed for each quarter prior to the first day of classes.
- All students must bring to class each day the items necessary for that class including paper, pen and pencils. Any student reporting to class without the required books and supplies will not be allowed to remain in class that day and will be reprimanded in the same manner as the uniform policy. See LTC, Student catalog for Books, Supplies and Equipment policy at <http://www.theltc.net>

## **Personal Property**

- Students must have all personal items clearly marked with their full name including textbooks, cutlery, and other tools and supplies. The CAOP and the college are not responsible for lost or stolen property of the students.

## **Lockers**

- Lockers are the property of the college. Students must purchase a lock for their assigned locker. Your locker must be locked at all times when not in use since you are responsible for items in you locker. See LTC, Student catalog for Lockers and Search and Seizure policy at <http://www.theltc.net>

## **Personal Grooming and Appearance**

- If you choose to wear jewelry, wedding bands (no mountings) are the only rings allowed. Earrings are posts only. Bracelets are also not permitted.
- Perfume and aftershave are prohibited as it competes with the flavor and scent of food.
- Fingernails must be neatly trimmed and clean. No acrylic nails or fingernail polish allowed.
- Beard and mustaches must be kept trimmed. Long beards (greater than 1") will have to be protected in a beard net.
- While wearing a hat, keep long hair, including bangs, tied back and under the hat. Hair must be clean and cut to one inch above chef's collar. Hair will not stick out from under the front of your chef's hat. Hair longer than chef's collar must be tied back and put under a hair net. Hair should not be touching the collar of your jacket; these are Health Department standards. Failure to comply with uniform or grooming/appearance standards will be grounds for exclusion from participating in a lab class, and may result in an unexcused absence and even dismissal from the program.
- Mustaches will be neatly shaved and trimmed to the upper lip. Beards must be well groomed.

## **Sanitation**

We expect a professional atmosphere and good personal hygiene

- Smoking is not allowed inside the buildings.
- There is to be no chewing gum or tobacco products during class or inside the facilities.
- Strong fragrances must **not** be worn by men or women.
- Fingernails are to be closely trimmed and free of dirt.
- The program provides first aid materials for minor injuries and cuts.
- Start your day with a shower and use deodorant.

## **Chapter Test**

All CAOP subject exams must be taken and passed with an 80% accuracy. The test policy bellow will remain in effect:

- Students will be tested at the end of each chapter. All tests will have a possible score of 100. Student not passing the test the first time will be given additional study time and will retake the test the following day. If the retest is failed the second time, the student will be required to repeat the chapter.
- Students who miss any test due to illness or other allowed emergency beyond the student's control will be allowed to make up the missed test only if the student presents official documentation as required by the college policy upon returning to college.

## **Lab Grades**

All CAOP students prepare foods as part of their lab assignments. All food items in a lab must be prepared in the lab to a competency level that is acceptable for service to the customers. Unless otherwise stipulated, the student is required to complete all assignments given.

When a student brings his/her products for the instructor to grade, he/she must have an official lab evaluation form. The instructor will critique the products along with the presentation and garnish. The grade that the student earns will be appropriate for the item presented. The instructor will answer any questions and have suggestions on how the product may be improved in order for the student to improve his/her grade.

The student will then make the necessary changes suggested by the instructor for improvement to the production for consumption. Once the grade has been issued for that product, the grade is final and not debatable.

All lab grades are totaled and averaged daily even if the student did not completed every item assigned. Students wishing to make up items not completed in the lab must do so within that course. The new grade will be averaged with the initial grade and is then included in the average for that lab.

Food, after being prepared and graded, must be stored in such a manner so that it can be utilized by students for other purposed as appropriate. All useable food and supplies must never be thrown away.

Note: All food purchased with school funds including lab fees from students are the property of the college. Students are not allowed to remove the food items from the department for their own personal use. Left over foods **cannot** be taken home for personal consumption.

### **Grading Scale**

The CAOP must use the Grading Scale regulated by licensing boards

The following is the grading scale used:

**94% - 100% = A**

Excellent; earns credit hours; carries a value of 4 quality points for each credit hour

**88% - 93% = B**

Above average; earns credit hours; carries a value of 3 quality points for each credit hour

**80% - 87% = C**

Average; earns credit hours; carries a value of 2 quality points for each credit hour

**70% - 79% = D**

Below average; (a grade of D in some courses does not carry credit) carries a value of 1 quality point for each credit hour

**69% or below = F**

Failure; earns no credit hours; carries 0 quality points for each credit hour. It is valued at 0 grade points and 0 credit hours. The student who receives a grade of ("F") in a course is not eligible to continue into the next sequential course(s) and shall not be eligible for graduation. Credit may only be obtained by repeating the course. See LTC, Student catalog for Grading policy at <http://www.theltc.net>

### **Academic Probation and Suspension**

Students will be placed on academic probation whenever their adjusted cumulative grade point averages fall below the institution's established scale. Once on academic probation, the student will remain on probation (as long as each semester average is less than a 2.000) until the adjusted cumulative grade point average of 2.000 or higher is achieved. Once the GPA of 2.000 or higher is achieved, a student will be removed from probation.

Students who are on academic probation and who fail to achieve a semester grade point average of at least a 2.000 will be suspended for one semester. If a student is suspended at the conclusion of a spring semester, the student is suspended for the following fall semester. If a student is suspended at the conclusion of a fall semester, the student is suspended for the following spring semester. See LTC, Student catalog for Probation/Suspension policy at <http://www.theltc.net>

### **Insurance:**

- Students are not covered by any college insurance; therefore, it is highly recommended that each student be covered by a good health and accident plan prior to enrolling.

### **Sexual Harassment**

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/student status, (2) submission or rejection of such conduct by an individual is used as the basis for decisions affecting such individual, or (3) such conduct has the purpose and effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment. See LTC, Student catalog for Sexual Harassment policy at <http://www.theltc.net>

### **Smoking Policy**

- Louisiana Technical College Greater Acadiana Region IV, Technical Education Center is a **non-smoking facility**. **Smokers must smoke outside in the student break area only**. **Smoking at entrances to the building is prohibited**. Sand receptacles are provided for disposal of smoking materials in the break area. Cigarette butts **must not be thrown on the grounds**. Safety is important in disposal of cigarettes. See LTC, Student catalog for Smoking policy at <http://www.theltc.net>

### **Drug-Free School and Substance Abuse Policy**

Louisiana Technical College Greater Acadiana Region IV, Technical Education Center enforces the Drug Free School Law (Public Law 101-226). The college is committed to maintaining a safe and healthy environment for maximum learning. It shall be the policy of Louisiana Technical College Greater Acadiana Region IV, Technical Education Center to maintain a drug-free campus and student body.

Any individual who is obviously under the influence of an intoxicant will be prohibited from participating in that day's program. We work and train in an environment that has a high potential for injury; therefore safety for all of us is essential.

- Reporting to college under the influence of and/or impaired by illegal drugs or Alcohol is prohibited.
- The illegal use, possession, dispensation, distribution, manufacture, or sale of controlled substances on or near the college campus is prohibited.

See LTC, Student catalog for Drug-Free School and Substance Abuse Policy at <http://www.theltc.net>

### **Lunch**

- Because the CAOP includes a cafeteria to provide meals for other faculty, staff and students, the CAOP students must eat around the regular college lunch hours. CAOP students must follow assigned department lunch schedule. Any variation from your assigned lunch schedule must be approved by your instructor. Students are responsible for the cost of their lunch.

### **Lab and Classroom Computer Use**

- Access to the Internet is given as a privilege to students/faculty/staff at Louisiana Technical College Greater Acadiana Region IV, Technical Education Center *for educational purposes only*. Users are responsible for good behavior on the Internet just as they are in the college building. General college rules for behavior and communications apply. Students will acquire permission from their teacher/supervisor before accessing the Internet. Computers in the CAOP classrooms and labs are for classroom-related use only. It is further prohibited for any student to install ANY program on these computers. Computers are checked periodically and unauthorized programs will be removed. The hard drives are cleaned at the end of each term; be sure to keep all your school work on a disk, not the hard drive. See college student catalog for *General Guidelines for Acceptable Use of Computing Resources*. See LTC, Student catalog for Internet Use Policy at <http://www.theltc.net>

### **Work-base Learning**

The purpose of the Hospitality/Tourism Externship is to provide students with real-life learning experiences that they would be unable to receive in the school environment. The goal of the program is to provide the students with relevant and realistic work experience. This industrial experience complements and extends the academic knowledge gained through previous levels of instruction. It also allows the students the opportunity to take responsibility of his/her own development and progress. The student must complete fifty percent of his/her program of studies before being eligible for the work-base learning externship. See your CAOP instructor for more information regarding work-based learning

### **Special Projects**

- A course designed for the student who has demonstrated specific special needs. The purpose of the special projects program is to enhance the current skills developed by the student with additional time set aside for improvement by the student.

### **Community Events/Service Opportunities**

- Students will also have the opportunity to support their community by volunteering their time and talents to a variety of events. These are fundraisers or events for different charities and offer students a way to give back to the local community.

### **Practicum and Cooperative Education**

- Practicum and Cooperative Education provides supervised on-the-job work experience related to the student's education objectives.
- The purpose of the practicum and cooperative education program is to enable students to practice their skills in a "real" working environment. Students select an area in their industry based on their experience, level of ability, and geographic preference. Even though many of the classes in these programs are hands-on, there is no comparison to working in the industry for experience. Students participating in Practicum do **not** receive compensation. Students participating in Cooperative Education receive compensation for their work.
- The Practicum / Cooperative Learning programs have many advantages. You get to specialize in a field that you are interested in pursuing. The student gains confidence, experience, and makes money as well. The key is making the right educational decision. A coordinator who tracks student's progress monitors the practicum/cooperative learning programs. Practicum/Cooperative Learning experiences allow a student an easier transition into a competitive job market as well as allowing a student the opportunity to explore if they want to really pursue a certain specialty.
- To obtain more details about Practicum's/Cooperative Learning Work Experience, contact your culinary instructor.

### **Parking**

Parking is provided on the college campus. Students are not allowed to park in handicap parking slots unless their vehicle has a handicap sticker or license plate, in areas reserved for staff, or in areas reserved for visitors. Parking on the grass, along the curbs, or in restricted areas is prohibited. All students are required to register vehicles. Vehicles not having a student parking sticker and/or parked in a restricted area will be towed.

See LTC, Student catalog for Parking/Parking Permits and Restrictions Policy at <http://www.theltc.net>

### **Cancellations Due to Inclement Weather**

Listen for announcements of school closings on local radio or television. You may call 337-262-5962 to confirm the status of the college closure or check the college website [www.theltc.net](http://www.theltc.net)

- When weather conditions cause the college to be closed, classes will be cancelled. The college may announce separate closing messages for day and evening courses.
- The college will not necessarily cancel classes if the public schools close. Listen for specific mention of Louisiana Technical College Greater Acadiana Region IV, Technical Education Center College closing.
- In the event of a late opening, and there is one hour or more of class time left, the class will meet for the remaining time. For example, if your class meets from 9-2 and the college opens at 10, you will meet from 10-2.

## **Counseling and Advising**

- Our counselors are here to assist you in identifying your academic goals and working within a schedule that will allow you to reach those goals.

Students often hold down jobs outside of school and choose to take longer to complete their program of studies. We work with students and encourage their academic success. We want to see every student who enters the program graduate, even if it takes a little longer to do so.

Culinary Arts and Occupations Program classes are built upon each other in learning sequences. While for the first term of the first year the only suggested programs to be taken prior to entering the second term of the program, after that time classes will have prerequisites and some will have co-requisites. These prerequisites and co-requisites can be found in the current Louisiana Technical College Greater Acadiana Region IV, Technical Education Center catalog. It is very important that you understand that if a class has a prerequisite, you cannot register for the next level class until you have fulfilled the prerequisite. If you skip a class for a term, you may have to wait a year to make it up.

We encourage you to take advantage of the Advance Registration dates as they are posted. As an admitted culinary student, you have a place in the culinary classes; but if you need a general education requirement, your best plan is to use Advance Registration to get those classes that often fill up early. Watch for the start date for Advance Registration and meet with your culinary advisory to obtain permission and forms to enroll in the class you will need.

Culinary instructors have set schedules for counseling, drop-in times and appointment times. These will be posted on bulletin boards in our classrooms and on your course syllabi.

## **CAOP Standards for Lab Classes**

**Goal:** To develop operational standards that provides consistency and high quality food production in a safe environment.

- Good personal hygiene habits
- Clean, professional uniform
- Proper safe footwear with non-slip soles; no tennis shoes
- Acceptable procedures for food handling including sanitary work surfaces and tasting procedures
- Personal food and drink are prohibited in preparation areas
- Proper method of ware washing

## **Mis en Place for Lab Classes and Special Functions**

Students are required to gather their mis en place (including food and equipment) at the start of the lab. Walk-ins and equipment rooms will be locked by the instructor 90

minutes after the start of the lab and unlocked at the end of the lab for storage and inspection.

Students are encouraged to develop a mis en place list before production. Under the counter reach-ins (UCR) and speed racks are to be used for mis en place organization (e.g., perishable products must be refrigerated using the UCR).

Staple products such as onions, celery, carrots are stored in the walk-in for general lab use. Protein items will be labeled (with instructor and class name) per class in designated areas in the walk-in. To reduce the amount of waste and ensure the availability of products for each class, communication with your classmates is essential to maintain product quality and inventory. Before using dairy or raw, uncut products from walk-in, students should check the use-first bin and/or communicate with classmates using similar products.

### **Safety**

In the event of an emergency or accident, the student should notify the instructor immediately or another LTC staff member. Proper emergency control must be taken immediately the 911 must be activated either by the instructor and/or by students in the CAOP. Since our phone system requires you to dial 9 to get an outside line this applies to all out going calls. Example to place a call to the 911 emergency center you **must dial 9911**.

- Students must be familiar with the location of all first aid kits, fire extinguishers, and emergency exits located throughout the building
- Proper uniform is essential to maintain safety standards.
- Be mindful of spills and food debris on the floor to help prevent accidents.
- Always walk with knives pointed down towards the floor and to the side
- Never leave knives in any sink
- Knives should be kept sharp to prevent accidents. Do not use dull knives for cutting

### **Kitchen Cleaning**

A detailed cleaning schedule is provided (Appendix) for all students by cleaning task and frequency required. Students will be held responsible for proper cleanup and storage. Sanitation checklists are available in each kitchen. The Instructor and designee will perform kitchen monitoring checklist after each class. All students are required to participate during the cleaning process.

- Work surfaces and equipment are left cleaned and sanitized
- Equipment is cleaned and sanitized and stored in designated areas
- All pots pans and equipment are washed/sanitized and properly stored
- Floors are swept and/or mopped as spills occur
- Dishwasher is emptied of all dishes
- All dishes, silverware and glassware have been properly cleaned sanitized and stored in their proper receptacles
- All food is labeled and stored properly in reach-ins and walk-ins

- All garbage has been removed for covered trashcans. Fresh can liners have been placed in trashcans. All garbage has been taken out to the dumpster located in the rear of the culinary department.
- Sinks are free of food and debris, cleaned, sanitized, and wiped dry
- Ovens are cleaned (top and inside), burners are washed in dishwasher and gas knobs are turned off
- Reach-ins, walk-ins and freezer doors are shut and locked
- Cages are locked (if applicable)
- Wash and/or dry used towels; (the night classes are to load and wash towels and the morning class are to wash and dry the towels)
- Windows are closed (if opened during class)
- Coffee is emptied from pots and equipment is turned off; the coffee urns are run through the dishwasher
- At the end of production classes the floors are swept scrubbed squished and mopped daily.

### **Food Storage**

- All food inventory is stored in appropriate size clear plastic container
- Store raw foods separately from cooked foods
- Keep food storage areas clean; clean and sanitize inside and outside surfaces
- Rotate stock using First In, First Out
- Label all products (food packages and containers) using food safety tape with contents, date of storage and class name
- All unused meats and seafood must be properly wrapped first in plastic film, and placed in “ Ziploc” bag for freezer; label with contents, date of storage, class name and weight and/or number of portions
- Pre-packaged products (e.g., tomato paste, rice/grains, etc.) must be transferred to clear container after opening
- Return any unused produce to walk-in inventory (HCAT) and reach-in inventory (HUM)
- Each class is responsible for stock rotation and cleanings of reach-ins, walk-ins, freezers, equipment and dry storage areas

### **Equipment**

- Operational instructions will be available for instructor and student review (dishwasher, steamers, meat saw, Slicers, convection oven, etc.)
- All equipment must be locked away in designated areas, clean, sanitized, and dry.
- Any broken, damaged or non-functioning equipment must be identified immediately to the instructor.
- No equipment is to leave kitchen premises. Failure to comply with this policy will result in dismissal from the program.

### **Trash Removal**

- All trash must be tied and placed in covered garbage cans and transported the dumpsters located in the rear of the CAOP daily.

- Do not place broken glass in garbage cans; identify and dispose of immediately in dumpster located in the rear of the CAOP department.
- Do not dump liquids in trashcans. They must be placed in the disposal or removed from the building

### **Grease Removal**

- Grease barrel is located in the enclosed outside area of the CAOP. Grease from the fryer or used during lab is discarded in the barrel.

## *Tips for Success*

- Show up for your classes five minutes early. Be prepared for class discussions with textbook(s), notebook, pencil, questions, and homework that are due. It is your responsibility to be prepared for class so as not to distract the learning environment of other students and to assure yourself of success.
- Pace yourself. It is so easy to start out strong then lose enthusiasm when you get stressed out with homework and home life. Know how much stress you can handle and take measures to ensure that you can stay on top of your responsibilities. Get lots of rest, eat well, and exercise.
- Join the student club and attend meetings once a month. Stay involved with the trends in your industry.
- If you are having problems with another student, faculty member, or at home, talk to someone about them before they get out of hand. We are always here for you.
- What you put into this program you will get out of it. This sounds cliché, yet it is true. You can get a fantastic education or a mediocre one depending on how much of your spirit you put into your education.
- Take advantage of the resources around you. The faculty and staff of this program have a huge base of experiences and information to help you make decisions about job placement, career opportunities, continuing on to a four-year educational institution, how to start your own business, and much more. If you do not ask, you may never know how much help you can get from those around you.
- Enjoy yourself!

## *Faculty/Staff Bio's*

It is a pleasure to present you with some information about the background of our innovative chefs, instructors, and staff, who are part of the Culinary Arts and Occupations Program department at Louisiana Technical College Greater Acadiana Region IV, Technical Education Center.

### **Jerry Sonnier, CCE – Instructor/Program Coordinator**

Chef Sonnier leads the Culinary Services Division, which is made up of the Culinary Arts and Occupations Program, conference and catering operations, and campus-wide foodservices. Chef Sonnier has a strong business sense and is committed to providing students with an education that integrates academics with real life, hands-on experience. Chef Sonnier has over 20 years of experience in the culinary industry and 16 years as a culinary instructor. Chef Sonnier, has an A.A.T., Sowela Community and Technical College; EMT-Paramedic Certification, National Registry for EMT/Paramedics; Technical Diploma, Louisiana Technical College, Teche Area Campus; V.T.I.E. Certification, Louisiana State Department of Education; Certified Working Chef and Certified Culinary Educator, American Culinary Federation; Technical Diploma, Louisiana Technical College Greater Acadiana Region IV, Technical Education Center; *Culinary Arts and Occupations Instructor*, and is currently working on his Bachelors degree in Business Administration at Sullivan University in Louisville, Kentucky.

### **Earline Thomas, CEC – Instructor**

Chef Thomas has held many titles over the course of her culinary career from General Manager, Chef de Cuisine, Executive Chef, and Catering Chef. She teaches preparation of various cuisines, as well as service, and volume food production. . She brings with her more than 30 years of culinary and management experience and nine years of teaching experience. Chef Thomas has an A.A.T., Sowela Community and Technical College, Certified Executive Chef, American Culinary Federation; V.T.I.E. Certification, Louisiana State Department of Education; Technical Diploma, Louisiana Technical College Greater Acadiana Region IV, Technical Education Center; *Culinary Arts and Occupations Instructor*, , and is currently working on his Bachelors degree in Business Administration at Sullivan University in Louisville, Kentucky.

**Broussard, Matt;** Microsoft Specialist - Excel 2003;M.B.A., Charleston Southern University; V.T.I.E. Certification, La State Department of Education; B.S., A.A.S., Johnson & Wales University; Technical Diploma, Louisiana Technical College Greater Acadiana Region IV, Technical Education Center; *Business Instructor*

**Jones, Jacqueline;** National Certified Professional in Customer Service, National Retail Foundation; M.Ed., McNeese State University; CHE Certification, American Hotel and Lodging Association; B.S., Nicholls State University; *Hospitality/Tourism Instructor*

## Faculty/Staff Contact Numbers

The CAOP Faculty have time set aside (office hours) for students who are in need of additional help. See individual instructors for their schedules, which change each term.

<u>Name</u>	<u>E-mail</u>	<u>Phone</u>	<u>Office Location</u>
Sonnier, Jerry	<a href="mailto:jsonnier@theltc.net">jsonnier@theltc.net</a> <a href="mailto:jsonnier@aol.com">jsonnier@aol.com</a>	337-262-5962 Ext 232	Main Campus CAOP
Thomas, Earline	<a href="mailto:ethomas@theltc.net">ethomas@theltc.net</a> <a href="mailto:ethomas@hotmail.com">ethomas@hotmail.com</a>	337-262-5962 Ext 232	Main Campus CAOP
Broussard, Matthew	<a href="mailto:matbroussard@theltc.net">matbroussard@theltc.net</a>	337-262-5962 Ext 213	Main Campus Business Dept.
Jones, Jacqueline	<a href="mailto:jjones@theltc.net">jjones@theltc.net</a>	337-262-5962 Ext 235	Main Campus Hosp/Tour Dept.

## *Frequently Asked Questions*

It is sometimes difficult to know where to turn when you have a question. Your first resource will be a CAOP advisor. They will in turn answer the question or refer you to a councilor who has a wider range of expertise including college processes, financial aid, and student billings. Their website is a good resource as well (<http://www.theltc.net>) and can provide links to important information including frequently asked questions. For purposes of this handbook, we will address many areas of concern as well as Culinary Arts program questions.

**Q: I tried to register for a culinary class but I'm getting a restriction ? What should I do about it?**

**A:** All Culinary Arts and Occupations Program as well as related course have restrictions if a prerequisite is needed or if there is a class limits. Speak with your advisor if you are having trouble scheduling any course or courses.

**Q: I tried to register for a class but I got a prerequisite/testing error? What should I do about it?**

**A:** If it is a Culinary or Hospitality class, talk to your advisor in the Culinary Arts and Occupations Program. If it is a class from another department, contact that department. When registering for a class that has a co-requisite, both CRNs need to be input at the same time; the system does not allow you to register for a class that is missing its co-requisite. If you need registration assistance, please see the admitting clerk in admission for assistance. There are a few Culinary and Hospitality classes that have prerequisites or co-requisites. See the current Louisiana Technical College Greater Acadiana Region IV, Technical Education Center catalog to determine which classes you need to take and in what sequence. If you do not take a class one term that is a prerequisite for a class the next term, the system will not allow you to register for that class the next term (prerequisite error) and you may have to wait a year to make up the class. Your Culinary Advisor and the school counselors are available to help you map out your schedule.

**Q: Why is there a fee attached to each of my culinary classes?**

**A:** Most of the classes you take through this program are lab-based. The expenses incurred in a lab setting include food and equipment. Your class fees help pay for the items students use and consume in class.

**Q: I have an issue with an instructor. Whom do I go to?**

**A:** Any difficulties should first be discussed with your instructor, if you feel comfortable in doing so. If the issue is not resolved to your satisfaction, initiate a request to the program coordinator to discuss the issue confidentially. Chef Sonnier is the program coordinator and you should feel free to talk with him about any issues concerning faculty. If the situation is still unresolved at that level, formal procedures exist within the college to resolve the issue. We encourage students, faculty, and staff to work toward resolution within the department.

**Q: Can I use the department/college photocopiers for my assignments?**

**A:** No. Personal use of department or college photocopiers is prohibited. There are photocopiers placed on campus for student use for a fee. Please come to class prepared each day.

**Q: Why am I requested to fill out a class evaluation?**

**A:** Class evaluations help us to make your classes better! We have taken suggestions from students and integrated them into the curriculum. We are always striving to make a better program for your academic success. Evaluations of your classes will request that you fill out paper and pencil evaluations. There is a limited window of opportunity for students to evaluate their courses and signs are posted throughout program and your instructors will remind you when it is time for evaluations. We appreciate your input; it is a vital part of our program!

**Q: Should I report in sick if I am not going to be in class?**

**A:** Life happens...illness and food preparation doesn't mix. Consider your culinary program as a job. You must report an absence to your instructor before class begins. Your instructor will provide a Course Information Sheet during the first week of class that outlines attendance policies and procedures for absences. Be sure to connect with a fellow student or your instructor for any homework assignments or to schedule a makeup for the day (if permitted).

**Q: Are there job opportunities while I am a student?**

**A:** Yes. Employers often call the office looking for workers, either for a one-time event or on an on-going basis. Contact your instructor or see the Job Placement Coordinator for job opportunities.

*Please note that the Culinary office is not a clearinghouse for employment and all employment gained is based on student's abilities.*

LOUISIANA TECHNICAL COLLEGE  
**GREATER ACADIANA REGION IV**  
*Technical Education Center*

**CULINARY ARTS AND CCUPATIONS**

**STUDENT FORMS**



**LOUISIANA TECHNICAL COLLEGE  
GREATER ACADIANA REGION IV**  
*Technical Education Center*

**CULINARY ARTS AND OCCUPATIONS**

***Academic Integrity Policy***

**Preamble**

Louisiana Technical College Greater Acadiana Region IV Technical Education Center Culinary Arts and Occupations Program, with a central mission of producing learning and a basic conviction that individuals be given the opportunity to discover and develop their talents and unique potentials, is committed to upholding rigorous and fair standards of student achievement. The spirit of education goes beyond teaching and learning subject matter and technical skills; ethical values are an implicit component of that spirit. Academic integrity is a common goal, approached through the understanding, the cooperation and the mutual respect among all members of the college community.

**1. POLICY**

All Students are required to exhibit academic honesty in all academic exercises and assignments.

**2. DEFINITIONS\***

An incident of academic dishonesty occurs when any of the following acts is committed by a student:

- A. **Cheating** refers to the use or attempted use of unauthorized materials, information, or study aids in an academic exercise or assignment.
- B. **Fabrication** refers to the unauthorized falsification or invention of any information or citation in an academic exercise.
- C. **Facilitating academic Dishonesty** is the act of helping or attempting to help another violate any provision of the institutional policy on academic dishonesty.
- D. **Plagiarism** describes the unacknowledged adoption or reproduction of the ideas, words or statements of another person, including classroom peers.

**3. PROCEDURES**

**3.1 CONFERENCE**

When academic dishonesty is alleged, the student involved shall have an opportunity to admit or deny the allegation. In a timely manner, the instructor shall confer with the student, explaining the reasons why he or she believes the student has committed the act of academic dishonesty and what academic sanction could be imposed by the instructor. In on-line courses only, a conference may be conducted using WebCT. The instructor has the right and obligation to impose a reasonable academic sanction including, but not limited to, the following:

- A. Assign a grade of failing for the assignment;
- B. Assign a grade reduction for the course;
- C. Assign a failing grade for the course; or
- D. Assign an alternative learning experience or activity, which shall be completed by the student as specified by the instructor.

If the instructor believes that there is sufficient evidence of academic dishonesty, he/she shall then proceed as out-lined in Section 3.2.

\* "Academic Integrity and Student Development," College Administration Publications. Reproduced and adapted with permission of publisher.

**LOUISIANA TECHNICAL COLLEGE  
GREATER ACADIANA REGION IV**  
*Technical Education Center*

**CULINARY ARTS AND OCCUPATIONS**

**Academic Integrity**

I am aware of Louisiana Technical College Greater Acadiana Region IV *Technical Education Center* Culinary Arts and Occupations Program Academic Integrity Policy and the related procedures as cited in the *College Catalog*. I am aware of the consequences in this class for breaching the policy by cheating, fabricating, plagiarizing, facilitating another in academic dishonesty and committing other offenses related to academic dishonesty. I agree to abide by this policy and the other administrative procedures for this course.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Required if student is under 18 years of age)

I certify that I am the legal guardian or parent of the above named minor and I have read and understand this document. My signature above indicates my agreement to the above conditions on behalf of my minor child.

**DEFINITIONS**

An Incident of academic dishonesty occurs when a student commits any of the following acts (this list does not preclude other acts of academic fraud):

- A. **Cheating** refers to the use or attempted use of unauthorized materials, information, or study aids in an academic exercise or assignment.
- B. **Fabrication** refers to the unauthorized falsification or invention of any information or citation in an academic exercise.
- C. **Facilitating Academic Dishonesty** is the act of helping or attempting to help another violate any provision of the institutional policy on academic integrity.
- D. **Plagiarism** describes the unacknowledged adoption or reproduction of the ideas, words or statements of another person, including classroom peers.

**LOUISIANA TECHNICAL COLLEGE  
GREATER ACADIANA REGION IV**  
*Technical Education Center*

**CULINARY ARTS AND OCCUPATIONS**

**Voice Recording Devices**

Louisiana Technical College, Culinary Arts and Occupations Program permit the use of voice recording devices in the culinary department for recording lecture/lab classes. Such recordings can be used for educational purposes only.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Required if student is under 18 years of age)

I certify that I am the legal guardian or parent of the above named minor and I have read and understand this document. My signature above indicates my agreement to the above conditions on behalf of my minor child.

**LOUISIANA TECHNICAL COLLEGE  
GREATER ACADIANA REGION IV**  
*Technical Education Center*

**CULINARY ARTS AND OCCUPATIONS**

**Accidental Injury Waiver Form**

I \_\_\_\_\_, do hereby acknowledge that I understand that neither Louisiana Technical College GREATER Acadiana Region IV *Technical Education Center* nor the Culinary Arts and Occupations Program nor the instructors of the program nor its agents or employees will be held responsible for any injuries or medical expenses that I might incur while participating in any class/activity.

I understand that I assume all risk of possible injury in participating in this course. I accept full responsibility for this possibility. I also further acknowledge and understand that Louisiana Technical College-Greater Acadiana Region IV *Technical Education Center* has no incident insurance policy to cover medical expenses I might incur as a result of my participation in this course. I also realize it is important for me to carry my own accident insurance policy, and to make sure that said policy covers injuries incurred during my participation in this class.

I also certify that I have no physical condition or injury that might affect my participation in this class.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Required if student is under 18 years of age)

I certify that I am the legal guardian or parent of the above named minor and I have read and understand this document. My signature above indicates my agreement to the above conditions on behalf of my minor child.

**LOUISIANA TECHNICAL COLLEGE  
GREATER ACADIANA REGION IV**  
*Technical Education Center*

**CULINARY ARTS AND OCCUPATIONS**

**Photographic and Video Release**

Your signature below acknowledges your permission for any video, or still photography made with your images and any sound recordings of your voice to be applied to a variety of uses by Louisiana Technical College-Greater Acadiana Region IV *Technical Education Center*. These might include, but not to be limited to, uses such as in house training of staff and students, uses on the college internet web pages, loan and/or sale to interested non- Louisiana Technical College-Greater Acadiana Region IV *Technical Education Center* College parties, cable casting, broadcasting and other forms of electric transmission.

I release, the Board of trustees/ Louisiana Technical College-Greater Acadiana Region IV *Technical Education Center*, its staff and representatives of and from any claims (monetary or otherwise) that I may have related to the use of these images.

I warrant to Louisiana Technical College-Greater Acadiana Region IV *Technical Education Center* that I have read this Release and fully understand its terms.

I have given permission for Louisiana Technical College-Greater Acadiana Region IV *Technical Education Center* to use the media described above for the purposes indicated.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Required if student is under 18 years of age)

I certify that I am the legal guardian or parent of the above named minor and I have read and understand this document. My signature above indicates my agreement to the above conditions on behalf of my minor child.

LOUISIANA TECHNICAL COLLEGE  
**GREATER ACADIANA REGION IV**  
*Technical Education Center*

**CULINARY ARTS AND OCCUPATIONS**

**Liability and Release-Travel Form Student Agreement:**

The undersigned understands and agrees that Louisiana Technical College GREATER Acadiana Region IV *Technical Education Center nor the* Culinary Arts and Occupations Program nor the instructors of the program are neither responsible nor liable for any injury, damage, or loss incurred by the undersigned while traveling to or from any college related activity, or while at any college related activity or function. The undersigned further understands that he/she is solely responsible for his/her actions and behavior at the organization, and shall save and hold harmless the Board of Trustees/ Louisiana Technical College GREATER Acadiana Region Iv Technical Education Center *nor the* Culinary Arts And Occupations Program nor the instructors of the program from any claims, actions, or judgments which may be brought or rendered against them due to the undersigned's action while at the (organization).

Student's Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Required if student is under 18 years of age)

I certify that I am the legal guardian or parent of the above named minor and I have read and understand this document. My signature above indicates my agreement to the above conditions on behalf of my minor child.

**LOUISIANA TECHNICAL COLLEGE  
LAFAYETTE CAMPUS  
Employment Survey**

Please print clearly:

Program Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

**EMPLOYMENT STATUS**

Are you presently working? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please answer the following:

Is this a \_\_\_\_\_ Related Field \_\_\_\_\_ Non related Field

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Salary: Per Hour \_\_\_\_\_ Per Month: \_\_\_\_\_

Date Employed: \_\_\_\_\_

Reason for choosing Louisiana Technical College, Lafayette Campus

\_\_\_\_\_  
\_\_\_\_\_

Reason for choosing your major course of study

\_\_\_\_\_  
\_\_\_\_\_

**LOUISIANA TECHNICAL COLLEGE - GREATER ACADIANA REGION IV**  
*Technical Education Center*

**CULINARY ARTS AND OCCUPATIONS**

**Acknowledgment of Safety Instruction and Pledge**

I have received the safety instructions regarding the operations of the following power driven machines and equipment. I fully understand the importance of these rules and regulations and I am fully aware that the violation of any of these policies may endanger me and/or cause injury to others.

I promise to observe the safety instructions and follow the instructions given to me during the hands on demonstration. I may use these machines and equipment only after I have been properly instructed in their safe use and have received the approval of the instructor.

My instructor has demonstrated to me the proper methods of cleaning and operating each power driven machine and/or equipment listed below and has pointed out the safety precautions necessary to avoid injury. When in doubt about the operation of any piece of machinery or equipment, I, the undersigned will consult the instructor before proceeding.

I have demonstrated my ability to use each power driven machine and equipment listed below in the presents of my instructor. I understand the safety precautions involved, and I understand how to insure my and others safety through the proper use of the machines. I am confident that I can operate these machines and equipment safely.

NAME OF MACHINE/EQUIPMENT	DATE	STUDENTS SIGNATURE	INSTRUCTORS SIGNATURE
AUTOMATIC DISH WASHER			
BROILER			
CLEAN WEAR HANDLING			
DISH WASHING PROCEDURES			
DUTCHESS ROLL DIVIDER			
STOVE (FLAT TOPS & OPEN FACE)			
FOOD WARMING CARTS			
FRYERS (ELECTRIC & GAS)			
GARBAGE DISPOSABLE			
GRILL (ELECTRIC & GAS)			
MEAT SAW			
MICRO WAVE OVENS			
PROOFING/HOLDING BOX			
FREEZER (REACH IN - WALK IN)			
REFRIGERATOR (REACH IN - WALK IN)			
POT & PAN WASHING			
OVENS (STACK & CONVECTION)			
STEAMERS			
MATERIALS SAFETY DATA SHEETS			

Revised 08/08/06 (JS)

**LOUISIANA TECHNICAL COLLEGE - GREATER ACADIANA REGION IV**  
*Technical Education Center*

**CULINARY ARTS AND OCCUPATIONS**

**Evaluation of Instructional Program**

**COURSE NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SEMESTER:**  FALL \_\_\_\_\_  SPRING \_\_\_\_\_  SUMMER \_\_\_\_\_

**INSTRUCTIONS:** Please check the blank that best represents your response to each statement. Please respond to every statement. Your cooperation in completing this evaluation will assist us in continuing to improve our programs. It is not necessary to sign your name.

	S T R O N G L Y	A G R E E	N O T	D I S A G R E E	S D I R S O A N G R L E Y
1. The course syllabus was distributed and the objectives of this course were made clear to me.					
2. The methods employed by the instructor(s) were appropriate for achieving the objectives for this course.					
3. Textbooks and materials used by the instructor(s) were relevant to the course.					
4. The instructor communicated the concepts and examples in a manner which was easy to understand.					
5. The instructor made the course interesting and conveyed enthusiasm for the task at hand.					
6. The course was well organized and managed efficiently.					
7. The instructional program was handled to meet the individual differences and needs of all the students.					
8. The course was relevant to my needs.					
9. I feel prepared to apply what I have learned.					

10. Comments: The most positive aspect of the course was? \_\_\_\_\_

11. Constructive suggestions for improving this course are? \_\_\_\_\_

**LOUISIANA TECHNICAL COLLEGE  
GREATER ACADIANA REGION IV**  
*Technical Education Center*

**CULINARY ARTS AND OCCUPATIONS**

**Student Agreement**

In order to complete your enrollment in the Culinary Arts and Occupations Program, you **must** Sign and date all required forms. These signed forms **must** be returned to your CAOP instructor by the end of your first class period.

I the undersigned acknowledge having received the CAOP Internal Rules, (either hard copy, disk or electronic copy) that I have read and understand them and agree to abide by them while enrolled at the college

Student's Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Required if student is under 18 years of age)

I certify that I am the legal guardian or parent of the above named minor and I have read and understand this document. My signature above indicates my agreement to the above conditions on behalf of my minor child.

Revised 08/08/06 (JS)

## Requirements for Graduation

### Diploma and AAS Degree in Culinary Arts and Occupations Program

<u>Curriculum</u>	<u>Sem. Credit Hours</u>
<input type="checkbox"/> ORNT 1000 Freshman Seminar	1
<input type="checkbox"/> CULN 1110 Culinary Math	3
<input type="checkbox"/> CULN 1120 Food and Beverage Service	2
<input type="checkbox"/> CULN 1130 Sanitation and Safety	3
<input type="checkbox"/> CULN 1140 Introduction to Culinary Skills	3
<b>TCA - Entry Level Prep Cook III</b>	<b>12</b> _____
<input type="checkbox"/> HOST 1010 Orientation to the Hospitality/Tourism Industry	3
<input type="checkbox"/> CULN 1220 Nutrition	3
<input type="checkbox"/> CULN 1210 Volume Food Production	8
<input type="checkbox"/> CPTR 1000 Introduction to Computers	2
<b>CTS - Production Cook (TCA plus Production Cook)</b>	<b>28</b> _____
<input type="checkbox"/> CULN 1230 Garde Manger	3
<input type="checkbox"/> CULN 1310 Basic Baking Fundamentals	5
<input type="checkbox"/> CULN 1321 A La Carte	4
<b>CTS - Entry-Level Line Cook(TCA plus Entry-Level Line Cook)</b>	<b>24</b> _____
<input type="checkbox"/> CULN 2410 Regional Cuisine	3
<input type="checkbox"/> CULN 2420 International Cuisine	3
<input type="checkbox"/> CULN 2430 Food & Beverage Operations	3
<input type="checkbox"/> CULN 2440 Advanced Baking Fundamentals	5
<input type="checkbox"/> JOBS 2450 Job Seeking Skills	2
<b>TD - Culinary Arts and Occupations</b>	<b>56</b> _____
<b>General Education Courses</b>	
<input type="checkbox"/> ENGL 1015 English Composition I	3
<input type="checkbox"/> MATH 1015 College Algebra	3
<input type="checkbox"/> PSYC 2015 Introduction to Psychology	3
<input type="checkbox"/> PHSC 1015 Physical Science I	3
<input type="checkbox"/> SPCH 1015 Introduction to Public Speaking	3
<b>AAS – Culinary Arts and Occupations</b>	<b>71</b> _____

**The following courses may not be substituted for the above course requirements**

<input type="checkbox"/> CULN 2991	Special Projects I	1
<input type="checkbox"/> CULN 2993	Special Projects II	2
<input type="checkbox"/> CULN 2995	Special Projects III	3
<input type="checkbox"/> CULN 2996	Special Projects IV	3
<input type="checkbox"/> CULN 2997	Practicum	3
<input type="checkbox"/> CULN 2999	Cooperative Education	3

