



STUDENT HANDBOOK

For

CULINARY ARTS



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You are now a student at WV Northern Community College and we would like to welcome you to our institution and Culinary Arts program. You have made a wise choice educationally and financially.

WV Northern is a community college with three campuses: New Martinsville, Wheeling, and Weirton. The Culinary Arts program is located on the Wheeling Campus; core classes may be taken at any of the three campuses.

The College is a part of the WV Community and Technical College Council and is accredited by the Higher Learning Commission. The Culinary Arts Program is accredited by the American Culinary Federation, a professional, organization for chefs and cooks, based on promoting the professional image of American chefs worldwide through education of culinarians at all levels.

This handbook is designed to answer many of your questions that arise during your program of study. The policies and procedures discussed will enable the student and the College to function in a more organized manner.

CULINARY ARTS FACULTY

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ADMITTANCE TO PROGRAM

In order to be considered a WVNCC culinary arts student the student must meet all the requirements for entrance into the college. The student must be in good physical health and is advised to have a tetanus shot prior to beginning any laboratory classes. If the student is under doctor's care, please have a release form from your doctor. All culinary students should be able to lift 50 pounds or more; be able to stand for multiple hours without needing to take a break; be able to follow directions and to deal with stress on many levels.

ATTENDANCE

Attendance is an extremely important part of the program and mandatory at WVNCC culinary arts. Students are expected to attend all classes and be on time. Leaving class early is not permitted and will be recorded as absences. In any class with a laboratory attached, the second time you are absent, you can be withdrawn from the class (AW). In addition, if you are unable to attend class you are required to call Chef Chris, Chef Darcy or your Chef Instructor and report off by phone or email. Any student who does not report off can be immediately withdrawn from the class. In a class that does not have a laboratory component you may not miss more than three classes before being withdrawn or failing the class. Report offs are required for the lecture classes also. Tardiness will be recorded as ½ an absence.

LEAVE OF ABSENCE

We cannot address the issue of leave of absence. However, if you need to have extended time off you are asked to withdraw from the classes and you are always welcome to return the following semester. In the instance of military duty, you must adhere to the standing college policy.

GRADING SCALE

90- 100	A
80 - 89	B
70 - 79	C
60 - 69	D

INCOMPLETE GRADES AND FAILURES

An incomplete will be given in rare circumstances. An "I" grade indicates that a student has met attendance requirements is doing passing work, and has satisfactorily completed all assignments, and/or earns up to that point, but is unable to complete the end term requirements (generally the last 1-2 weeks of the semester) before grades must be submitted because of extreme factors (such as illness or emergency) beyond the student's control. The student must contact the instructor for this. It is the student's responsibility to contact the instructor about changing the grade. Remember that the college policy states that an I turns into an F after ¾ of the following semester.

If a student fails a class, they may take the class again when it is offered again. However, if the failed course is a prerequisite for the next course, you may not take that course. In the instance of Sanitation, a student may retake Sanitation twice. After that the student will no longer be recognized as a Culinary Arts Program Student. If you fail Sanitation no future laboratory classes can be taken until Sanitation is passed. All students must have a valid Serve Safe Certificate to be eligible to graduate from WV Northern Culinary Arts.

TESTING

In all classes you may retake one test with prior approval of the instructor. All tests must be made up Friday of the week in which the test was missed. **It is the student's responsibility to contact the instructor to do this!**

These rules are designed to give all students taking the test an even playing field:

- Calculator may be used if indicated on that test.
- NO CELL PHONE CALCULATORS permitted at all.
- All items must be removed from the desk.
- No assistance for an individual, notes or a book.
- Limited bathroom breaks are allowed. If it seems excessive the instructor/proctor will inquire.
- Must be taken in one sitting.
- If using a reader, the reader may not give definitions or hints as to the definition of the word, they may only read what is written.

UNIFORMS, EQUIPMENT, LOCKERS

Students are to be in full uniform at the start of each lecture/laboratory class. This includes the first day of classes. Kitchen, front of the house uniforms and knife kits are part of your course fees. You will be fitted at orientation for them to arrive in time for class start. Additional uniforms can be purchased from Mercer uniform, contact Chef Chris for additional information. Your apron will be provided at class each day.

UNIFORMS

1. Two chef coats with applicable embroidery.
2. Two pair chef pants checked pattern.
3. Two white floppy chef hats or white skull caps
4. One pair black chef pants (for dining classes 145 & 125)
5. One black chef coat with applicable embroidery (for dining classes 145 & 125)
6. One black bistro apron (for dining classes 145 & 125)
7. One pair non-skid leather shoe for use only in the Culinary Arts facility. These shoes are not to be worn as street shoes. **NO CANVAS SHOES. You will need to provide these**

LOCKERS

A locker is available on the first floor. If you want one, please select one and provide a lock. Remember it is property of WVNCC and if items are left in it at the end of the academic year they are subject to being removed.

EQUIPMENT AND SUPPLIES

1. All books are necessary for the courses being taken.
 - a. Book Saver
 - b. You can use the colleges online bookstore or source your own.
 - c. ServSafe and TIPS is provided as part of the course fees
2. Knife kit, part of your fees and will come with your uniforms
3. Complete uniform
4. Each WVNCC student is given an e-mail account by the college. This email account is the only official method of communication.
5. You will or have received your school issued ID. You need to have it to access any WVNCC buildings. Please keep it on your person.

APPEARANCE

The student must be always clean and neat. The list of requirements for the culinary kitchens is listed below:

- No uniforms from any other institution
- All uniforms must be clean and wrinkle free.
- All students must be cognizant of personal hygiene.
- No jewelry of any kind or any visible body piercing (Tongue is visible)
- Only a ring, and we discourage it, is allowed, it needs to be a plain band.
- No fake fingernails, nail polish, or long nails
- Earrings are not permitted (ears, nose, or tongue)
- All mustaches and beards must be neatly trimmed and not extend over the lip or past the contour of the chin.
- Hair must be clean and always restrained.
- Appropriate under garments and no offensive clothing, even under coats.
- Uniforms are not to be worn outside of the building unless food is being prepared.

CLASS ETIQUETTE

Cell phones and other electronic devices must be in the silent mode when in class unless prior arrangements have been made with the instructor. All cell phones are to be turned off during testing. Cameras are highly encouraged. Ear pod/buds are not allowed for safety reasons as well as any other head phones. If you want to record anything in the facility you need to request permission of the instructor and subjects in the video. If you post it online or on social media, it must be in a professional and positive manner. Again, you need the permission of the subjects in the video before posting.

No sunglasses will be permitted in class unless documented by a physician. Consumption of alcohol is not permitted in class except as directed by faculty for tasting purpose only. College policy is very clear on alcohol consumption. Smoking as well as smokeless tobacco and vaping is not permitted on WVNCC property. Chewing gum, mints, or any other object; including tongue rings are not permitted in the Culinary Arts facility.

SAFETY

Working in a commercial kitchen has inherent dangers. There are sharp and or hot objects, wet floors and possible trip and fall hazards. We always strive to maintain a safe learning environment but you as a student need to be always aware of this and practice proactive safety in the kitchen.

All students are required to have their own health insurance. If you are hurt in the kitchen, it is your responsibility to fill out an incident report form before the end of that class. For further information, please refer to an excerpt from the college catalogue:

“The College neither provides nor sponsors student health or other insurance. The cost of medical treatment or support in the event of illness or injury is the responsibility of individual students. All students are encouraged to acquire health and accident insurance if they are not already covered by parental or personal insurance plans.

Sometimes the College will provide brochures of discounted plans made available to our students but not endorsed by the College. Check your Campus Service Center for details.”

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