



CULINARY ARTS

&

HOSPITALITY PROGRAMS

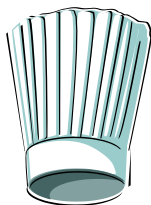


STUDENT HANDBOOK

2019 - 2020

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## **WELCOME!**

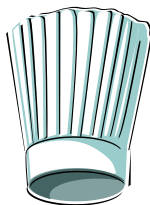
Welcome to Suffolk County Community College's Culinary Arts & Hospitality Center. With your decision to join our Culinary Arts, Baking & Pastry, or Hotel & Resort Management program, you are entering an exciting and dynamic career. You have made a commitment to work hard to learn the skills necessary to become a chef, baker, manager or owner – our commitment is to provide you with the guidance you need to achieve your goals.

You will be exposed to culinary techniques, liberal arts, and management theories, along with professionalism and leadership skills that will help you secure your future in the hospitality industry. During your program, you will have opportunities to explore many facets of the industry – in the kitchen, in the classroom, on internship, in clubs and activities, and beyond. We encourage you to make the most of your SCCC experience by being actively engaged and getting involved. Your success will be a direct result of your efforts – the more you put into your studies, the more you will take away!

On behalf of the faculty and support team at SCCC, we wish you the best as you embark on your career journey!

Best,

Chef Laureen Gauthier  
Program Director/ Academic Chair  
Hospitality and Culinary Arts



## **NON-DISCRIMINATION NOTICE**

Suffolk County Community College does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, equal pay compensation-sex, national origin, military or veteran status, domestic violence victim status, criminal conviction or disability in its admissions, programs and activities, or employment. This applies to all employees, students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting either of the Civil Rights Compliance Officers/Coordinators listed below and are located at [www.sunysuffolk.edu/nondiscrimination](http://www.sunysuffolk.edu/nondiscrimination). Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

The following persons have been designated to handle inquiries regarding the College's non-discrimination policies:

### **Civil Rights Compliance Officers**

#### **Christina Vargas**

Chief Diversity Officer/Title IX Coordinator  
Ammerman Campus, NFL Bldg., Suite 230  
533 College Road, Selden, New York 11784  
[vargasc@sunysuffolk.edu](mailto:vargasc@sunysuffolk.edu)  
(631) 451-4950

or

**Dionne Walker-Belgrave**

Affirmative Action Officer/Deputy Title IX Coordinator

Ammerman Campus, NFL Bldg., Suite 230

533 College Road, Selden, New York 11784

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

(631) 451-4051

In an emergency, contact Public Safety to make a report 24 hours a day/7 days a week by calling (631) 451-4242 or dialing 311 from any College phone.

Inquiries or complaints concerning alleged civil rights violations in the College's education admissions, programs and activities may also be directed to:

Office for Civil Rights (OCR) – Enforcement Office

U.S. Department of Education

32 Old Slip, 26th Floor

New York, NY 10005-2500

Telephone: (646) 428-3800

Fax: (646) 428-3843

TDD: (877) 521-2172 Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

Also see: <https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>

Inquiries or complaints concerning discrimination in employment practices may also be directed to:

NYS Division of Human Rights

Long Island (Suffolk)

New York State Office Building

250 Veterans Memorial Highway, Suite 2B-49

Hauppauge, NY 11788

Telephone: (631) 952-6434

TDD: (718) 741-8300

Email: [InfoLongIsland@dhr.ny.gov](mailto:InfoLongIsland@dhr.ny.gov)

Also see: <https://dhr.ny.gov/complaint>

or

U.S. Equal Employment Opportunity Commission (EEOC)

New York District Office

33 Whitehall Street, 5th Floor

New York, NY 10004

Telephone: (800) 669-4000

Fax: (212) 336-3790

TTY: (800) 669-6820

ASL Video Phone: (844) 234-5122

Also see: <https://www.eeoc.gov/field/newyork/charge.cfm>

Suffolk County Community College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal opportunity and non-discrimination in employment, education, access to services, programs, and activities, including career and technical education opportunities.

A copy of the postsecondary career and technical education courses offered by the College is available and may be obtained on our website at: <http://www.sunysuffolk.edu/About/Catalog.asp> or by calling the Office of Admissions at 631-451-4000 to request a mailing.

## **USING THIS HANDBOOK**

**The Culinary Arts & Hospitality Management Handbook** is an official document provided to each student with explicit information on the policies, procedures and guidelines established by the Culinary Arts, Baking & Pastry, and Hotel & Resort Management programs and faculty. The information provided here supplements the policies and procedures in Suffolk County Community College's Academic Catalog, Student Handbook, and Student Code of Conduct. Additional policies and procedures for each class will be outlined by your instructors in the course outline.

Each student is responsible for complying with the policies and procedures included in this handbook and the documents listed above.

## **Culinary and Hospitality Center** **Code of Conduct and Professionalism Expectations**

The goal of the programs offered at the Culinary Arts and Hospitality Center is to prepare you to become a professional and a leader in the hospitality industry. The guidelines below will help prepare you for success in the program, as well as in your future endeavors.

Classes in the Culinary and Hospitality Arts programs are intensive, provide food for the public, and involve the use of dangerous equipment; for this reason, attendance, uniform, conduct, and sanitation are particularly important. Students are expected to be on time, in uniform, and prepared.

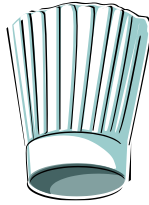
You will be representing the college programs both on and off campus, during classes, breaks, club activities, internship, and other special events. Throughout your enrollment in culinary, baking, and hospitality programs, you are responsible to:

1. Maintain the highest standard of professionalism while enrolled in the program and follow the SCCC Student Code of Conduct.
2. Actively comply with all applicable health codes and classroom policies with regard to personal appearance, hygiene, sanitation, and safety practices.
3. Follow the college attendance policy and attend every class session.
4. Follow the Culinary Arts & Hospitality Program uniform, tasting, equipment, and safety/sanitation standards described in this Handbook and outlined in each class.

Consequences for failing to follow the guidelines above will be outlined by the instructor in each class. Failure or inability to comply with Code of Conduct, safety, or sanitation policies, regardless of the reason, may result in:

- Student barred from active participation in that day's lab.
- Student receives 1 recorded absence and barred from active participation in the day's lab instruction.
- Student asked to leave class and meet with the Program Director.
- Reductions in daily evaluation, course grade, or class failure.
- Consequences may escalate with multiple or severe offenses and may result in disciplinary action, hearings, suspension or dismissal as outlined in the SCCC Student Code of Conduct.



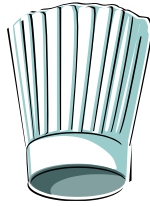


## **ATTENDANCE POLICY**

The College expects that each student will exercise personal responsibility with regard to class attendance. All students are expected to attend every class session of each course for which they are registered. Students are responsible for all that transpires in class whether or not they are in attendance, even if absences are the result of late registration or add/drop activity at the beginning of a term as permitted by college policy. The College defines excessive absence or lateness as more than the equivalent of one week of class meetings during the semester. Excessive absence or lateness may lead to failure in, or removal from the course.

Any student who enters a class after the first meeting, regardless of the reason, is accountable for all course requirements including assignments and attendance.

A student may be required to drop or withdraw from a course when, in the judgment of the instructor, absences have been excessive. A student may also be withdrawn from a course by the Associate Dean of Student Services or the Student Conduct Board following a disciplinary hearing for violating the Student Code of Conduct as described in the student handbook.



## **TASTING POLICY**

SCCC's Culinary, Baking & Pastry, and Hotel & Resort Management programs share the goal of preparing students to enter the food service and hospitality industry. The development of the student's sense of taste is essential to achieving this goal; for this reason, this tasting policy applies to all classes and programs within the department.

Students are expected to taste all food products for identification and flavor; they are not required to swallow products. Students having specific food allergies, health issues, or religious or ethical convictions which interfere with this tasting policy may receive a waiver of this policy and be exempt from tasting specific products. To receive a waiver, students are required to meet with their instructor or the Program Director during the first week of class to discuss reasonable alternatives to tasting food products. Students are expected to take responsibility for managing their own health and safety, but are requested to report all serious food allergies or health issues to the Program Director, as well as to your course instructor. Tasting of alcoholic beverages must be conducted as outlined under the policy for Educational Tasting of Alcoholic Beverages.



## **EDUCATIONAL TASTING OF ALCOHOLIC BEVERAGES**

Due to the importance of beverage programs in the hospitality industry, students will be expected to learn about the flavors, production, pairing, and management of alcoholic beverages. According to New York state law, all students 18 or older may taste alcoholic beverages in an educational setting under the supervision of an instructor. Students may seek a waiver from tasting as outlined under the Tasting Policy. For food and beverage pairing exercises, alternative learning opportunities will be made available. Learning the essential techniques for appropriate beverage tasting is as important as learning about the production, flavors, and pairing of the beverages. The following requirements are based on commonly accepted professional tasting guidelines:

- Tasting rules and procedures are to be reviewed prior to each tasting with presenters and participants.
- No students under the age of 18 may actively participate in tastings.
- Alcohol tastings must occur between the hours 9 am and 6:30 pm.
- All alcohol tastings must include food (minimum of crackers or bread) and water.
- All pours are done by the instructor or his/her designee.
- Students must spit, unless the intent of the tasting involves food/wine interactions being examined as part of food and wine pairings. Students must taste from individual containers.
- For food and wine pairings, the total amount of alcohol tasted per day is not to exceed 6 oz. of beer or wine, or 1 oz. of spirits.
- Students may be involved in a maximum of one tasting per day.
- The maximum size pour for beers or wines is 1 oz.
- The maximum size pour for straight spirits is 1 teaspoon.
- During any tasting, a maximum of ten (10) wines, beers, or mixed cocktails may be tasted, and a maximum of five (5) straight spirits.

Under special circumstances, the Program Director may approve a

request for a tasting to occur with a dinner after 6:30 pm.

Any SCCC-sponsored culinary arts student activity, club or event which incorporates the tasting of alcoholic beverages must occur within the Culinary Arts Center, be supervised by an SCCC instructor, adhere to the above guidelines, and be pre-approved by the Program Director. Tasting rules and procedures are to be reviewed prior to each tasting with presenters, as well as participants.

### **Violations**

Students who violate these policies may be subject to appropriate disciplinary action under the college's Drug and Alcohol Abuse Prevention Policy and the Student Code of Conduct. Consequences may include immediate removal from class, disciplinary proceedings or potential suspension or dismissal from the program.

## **GRADING POLICY**

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

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

### **INC - INCOMPLETE**

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

### **S - SATISFACTORY**

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

MAT001

RDG096, RDG098, RDG099

ENG009, ENG010

ESL011, ESL012, ESL013, ESL014, ESL015, ESL016, ESL017,

ESL018,

'S' grades are not used in grade point average computations.

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

These grades are used for MAT006, MAT007 and MAT009 only, which are developmental courses and do not satisfy degree requirements.

**SA** = 90%-100%

**SB** = 80%-89%

**SC** = 70%-79%

'S' grades are not used in grade point average computations.

### **W - WITHDRAWAL**

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

## **U - UNSATISFACTORY**

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

MAT001, MAT006, MAT007, MAT009,  
RDG096, RDG098, RDG099, ENG009, ENG010,  
ESL011, ESL012, ESL013, ESL014, ESL015, ESL016, ESL017,  
ESL018.

‘U’ grades are not used in grade point average computations.

## **R - REPEAT**

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

MAT001, MAT006, MAT007, MAT009,  
RDG096, RDG098, RDG099, ENG009, ENG010,  
ESL011, ESL012, ESL013, ESL014, ESL015, ESL016, ESL017,  
ESL018.

The ‘R’ grade indicates the need for a student to reregister for the same course in a subsequent semester, usually because the student while making progress in that course, has not yet completed all the course requirements. ‘R’ grades are not used in grade point average computations.

## **AUD - AUDIT**

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

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

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

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

## **GRADE CHANGES**

Students who believe they have received an incorrect grade should discuss this issue with their instructor. If the instructor agrees with the student, he or she will submit a change of grade on the appropriate form to the Associate Dean of Academic Affairs. All faculty-approved requests for grade changes must be made within two years of completion of the course. Changes submitted beyond two years require Executive Dean review.

A student may appeal an instructor's decision not to change a grade through the Grade Grievance Procedure, which must be initiated within one year of the semester in which the student took the course. This four-step procedure, which is outlined in the student handbook, continues, if necessary, through ascending levels of administrative authority. If this grievance is not resolved by the faculty, academic chair, or associate dean levels, the student may present his or her case in writing to the Executive Dean. Within ten calendar days of receipt of the student's written request, the Executive Dean will convene a committee to hear the grievance and to provide written recommendations. Students who have questions about the grade grievance process should consult with the appropriate departmental office or dean.

## **ACADEMIC STANDING**

Students are considered to be in good academic standing unless they have been dismissed from full-time status or their matriculation status has been rescinded. Please refer to the academic catalog for details and policies regarding academic review, probation, dismissal or withdrawal.

## **GRADE POINT AVERAGES**

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

*Quality Points Grade per Credit Hour*

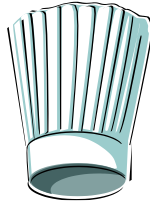
<b>A</b>	<b>4.0</b>	<b>C</b>	<b>2.0</b>
<b>B+</b>	<b>3.5</b>	<b>D+</b>	<b>1.5</b>
<b>B</b>	<b>3.0</b>	<b>D</b>	<b>1.0</b>
<b>C+</b>	<b>2.5</b>	<b>F</b>	<b>0</b>

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

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

- a. When transfer credits are granted for courses completed at another college no quality points or grades are awarded; hence, such credits do not affect the cumulative grade point average at SCCC.
- b. When a course is repeated, the cumulative grade point average is computed using only the highest grade earned and credit hours received by the student for that course; all grades and credit hours for that course are retained on the transcript.





## **USE OF ELECTRONICS**

Student use of cell phones, computers and other electronic devices during classes may be regulated according to course policies established by individual instructors. Misuse of such devices may subject students to provisions of the Student Code of Conduct relating to disruptive classroom behavior. Unsanctioned use of such devices may carry serious penalties. In accordance with applicable law, exceptions may apply to students with documented disabilities who may need to use a device as an approved accommodation.



## **STUDENTS WITH DISABILITES**

### **DISABILITY SERVICES**

The Office of Disability Services provides services and accommodations to students with disabilities so they can participate in all aspects of college life. Requesting academic adjustments at the college level is the student's responsibility and students are required to self-disclose a disability to the College in order to receive accommodations. Reasonable accommodations are adjustments to policies, practices and procedures that "level the playing field" for students with disabilities as long as such adjustments do not lessen academic or programmatic requirements. Accommodations are determined on a case-by-case basis based on both the student's needs as described in their disability documentation and the technical academic standards of their course or program. Students who need accommodations must submit written documentation of their disability to their home campus' Office of Disability Services.

Additional information about Disability Services can be found on our website.

### **THE EAST CAMPUS CONTACT IS:**

**Christine Miceli**

**631-548-2556**

**Located in the Peconic Building, Room 212A**

## **LEARNING RESOURCES/TUTORING**



The Academic Skills Center (ASC) on the East Campus offers students the opportunity to strengthen their academic skills and improve their rate of success in a relaxed, friendly atmosphere. The Center is open Monday through Saturday. Students are encouraged to visit often and early in order to take advantage of the services that we offer. The ASC also serves as an alternate testing location for students with testing accommodations. The ASC provides a Reading Lab and ELL Lab in addition to tutoring and testing. Additional support for math, science and writing are also available to students on the Eastern campus.

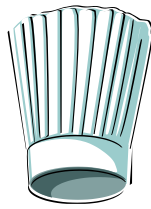
Please visit: <https://www.sunysuffolk.edu/current-students/academic-tutoring-centers/> to check for locations and specific hours on all campuses.

Free tutoring is also available at the Culinary Arts and Hospitality Center weekly. Day and time will be announced the beginning of each semester. Tutoring will be available for, but not limited to:

- Cost Controls
- Sanitation
- Capstone
- Knife skills

***FREE!***

***No appointment necessary!***



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

Your SUNY Suffolk student e-mail is your only link for course information from the college, program and your instructor.

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

Suffolk County Community College's official Web-based student portal (MySCCC) and student email accounts are an official means of communication to all students enrolled in credit-bearing classes. All such students are required to activate their MySCCC portal and email accounts.

The College expects that students shall receive and read their electronic communications on a frequent and timely basis. Failure to do so shall not absolve the student from knowing of and complying with the contents of all electronic communications, some of which will be time-critical.

Students may choose to redirect their email. However, the College is not responsible for the handling of e-mail by outside vendors, nor can it provide technical support for setting up mail-forwarding configurations or use of external mail readers. If e-mail is lost as a result of forwarding, students are not absolved from the responsibilities associated with communications sent to their official College e-mail address.

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

- 1. Go SCCC Homepage.**
- 2. Click on MYSCCC.**
- 3. Under 'Log In': Sign-in or create an account if you haven't already done so, and follow directions for e-mail.**

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

This course is offered to both Culinary and Hotel students who have completed their first semester of study. This course combines both practical skills and theoretical learning by applying what you learned in your classes to a real industry-based work environment. The internship experience helps develop the career skills needed for securing employment, develops professional social interactions on the job and promotes hands-on skill development through supervised training in a hospitality or culinary setting.

In addition to the student's work schedule, they are required to attend a weekly class held on campus, log their hours worked, and keep a work journal documenting their internship experience.

Internships may be paid or unpaid, depending on the individual site and preference of the student; students are advised to consult with their instructor prior to accepting an unpaid internship. Students are required to accumulate 200 hours of combined work and lecture. All internships must be approved by Professor Wood prior to logging hours.

Students interested in taking their internship are required to attend one of the Internship Information Sessions conducted at the end of each semester. It is important to attend a session in the semester prior to your actual internship.

Students in the Hotel & Resort, Culinary/Restaurant Management and Baking & Pastry programs may also have the option of attending the Hospitality Study Abroad program in Florence, Italy to meet their program Internship requirements. This program includes a 4-week travel and learn experience in Florence. See Study Abroad in this Handbook; additional fees apply.

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

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

All Baking & Pastry Arts students will be assigned a position in the Baker's Workshop as their Internship/Coop site. In the Baker's Workshop, students will get hands-on experience producing a variety of recipes at a commercial volume. Baker's Workshop offers quick, casual service of light lunch items, pastries, gelato, and a variety of beverages. Student rotate through various roles including pastry production, lunch service, and guest service, giving students a well-rounded experience in the operation of a popular retail bakeshop.

Because space is limited in the Baker's Workshop, students will be advised regarding an appropriate term for Internship/Coop Course by the baking and pastry faculty. Students will be advised to register for internship in the fall, spring or summer semesters based on space availability, prerequisite completion, and priority registration status.

Baking and Pastry students will meet with the Baker's Workshop Coordinator during their first baking course (CUL105 or CUL115) and should notify the Coordinator of any internship scheduling plans or concerns. At this time, faculty will determine the internship participants for the upcoming year and students will receive their internship semester assignment, so that they can plan and schedule accordingly. To register for Baking Internship (CUL241), students must receive approval and a signature from the Baker's Workshop Coordinator.

Students in the Hotel & Resort, Culinary/Restaurant Management and Baking & Pastry programs may also have the option of attending the Hospitality Study Abroad program in Florence, Italy to meet their program Internship requirements. This program includes a 4-week travel and learn experience in Florence. See Study Abroad in this Handbook; additional fees apply.

**Contact:            Chef Christina DeLustro**  
**Assistant Professor**  
**Baker's Workshop Coordinator**  
**delustc@sunysuffolk.edu**  
**631-548-3751**

**CULINARY ARTS AND HOSPITALITY**  
**STUDY ABROAD**  
**FLORENCE, ITALY INTERNSHIP PROGRAM**

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

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

The program includes a one-week cultural immersion tour, travelling through the Italian countryside to visit places like Parma, Modena and Lucca. Students experience Europe and are exposed to a little of Italy's culture and history. For the following 3 weeks, students take up residence in Florence while attending the Florence University of the Arts. Depending on your academic curriculum, the study abroad program will include classes in baking and culinary arts, as well as internship hours at a hotel, restaurant or bakery in Florence.

Additional fees apply. The Office of Financial Aid is available to assist students with funding for their study abroad programs. For those students who study abroad, it may be necessary to supplement their financial aid award package with parent loans to assist in covering the additional expenses incurred while studying abroad.

For more information please contact:

**Gary Wood**  
**woodg@sunysuffolk.edu**  
**631-548-3701**

**OR**

**Visit our website at**

<https://www.sunysuffolk.edu/explore-academics/majors-and-programs/culinary-arts/study-abroad.jsp>



## **EMPLOYMENT OPPORTUNITIES**

Whether you are looking for an internship position, a part-time job, summer employment, or full-time career opportunity after you finish your program, the possibilities are there! We get calls almost daily from employers seeking students or graduates with the skills you learn during your program.

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

**Visit Purple Briefcase online anytime!**

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

Remember...

Your education is top priority but if you can manage a little more, the Culinary Arts and Hospitality faculty encourage you to work at a hotel or restaurant during the program to help sharpen your professional and career skills. Working in the hospitality field is a GREAT way to practice your new skills, network with industry professionals, and build your resumé!



## **CULINARY ARTS & HOSPITALITY PROGRAM** **4-YEAR BACHELOR'S DEGREE TRANSFER** **OPPORTUNITIES**

### **Delhi**

- Earn your Bachelor's Degree while you take your Delhi Degree courses at Suffolk County Community College
- Delhi 2+2 Program for Culinary and Baking Majors
- Bachelor of Business Administration: Hospitality Management Degree with a concentration in Culinary Arts Management
- Be accepted as a "Full Junior" in most cases.
- Minimum 2.3 GPA required
- Financial Aid is available
- For more information, go to:  
<https://www.delhi.edu/admission/apply/transfer-articulations/college-articulations/index.php>
- Contact: Misty Fields [fieldsmr@delhi.edu](mailto:fieldsmr@delhi.edu)

### **NYIT**

- Bachelor of Professional Studies in Hospitality Management
- Receive credits from SCCC towards bachelor's degree
- Financial Aid and Scholarships are available
- For more information, please visit:  
[https://www.nyit.edu/admissions/suffolk\\_county\\_community\\_college\\_transfer\\_your\\_credits/](https://www.nyit.edu/admissions/suffolk_county_community_college_transfer_your_credits/)

### **St. Joseph's College**

- Bachelor's degree in Hospitality Management
- Be accepted as a "Full Junior" in most cases
- Financial Aid and Scholarships are available
- For more information, go to: <https://www.sjcnyc.edu/long-island/admissions/transfer/articulation>
- Contact: Debra Walling [dwalling@sjcnyc.edu](mailto:dwalling@sjcnyc.edu)

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

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

American Culinary Federation Eastern Long Island (ACELI) Chapter is a group of culinary professionals including chefs, cooks, culinary educators, secondary and post-secondary culinary students and food service suppliers. ACFELI gathers together to promote great food, sanitation, nutrition and a standard in the culinary industry, and strives to bring to its members the newest trends in the industry, while instilling in junior members the need to learn the basics of good cooking and baking skills.

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

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

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

**SCCC Team takes Gold Medal!**

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

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

## **CULINARY ARTS/BAKING & PASTRY CLUB**

### **HOTEL CLUB MEMBERSHIP**

**Your chance to get involved!**

**Join our Clubs!**

**Culinary Arts/Baking & Pastry or Hotel!**

Our clubs provide additional opportunities to explore your field of study through activities, field trips, and guest lectures. Club members participate in raising money to fund educational trips to NYC hotels and dinners at many of Long Island's well-known restaurants. The clubs have also sponsored student scholarships through student-organized dinners and fundraising activities.

**Culinary Club Advisor:**

Andrea Glick

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

**Hotel Club Advisor:**

Gary Wood

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

**Baking & Pastry Club Advisor:**

Christina DeLustro

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

### **CLUBS MEET ON WEDNESDAYS**

*Times to be announced the beginning of each semester*

***CULINARY AND BAKING CLUBS MEET IN:***

**Demo Theater**

**Room 133**

***HOTEL CLUB MEETS IN:***

**Room 211**

## UNIFORM POLICIES

Students in the Culinary Arts, Baking & Pastry, and Hospitality Programs are expected to behave and dress in an appropriate and professional manner.

### **Plan ahead. Uniforms are required at the start of the program.**

The uniform ordering procedure is outlined in this handbook. For **non-lab** classes, uniforms are **not** required.

### **Kitchen Uniform Policy**

A professional chef uniform is required for all Culinary and Baking & Pastry students and is to be worn to **every** Culinary or Baking lab class (CUL105, CUL114 or CUL115, CUL215, CUL217, CUL218, CUL219, CUL228, CUL241). Uniforms are to be kept clean, free of wrinkles, as well as hemmed, if necessary, prior to the start of each class.

For sanitation reasons, the uniform is **not** to be worn from home, but changed into prior to the start of each class. Restrooms and a locker room on the second floor are provided for changing and storing items.

### **Dining Room Service Uniform Policy**

The Dining Room Uniform is required for all Culinary, Baking & Pastry, and Hotel & Resort Management students and is to be worn from the first day of the Dining Room Management class (CUL116) for service and other college events. Uniforms are to be kept clean, free of wrinkles, as well as hemmed, if necessary, prior to the start of each class.

### **Hotel and Resort Management Uniform**

A Management Uniform is required for all Hotel & Resort Management students and is to be worn for HRM class visits and events. This uniform will be reviewed by the instructor in HRM105 and must be purchased by the end of the first semester. Uniforms are to be kept clean, free of wrinkles, as well as hemmed, if necessary, prior to the start of each class.

## **GROOMING POLICY**

- Hair must be kept under the hat. Hair which cannot fit under the hat and which over hangs the collar of the chef coat needs to be contained in a student-supplied hair net and the authorized chef hat.
- Male students are strongly encouraged to be clean-shaven due to sanitation concerns. If a student has facial hair, it must be kept neat and trimmed. Beard nets may be required at the instructor's discretion.
- False eyelashes are not permitted.
- One simple band ring is allowed. Other styles of rings and other hand/wrist jewelry are **NOT** to be worn in class.
- Only single **SMALL** stud earrings or facial piercings are allowed.
- Necklaces are strongly discouraged. If worn, they must be kept inside the chef coat at all times.
- Nails must be kept clean and trimmed to the tip of the finger. Nail polish and artificial nails are not permitted.
- Chewing gum is not permitted.
- Uniforms are to be kept clean and neat.
- Perfumes and colognes should not be worn or used minimally, as they impact the ability to taste.

**Students are NOT allowed to borrow uniforms from the office uniform rack. These uniforms are for sizing only.**

Students may purchase additional chef hats, aprons, hair and beard nets as well as other supplies from the 2<sup>nd</sup> floor vending machine as supply permits. Machines accept cash only. ATM machines are available locally along Main Street at several banks.

## UNIFORM PURCHASING PROCEDURES

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

Refer to the College Catalog for tuition and fees information and payment options. Other costs to consider include required textbooks and the additional program materials outlined below.

Students in Culinary Arts Restaurant Management and Baking & Pastry Arts programs are required to pass a sanitation certification exam. The National Restaurant Association ServeSafe Certification is included in textbook costs; students choosing to take the Suffolk County Food Manager’s exam will incur an estimated cost of \$40 with the county Department of Health.

Program	Items Required	Estimated Cost
Culinary Arts Restaurant Management A.A.S.	Culinary Uniform Package (choose from Male, Female, Better or Best packages)	\$120 - \$170
	Black, Non-slip Shoes* *Some uniform packages include Shoes; if not, must be purchased separately.	\$50
	Knife Kit (CUL105 + CULINARY KIT)	\$300
Baking & Pastry Arts A.A.S.	Culinary Uniform Package (choose from Male, Female, Better or Best packages)	\$120 - \$170
	Black, Non-slip Shoes* *Some uniform packages include Shoes; if not, must be purchased separately.	\$50
	Knife Kit (CUL105 + BAKING & PASTRY KIT)	\$300
	Supplemental Pastry Kit To be purchased in semester of CUL218 Baking 3 class.	\$170

Baking & Pastry Arts Certificate	Baking & Pastry Certificate Uniform Package	\$100
	Knife Kit (CUL105 + BAKING & PASTRY KIT)	\$300
	Supplemental Pastry Kit To be purchased in semester of CUL218 Baking 3 class.	\$170

*Plan ahead! Uniforms are ordered online and take time to arrive.*

- Kitchen Uniforms and black, non-slip Shoes are required for your first day of Baking or Culinary Lab classes: CUL105, CUL114, CUL115, CUL215, CUL217, CUL218, CUL219, CUL228, CUL241.
- Dining Room Service Uniform does not need to be worn to the first day of your Dining Room Management class CUL116.
- Hotel & Resort Management Uniforms must be purchased during the first semester in the program.
- Students are not required to wear uniforms to non-lab classes unless instructed to do so by the instructor.

### **Ordering Procedure for All Students**

- Students are advised to check your uniform sizing at the Culinary Arts Center Office prior to ordering.
- Or go online to the sizing chart at [www.theultimateimage.com](http://www.theultimateimage.com)
- **Order** online at [www.theultimateimage.com](http://www.theultimateimage.com)
- **Click** on “Ultimate Image Schools – Shop Now”.
- Click on the Suffolk logo.
- Click on Uniform Packages on the left side.
- Your uniform package includes a white button dress shirt and bistro apron that are to be worn for special events. If ordering a Chef Uniform, the jacket should be embroidered with your first and last name only.
- Add to basket
- Check out now
- Place order without setting up an account
- Bill to/ship to your home
- **Please come dressed in appropriate uniform on the first day of your culinary or baking lab class (CUL105, CUL114,**

**CUL115, CUL215, CUL217, CUL218, CUL219, CUL228, CUL241).** For non-lab classes, kitchen uniforms are not required.

**Culinary / Baking and Pastry Uniform Packages Include:**

2	White Chef Coats, Embroidered with SCCC logo and your name
2	Pair of Chef Pants, Black and White Check
2	Chef Hats, White
2	Bib Aprons, White
10	Side Towels
1	Black, non-slip Shoes (buy separately if not in kit you choose)
1	White Dress Shirt (not required in Baking & Pastry Certificate)
1	Black Bistro Apron (not required in Baking & Pastry Certificate)

**Hotel and Resort Management Uniform Package Includes:**

1	Royal Blue Blazer
1	Royal Blue Dress Shirt
1	Royal Blue Polo Shirt
1	Grey Dress Slacks
1	Royal Blue and Black Tie or Women’s Scarf
1	White Dress Shirt
1	Black Bistro Apron

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

The Ultimate Image: 631-285-7424 ext. 13



## **KNIFE KIT, TEXTBOOKS AND SUPPLIES**

*Knife Kits, textbooks and other supplies can be purchased through the SCCC Eastern Campus Bookstore.*

**Required books and knife kits are to be purchased prior to your first class and brought with you to each class unless otherwise instructed by your instructor.**

If you are receiving financial aid, you should plan accordingly to cover your supplies. In the Bookstore, please let the cashier know.

The knife kit is a set of professional-quality knives and baking supplies provided by the Mercer Knife Company, specifically chosen by our faculty and offered as a set at a discounted price. The knife kit is a set of professional-quality knives and baking supplies provided by the Mercer Knife Company, specifically chosen by our faculty and offered as a set at a discounted price. For first semester students taking CUL105 Culinary Fundamentals only, a small, starter CUL105 Knife Kit is available. For all other Culinary and Baking & Pastry lab classes, the full Culinary or Baking Kit must also be purchased: CUL114, CUL115, CUL215, CUL217, CUL218, CUL219, CUL228, CUL241.

Students are strongly encouraged to label their textbooks, tool kit and its contents, in order to reduce the risk of theft and lost kits and components.

Students may purchase these supplies from outside vendors. See the attached list of items that you will need. Every item on the list must be purchased.

### **Eastern Campus Bookstore**

Online at <http://www.bkstr.com/sunysuffolkeasternstore/home/en> or contact 631-548-2554 for availability and hours.

### **Knife Kit Includes:**

**CULINARY FUNDAMENTALS KIT – for 1<sup>st</sup> semester students taking CUL105 ONLY**

M20608B	8" CHEF'S KNIFE-GENESIS-BULK
M22306B	6" BONING KNIFE-BULK-MILL
M23900	MIL 3" PARING-SLIM-BLACK-BULK
M33071WHB	Y PEELER, WHITE HANDLE, BULK
M33000	POCKET THERMOMETER
M21010B	10" STEEL-GENESIS-BULK
M18810	BENCH SCRAPER - BULK
M32023	MEASURING SPOON SET-PREMIUM
M30512M	SINGLE ZIP CASE - 12 POCKETS

**CULINARY KNIFE KIT: for all other Culinary Labs (must have CUL105 Kit as well)**

M23111B	11" WAVY EDGE SLICER-MILL-BULK
M32004	PLASTIC BOWL SCRAPER
M33042	KITCHEN SHEARS
M33251	SMALL CALCULATOR
M31206	18.1" SUPER FLEX PASTRY BAG
M35401B	MERCERGRATES FINE ZSTER-NARROW-BULK
M31021	#126 ROSE TUBE-LARGE
M31030	#907 FLOWER NAIL
M31016	#826 STAR TUBE-LARGE
M18880	10" OFFSET SPATULA - BULK PLAS HDLE
M31012	#822 STAR TUBE-LARGE
M31014	#824 STAR TUBE-LARGE

**BAKING & PASTRY KNIFE KIT: for all other Baking/Pastry Labs (must have CUL105 Kit as well)**

M33007	CDN DIGITAL THERM (-40/450F)
M23111B	11" WAVY EDGE SLICER-MILL-BULK
M31033	PASTRY COMB
M31021	#126 ROSE TUBE-LARGE

M31078	#48 BASKETWEAVE TUBE-STANDARD
M31030	#907 FLOWER NAIL
M32004	PLASTIC BOWL SCRAPER
M33042	KITCHEN SHEARS
M33251	SMALL CALCULATOR
M18830	4-1/4" OFFSET SPATULA - BULK
M18880	10" OFFSET SPATULA - BULK PLAS HDLE
M31206	18.1" SUPER FLEX PASTRY BAG
M31120	#800 PLAIN TUBE-LARGE
M31004	#804 PLAIN TUBE-LARGE
M31009	#809 PLAIN TUBE-LARGE
M31149	#113 LEAF TUBE-LARGE
M18602BKB	PIZZA CUTTER-2-3/4"-BLACK-BULK-MIL
M31010	#820 STAR TUBE-LARGE
M31012	#822 STAR TUBE-LARGE
M31016	#826 STAR TUBE-LARGE
M31002	#802 PLAIN TUBE-LARGE

### **SUPPLEMENTAL PASTRY KIT: CUL218 Baking III Students Only**

M31144	ROSE PETAL CUTTER
M31146	8" PLASTIC ROLLING PIN
M33295	WILTON DESIGN WHEEL TOOL
M31147	MODELING PAD-HEXAGON SHAPED
M35520	9 PC MODELING TOOL SET
M33297	WILTON GUM PASTE FLOWER CUTTERSET
M31026	#2 PLAIN TUBE-STANDARD
M31170	#3 PLAIN TUBE-STANDARD
M30990	5 PIECE ARTIST BRUSH SET
M33286	WILTON FLOWER IMPRESSION MOLD 2 PC
M33154	WIRE CUTTERS W/ POUCH, PINK
M35507	HEART PLAIN CUTTER SET-NYLON-7PIECES
M33285	WILTON DBL CUT-OUTS SET, ROUND6 PC
M31218	3 PC LEAF PLUNGER STYLE CUTTRS
M33155	SCISSORS W/ FINE SHARP TIP 4.5"

## **KITCHEN SAFETY AND SANITATION**

You are responsible for following proper sanitation and safety protocols as outlined by your instructor and ServeSafe/Suffolk County guidelines; below are a few important reminders.

### **Important!**

Let your instructor know immediately if you get cut, burned or experience any other medical emergency while in the kitchen.

### **Kitchen and Dining Room Best Practices:**

- Learn proper handwashing and other sanitation practices. Use them.
- Be alert and always pay close attention to what you're doing. Distractions and rushing can lead to cuts, burns and falls.
- Keep your knives sharp. A dull knife is dangerous because you apply more pressure.
- Pass knives to another person by the handle.
- Keep knives tight to your body when walking and alert others when you are nearby. Never leave knives in the dish area.
- Learn common kitchen communication phrases, "Hot" "Behind", "Sharp", "Corner", etc. and speak them loudly.
- Keep your apron strings, necklaces, hair, or other dangling objects secured.
- Always wear your chef's hat properly (all hair tucked in) and a hairnet if required.
- Do not wear jewelry or other objects that can get tangled or dropped into food.
- Keep oven mitts or pads nearby and use them. Never use a side towel to handle hot items.
- Turn pot handles away from the front of the stove.
- Use proper lifting techniques and get help when needed.
- Secure cutting boards with a non-slip mat.
- If you do not know how to use a piece of equipment, ask for a lesson. Kitchen equipment can be dangerous.
- Respect tools and equipment that belongs to other students, the instructor or the school.
- Keep all work areas clean. Clean up spills immediately to help prevent slips and falls. Alert others to the danger until resolved.

## CULINARY ARTS & HOSPITALITY CENTER INFORMATION

### LOCKERS

- Please use the restrooms to change into your chef uniform prior to class.
- Lockers are located on the 2<sup>nd</sup> floor across from the student study lounge.
- Bring your own lock to secure your items. Do not bring excess items into the kitchens as they may create a tripping hazard.
- All locks must be removed after classes. **Any lock that remains overnight will be cut off and any items in the locker will be removed.**
- **Do not leave valuables in lockers or unattended. The College accepts no responsibility for any valuables left in the lockers (locked or unlocked) or other campus locations.**

### PARKING

- Park in white lined parking spaces only.
- The parking spots marked with green lines parking area are for short term (1 hour) municipal parking for both student and business customers.  
You will receive a ticket should you exceed the 1-hour parking limit.
- Do not park in the parking spaces directly in front of the dumpster or next to the loading dock area. They must remain open for deliveries and garbage/recycling pick-up.
- The College is not responsible for any items left or stolen from your vehicle.
- The College is not responsible for any damage to your vehicle. Riverhead Town Police must be notified.
- If you lock your keys in your car and you require assistance, call the Riverhead Town police at (631) 727-4500. **DO NOT CALL 911.**

## **SMOKING AREA**

- The Culinary Arts & Hospitality Center is a **non-smoking building**, in accordance with the College's *Tobacco-Free Policy*.
- Designated outdoor smoking area is under the Gazebo. All cigarette butts must be placed in the proper outside receptacle. Keeping the outside area clean is everyone's responsibility.
- If you smoke, remove your uniform jacket. Wash your hands and rinse your mouth upon return.

## **FOOD & BEVERAGES**

- You may bring food and beverages into the building. There is no refrigeration.
- Please dispose of trash in the trash receptacles located throughout the building.  
**Keeping the building clean is everyone's responsibility.**
- Designated eating areas include: the 2<sup>nd</sup> floor student lounge, the outdoor Gazebo area, the Baker's Workshop, as well as the 3 outdoor tables (weather permitting) on the Main Street exit. The hours for purchasing items at the Baker's Workshop are: Monday through Friday from 8:00 am to 3:00 pm. As a student, you receive a 10% off discount on pastries at the Baker's Workshop.
- **Students are not permitted to take home food items prepared during class.** On occasion, your instructor may approve a small sample exception.
- A beverage and snack vending machine is located on the 2<sup>nd</sup> floor. There is also a small supply vending machine with hats, aprons, hair and beard nets as well as other supplies.
- No food or beverage is allowed in the Multi-Purpose rooms 135 A, B, C & D
- Each instructor will review the specific food and beverage policy for their classroom in their course outline.

## **CULINARY ARTS & HOSPITALITY SCHOLARSHIPS**

There are many scholarships available to SCCC students -- some are specifically for culinary and hospitality students. These awards can go a long way in helping make your college experience more affordable.

Everyone is encouraged to apply!

Scholarship information is located on the SCCC website on the Scholarships and Grants page at:

<https://sunysuffolk.academicworks.com/>

Keep in mind:

- You may apply for more than one award.
- Please submit a separate completed application form for each scholarship or award.
- Be aware of the award deadlines and be sure to apply on time!

If you have questions, contact Chef Amster for more information.

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

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

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

All new and continuing students **are required** to complete 1 event per year based on the following:

- Students with last name starting with **A through K** will be required to work 1 event during the Fall 2019 Semester.
- Students with last name starting with **L through Z** will be required to work 1 event during the Spring 2020 Semester.

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

- Students will receive a 5-point letter for completion of their event. The 5-point letter may be used towards any culinary class test other than a mid-term, final or class project. Letters will be issued at the end of the semester. Only one 5-point letter may be used in each course. No 5-point letters may be used in Internship- CUL240, CUL241, HRM240 or Capstone CUL250 / HRM250 courses.
- All events will be on a first come sign-up basis. Signing up early will increase the student’s chances of working an event of their choice.



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

STUDENTS ARE EXPECTED TO FOLLOW STANDARD GROOMING AND UNIFORM (KITCHEN OR DINING ROOM) EXPECTATIONS FOR ALL EVENTS.

- **Failure to work or complete an event or if a student is a no-show to an event will result in the following:**  
**10-Points will be deducted** from the student’s final course average in their course that has the highest CUL course number up to and including CUL 228. For example: CUL116 would be higher than CUL 114 or CUL 115 and a final course average of 87 (normally a B+) would be dropped to a 77 average, (or a C+)
- **We encourage all Culinary Arts and Hospitality Program students to work additional events during the Fall and Spring semesters. There are no alphabetical restrictions for students wishing to work extra events. Students will receive a 5-Point letter for each completed event.**
- Students are expected to report to their scheduled event on time, in uniform, and be ready to work and perform all necessary job duties in order to make the event a success. This includes assisting until the event has ended and clean-up is complete.

**I have read, understand and will follow the policies regarding event participation as outlined in this Handbook.**

---

**Student Signature**

---

**Date**

---

**Student Print Name**

---

**Student ID#**

## DIRECTORY

### FULL TIME FACULTY

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

### SUPPORT STAFF

<b>Phyllis Somerville</b>	631-548-3701	<a href="mailto:tortorj@sunysuffolk.edu">tortorj@sunysuffolk.edu</a>
<b>Carol Lipienski</b>	631-548-3702	<a href="mailto:stephes@sunysuffolk.edu">stephes@sunysuffolk.edu</a>

### ADJUNCT INSTRUCTORS

<b>David Blydenburgh</b>	<a href="mailto:blydend@sunysuffolk.edu">blydend@sunysuffolk.edu</a>
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<b>John Perry</b>	<a href="mailto:perryj@sunysuffolk.edu">perryj@sunysuffolk.edu</a>
<b>Lawrence Weiss</b>	<a href="mailto:weissla@sunysuffolk.edu">weissla@sunysuffolk.edu</a>

## PROFESSIONAL ASSISTANTS

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<b>Kassie Watson</b>	<a href="mailto:watsonk@sunysuffolk.edu">watsonk@sunysuffolk.edu</a>