

OKLAHOMA STATE UNIVERSITY-OKMULGEE

Culinary Arts



Student Handbook

Welcome

Welcome to the Oklahoma State University-Okmulgee Culinary Arts program. Our faculty and staff are dedicated to making your educational experience a meaningful learning adventure resulting in positive job placement upon your graduation. We are here to help you meet the challenges and responsibilities of earning a degree. Complete cooperation is essential; attending class everyday and working as a team are among the necessary ingredients. At this university, students with the "desire to succeed" attitude will be provided the opportunity to reach and exceed their goals.

If at anytime you have questions or need assistance, one of the faculty or staff will provide that assistance. Additionally, the Student Services office, currently located in the Grady Clack Student Success Center is readily available to assist you with financial aid, transcripts and money matters.

This handbook is provided to outline expectations and to assist you in transitioning to the college experience. You are expected to know the information in this handbook.

Thank you for choosing Oklahoma State University-Okmulgee School of Culinary Arts. We look forward to working with you.

Sincerely,

**The Faculty and Staff
Culinary Arts
Oklahoma State University-Okmulgee**

MISSION

The mission of the OSU-Okmulgee Culinary Arts program is to educate students to become nationally competitive chefs and food service managers.

VISION

The Culinary Arts program will:

- ◆ Be student-centered and performance based
- ◆ Develop industry partnerships to address current and emerging industry needs at the local regional and national levels.
- ◆ Design and deliver customized educational offerings and services.
- ◆ Teach basic fine dining and gourmet cooking skills.

CORE VALUES

- ◆ Diversity - We respect others and value diversity of opinions, freedom of expression, and other ethnic and cultural backgrounds.
- ◆ Integrity – We are committed to the principles of truth and honesty, and we will be equitable, ethical, and professional.
- ◆ Service – We believe that serving others is a noble and worthy endeavor.
- ◆ Intellectual Freedom – We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.
- ◆ Excellence – We seek excellence in all our endeavors, and we are committed to continuous improvement.
- ◆ Stewardship of Resources – We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

Enrollment Management:

The Administrative Assistant will advise you regarding your Plan of Study and will post any course drops or course additions. Semester enrollment begins after mid-term and you may enroll on-line, in Admissions, or with the Administrative Assistant. HRAD (Hotel and Restaurant Administration) students are to discuss their plan of study with Mr. Jeffrey Howard.

Plan of Study:

The Plan of Study is a document that outlines the courses you will need and recommends a sequence and course load to accomplish your course work. A completed and signed plan of study for each student is maintained in the administrative office in your permanent file. It is your responsibility to be aware of classes needed for graduation.

Communications:

Culinary students are required to utilize campus email, important communications regarding your education as well as scholarship and job opportunities are emailed.

All currently enrolled OSU-Okmulgee students are given an OSU email address. To select an email address, students should first set up their OKEY account at <http://okey.okstate.edu> To check email, go to <http://mail.okstate.edu>

Culinary Arts Staff:

Jerry Wilson, Division Chair	293-5338
Chef Rene' Jungo, Assistant Division Chair	293-5026
Mrs. Mary Ashley, Senior Administrative Assistant	293-5030
Mrs. LaDonna Corn, Kitchen Steward	293-5019
Mr. Travis Corn, Kitchen Steward	293-5019
Mrs. Kaye Morris, Warehouse Manager	293-5016
Ms. Robyn McBee, Kitchen Steward	293-5016

Student Union Cafeteria Staff:

Mrs. Nancy Munds, Food Service Manager	293-4964
Ms. Kandace Dalcour.....	293-4970

Culinary Arts Faculty:

Chef Valarie Carter	293-5008
Chef Jeff Howard	293-5015
Chef Jason Marsh	293-5022
Chef Grady Perryman	293-5006
Chef John Surmont.....	293-5014
Chef Ron L'heureux.. ..	293-5004
Chef Scott Sherrill	293-5038

Future Chef's Association:

The Future Chefs' Association (FCA) is the student leadership organization for Culinary Arts. Membership in FCA provides many benefits including networking with other students and industry professionals, leadership opportunities, field trips and experience in catering and banquets.

Classroom Management:

All students will have an equal opportunity to learn. Friendly, courteous, respectful behavior and positive attitudes are expected from all students at all times. Disrespect distracts from the educational process.

Students are expected to be in class everyday and on time. There is no tolerance for tardiness and there are no excused absences. You will be allowed to make up work missed when participating in OSU school activities, jury duty or special circumstances. Faculty on our campus participate in the "Early Alert Warning System" to communicate attendance problems, which become part of your permanent record. Instructors have the right to remove unruly students from class. We require the student to have counseling before returning to class.

Dropping and Adding Classes:

Prior to classes starting or prior to a student attending one class session, enrollment may be cancelled. However, once you have attended one class but no longer plan to continue taking any classes during that semester, you must withdraw. A student may drop one class or more, but to be considered a full time student you must maintain 12 credit hours. A student must be full time to live on campus.

The student or the division chair can initiate cancellation of enrollment prior to classes starting or prior to the student attending class. This would occur the first two weeks of class. Once a student attends classes, enrollment cannot be cancelled. The student must then withdraw from the institution or drop a class. Students who withdraw the within the first 10 working days of a semester will receive a full refund for tuition and fees.

Smoking Areas:

Oklahoma State University-Okmulgee is a smoke free campus. Smoking may not occur within 25 feet of any entrance. Students may smoke only on the warehouse loading dock of the Culinary building.

Time in the Building:

Students may not start class work or be in the labs unless an instructor is present. If you need to be in the lab outside of regular class time, you must have permission from your instructor.

Personal Technology:

With permission from the instructor, a tape player may be used in the classroom to record lectures. Cell phones and pagers must be turned off during class time and are not allowed in the kitchens.

Field Trips:

Field trips are arranged for learning experiences. When you are on an OSU-Okmulgee sponsored field trip, you're representing this department. For that reason, you are expected to adhere to OSU-Okmulgee Student Rights and Responsibilities and dress appropriately. Appropriate attire for all field trips is the chef's uniform. Occasionally, appropriate dress may be business attire, business casual or even formal wear. Shorts, faded, worn or torn jeans, tank tops and casual wear are never appropriate attire for a field trip.

Additionally, some field trips will require that you remove jewelry and watches and wear closed-toed shoes. Complete co-operation with the host company and its representatives is necessary. You must purchase liability insurance for field trips. The cost is 30 cents per day.

Portfolio and Internship:

All students will complete an industry internship and prepare a portfolio. Work on your portfolio will begin in the Culinary Concepts course and culminate in the Capstone course. Students should obtain a location for internship the semester before graduation. Assistance is provided through the Graduate Assistance Program, and jobs are emailed to students. Approved sites can be arranged; however, you are encouraged to set goals and seek internships suitable to your needs and will lead to full time employment.

UNIFORMS

Uniform jackets, trousers, ties, hats, aprons, and nametags are available in the Student Union Bookstore.

Jacket:

A clean white chef jacket will be worn at all times. These are available for purchase in the bookstore. The jacket must be buttoned to the collar, with no other garments protruding from collar or sleeves.

Your OSU-Okmulgee chef jacket **must be embroidered** using the following criteria:

- ◆ The embroidery must be placed above the left jacket pocket.
- ◆ Font must be black and style must be "Poor Richard" or standard block lettering.
- ◆ The first line of text must contain, first and last name (no nicknames).
- ◆ Each student will be issued three OSU-Okmulgee Culinary patches; this must be placed on the left jacket pocket.
- ◆ Embroidery and Patch must be in place no later than the second week of class.

Trousers:

Black and white checked uniform pants are available in the bookstore. At no time will sweat pants, blue jeans, fatigue pants, stretch pants or any other style or material deemed inappropriate by the instructor be permitted. Trousers must be clean.

Shoes:

A heavy duty work shoe or boot with a non-skid sole will be worn by students at all times. Shoes must be made from black material-no other colors are permitted. It is expected that footwear will be clean, if not polished. Socks must be worn; black or white are the only permitted colors.

Hat:

The cloth chef's hat is the only acceptable hair cover and is available for purchase in the bookstore.

Apron:

A clean white apron must be worn. The correct apron is a 4-cornered square apron (not a bib available in the bookstore. A clean side towel should be draped over the apron strings.

Jewelry:

Certain pieces of jewelry are permitted. One and only one wedding band or engagement ring may be worn; it is suggested that the ring be as simple a style as possible. A wristwatch may be worn. Absolutely no earrings or any other form of jewelry may be worn in any piercing on or about the face. Bracelets and necklaces are not permitted.

TOOLS AND SUPPLIES

Incoming culinary students should have/purchase

At least:

- 3 chef jackets
- 2 chef pants
- 3 white aprons
- 1 small pocket sized notebook
- 1 indelible marker
- 1 thermometer
- 1 3-d knife cuts kit
- 1 university approved knife set
- 1 Small calculator
- Pens and pencils
- 2 pkgs. small note cards
- 1 0-220 thermometer
- Measuring cups
- Measuring spoons
- 1 Food Lover's companion
- Department approved chef's hat
- Black non-skid shoes *item not available in the bookstore*
- Black or white socks *item not available in the bookstore*
- 1 Zester or microplane *item not available in the bookstore*
- 1 Stick lighter
- 1 Roll of masking tape

GROOMING POLICY

Fingernails:

Must be trimmed, clean and worn without any polish or coating.

Hands:

Must be washed prior to handling or production of food, as well as following any break or use of rest room facilities. Wash your hands frequently.

Hair:

At the front of the head, hair must be pushed up beneath the cap; hair at the back of the head must be either tucked under the cap or restrained. Hair should be up and off of the collar.

Beards or mustaches may not be grown during the semester; it is mandatory to be clean-shaven. Sideburns cannot extend below the ear.

General:

Perfume and cologne are not permitted. Make-up is to be kept to a minimum. Lip gloss or subtle lipstick is permitted. All students must bathe or shower prior to class, and will in all instances strive to maintain the highest levels of personal hygiene, cleanliness and sanitation of their work areas.

Injuries:

Please report any to your instructor, even those you consider minor or that include cuts, burns, falls, or other accidental injury. If you feel you need medical attention and/or treatment, or if your instructor feels medical treatment is necessary, we will transport you to the emergency room.

Kitchen Procedures:

No beverages are allowed in the kitchens except plastic bottled beverages. Food is only tasted in the kitchen-no eating in kitchen. Clean as you go; use soap to clean and bleach to sanitize. Make a difference – know and practice proper sanitation. Stay to the right when walking through the kitchens and dining rooms. Practice “Cardinal Rules of Safety” and “Mise en Place.” Keep hot food hot and cold food cold. You are responsible for the sanitation of your work area and equipment. You will be trained and tested on equipment safety in each area.

Food:

During your time at OSU-Okmulgee, we want you to learn as much as possible about food in 2 years. We want you to experience, learn about and enjoy food. However, that comes with responsibilities. Costs must be controlled. You must cooperate and work as a team, and you must clean up after yourself. No eating in the kitchens. Use disposable spoons for taste testing. All Culinary students are welcome to eat at the Thursday Buffet, free of charge. Only students in culinary uniforms may be allowed to eat for free on Thursday and only at 12 :30 pm. We need to remember to respect our paying guests that

are still in The State Room and not crowd them out of the buffet or make it difficult for them to enjoy their dining experience. There is a limit of one entree plate at a time and one dessert per person. Students eating for free need to clean up after themselves. This includes scraping off plates and stacking them properly. Culinary students will eat in The Tech Room on Thursday. Your instructor will announce when food is available and you will dine in your classroom. Again, you must clean up after yourself. To summarize: All Culinary students may eat free of charge on Thursday if they are in uniform and in line at 12:30 pm. No other free food is allowed.

Customer Service and Guest Relations:

This is a customer service industry. What differentiates food service businesses is their commitment to providing excellent customer service. Quality food served at the correct temperature is customer service. Going above and beyond what is expected is customer service. Treat guests the way you would want to be treated. Be prompt, clean and attentive to details. Do whatever it takes to make the customer happy. Don't say "NO" - offer alternatives instead. Greet each guest with "Hello" and a smile. Treat Hospitality Services employees and each other with respect and common courtesy.

We are committed to your education and success. If at any time you have questions or need assistance, please ask any staff member and we will provide answers or assistance.

**1801 East 4th Street
Okmulgee, OK 74447
1.800.722.4471
918.293.5030**



Breads, pastries, salads and dressings, soups, garnishes, presentation, service...you will be encouraged to add heaping teaspoons of creativity and craftsmanship to your basic skills and knowledge. Sprinkle generously with artistry.

Study international cuisines; sample the Orient, France, Italy, South America, India, the Caribbean, Polynesia and the Baltic nations.

Pastas one day, sauces the next. Grill swordfish. Bake Beef Wellington. Prepare shrimp scampi. Bake hearth breads and flaky French croissants. Create fabulous desserts including tortes, Napoleons and Italian Tiramisu.

Whet Your Creative Appetite!