AACC | Hotel, Culinary Arts and Tourism Institute

HCAT
Student Handbook

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This is AACC.

This handbook is designed and intended for use by students of the Hotel, Culinary Arts and Tourism (HCAT) Institute to acquaint them with the policies, procedures, and operational standards of the HCAT Institute.

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When using the electronic version of the handbook, you may click on any of the highlighted areas, and it will take you to the appropriate website.

SPRING 2025

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CODE OF PROFESSIONALISM

Vision Statement

Anne Arundel Community College's Hotel, Culinary Arts, and Tourism Institute (HCAT) is recognized as a leading provider of high quality, comprehensive education, training, and services vital to the growth and prosperity of hospitality and tourism education.

Mission Statement

The HCAT Institute provides accessibility to an array of high-quality credential programs; experiential learning; responsive, customized training for business; fun and credible community education activities to support the hospitality, culinary arts and tourism needs of industry and the consumer.

Preamble

HCAT 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 curricula provides a state-of-the-art, high-quality education as a foundation for becoming tomorrow's leaders in the hospitality, hotel, culinary arts, and tourism industry. Through the combination of a robust, industry-current academic curriculum and practical hands-on experience, HCAT is recognized as a regional leader in all aspects of hospitality training.

To achieve the level of professionalism required for the hospitality environment, HCAT promotes four cornerstones of professionalism – attitude, appearance, preparation, and conduct. All HACT 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:

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

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 and 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 and will ensure a positive learning experience.
- Proper preparation for work each day will give us the opportunity to progress in our responsibilities and ensure a positive learning experience.

Conduct:

- We are responsible and accountable for our conduct.
- Proper conduct and respect, in all circumstances, promotes professionalism and encourages the 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 member at HCAT should recognize they are ambassadors for HCAT and the college. It is our goal to maintain professional presence in all our educational activities, on-the-job learning experiences, and when representing HCAT at any sanctioned event. It is our goal to fulfil our role as ambassador by maintaining this code of professionalism. In doing so, we will maximize opportunities to learn, establish industry connections and promote our educational and professional goals.

TECHNICAL STANDARDS

The mission HCAT is to provide accessibility to an array of high-quality, credentialed programs; experiential learning; responsive, customized training for business; and fun and credible community education activities to support the hotel, culinary arts and tourism needs of the industry and the consumer.

Modern culinary, baking and pastry, and hospitality education necessitates the acquisition and application of professional knowledge alongside the development of requisite skills and professional attitudes. To ensure the comprehensive preparation of our students and align with industry standards, HCAT mandates adherence to specific functions and technical standards essential for successful completion of all program phases.

To enroll in and successfully complete the HCAT's degree, certificate, and/or noncredit programs, each student, with or without reasonable accommodations, must demonstrate:

- Proficiency in performing various activities across kitchen, externship, dining room, café, and classroom settings. Examples of relevant activities include, but are not limited to:

  - Work effectively in conditions where the room temperature may vary from 65 degrees up to 100 degrees Fahrenheit.
  - Safely lift, handle and transport food, including hot items, culinary products, equipment, and utensils.
  - Serve and clear service ware from guest dining tables with proficiency.
  - Safely pour and serve hot liquids.
  - Handle hot food items post-heat source.
  - Safely use knives and other culinary utensils for food preparation.
  - Execute repetitive kitchen tasks such as chopping, slicing, whisking, dicing, and piping.
  - Adhere to ServSafe® sanitation standards for safe food handling.
  - Safely operate standard commercial cooking and foodservice equipment.
  - Taste test and evaluate food and beverage products.
  - Produce food within a specified time frame for in-class assignments.
  - Handle and cook various meats, seafood, vegetables, and fruits.
  - Utilize a variety of flours, chocolates, fruits, and nuts in baking/cooking processes.

- Regular attendance and active participation in all classroom courses. (HCAT Uniform Standard.)

- Active participation in production kitchen classes, instructional kitchen classes, dining room, café, and/or laboratory classes, and externships for a minimum of four consecutive hours per session, recognizing variations in session start times.

- Effective and professional communication with peers, faculty, staff, guests, and employers, demonstrating proficiency in verbal and nonverbal communication, English language usage, and professional response to communication from others.

- Competence in meeting all course objectives across classroom, laboratory, dining room, café, externship, and kitchen courses, including cognitive abilities such as learning, following directions, independent reasoning, accurate information processing, task prioritization, memory utilization, knowledge application, mathematical computation, and problem-solving and critical thinking skills.

- Emotional stability, along with appropriate behavioral and social attributes, is essential for collaboration within team and individual settings across campus environments, kitchens, dining rooms, cafés, and externships. This includes developing professional relationships, managing stress effectively, adapting to diverse situations, adhering to the Student Code of Conduct, exercising sound judgment, maintaining focus, and self-managing medical or emotional conditions.

- Ability to ensure the safety and well-being of fellow students while avoiding posing a threat to others in all campus environments, externships, and college-sponsored trips.

These technical standards are integral to fulfilling the HCAT's commitment to excellence in culinary and hospitality education, preparing students for successful careers in the industry.

COLLEGE POLICIES & REFERENCES

All college policies, regulations, student support services and other information is specified in the AACC College Catalog.

Refer to the following sections for specifics on:

General College Policies

- Academic Integrity Policy
- Student Complaint Procedures
- Student Code of Conduct
- Students Rights & Responsibilities
- Smoking Policy
- Parking Policy
- Inclement Weather Policy

Academic Regulations

- Grades
- Enrollment/Changing a Schedule
- Attendance
- Academic Probation
- Confidentiality – FERPA

Academic Support Services

- Counseling, Advising, and Retention Services
- Disability Support Services
- Academic Support Center
- Testing Office
- Tutoring Office
- Library Services

Americans with Disability Act Policy and Support Services

The Disability Support Services Office (DSS) provides equal access to educational opportunities for qualified students with disabilities. Students interested in course accommodation must provide relevant documentation to receive accommodation. For information, contact the Program Manager for DSS, at 410-777-2306, email dss@aacc.edu or visit DSS website. Deaf and hard of hearing students can reach the office by calling Maryland Relay 711 or by emailing dss@aacc.edu.

Due to the nature of this program, students are expected to taste all food that is prepared in lab courses as an important part of their culinary education. DSS provides accommodation for students with documented disabilities. The following are recognized as a disability under the Americans with Disabilities Amendments Act (ADAA) and may be accommodated: food allergies, intolerance, dietary restrictions (due to a disability), and substance/alcohol recovery. If a student

requires an accommodation for tasting and/or handling of particular foods during lab courses, the student will need to contact DSS.

To ensure accommodation(s)/modification(s) are provided in a timely manner, students are advised to submit documentation of their accommodation(s), provided by DSS, to the instructor prior to the course beginning. For students who are restricted in tasting/handling of particular foods due to religious beliefs, dietary restrictions (not medically related) or any reasons not documented as a disability, contact HCAT office at 410-777-2398.

Notice of Nondiscrimination

Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACC's compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceofficer@aacc.edu or Maryland Relay 711.

Testing Protocol

Exams will be administered on the dates outlined in this syllabus and in the schedule of classes for the college. If a student is unable to make the assigned test date, the student should make arrangements with the instructor to take the exam in the testing and tutoring center. All arrangements must be made prior to the initial administering of the exam. No alternate testing for written or practical exams will be given without prior arrangements.

Email Communication

Email communication will only be accepted through MyAACC accounts; email sent from personal accounts will not be accepted. Please refer to individual course syllabi for course and instructor-specific expectations.

Emergency and Inclement Weather

When severe weather or other emergency conditions occur, creating the potential for an unscheduled college closure, listen to local radio or TV stations for closing announcements or call STARS, 410-777-2241 or check myaacc.aacc.edu or Canvas for conditions on any AACC campus location.

If a late opening occurs, please confirm via Canvas any revised class meeting times/places for any affected course. DO NOT assume you will not have class unless the college is closed. AACC does not follow Anne Arundel County Public School system closures.

Sign up for a text message alert to your cell phone and email address at stay informed.

Smoking and Vaping Policy

Smoking and/or vaping is not permitted on any AACC campus locations with a single exception. Students may smoke in their personal vehicles in the parking lot. Staff and students are never permitted to smoke while in HCAT uniform.

Safety

In the event of an emergency or accident, the student should notify the instructor immediately or another HCAT staff member. AACC Department of Public Safety and Police (DPSP) officers can be reached at ext. 1818 or 410-777-1818 by using any phone located in the HCAT building or on the main campus. DO NOT CALL 911.

- Students enrolled in lab courses should inform their instructor immediately of any food allergies or sensitivities that may affect their health and safety in the lab.
- Students must be familiar with the location of all first aid kits, fire extinguishers, and emergency exits located throughout the building.
- A 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.

Student Complaints and Grievance Procedures

Students seeking to resolve a concern about issues regarding their grades or class related situations may pursue their grievance through established HCAT and AACC procedures. These procedures are established to resolve such matters fairly and in a timely manner. Whenever possible, consultation with those individuals directly involved is encouraged prior to pursuing formal action through HCAT or college administration. Please contact your HCAT advisor or HCAT administrator if you feel resolution is not possible with these people involved.

Concerns or questions regarding grading, faculty/staff behavior, discrimination, academic integrity, and other issues regarding the conduct of students, faculty, or staff within and without the classroom may be addressed through these channels.

HCAT follows established AACC academic regulations and policies set forth in the AACC College Catalog. Students may explore and review these policies online through the AACC College Catalog,

Preferred First Name

To Enter Your Preferred First Name and/or Gender Identity:

- Log in to MyAACC.
- Choose Self-Services from the menu.
  - Each Self-Services menu (Credit Students, Continuing Education Students and Employees) have the same links available to change and view this information.
- Choose My Profile > Personal Information Update
- Enter Your Preferred First Name
  - The Preferred First Name must be an acceptable choice, or an error message will be displayed.
  - The college maintains a list of unacceptable names which includes profanity, ethnic/racial slurs, and comic book superheroes (e.g., Superman)

If the student believes their preferred name should not be blocked, they must contact the records office.

HCAT INFORMATION & POLICIES

HCAT policies exist to define a clear set of expectations for student, faculty, and staff behavior. College-wide policies are available in the online AACC College Catalog.

Student Responsibilities

Students are expected to understand their role in the educational process, including their responsibility for their own academic success. All HCAT students bear the following responsibilities:

- Arrive to lab classes in full uniform with all necessary and required tools and
- equipment.
- Familiarize themselves with MyAACC and the CANVAS Learning Management System.
- Engage with course materials, in CANVAS and in the classroom.
- Respect other students, instructors, and college staff.
- Respect the facility, tools, and equipment they are utilizing.
- Complete assignments on time and to the best of one's ability.
- Communicate appropriately regarding any questions, issues or concerns with their academic progress or status in the program.

Program Advising

Personalized advising is available for all HCAT students. Students are strongly encouraged to meet with an HCAT program advisor in their area of concentration prior to each enrollment period as well as periodically throughout the semester for advice on the following:

- Course selection
- Credit load
- Academic success
- Scholarship opportunities
- Employment opportunities
- Extra-curricular activities
- Graduation preparation

Culinary Arts Program Advisors

- Chef Michael Levins, 410-777-1178, mrlevins@aacc.edu
- Chef Randy Stahl, 410-777-2918, rstahl1@aacc.edu

Baking & Pastry Program Advisors

- Chef Melissa Hawkins, 410-777-2799, mhhawkins1@aacc.edu
- Chef Michael Santos, 410-777-2488, mbsantos1@aacc.edu

Hospitality Management Program Advisors

- Christine Anastasi, 410-777-2305, ctanastasi1@aacc.edu
- Professor Ken Jarvis, 410-777-2722, kjarvis@aacc.edu

Attendance and Break Policy

Student attendance is mandatory for all HCAT class meetings. Failure to follow attendance guidelines may result in a grade of "F" for the course. Any exception to existing policy is at the discretion of the instructor and subject to approval by the HCAT Director.

Repeated absences may result in the student being required to withdraw from the course through the registrar's office. Multiple absences will result in a very high chance that the student will not successfully complete the course.

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 courses must follow the scheduled meeting time.

Classroom Policies

Please refer to individual course syllabi for classroom policies regarding the following issues:

- Electronic devices
- Scheduled breaks
- Late arrivals/absences

Uniform and Knife Kit Policies

The following HCAT courses will require the purchase of the approved chef uniform and knife kit:

HRM 121	HRM 201	HRM 220	HRM 227
HRM 123	HRM 202	HRM 223	
HRM 124	HRM 203	HRM 225	
HRM 190	HRM 205	HRM 226	

The culinary add-on kit is required for students in the following course:

HRM 123	HRM 220	HRM 225
HRM 205	HRM 223	

The baking & pastry add-on kit is required for students in the following courses:

HRM 202	HRM 226
HRM 203	HRM 227

Hospitality Management Concentration students enrolled in HRM 121 are NOT REQUIRED to purchase the knife kit but must purchase the complete uniform for their lab courses.

Purchasing Uniforms and Knife Kits

Online orders are placed through Mercer Culinary. To order uniforms online, visit the [Mercer Culinary](#).

(Students using special funding (financial aid or veterans funding) can purchase uniforms through AACC Bookstore.)

[Mercer Culinary](#):

- Under "Get Started," enter the following SKU code for the uniform: HCATUNIFORM
- "Submit Code"
- Students will need to register their shipping/billing information, as well as their name for embroidery and size, to purchase with a credit card. Price does not include shipping.

Uniform Standards

Students are required to attend all lab classes in full uniform. Should a student fail to arrive in full uniform, that student will be denied entry to class until the uniform violation is corrected and the student will be considered late until arrives properly dressed.

All students are required to arrive for class in appropriate, professional chef attire including:

- Chef Coat:
  - Embroidered
    - HCAT Logo is placed on the left chest.
    - American Culinary Federation logo is placed on the right sleeve.
    - Preferred first & last name (no nickname) is placed on the right chest.
- Chef Pants:
  - Black & White checkered, properly hemmed (no cuffs)
- Apron:
  - White, bib style
- Neckerchief:
  - White, properly folded & knotted (only required during events and upon request)
- Chef Hat:
  - Student skullcap or floppy toque, and hair restraint (as needed)
- Socks:
  - Black or white, crew length
- Undershirt:
  - White, plain (no log's or print of any kind)
- Shoes:
  - Black, kitchen style, non-slip, no marking of any kind
- Thermometer:
  - Instant read pocket-calibrated
- Marker:
  - Black, sharpie® style (for labeling)

Piercing, jewelry, and fingernail rules will always be observed for safety and sanitation reasons. For more detailed information, refer to the Piercing Policy and the HCAT Policies and Standards on personal grooming.

There will be no time for changing or dressing after the class has begun; students must come to class completely dressed and ready. Uniform violations that directly impact the execution of proper safety and sanitation in the kitchen will result in the student being denied entry to class.

Uniforms embroidered for student's employment, other restaurants or culinary programs are not acceptable.

Grooming Policy

Proper grooming is representative of one's professionalism. Understanding and complying with the grooming policy is one of the first and most visible steps towards embracing culinary professionalism.

- No exposed jewelry of any kind with the exception of a plain band ring.
- Perfume, cologne, aftershave and other strong scented items are prohibited.
- Fingernails will be short and clean and without polish or coverings (i.e., artificial nails.)
- Facial hair will be trimmed and neat. Long beards will not be allowed unless covered by a beard net.
- If your hair is longer than collar length, it must be tied back and completely secured under your hat. This includes bangs. Hairnets are an option (under your chef hat) if you have trouble securing long hair. Long hair must be restrained and completely covered.
- Use of a plain hair black scarf and or black hair cover to properly cover hair is permitted.
- Hats are NOT to be worn over the ears. Bandanas, headbands or similar are not permitted.

NOTE: Students in non-compliance with the Lab Uniform Requirement, Grooming , and Piercing Policies **cannot participate in the lab session** and subsequent loss of lab points may result.

Knife Kit Policy

HCAT students may transport their knives to and from class only in the approved knife kit wrap bag as sold in the college bookstore or online through Mercer Culinary. 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. 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 sole responsibility of each student.

Course Syllabi

Each course syllabi will include specific details on course expectations, including academic expectations and lab procedures. Course policies may not violate HCAT or AACC policies but may include additional student responsibilities or expectations.

Course syllabi will include specific information on the following:

- Assignments and Grading Policy
- Due dates, classroom, and lab activities

- Lab procedures and expectations
- Sous Chef procedures and expectations
- Instructor expectations

Please refer to individual course syllabi for details regarding course policies and expectations.

Kitchen Maintenance, Safety & Sanitation

Kitchen Maintenance

Kitchen maintenance is the collective responsibility of each student and each class. Returning ingredients and equipment to their proper places, as well as thorough and dutiful cleaning, is the responsibility of each student. This is a major criterion in your lab grade.

Safety

During labs, you must make a concerted effort toward safety. This effort must include warning other students about hot or sharp equipment and making sure not to place hot or sharp equipment into the soapy water and leaving it there. Additionally, you may not sit or use stools during lab unless specifically directed by the instructor, and only during appropriate lab activities.

Sanitation

Student Cleaning Policy

Students are responsible for the cleaning, general upkeep, and (most importantly) sanitation of the kitchen. Students – not instructors – are responsible for maintaining and safeguarding all equipment and products in this kitchen. NO student will be dismissed from class prior to the completion of lab cleanup.

If a student routinely fails to participate in routine class sanitation and the cleaning and organization of these kitchens, the student will first receive a warning. If they continue to fail to equitably participate in these processes, they will receive a zero for that class.

The chronic failure of individuals within a class to maintain standards of organization and sanitation may lead to the whole class being addressed on this issue. The class will consider the traditional brigade organization within the kitchen and take a collective responsibility for their workspace.

Cleaning thoroughly requires students to clean frequently touched objects and surfaces using a properly registered disinfectant. Students are responsible for maintaining proper sanitization for themselves as well as for their personal lab space.

At minimum, the following tasks must be completed:

- Students and staff must thoroughly and frequently wash their hands and arms with warm soapy water for at least 20 seconds and dry with a single use towel.
- Students and staff must sanitize their hands using an alcohol-based sanitizer without rinsing, when necessary, but NOT in place of handwashing.
- Cough or sneeze into a flexed elbow.
- Students must clean and sanitize every surface after each project using the proper chemicals.

MyAACC and Canvas

MyAACC is the faculty and student web site for teaching and learning. This secure site provides Anne Arundel Community College students and faculty with a personalized web site. This is where you can check your e-mail, register for courses, and keep up with campus activities and organizations. You can access MyAACC through the AACC web site by clicking on the tab in the upper right-hand corner (see below).

New students are provided with initial log in information with their registration confirmation, which is mailed to them, after which time students should change their password. Students are expected to take the time to familiarize themselves with MyAACC and CANVAS and communicate any technical issues or general concerns they may have to their instructor in a timely manner.

All HCAT courses are web-based, meaning they utilize an online learning management system (LMS) to deliver course content to students while still meeting in a regularly scheduled face-to-face format. Online courses are exclusively online with little or no face-to-face component. AACC utilizes CANVAS for all online course activities. Students are responsible for accessing and engaging in course materials through CANVAS according to the expectations of individual courses and instructors.

Ethics/Academic Integrity

HCAT follows all established AACC academic integrity policies and procedures. HCAT students are expected to exhibit academic honesty in the completion of all assignments, exams, and activities. Cheating, fabrication, and plagiarism will not be tolerated. Incidences of academic dishonesty will be dealt with according to the college policy on academic integrity.

Students should refer to the current AACC College Catalog for a comprehensive explanation of the AACC Academic Integrity Policy. Students agreed to this policy during registration.

Students will be required to acknowledge awareness of AACC's Academic Integrity Policy in their first HCAT course by either completing an in-class assessment or signing a form confirming that the student has read and understands the policy.

Email Communication

According to AACC policies and Federal privacy requirements, student email communication will only be accepted through students' MyAACC account and through specific course pages in Canvas. Emails sent from personal accounts cannot and will not be accepted. Please refer to individual course syllabi for course and instructor-specific expectations.

STUDENT LEARNING OPPORTUNITIES

Service Learning

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. For more information see the current college catalog for service-learning options.

HCAT Culinary Club

The HCAT Culinary Club is a student-run organization, which provides extracurricular culinary experiences in the form of projects, field trips, guest speakers, competitions, and exhibitions to promote issues, ideas, and trends within the hospitality and culinary arts industry. Membership in this club is open to all HCAT students in good standing at Anne Arundel Community College. Each member of the club is obligated to participate in at least one HCAT event per semester. To join, please email Chef Melissa Hawkins, CWPC Advisor at mhhawkins1@aacc.edu or Chef Michael Santos, CEPC Co-advisor at mbsantos1@aacc.edu.

Team Anne Arundel

Team Anne Arundel is the HCAT culinary competition team. The American Culinary Federation sanctions competitions at both a professional and student level. HCAT students have an opportunity to compete in either category, based on the requirements and eligibility for each competition. Students have participated in competitions such as the ACF Northeast Regional Junior Hot Food competition and various contemporary category competitions are held regionally and nationally. Students should contact Chef Michael Levins, CEC, CCA, WCEC at mrlevins@aacc.edu or Chef Melissa Hawkins, CWPC at mhhawkins1@aacc.edu if you are interested in being part of an award-winning culinary competition team.

Selecting A Major

Every student is allowed to designate up to two majors. Select majors by going to MyAACC > Self Services > Credit Students > Academic Profile > Program/Curriculum Change.

Students will then follow the prompts to add both the current degree and certificate they are tracking, or if they are a non-degree seeking student, they can add two certificates to achieve. If seeking more than two programs, a change in programs can be done here after the previous choices are achieved, and if more than two programs are completed at the same time, students can contact the AACC Records office to request graduation for the additional programs.

MyAACC can be used to track completion in any of the certificates or degrees students seek by following the same path to Academic Profile, and then select Evaluate Program Progress. Any

degree or certificate can be selected to track how close a student is to being eligible to graduate with that program.

Scholarships, Loans and Grants

Scholarships have been established through the generosity of individuals, civic organizations, and the business community to the Anne Arundel Community College Foundation Inc. There are scholarships available that are only awarded to HRM students. The Foundation manages the assets and determines the award level possible each year. To apply, complete the Free Application for Federal Student Aid (FAFSA) form and the Anne Arundel Community College scholarship application. Applications and additional information may be found through MyAACC and AACC's website for AACC scholarships.

AACC HelpLink

If students are experiencing a specific financial need because of a single traumatic event or an on-going crisis, HelpLink may be able to provide support. Contact the HelpLink Team.

HCAT INSTITUTE STAFF DIRECTORY

Administrative, Professional Staff,

Faculty & Instructional Staff

Donnisha Grant, M.Ed., MSIHN, CHE Director dagrant2@aacc.edu 410-777-2314 CALT 116	Dave Ludwig, CEPC, CHE Assistant Director drludwig@aacc.edu 410-777-2063 CALT 113
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	Randy Stahl, CEC Instructional Specialist II Rstahl1@aacc.edu 410-777-1178 CALT 113

APPENDICES

- HCAT Baking & Pastry Program Map
- HCAT Culinary Arts Program Map
- HCAT Hospitality Business Program Map
- Mercer Ordering Uniform and Knife Kit Details
- Uniform Details
- Knife Kit Details
- Culinary Add-On Kits
- Baking Add-On Kits
- AACC Core Competencies
- HCAT Program Outcomes

PROGRAM NAME: Hotel/Restaurant Mgmt. – Baking and Pastry Arts Concentration
PROGRAM CODE: AAS.HRM.BAK-PASTRY
ACCREDITED BY: American Culinary Federation (ACF)

CONTACT: HCAT Institute
410-777-2398
HCAT-1@aacc.edu

Program Chart: Courses in the first group are designed to prepare students for courses in the second group and so on. Students with no developmental requirements in English or reading may register for a total of 18 credits per term. If you are a part-time student, you may take fewer credits by dividing the recommended courses across multiple terms to accommodate your schedule. **All degree seeking students are eligible for both certificates.**

Term 1 COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE	Term 2 COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE	Term 3 COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE	Term 4 COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE
ENG-101 or ENG-101A	3			ENG-102	3			Fundamentals of Oral Communication COM-111 or COM-116	3			Biological and Physical Science GER See note	3-4		
Mathematics GER	3			Computing and Information Technology CTA-100	3			Intermediate Cake Production HRM-202 Prereq: HRM-124	3			HRM (any eligible HRM course)	3		
Introduction to the Hospitality Industry HRM-111	3			Food Science and Nutritional Cooking HRM-190 Prereq: HRM-121 and HRM-124	3			Advanced Pastry Production HRM-226 Prereq: HRM-190 and HRM-203	3			Intermediate Bread Production HRM-201 Prereq: HRM-119	3		
Certification in Sanitation HRM-119	1			Intermediate Pastry Production HRM-203 Prereq: HRM-124	3			World Culture and Cuisine: A Social Science Perspective HRM-232	3			Chocolates, Confections and Entremet HRM-227 Prereq: HRM-202 and HRM-203	3		
Introduction to Cooking HRM-121 Coreq: HRM-119	3			Restaurant Management HRM 251 Prereq: HRM-121	3			Purchasing and Cost Controls HRM-260 Prereq: HRM-111 and HRM-121 or HRM-124	3			Internship in Hotel/Restaurant Management HRM-275 Prereq: HRM-251 and HRM-260	3		
Introduction to Baking and Pastry HRM 124 Coreq: HRM-119	3														

Certificate Options:

PROGRAM NAME: FUNDAMENTALS OF COOKING and BAKING OPTION	**PROGRAM CODE:** CRT.HRM.COOK-BAKING	
PROGRAM NAME: BAKING and PASTRY ARTS	**PROGRAM CODE:** CRT.HRM.BAK-PASTRY	

AACC | Hotel, Culinary Arts and Tourism Institute

Note: Minimum of 61 credit hours required per degree.
Where course choices exist within programs, transfer students should consult with an advisor and use transfer resources to make course choices consistent with the requirements of their intended transfer school.

(GER) Information on courses that meet General Education Requirements (GER) can be found in General Education Requirements section of the College Catalog by looking for the open book symbol and the name of the GER category.
Ⓓ This course meets the diversity requirement.
Ⓘ This course meets the technology requirement.

Ⓦ Wellness requirement is achieved throughout program by taking HRM 119, HRM 190, and HRM 232.
Ⓟ This course has a prerequisite.
Students are required to wear an approved chef uniform.

HOTEL/RESTAURANT MANAGEMENT DEGREE
PREREQUISITES – BAKING AND PASTRY ARTS CONCENTRATION

PROGRAM PREREQUISITES: Prerequisites are courses which must be successfully completed prior to enrollment in the next level course. This chart shows the prerequisites required for courses in this program and is a guide for planning student schedules for each semester.
COREQUISITE: A set of courses required to be taken during the same term.

FIRST SEMESTER

COURSE NAME	COURSE NUMBER	PREREQUISITE
Introduction to the Hospitality Industry	HRM-111	None
Certification in Sanitation	HRM-119	None
Introduction to Cooking	HRM-121	HRM-119 (Corequisite)
Introduction to Baking and Pastry	HRM-124	HRM-119 (Corequisite)

SECOND SEMESTER

COURSE NAME	COURSE NUMBER	PREREQUISITE
Food Science and Nutritional Cooking	HRM-190	HRM-119, HRM-121 and HRM-124
Intermediate Pastry Production	HRM-203	HRM-124
Restaurant Management	HRM-251	HRM-121

THIRD SEMESTER

COURSE NAME	COURSE NUMBER	PREREQUISITE
Intermediate Bread Production	HRM-201	HRM-119
Intermediate Cake Production	HRM-202	HRM-124
Purchasing and Cost Controls	HRM-260	HRM-111 and either HRM-121 or HRM-124

FOURTH SEMESTER

COURSE NAME	COURSE NUMBER	PREREQUISITE
Advanced Pastry Production	HRM-226	HRM-190 and HRM-203
Chocolates, Confections and Entremet	HRM-227	HRM-202 and HRM-203
Internship in Hotel/Restaurant Management	HRM-275	HRM-251 and HRM-260

Questions? Call **410-777-2398** or visit **www.aacc.edu/hcat**.

REQUIREMENTS FOR YOUR ACADEMIC PROGRAM

catalog.aacc.edu

PROGRAM NAME: Hotel/Restaurant Mgmt. – Culinary Arts Concentration

PROGRAM CODE: AAS.HRM.CULINARY-A

ACCREDITED BY: American Culinary Federation (ACF)

CONTACT: HCAT Institute
410-777-2398
HCAT-1@aacc.edu

Program Chart: Courses in the first group are designed to prepare students for courses in the second group and so on. Students with no developmental requirements in English or reading may register for a total of 18 credits per term. If you are a part-time student, you may take fewer credits by dividing the recommended courses across multiple terms to accommodate your schedule. **All degree seeking students are eligible for both certificates.**

Term 1				Term 2				Term 3				Term 4			
COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE	COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE	COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE	COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE
ENG-101 or ENG-101A	3			ENG-102	3			Fundamentals of Oral Communication COM-111 or COM-116	3			Biological and Physical Science GER See note	3-4		
Mathematics GER	3			Computing and Information Technology CTA-100	3			Cooking Techniques 2 HRM-205 Prereq: HRM-123	3			HRM (any eligible HRM course)	3		
Introduction to the Hospitality Industry HRM-111	3			Food Science and Nutritional Cooking HRM-190 Prereq: HRM-121 & HRM-124	3			International Cuisine HRM-223 Prereq: HRM-123 and HRM-124 (suggested HRM-205)	3			Garde Manger HRM-220 Prereq: HRM-123	3		
Certification in Sanitation HRM-119	1			Cooking Techniques 1 HRM-123 Prereq: HRM-121	3			World Culture and Cuisine: A Social Science Perspective HRM-232	3			Restaurant Production and Simulation HRM-225 Prereq: HRM-190 and HRM-205	3		
Introduction to Cooking HRM-121 Coreq: HRM-119	3			Restaurant Management HRM 251 Prereq: HRM-121	3			Purchasing and Cost Controls HRM-260 Prereq: HRM-111 and HRM-121 or HRM-124	3			Internship in Hotel/Restaurant Management HRM-275 Prereq: HRM-251 and HRM-260	3		
Introduction to Baking and Pastry HRM-124 Coreq: HRM-119	3														

Certificate Options:

PROGRAM NAME: FUNDAMENTALS OF COOKING and BAKING OPTION	**PROGRAM CODE:** CRT.HRM.COOK-BAKING
PROGRAM NAME: CULINARY ARTS	**PROGRAM CODE:** CRT.HRM.CUL-ART

Note: Minimum of 61 credit hours required per degree.

Where course choices exist within programs, transfer students should consult with an advisor and use transfer resources to make course choices consistent with the requirements of their intended transfer school.

(GER) Information on courses that meet General Education Requirements (GER) can be found in General Education Requirements section of the College Catalog by looking for the open book symbol and the name of the GER category.

This course meets the diversity requirement.

This course meets the technology requirement.

Wellness requirement is achieved throughout program by taking HRM 119, HRM 190, and HRM 232.

P This course has a prerequisite.

Students are required to wear an approved chef uniform.

AACC | **Hotel, Culinary Arts and Tourism Institute**

HOTEL/RESTAURANT MANAGEMENT DEGREE
PREREQUISITES – CULINARY ARTS CONCENTRATION

PROGRAM PREREQUISITES: Prerequisites are courses which must be successfully completed prior to enrollment in the next level course. This chart shows the prerequisites required for courses in this program and is a guide for planning student schedules for each semester.
COREQUISITE: A set of courses required to be taken during the same term.

FIRST SEMESTER

COURSE NAME	COURSE NUMBER	PREREQUISITE
Introduction to the Hospitality Industry	HRM-111	None
Certification in Sanitation	HRM-119	None
Introduction to Cooking	HRM-121	HRM-119 (Corequisite)
Introduction to Baking and Pastry	HRM-124	HRM-119 (Corequisite)

SECOND SEMESTER

COURSE NAME	COURSE NUMBER	PREREQUISITE
Cooking Techniques 1	HRM-123	HRM-119 and HRM-121
Food Science and Nutritional Cooking	HRM-190	HRM-119, HRM-121 and HRM-124
Restaurant Management	HRM-251	HRM-121

THIRD SEMESTER

COURSE NAME	COURSE NUMBER	PREREQUISITE
Cooking Techniques 2	HRM-205	HRM-123
Garde Manger	HRM-220	HRM-123 or HRM-203
Purchasing and Cost Controls	HRM-260	HRM-111 and either HRM-121 or HRM-124

FOURTH SEMESTER

COURSE NAME	COURSE NUMBER	PREREQUISITE
International Cuisine	HRM-223	HRM-123 and HRM-124 (suggested HRM-205)
Restaurant Production and Simulation	HRM-225	HRM-190 and HRM-205
Internship in Hotel/Restaurant Management	HRM-275	HRM-251 and HRM-260

Questions? Call **410-777-2398** or visit **www.aacc.edu/hcat**.

PROGRAM NAME: Hotel/Restaurant Mgmt. – Hospitality Management Concentration

PROGRAM CODE: AAS.HRM.HOSPITALITY

ACCREDITED BY: Accrediting Commission for Programs in Hospitality Administration (ACPHA)

CONTACT: HCAT Institute

410-777-2398

HCAT-1@aacc.edu

Program Chart: Courses in the first group are designed to prepare students for courses in the second group and so on. Students with no developmental requirements in English or reading may register for a total of 18 credits per term. If you are a part-time student, you may take fewer credits by dividing the recommended courses across multiple terms to accommodate your schedule. **All degree seeking students are eligible for both certificates.**

Group 1				Group 2				Group 3				Group 4			
COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE	COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE	COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE	COURSE/ REQUIREMENT	CREDITS	TERM TAKEN	GRADE
ENG-101 or ENG-101A	3			ENG-102	3			Computing & Information Technology CTA-100	3			Biological & Physical Science GER See note	3-4		
Fundamentals of Oral Communication COM-111 or COM-116	3			Mathematics GER	3			HRM or ESI Elective	3			Health/Fitness/Wellness	3		
Event Planning HRM-140	3			Restaurant Management HRM-251 Prereq: HRM-121	3			World Culture & Cuisine: A Social Science Perspective HRM-232	3			Marketig Principles BPA-125 or E-marketing BPA-127/ESI-127	3		
Introduction to the Hospitality Industry HRM-111	3			Catering Management HRM-253	3			Principles of Supervision BPA-171	3			Hotel Property Management HRM-256	3		
Certification in Sanitation HRM-119	1			Meeting & Conference Planning HRM-240	3			Purchasing & Cost Controls HRM-260 Prereq: HRM-111 & HRM-121 or HRM-124	3			Internship in Hotel/Restaurant Management HRM-275 Prereq: HRM-251 & HRM-260	3		
Introduction to Cooking HRM-121 Coreq: HRM-119	3														

Certificate Options:

PROGRAM NAME: EVENT PLANNING and CATERING	**PROGRAM CODE:** CRT.HRM.EVT-PLN-CAT
PROGRAM NAME: HOSPITALITY MANAGEMENT	**PROGRAM CODE:** CRT.HRM.HSP-MGMT

AACC | Hotel, Culinary Arts and Tourism Institute

Note: Minimum of 61 credit hours required per degree.

Where course choices exist within programs, transfer students should consult with an advisor and use transfer resources to make course choices consistent with the requirements of their intended transfer school.

- (GER) Information on courses that meet General Education Requirements (GER) can be found in General Education Requirements section of the College Catalog by looking for the open book symbol and the name of the GER category.
- Ⓓ This course meets the diversity requirement.
- This course meets the technology requirement.

- Ⓦ (GER) Wellness requirement. Requirement can also be achieved by taking HRM 119, HRM 190, and HRM 232.
- P This course has a prerequisite.
- Students are required to wear an approved chef uniform.

PROGRAM PREREQUISITES: Prerequisites are courses which must be successfully completed prior to enrollment in the next level course. This chart shows the prerequisites required for courses in this program and is a guide for planning student schedules for each semester.

COREQUISITE: A set of courses required to be taken during the same term.

FIRST SEMESTER

COURSE NAME	COURSE NUMBER	PREREQUISITE
Introduction to the Hospitality Industry	HRM-111	None
Certification in Sanitation	HRM-119	None
Introduction to Cooking	HRM-121	HRM-119 (Corequisite)
Event Planning	HRM-140	None

SECOND SEMESTER

COURSE NAME	COURSE NUMBER	PREREQUISITE
Meeting and Conference Planning	HRM-240	None
Restaurant Management	HRM-251	HRM-121
Catering Management	HRM-253	None

THIRD SEMESTER

COURSE NAME	COURSE NUMBER	PREREQUISITE
Purchasing and Cost Controls	HRM-260	HRM-111 and either HRM-121 or HRM-124

FOURTH SEMESTER

COURSE NAME	COURSE NUMBER	PREREQUISITE
Internship in Hotel/Restaurant Management	HRM-275	HRM-251 and HRM-260

Questions? Call **410-777-2398** or visit **www.aacc.edu/hcat**.

MERCER
EDUCATION ONLINE

Dear Student:

Mercer Culinary is proud to be the chosen apparel brand for your culinary education. This guide will take you through the ordering process step by step on the Mercer Education Online website.

Step 1. Go to www.mercereducationonline.com and select "Start Now".

Step 2. Create an Account.

Step 3. • Ordering process details are provided on this page.
- • Review the process.
- • Enter code provided by your school and select "Check Code".

Step 4. • Select the items you want to order.
- • If you are required to choose a size for a particular item you will be prompted to do so by a flashing arrow with instructions to "Click Here to Specify Your Size". You will not be able to proceed past this page until you select a size for each item where required.
- • If your school requires embroidered names you will be prompted to add your first and last name.

Step 5. Proceed to checkout.

Step 6. • Verify the name of the product recipient and select continue.
- • Review your order.
- • If anything needs to be corrected you may do so at this time.
- • Select place order once all information is confirmed.
- • You will receive a confirmation email once your order has been received.

Step 7. • Please allow up to 12 working days to process orders that require embroidery.
- • The selected shipping method will determine when an order will arrive once complete.

Thank you for your order!
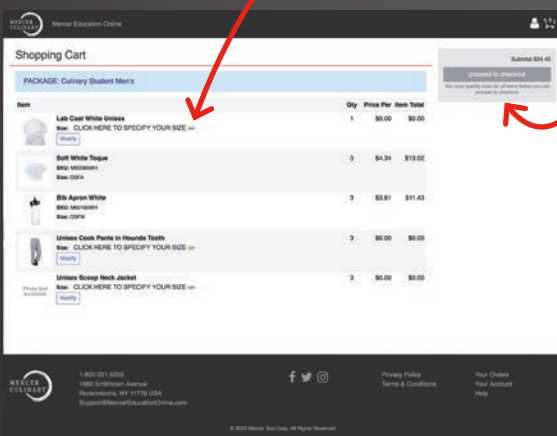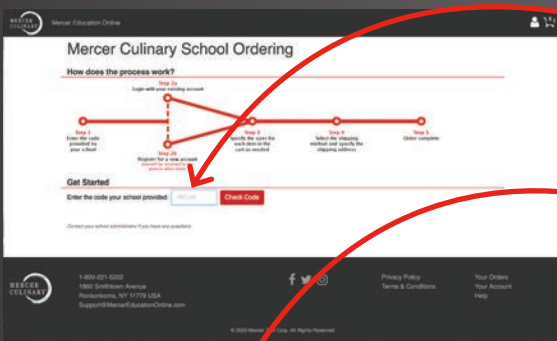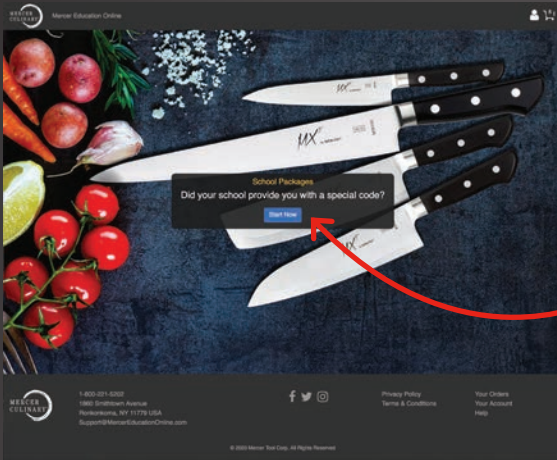
Anne Arundel Student Uniform Package

(Enter code: HCATUNIFORM)

Cook Jacket	**Short Sleeve Cook Jacket (Optional)**	**Houndstooth Pants**
Bib Apron	**Neckerchief**	**Skull Cap or Floppy Toque**

*Students are expected to own one coat per lab course taken within the same semester.
**A new lab coat is expected for advanced courses that have customer interaction.
(HRM 223, HRM 225, HRM 226)
***Other components for complete culinary uniform include:
• Plain white t-shirt   • Plain black or white socks   • Plain black kitchen shoes

MERCER CULINARY®

SHOES FOR CREWS
— THE SHOE THAT GRIPS —

www.mercerculinary.com | www.shoesforcrews.com

KNIFE KIT WITH TRIPLE ZIP CASE

(Enter code: HCAT)

9" Forged Chef's Knife w/ guard	Tomato Corer	4"Offset Spatula
6" Forged Boning Knife w/ guard	Double Melon Baller	16" Pastry Bag
11" Serrated Knife w/ guard	Measuring Spoons	1" Pastry Brush
3" Paring Knife w/ guard	Zester	#807 Plain Tip
10" Sharpening Steel	Shears	#826 Star Tip
Digital Deep Fry/Candy Thermometer	Bowl Scraper	#864 French Star
Knife Cuts Model Set Peeler	Bench Scraper	#230 Bismark Tip
	8" Offset Spatula	Precision Plating Tongs
	Triple Zip Knife Case	

To order your Knife Kit, please go to www.mercereducationonline.com.

- Make an account
- Under "Get Started", enter the following SKU code for the kit: HCAT
- Click "Submit Code"
- You will need to register your information in order to purchase with a credit card.

www.mercerculinary.com

MERCER CULINARY

CULINARY ADD-ON KIT

(Enter code: HCATCOOK)

Culinary Add-On Kit is required for:
HRM 123 – Cooking Techniques 1
HRM 205 – Cooking Techniques 2
HRM 220 – Garde Manger
HRM 225 – Restaurant Production and Simulation

Santoju Knife with Guard
Granton Edge Slicing Knife with Guard
High Heat Fish Turner
Fish Tweezers
Precision Plating Tongs

To order your Knife Kit, please go to www.mercereducationonline.com.

- Make an account
- Under "Get Started", enter the following SKU code for the kit: HCATCOOK
- Click "Submit Code"
- You will need to register your information in order to purchase with a credit card.

www.mercerculinary.com   MERCER CULINARY

BAKING AND PASTRY ADD-ON KIT

(Enter code: HCATBP)

Baking Add-On Kit is required for:

HRM 202 – Intermediate Cake Production
HRM 203 – European Pastry, Torte and Gateau
HRM 226 – Advanced Pastry
HRM 227 – Chocolates, Confections, and Entremet

3" Serrated Paring Knife Pastry Comb 5 Piece Modeling Tool Set 5 Piece Artist Tool Set #907 Flower Nail #802 Plain Tip	#2 Plain Tip #880 St. Honore Tip #225 Drop Flower Tip #401 Ruffle Tip #104 Rose Tip	#67 Rose Tip #47 Basketweave Tip #822 Star Tip Standard Plastic Coupler 21" Polyurethane Pastry Bag 16" Polyurethane Pastry Bag

To order your Knife Kit, please go to www.mercereducationonline.com.

- Make an account
- Under "Get Started", enter the following SKU code for the kit: HCATBP
- Click "Submit Code"
- You will need to register your information in order to purchase with a credit card.

www.mercerculinary.com

MERCER CULINARY

AACC CORE COMPETENCIES

Consistent with the institutional mission and vision, Anne Arundel Community College expects students to gain and demonstrate proficiency in core competencies which encompass general education and essential life skills. The college is committed to offering experiences that allow students to acquire, develop and demonstrate growth in these competencies. The attainment of these competencies provides the foundation for lifelong learning.

COMMUNICATION
Using listening, speaking, reading, writing and visual communication skills effectively.

GLOBAL PERSPECTIVE
Awareness and understanding of the diversity and interdependence among cultures, communities and the environment.

INFORMATION LITERACY
Recognizing when information is needed and locating, evaluating and using information appropriately.

QUANTITATIVE REASONING
Applying mathematical concepts appropriately to analyze and interpret quantitative information.

PERSONAL WELLNESS
Demonstrating the use of strategies that promote holistic health and wellness.

INNOVATIVE AND CRITICAL THINKING
Integrating knowledge to analyze problems using different modes of thinking (critical, creative and innovative).

SCIENTIFIC REASONING
Applying logic and the scientific method to interpret observable evidence.

SELF-MANAGEMENT
Displaying accountability and adaptability as a learner.

SOCIAL AND CIVIC RESPONSIBILITY
Participating in communities as an informed, committed and productive individual.

TECHNOLOGY FLUENCY
Utilizing technology to enhance productivity in one's academic, professional and personal life.

HCAT PROGRAM OUTCOMES

The Hotel Culinary Arts and Tourism Institute at Anne Arundel Community College is committed to learning that allows students to acquire, develop and demonstrate outcomes essential for success in the hospitality and culinary industries. These outcomes provide for a core set of transferable skills in the following nine areas:

FOOD SAFETY: Demonstrate food safety practices that will ensure safe food production from purchase to service.

CUSTOMER SERVICE: Apply the concepts and skills necessary to achieve guest satisfaction.

MULTICULTURAL PERSPECTIVES: Demonstrate knowledge of multicultural perspectives to meet the needs of the guest and employees.

SUSTAINABILITY: Use knowledge of best practices to further sustainability (economic, environmental, and cultural/social) in the industry.

MANAGEMENT: Leadership and Human Relationships: Demonstrate ability to perform basic and supervisory level job functions in hotel and restaurant careers.

LEADERSHIP AND HUMAN RELATIONSHIPS: Assess the leadership, supervisory and human relations skills within the hospitality industry.

MARKETING: Practice effective sales techniques and procedures including marketing, public relations, and entrepreneurship.

APPLICATION OF SKILLS AND MAJOR CONCEPTS: Apply the major concepts, skills and values of the restaurant, food and beverage profession to address industry problems both locally and globally.

TECHNOLOGY INTEGRATION: Integrate current industry technologies in all aspects of hospitality management.

DOCUMENTS TO SIGN

Students must complete, digitally sign, and email the required documents to HCAT's email hcat-1@aacc.edu.

- Academic Integrity Policy
- Accidental Injury Waiver
- Media Release
- Piercing Policy
- Student Agreement of Understanding
- ACF Student Membership Application
- ACF Graduate Certification Application
- Student Release of Information Form for ACF

Digital Signature

- Save the document.
- Open them using Adobe.
- Go to sign here.
- Set up a signature with a password.

ANNE ARUNDEL COMMUNITY COLLEGE

*Course # and Section***:** _____

*Instructor's Name***:** _____

I am aware of Anne Arundel Community College's 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 Signature: _____

Student's Name: _____

Date: _____

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, which is the use or attempted use of unauthorized material, information, electronic device, implement or study aid in an academic exercise or assignment without the instructor's permission;

B.   Plagiarizing, which is the unacknowledged or improperly cited adoption or reproduction of the ideas, words, data or statements of others, including fellow students and internet sources;

C.   Fabricating or falsifying, which is the unauthorized falsification or invention of any data, information or citation in an academic exercise;

D.   Impersonating, which is assuming another student's identity or allowing another student to do so for the purpose of fulfilling an academic requirement;

E.   Facilitating, which is helping or attempting to help another commit an act of academic dishonesty.

For further information on academic dishonesty policies and procedures consult ***THE ACADEMIC INTEGRITY POLICY*** that is included in the *College Catalog*.

ANNE ARUNDEL COMMUNITY COLLEGE

<u>ACCIDENTAL INJURY WAIVER FORM</u>

I,_____, do hereby acknowledge that I understand that neither Anne Arundel Community College nor its agents or employees will be held responsible for any injuries or medical expenses that I might incur while participating in

_____class/activity.

       I understand that I assume risk of possible injury in participating in this course. I accept full responsibility for this possibility.

       I further acknowledge and understand that Anne Arundel Community College has no incident insurance policy to cover medical costs that I might incur as a result of my participation in this course. I also realize that it is important for me to carry my own accident insurance policy, and to make sure that said policy cover 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 _____

If the Student is under 18 years of age, the parent or legal guardian must sign the following statement.

       I certify that I am the parent or legal guardian of the above named minor and I have read, understood and accept the terms of this document.

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

If this form is not signed, the AACC's Physician Statement and Medical Clearance Form must be signed and submitted before the student may participate in class.

AACC

Participant's First and Last Name (please print): _____

Written Consent of Participant and Legal Guardian of Participant

I HEREBY GIVE MY PERMISSION AND CONSENT for the use of my likeness to Anne Arundel Community College and its respective successors and assigns for any and all commercial purposes in any and all photograph(s), photographic print(s), and/or film(s), and/or tape(s), and/or likeness(es) of myself, or other reproductions from negatives made of me (and all rights therein including the copyright) and authorize Anne Arundel Community College to make changes or alterations in any photograph(s), photographic print(s), and/or film(s), and/or tape(s), and/or likeness(es), reproductions or additions thereto produced pursuant hereto in any manner and with whatever copy they choose, without restriction as to frequency or duration of usage.

I FURTHER UNDERSTAND, ACKNOWLEDGE AND AGREE AS FOLLOWS:

1. **I AGREE** that Anne Arundel Community College shall have and I hereby grant to Anne Arundel Community College the full and exclusive right to display and reproduce or cause to be reproduced my photograph(s), and/ or film(s), and/or tape(s), and/or likeness(es) in any medium, electronic or otherwise, and to use said likeness(es) in any way in connection with the promotion of Anne Arundel Community College.

2. **I REPRESENT** that my photograph(s), and/or film(s), and/or tape(s), and/ or likeness(es) are not subject to any ownership claim except from me and I agree that Anne Arundel Community College shall have and I hereby grant and assign to Anne Arundel Community College and its successors the full, exclusive and complete ownership of my photograph(s), and/or film(s), and/or tape(s), and/or likeness(es) and their reproductions and other materials (and all rights therein, including the copyright) produced pursuant to this release, which shall be deemed the sole property of Anne Arundel Community College.

3. **I AGREE** that Anne Arundel Community College may sell, publish, or use said photograph(s), and/or film(s), and/or tape(s), and/or likeness(es) for such purposes and in any manner and with whatever copy they choose as the college may deem appropriate in its sole discretion.

4. **I HEREBY, IN ADVANCE, RELEASE**, waive, forever discharge, hold harmless and covenant not to sue Anne Arundel Community College, its trustees, employees, students, contractors, agents or representatives from and against any and all liability for any harm, injury, damage, claims, actions, causes of action, costs, demands, and expenses of any nature whatsoever which relate to any loss, damage, or injury whatsoever that may be sustained by me, or to any property belonging to me, or to any third party, whether or not caused by the negligence or carelessness of Anne Arundel Community College, its trustees, employees, contractors, agents or representatives, including students acting as such.

5. **I UNDERSTAND** that this written consent shall remain in effect until revoked by me, in writing, and delivered to Amy Gurtshaw (LUDL 142), Anne Arundel Community College employee, or her/his successor, together with the lapse of a reasonable amount of time to remove said information from publication; nevertheless such revocation shall have no effect whatsoever on publications of the information prior to the effective date of the revocation, nor shall the revocation affect any of the obligations contained herein with respect to such use or disclosure of my likeness by Anne Arundel Community College, and any consequences flowing therefrom.

6. **THIS AGREEMENT CONSTITUTES** the entire agreement between the parties concerning the subject matter and shall be governed by the laws of the State of Maryland (except conflict of laws provisions). Any modification of this agreement shall be in writing and signed by both parties. If the likeness is of a minor person, then a parent or legal guardian shall also sign this agreement and any modifications thereto.

7. **I HEREBY WARRANT AND REPRESENT** that I am at least eighteen (18)* years of age, have the full right to contract in my own name with respect to the matters stated above, and have no conflicting advertising or promotional commitments that would cause me to be unable to enter into or fully perform the services and grant the rights specified by this release which I hereby make binding on my heirs, next of kin, and personal representatives.

Agreed and Accepted — Participant Signature Required

PARTICIPANT (AND LEGAL GUARDIAN OF PARTICIPANT IF APPLICABLE)

* IF THE SIGNED IS THE LEGAL GUARDIAN OF PARTICIPANT(S) UNDER EIGHTEEN (18) YEARS OF AGE then you warrant and represent that you are the parent or legal guardian of the those participants and that you have read the above release agreement and understand and are fully familiar with the contents thereof and that you hereby grant your permission and consent to all of the foregoing.

IF PARTICIPANT IS UNDER 18 YEARS OF AGE, PARTICIPANT AND GUARDIAN MUST SIGN TOGETHER IN THE SPACE BELOW.

_____   _____   _____
Participant's Signature   *Date*   *Guardian's Signature (If Applicable)*

_____   _____
Email   *Event or project association*

Anne Arundel Community College STAFF ONLY

_____   _____
Employee Signature   *Date*

The Hotel, Culinary Arts and Tourism Institute (HCAT) Piercing Policy

Fall 2024

Purpose:

To ensure the highest standards of food safety and hygiene in HCAT, we have established a policy regarding visible piercings. This policy ensures that food safety is prioritized while also addressing the need for a clear and respectful approach to visible piercings in a culinary setting.

Our primary goal is to maintain a safe and sanitary environment for food preparation and service.

Policy Statement:

In order to reduce the risk of compromising food safety, all visible piercings **must be removed** while participating in culinary/pastry lab classes and activities.

Scope:

This policy applies to all students, faculty, and staff involved in culinary/pastry lab activities in food preparation areas.

Policy Details:

- **Definition of Visible Piercings:**
  - Visible piercings are defined as any piercings that are not concealed by clothing. This includes, but is not limited to, facial piercings (e.g., nose, eyebrow, lip), tongue piercings, and ear piercings.
- **Requirements for Piercing Management:**
  - *Removal:*
    - All visible piercings must be removed before entering any food preparation areas. This applies to all types of jewelry, including rings, studs, and hoops.
  - *Exceptions:*
    - In certain cases, where removal of a piercing is not possible for medical reasons, special accommodation can be discussed with the HCAT administration. Documentation and a formal request may be required.
- **Enforcement:**
  - *Inspection:*
    - Faculty and Instructional Staff will conduct daily inspections to ensure compliance with this policy.
      - **Non-compliance will be addressed immediately.**
- **Consequences:**

The Hotel, Culinary Arts and Tourism Institute (HCAT) Piercing Policy

Fall 2024

- o Failure to adhere to this policy may result in disciplinary actions, including but not limited to a **grade point reduction, or in severe cases, suspension from culinary/pastry lab activities until compliance is achieved.**

For any questions or concerns regarding this policy, please contact HCAT Assistant Director, Chef David Ludwig at drludwig@aacc.edu or HCAT Director, Donnisha Grant at dagrant2@aacc.edu

Acknowledgment:

By participating in culinary/pastry lab activities, all students, faculty, and staff agree to adhere to this piercing policy. Your cooperation helps us maintain a safe and professional environment for food preparation and service.

_____   _____

Student Name   Date

_____   _____

Instructor Name   Date

Student Agreement of Understanding

Please print your name, sign your name, and date this signature sheet and turn it in to one of your HCAT instructors by the end of the first week of classes.

I have read and understand the Hotel, Culinary Arts, & Tourism Institute's Student Handbook and its contents. I agree to abide by its conditions and contents.

Printed Name: _____

Signature: _____

Date: _____/_____/_____

American Culinary Federation
Membership Application

American Culinary Federation, Inc. • membership@acfchefs.org • 6816 Southpoint Pkwy, Ste 400 • Jacksonville, FL 32216 • (800) 624-9458 • www.acfchefs.org

Once completed email to membership@acfchefs.org or mail this form and payment to the address above.

Select Your Chapter

Membership in a local ACF chapter is an excellent way to network with professionals in your area, meet local vendors and gain access to educational programs and ACF digital publications. To find the local chapter nearest you and the membership fees, visit the ACF website, www.acfchefs.org/chapters, or call our Membership Department at our toll-free number, (800) 624-9458.

Name of Chapter and/or Chapter ID: _____

Please let us know how you heard about the ACF: _____

Personal Information

Preferred address: Home   Work

First Name: _____   MI: ____   Last Name: _____   DOB: __Not Needed__

Address: _____

City: _____   State: _____   Zip: _____

Phone: _____   Fax: _____   Email: _____

Company Name: _____   Job Title: _____

Company Address: _____

City: _____   State: _____   Zip: _____

Work Phone: _____   Work Fax: _____   Work Email: _____

Company Website: http:// _____

Your email address is very important! Your member publications and benefit updates are delivered by email.

Membership Category   Fees

Professional Culinarian	Culinarian with at least three (3) years full-time employment in the culinary profession	$ _____
Culinarian	Culinarian not involved in the management or supervision of staff, minimum six (6) months full-time employment	$ _____
Student Culinarian	Student or apprentice in the culinary field and less than two (2) years work experience	$ _____
Junior Culinarian	High School student between 16-18 years of age.	$ _____
Associate	A representative of a group, company or corporation providing products and services to the culinary profession	$ _____
Allied	An individual employed in a field related to the culinary profession (Dietitian, Nutritionist, Restaurant Manager/Owner, etc.)	$ _____
Culinary Enthusiast	Not employed in a culinary field, but has a passion for the culinary arts.	$ _____

National Culinary Review   Add a print subscription to your membership (a $30 savings off the nonmember price) $ 30.00

For international subscriptions please contact ACF membership@acfchefs.org.

Payment Information

I have enclosed a check made payable to the American Culinary Federation (ACF).

Please bill my: Visa   MasterCard   Amex   Discover

Account Number: _____   Exp Date: _____   Amount: _____

Billing Address: _____

City: _____   State: _____   Zip: _____

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Name on Account: _____   Signature: _____

MA011922

American Culinary Federation

ACFEF Accredited Program
Graduate Certification Application

American Culinary Federation, Inc. • certify@acfchefs.org • 6816 Southpoint Pkwy, Ste 400 • Jacksonville, FL 32216 • (800) 624-9458 • www.acfchefs.org

Congratulations, you have graduated from an ACFEF Accredited Program!

As a graduate, you are eligible for ACF Certification. Please complete the application, attach documentation and either email to certify@acfchefs.org, or mail this form and payment to the address above.

Applying for: Certified Culinarian® (CC®)   Certified Pastry Culinarian® (CPC®)   Both

Certified Sous Chef® (CSC®)   Certified Working Pastry Chef® (CWPC®)   Both

Personal Information

First Name: _____ MI: ____ Last Name: _____ ACF #: _____

Home Phone: _____ Cell Phone: _____ Personal Email: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Name of School: _____

Name (as it should appear certificate): _____

Mandatory Requirements

Education	Graduation Date	Transcript Included
Certificate Program (work experience required)	_____	
Associate's Degree Program	_____	
Bachelor's Degree Program	_____	

All Applicants   Documentation Included

Copy of final college transcript showing school name, graduation date, and program of study

Documentation of ACF Membership or $85.00 non-member application fee

Certificate Program Applicants Only

Employment verification for one (1) year of entry level culinary experience

• Valid forms of documentation include: ACF Employment Documentation Form or signed employment verification letters on company letterhead. Resumes are not a valid form of documentation.

ACF Certification levels are valid for five (5) years. At that point, your designation will expire, unless you apply for ACF Recertification. Take 80 Continuing Education Hours (CEHs) every five (5) years to recertify.

American Culinary Federation, Inc. • certify@acfchefs.org • 6816 Southpoint Pkwy, Ste 400 • Jacksonville, FL 32216 • (800) 624-9458 • www.acfchefs.org

Payment Information

No fee for ACF Member $85.00 Non-Member Fee

I have enclosed a check made payable to the American Culinary Federation (ACF).

Please bill my: Visa   MasterCard   Amex   Discover

Credit Card Number: _____ Exp Date: _____ CSC #: _____ Amount: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Name on Account: _____ Signature: _____

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Certification Agreement

With this application, I verify the information provided is truthful and accurate. I grant the ACF permission to investigate employment and education, and I release from liability all persons and companies supplying such information. I agree to adhere to the ACF Certification Code of Ethics, Designation Usage and policies of the certification program and agree to accept the ACF Certification Commission's determination on all certification decisions. Certification is awarded for one year and recertification is required to maintain certification designation. I acknowledge that false statements or misrepresentation may result in the revocation of this application and/or approved certification. I agree to allow ACF to share my certification accomplishment in ACF communications and with local newspapers and industry publications.

Check this box if you do **not** want your certification accomplishments included in ACF communications or shared with media.

Signature: _____ Date: _____

Retention Policy: Certification documents will be retained for seven years after certification expiration.

ANNE ARUNDEL COMMUNITY COLLEGE

101 College Parkway Arnold, Maryland 21012-1895
Records and Registration Office / SSVC 140
410-777-2243 / Fax 410-777-2489 / records@aacc.edu

STUDENT RELEASE OF INFORMATION FORM

Parents, guardians, and other individuals associated with a student do not have the right to access the student's education record, including the student's financial account with the College. According to federal law, Anne Arundel Community College may not release specific aspects or any information of a student's education record to a parent, relative or guardian unless the student grants permission in writing to do so.

In signing this form, you the student, grant the offices you designate below permission to discuss your records with the person(s) or agency if they contact us **in person** and notify our staff that a release is on file.

To revoke a previous release, write "NONE" in the authorized individuals section.

Student Name: _____ **AACC ID#** _____

Full name of the individual(s), or name & address of the agency, to whom you are granting access to your education records:

American Culinary Federation
_____

180 Center Place Way, St. Augustine, FL 32095
_____

Please indicate the records you are authorizing the person(s) or agencies listed above to access by initialing the box(es):

☐	Academic data – Records and Registration office only (not records maintained by instructors)
☐	Financial aid, student account, veterans benefits, and scholarships data – Financial Aid and Accounts Receivable offices
☐	Placement testing data – Testing Center
☐	Academic advising information (Not personal counseling information) – Counseling, Advising, and Retention Services office

Date you want this authorization to expire: _____

I, the undersigned, hereby authorize the Anne Arundel Community College (AACC) office(s) initialed above to release information to (and/or discuss the information noted with) the individuals or agency listed. I understand further that:

1. I have the right to consent to the release of my academic information.
2. I have the right to receive a copy of such records upon written request.
3. That this consent shall remain in effect until the expiration date listed above, unless revoked by me in writing and delivered to the AACC Records and Registration Office, but that such revocation will not affect disclosures previously made by AACC prior to the receipt of any such written revocation.

STUDENT SIGNATURE *(required)* _____ Date _____

This information is released subject to the confidentiality provisions of appropriate state and federal laws and regulations, which prohibit any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such laws and regulations.