



Student Handbook



**INSTITUTE OF
TECHNOLOGY**



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Dear Culinary Student,

Thank you for choosing OSUIT for your Culinary Education. The Faculty & Staff at the school are confident that you will have an engaging and enjoyable experience during your time with us. I would like to take this moment to introduce myself as the Dean of the School of Arts, Sciences and Health. I am excited to be at OSUIT and a part of the wonderful Culinary Tradition established by this institution.

We are in the middle of an exciting time in our industry. Consumers are more educated about their food choices than ever before. The connection between where food comes from and how we utilize it is very important to our vision. As a school, we hope to provide education that will support our future chefs and food service managers with the skills to deliver that message to our customers.

You have just begun a great chapter in your life. You will be pushed by the faculty to work hard and achieve your goals. My charge to you is to do your very best every moment. Take the time to reflect on what you learn from your chefs and instructors every day. Culinary School will be over in a blink of an eye and soon you will be beginning your career. Do the very best you can every day! Give the most of yourself and the chefs will do the same in return.

Do not hesitate to contact myself with any questions you might have. I look forward to the wonderful things you will create in the upcoming months.

Sincerely,

Lisa Weis, Ph.D.

Dean, School of Arts, Sciences and Health



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School Mission & Values

Mission

The mission of the OSUIT 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.



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Directory of Faculty & Staff

Culinary Arts				
Brownfield	Kerri	Sr. Adm. Assistant	918-293-5030	kerri.brownfield@okstate.edu
Corn	Ladonna	Purchasing	918-293-5016	ladonna.corn@okstate.edu
Hill	Trey	Assistant Dean	918-293-4509	trey.hill@okstate.edu
Hollison	Chandra	Steward	918-293-5016	chandra.hollison@okstate.edu
Johnson	Mickie	Steward	918-293-5016	mickie.johnson@okstate.edu
Johnston	Becca	Instructor	918-293-5015	becca.johnston@okstate.edu
L'Heureux	Ron	Instructor	918-293-5004	ron.lheureux@okstate.edu
Melson	Celia	Instructor	918-293-5014	celia.melson@okstate.edu
Nimmo	Brenda	Instructor	918-293-5141	blnimmo@okstate.edu
Perryman	Grady	Instructor	918-293-5006	dgperry@okstate.edu
Roberts	Hayden	Assistant Dean	918-293-4702	hayden.roberts@okstate.edu
Ware	Aaron	Instructor	918-293-5008	wareab@okstate.edu
Weis	Lisa	Dean	918-521-1192	lisa.weis@okstate.edu

Important Numbers	
Culinary Fax	918-293-4618
Operator (dial 0)	918-293-4678
Campus Police (dial 0)	918-293-5000
Admissions	918-293-4680
Bookstore	918-293-4950
Bursar	918-293-4681
Financial Aid	918-293-5290
Counseling Services	918-293-4988
Health Services	918-293-5292

Communication

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 OSUIT students are given an OSU email address. To select an email address, students should first set up their O-Key account at <https://okey.okstate.edu>
To check email, go to <https://mail.okstate.edu>



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General Program Information

Enrollment Management

The Senior Administrative Assistant will advise you regarding your Degree Plan and will post any course drops or course additions as needed. Semester enrollment begins after mid-term and you may enroll yourself through the OKEY Banner System after advisement. Admissions is available to help should you require assistance as well.

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. It is your responsibility to be aware of classes needed for graduation in your chosen culinary option(s). All 2000 level courses must be completed with at least a C to pass. Courses with a grade below a C must be retaken before being able to advance. All program requirements must be complete and student must have a minimum 2.0 cumulative GPA in order to enroll in co requisites: Capstone and Internship. Please refer to the below Degree Plan and Recommended Sequence.

Deficiencies

Students cannot have more than one (1) deficiency at the time of enrollment into the Culinary Arts program. OSRHE requires that students with deficiencies begin remediation of basic academic skills during the first (1st) semester and continue until prepared for college-level coursework in the respective subject area. Unless otherwise specified, students must remove academic deficiencies within the first (1st) 24 semester credit hours attempted. Transfer students are required to remove curricular deficiencies within the first (1st) 12 semester credit hours attempted. With the exception of students enrolled in co-requisite developmental coursework, students may enroll in collegiate level courses within the deficiency's discipline area only after the deficiency is satisfied.

Dropping/Adding Courses

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. Students who withdraw **within the first 10 working days of a semester** will receive a **full refund** for tuition and fees. 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.



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INSTITUTE OF TECHNOLOGY

Associate in Applied Science (AAS)

Culinary Arts

Food Studies Option, 2021-2022

Degree Plan & Recommended Sequence

General Information

- The 90 credit hour AAS program requires a minimum 2.0 GPA for graduation.
- Developmental coursework may be required in addition to the courses required for this degree.
- This program of study includes special program fees beyond current tuition and college fees.
- Students considering transferring to a four year institution after graduation should consult an advisor for proper general education course selection.
- Refer to the current OSUIT University Catalog for the official degree plan.

School Mission



“To educate students to become nationally competitive chefs and food service managers”

Culinary Electives*

- CUA 1243 Intro to Fruit & Vegetable Carving
- CUA 2133 Introduction to Wine Studies
- CUA 2103 Sustainable Gardening
- CUA 2123 Advanced Baking
- CUA 2153 Cake Decorating
- CUA 2183 Showpieces
- CUA 2213 Contemporary American Restaurant
- CUA 2283 Modern Experimental Kitchen
- CUA 2143 Charcuterie
- CUA 2113 Seasonal Kitchen
- CUA 2253 Artisan Breads
- CUA 2163 Tortes & Gateaux

Term 1 (12 hours)

- CUA 1135 Skill Development I
- CS 1013 Computer Literacy (G)
- CUA 1151 Food Safety (O)
- CUA 1102 Culinary Theory (O)
- ORIE 1011 College Strategies

Term 2 (15 hours)

- ENGL 1033 Technical Writing I (G)(O)
- ENGL 1113 Freshman Composition I (G) (O)
- CUA 2552 Controlling Foodservice Costs (O)
- CUA 1375 Bread & Pastry Production (P)
- CUA 1145 Skills Development II

Term 3 (18 hours)

- CUA 1294 Breakfast Cookery
- CUA 2415 Garde Manger (P)
- CUA 1313 Meat Fabrication (P)
- MATH 1513 College Algebra (G)(O) or MATH 2003 Business Mathematics (G)(O)
- PHIL 1213 Ethics (G)(O)

Term 4 (17 hours)

- CUA 2473 American Cuisine (P)
- HIST 1483 US History to 1865 (G) (O) or HIST 1493 US History since 1865 (G) (O)
- CUA 1415 Dining Room Operations
- CUA XXXX Culinary Elective #1 (*See catalog)
- ENGL 2033 Technical Writing II (G) (O) or ENGL 1213 Freshman Composition II (G)(O)(P) or SPCH 1113 Intro. to Speech Communications (G)(O) or SPCH 2313 Small Group Communications (G)(O)

Term 5 (16 hours)

- CUA 2315 Restaurant Cookery (P)
- CUA 2573 International Cookery (P)
- POLS 1113 Government (G)(O)
- CUA 1162 Hospitality Human Resources Management (O)
- CUA XXXX Culinary Elective #2 (*See catalog)

Term 6 (12 hours)

- CUA 2623 Culinary Arts Capstone (P)
- CUA 2809 Culinary Arts Internship (P)

(P) pre-requisite(s) required (O) available in online format (G) general education course requirement

*Course availability varies by semester



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INSTITUTE OF TECHNOLOGY

Associate in Applied Science (AAS)

Culinary Arts

Baking & Pastry Option, 2021-2022

Degree Plan & Recommended Sequence

General Information

- The 90 credit hour AAS program requires a minimum 2.0 GPA for graduation.
- Developmental coursework may be required in addition to the courses required for this degree.
- This program of study includes special program fees beyond current tuition and college fees.
- Students considering transferring to a four year institution after graduation should consult an advisor for proper general education course selection.
- Refer to the current OSUIT University Catalog for the official degree plan.

School Mission



“To educate students to become nationally competitive chefs and food service managers”

Baking & Pastry Option

Specific Information

- The baking option includes 50 credit hours of common core culinary coursework.
- The option includes 18 credit hours of specialized coursework and training in topics related to baking & pastry arts.
- The baking option is designed to prepare students for specialized work in the pastry and baking areas of the food service industry.
- Students receive core fundamental culinary training and skills.

(P) pre-requisite(s) required **(O)** available in online format **(G)** general education course requirement

Term 1 (12 hours)

- CUA 1135** Skill Development I
- CS 1013** Computer Literacy (G)
- CUA 1151** Food Safety (O)
- CUA 1102** Culinary Theory (O)
- ORIE 1011** College Strategies

Term 2 (15 hours)

- ENGL 1033** Technical Writing I (G) (O) or **ENGL 1113** Freshman Composition I (G) (O)
- CUA 2552** Controlling Foodservice Costs (O)
- CUA 1375** Bread & Pastry Production (P)
- CUA 1135** Skills Development II

Term 3 (18 hours)

- CUA 1294** Breakfast Cookery
- CUA 2415** Garde Manger (P)
- CUA 2123** Advanced Baking
- MATH 1513** College Algebra (G)(O) or **MATH 2003** Business Mathematics (G)(O)
- PHIL 1213** Ethics (G)(O)

Term 4 (16 hours)

- CUA 2163** Tortes & Gateaux
- HIST 1483** US History to 1865 (G)(O) or **HIST 1493** US History since 1865 (G)(O)
- CUA 1415** Dining Room Operations
- CUA 1162** Hospitality Human Resources Management (O)
- ENGL 2033** Technical Writing II (G) (O) or **ENGL 1213** Freshman Composition II (G)(O)(P) or **SPCH 1113** Intro. to Speech Communications (G)(O) or **SPCH 2313** Small Group Communications (G)(O)

Term 5 (17 hours)

- CUA 2315** Restaurant Cookery (P)
- CUA 2153** Cake Decorating
- POLS 1113** Government (G)(O)
- CUA 2183** Showpieces
- CUA 2253** Artisan Breads

Term 6 (12 hours)

- CUA 2633** Culinary Arts Capstone - Baking & Pastry (P)
- CUA 2809** Culinary Arts Internship (P)



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INSTITUTE OF TECHNOLOGY

Associate in Applied Science (AAS)

Culinary Arts

Dual Track Option, 2021-2022 Degree Plan & Recommended Sequence

General Information

- The 102 credit hour AAS program requires a minimum 2.0 GPA for graduation.
- Developmental coursework may be required in addition to the courses required for this degree.
- This program of study includes special program fees beyond current tuition and college fees.
- Students considering transferring to a four year institution after graduation should consult an advisor for proper general education course selection.
- Refer to the current OSUIT University Catalog for the official degree plan.

School Mission



“To educate students to become nationally competitive chefs and food service managers”

Dual Track Option

Specific Information

- The dual option includes all core culinary classes along with 18 credit hours of specialized coursework and training in topics related to baking & pastry arts.

Term 1 (12 hours)

- CUA 1135** Skill Development I
- CUA 1151** Food Safety (O)
- CS 1013** Computer Literacy (G)
- CUA 1102** Culinary Theory (O)
- ORIE 1011** College Strategies

Term 2 (15 hours)

- CUA 2552** Controlling Foodservice Costs (O)
- CUA 1145** Skills Development II (P)
- CUA 1375** Bread & Pastry Production (P)
- MATH 1513** College Algebra (G)(O) or **MATH 2003** Business Mathematics (G)(O)

Term 3 (17 hours)

- CUA 2473** American Cuisine
- CUA 2415** Garde Manger (P)
- ENGL 1033** Technical Writing I (G)(O) or **ENGL 1113** Freshman Composition I (G)(O)
- HIST 1483** US History to 1865 (G)(O) or **HIST 1493** US History since 1865 (G)(O)
- CUA 2123** Advanced Baking

Term 4 (14 hours)

- CUA 2163** Tortes & Gateaux
- PHIL 1213** Ethics (G)(O)
- CUA 1415** Dining Room Operations
- ENGL 2033** Technical Writing II (G) (O) or **ENGL 1213** Freshman Composition II (G)(O)(P) or **SPCH 1113** Intro. to Speech Communications (G)(O) or **SPCH 2313** Small Group Communications (G)(O)

Term 5 (17 hours)

- CUA 2315** Restaurant Cookery (P)
- CUA 2153** Cake Decorating
- POLS 1113** Government (G)(O)
- CUA 2183** Showpieces
- CUA 2253** Artisan Breads

Term 6 (12 hours)

- CUA 1313** Meat Fabrication (P)
- CUA 2573** International Cookery (P)
- CUA 1294** Breakfast Cookery (P)
- CUA 1162** Hospitality Human Resources Management (O)

Term 7 (15 hours)

- CUA 2633** Culinary Arts Capstone - Baking & Pastry (P)
- CUA 2623** Culinary Arts Capstone – Food Studies (P)
- CUA 2809** Culinary Arts Internship (P)



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Sanitation & Safety

ServSafe Manager

The National Restaurant Association's exam standards for the proctored Final Exam will be strictly followed. For more details, visit:

<http://www.servsafe.com/home>

The School of Culinary Arts administers the ServSafe Manager Certification in the Food Safety Course. ServSafe Manager Certification is an important part of your culinary education at OSUIT.

Food & Tasting

During your time in the OSUIT Culinary Arts Program, we want you to learn as much as possible about food and service. We want you to experience the wonderful flavors that the world has to offer. This opportunity comes with responsibilities and costs must be controlled. Food is only **tasted** in the kitchen laboratories and are not meant to serve as your main meals unless specified by the faculty and to serve the larger group. Always use tasting spoons when cooking. There is to be no eating of outside food in the kitchen labs. You are expected to cooperate and work as a team and you must clean up after yourself.

Kitchen Procedures

No beverages are allowed in the kitchens except plastic bottled beverages. Clean as you go. Practice **proper handwashing** procedures. Use proper 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.

Injuries

Please report any and all injuries to your instructor, even those you consider minor to include cuts, burns, falls, or other accidents. If you feel you need medical attention and/or treatment, or if your instructor feels medical treatment is necessary, we will contact campus police and make arrangements to transport you to the emergency room.



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Financial Aid / Work Study / Assistance

Financial Aid Information

All financial aid funds at OSU Institute of Technology are disbursed to students through the Bursar's Office (Cashier). The Bursar's Office is located in the Grady Clack Center on the East side of the OSU Institute of Technology campus. Bursar's Office hours are from 7:30 a.m. to 4:30 p.m., Monday through Friday.

Your financial aid funds will not be available for you on the first day of school. Federal Pell Grant, Federal SEOG, OTAG, and Stafford Student Loan funds are automatically credited to your student account by OSU Institute of Technology. Any funds remaining after your account has been paid in full will be disbursed to you by direct deposit or check. We strongly encourage direct deposit of your refund. Contact the Bursar Office in the Grady Clack Building to sign up

The Financial Aid and Scholarships Office is in the Grady Clack Center at OSU Institute of Technology. Office hours are 7:30 a.m. to 4:30 p.m., Monday-Friday. The address is:

OSU Institute of Technology Financial Aid & Scholarships Office

1801 E. 4th Street | Okmulgee, OK 74447

Tele: (918) 293-4684 | Toll Free: (800) 722-4471 | Fax: (918) 293-4650

Email: osuitfinancialaid@okstate.edu

Federal Work-Study

Most FWS positions are on campus. Your FWS work schedule will be developed around your class schedule so, as not to interfere with the time you need to be in the classroom. FWS student employees are allowed to work 15 hours per week. Contact the OSUIT Financial Aid Office for more information.

Scholarships

Options

We understand the importance of funding one's education and how stressful it can be. Scholarships can come from different sources and have various eligibility and awarding criteria. OSU Institute of Technology provides several ways to help offset the cost. The Culinary Arts Program provides several scholarships specifically for culinary students. If you are



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interested, please make sure to plan to complete all applications in the appropriate time frame. Culinary Scholarships also require applicants to **volunteer at Culinary Arts approved events**. See the Senior Administrative Assistant for volunteer tracking forms. One form will need to be signed by your Chef and submitted for each event you work. If you have any questions, please contact your faculty mentor or the Senior Administrative Assistant.

“Cowboy Chef’s Table Scholarship” The recipient must be enrolled as a full-time student at OSUIT in the School of Culinary Arts Program and must have a grade point average of at least 2.5 on a 4.0 scale. Selection preference will be given to students who volunteer at Culinary Art events.

“Brandon Thrash & Valerie Carter Fine Dining Scholarship” The recipient must be enrolled as a full time student at OSUIT-Okmulgee and must have completed a minimum of two semesters in the Culinary Arts program. The recipient must have a minimum grade point average of 3.0 on a 4.0 scale and must submit an original recipe that has never been selected as a winning entry in any competitive contest, to the selection committee. Selection preference will be given to students who are residents of the State of Oklahoma and who are currently employed or interning in a fine dining establishment.

“Oklahoma Restaurant Association Scholarship” – For more information regarding applications and deadlines visit: <https://okrestaurants.com/scholarships.php>

The OSUIT Foundation administers a number of scholarships that are funded and awarded by individuals, agencies and organizations. Donors set scholarship requirements and the OSUIT Scholarship Committee/Foundation Board selects the recipients. Scholarships are based on availability of funds. Scholarship recipient must be enrolled as a full-time student degree seeking student.

- An eligible applicant may not be awarded more than one OSUIT Foundation Scholarship per academic year.
- If the recipient withdraws from classes, any money resulting from a refund will be redirected to the OSU Foundation.
- Each Scholarship Recipient will be notified by letter

For further information about available scholarships, contact Scholarships Services at:(918) 293-5282 or Email: scholarships@okstate.edu

Pete’s Pantry

We realize that financial hardship can be a significant problem as a student. OSUIT is proud to have Pete’s Pantry in place in the Noble Center for all students to utilize. At Pete’s Pantry students can shop for food, clothing, and essential toiletries. If you are in need, please visit with your student ID.



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Tools & Supplies

Estimated Costs

Tools and supplies for both incoming and current culinary students can be purchased at the OSUIT Bookstore in the Student Union. The below listed items are recommended for each student before the first day of class. Tools may only be charged the **first two weeks** of the semester. Books may be charged two weeks prior to the beginning of the semester and for the first two weeks of the semester. (Cost and availability may change. This summary is for estimating purposes only)

Item	Cost	Qty	Total
2 chef jackets		2	
2 chef pants		2	
2 white aprons		2	
1 chef's hat		1	
Uniform will be in a packet			*110.00
Long black bistro apron	10.00	2	20.00
OSUIT name tag	9.20	1	9.20
University approved knife set			
Knife Roll kit	250.00	1	250.00
Classic knife cut set	21.05	1	21.05
Measuring cups	11.85	1	11.85
Measuring spoons	4.65	1	4.65
1 small pocket sized notebook	1.15	1	1.15
1 indelible marker	.75	1	.75
1 small calculator	3.60	1	3.60
Pens and pencils	2.00	1	2.00
2 pkgs. small note cards 75 a pkg.	1.00	2	2.00
1 Roll of masking tape	1.85	1	1.85
1 Stick lighter (not available in bookstore)			
			\$ 438.10

*Sizes 3x and above will have an additional cost



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Uniform Order Form

Order forms are available at the Bookstore for initial uniform and replacements if required.



INSTITUTE OF TECHNOLOGY

School of Culinary Arts

Uniform Order Form			
Name:		Signature:	
Date:	CWID:	Phone:	Method of Payment

CULINARY STUDENT

Name for packaging Only	Size	QTY	Price	Total
Unisex Coats XS-L			\$19.50	
Unisex Coats XL			\$21.75	
Unisex Coats 2XL			\$22.00	
Unisex Coat 3XL			\$23.50	
Unisex Coat 4XL			\$24.75	
Unisex Coat 5XL			\$26.00	
Unisex Trouser XS-L			\$19.25	
Unisex Trouser XL			\$20.50	
Unisex Trouser 2X			\$21.75	
Unisex Trouser 3XL			\$23.25	
Unisex Trouser 4XL			\$24.50	
Unisex Trouser 5XL			\$25.75	
4-way apron white		3	\$5.75	
White Skullcap: One Size		1	\$10.00	
Sets include: 2 Jackets; 2 Pants; 1 Hat & 3 Aprons				
Total Merchandise: Full Set XS-L			\$104.75	
Total Merchandise: Full Set XL			\$111.75	
Total Merchandise: Full Set 2XL			\$114.75	
Total Merchandise: Full Set 3XL			\$120.75	
Total Merchandise: Full Set 4XL			\$125.75	
Total Merchandise: Full Set 5XL			\$130.75	

Unisex Chef Coating Sizing Chart with comparable female size										
	XXS	XS	S	M	L	XL	2XL	3XL	4XL	5XL
Men Sizes	28-30	32-34	36-38	40-42	44-46	48-50	52-54	56-58	60-62	64-66
Women Sizes	0	2-4	6-8	10-12	14-16	18-20	22-24	26-28	30-32	34-36



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Uniform & Grooming Policy

Dining Room Uniform

The proper dining room uniform must be purchased (not available at the bookstore) and worn while attending the **CUA 1415 Dining Room Operations** Course. You will be responsible for obtaining the following items:

1. Black slacks hemmed to just break over your shoe (no skinny fit or stretch material)
2. Plain white button up shirt (to be worn with a plain white undershirt or camisole)
3. Orange tie (provide by school, only worn during class and returned to instructor)
4. Black socks
5. Black non-slip shoes
6. Black belt
7. Black bistro apron (available in the bookstore)
8. Name tag (available in the bookstore)

Kitchen Lab Uniform

Uniforms and name tags are available in the Student Union Bookstore. Name tags **must** be worn at all times.

Uniform - A clean white chef jacket will be worn at all times. The jacket must be buttoned to the collar, with no other garments protruding from collar or sleeves. Black and white checked uniform pants are also required to be worn at all times. 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. The cloth chef's hat is the only acceptable hair cover. A clean white apron must be worn. A clean side towel should be draped over the apron strings. The complete uniform can be ordered and purchased through the bookstore as a packet and will be embroidered with the OSUIT School of Culinary Arts logo.

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.



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Grooming

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.

Jewelry - Certain pieces of jewelry are permitted. A 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. Piercings that do not pose a physical hazard to food are acceptable. Absolutely no dangling jewelry is permitted as it is a health hazard and can contaminate food. If you have questions, please see your instructor for clarification.

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. Fingernails must be trimmed, clean and worn without any polish or coating. If polish or false nails are worn, rubber gloves must be worn at all times.

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.

Facial Hair – Facial hair must be neatly trimmed and may not present an unkempt appearance. Extreme styles are prohibited. All facial hair (beards, goatees, and mustaches) must create an overall neat, polished, and professional look. All beards must be covered at all times with a beard net. Mustaches (without lower facial hair) must not extend onto or over the upper lip and must extend to the corners of the mouth, but not beyond or below the corners. No styling gels or creams shall be worn.



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General School Information

Student Club

The **Future Chefs' Association (FCA)** is the student leadership organization for the School of 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.

Lockers

There are lockers available for the students in the back of the building by the storeroom. All lockers must be labeled with the student's name and the current semester on blue painters tape (available from the Culinary Stewards). You will need to use your own lock and the school will not be responsible for any items in an unlocked locker or left after the semester has ended.

Computer Lab & Student Lounge

There is a student lounge and a computer lab within the Culinary Arts building for your use. There is a calendar on the entry of the computer lab listing dates/times when the space will be occupied by classes testing. If it is not occupied you are welcome to use it at your convenience. The student lounge houses a snack and drink machine along with a coffee maker, microwave, television and seating areas. We encourage you to make use of the space around classtime. Remember to pick up after yourself and help keep our building nice!

Classroom Behavior

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. Instructors have the right to remove unruly students from class. We require the student to have counseling before returning to class.

Attendance

Students are expected to be in class every day 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 official OSUIT school activities, jury duty or special circumstances. Faculty on our campus participates in the "Early Alert Warning System" to communicate attendance problems, which becomes part of your permanent record. You must not miss more than 20% of your time in class and may be administratively dropped from the course if you do so.



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Time in 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. Students must be in full uniform when in kitchen lab spaces at all times.

Technology

Cell phones must be turned off during class time and are not allowed in the kitchens unless at a time approved by your instructor for purposes of photographing your work in a portfolio.

Field Trips

Field trips are arranged for learning experiences. When you are on an OSUIT sponsored field trip, you're representing this department. For that reason, you are expected to adhere to OSUIT 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 40 cents per day.

Portfolio & Internship

All program requirements must be complete and student must have a minimum 2.0 cumulative GPA in order to enroll in co-requisites: Capstone and Internship.

Students should obtain a location for internship the semester before graduation. Job opportunities are emailed to students. Approved sites can be arranged; however, you are encouraged to set goals and seek internships suitable to your needs and that will lead to full time employment.



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CULINARY ARTS INTERNSHIP AGREEMENT

Student is responsible for obtaining a location for internship. Student must accumulate 320 contact hours during internship. Internship hour credit will start the day after Capstone class ends.

Internship start date: _____ *Internship end date:* _____

Name of Student Intern: _____

Position Student Intern will hold: _____

Student's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Permanent Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Student Signature: _____ Date: _____

THE INTERNSHIP SITE

Name of the Company: _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Name of the Site Chef/Supervisor: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Please feel free to reach out with any questions or concerns during the course of this internship.

Coordinator: _____ **email:** _____ **Phone:** _____

OSUIT Culinary Arts Program: 1801 East 4th Street, Okmulgee OK 74447 Office Phone: **918-293-5030**

School of Arts, Sciences and Health: Dr. Lisa Weis, lisa.weis@okstate.edu, Office Phone: **918-293-5409**



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Student Services

Answers to Questions

Instructor - If you have questions regarding your class, talk to your instructor. Faculty members include their office hours and contact information in the class syllabus. If you cannot locate this information, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session or check with the departmental office on when the instructor may be available.

Faculty Mentor - All students will benefit by conferring with their assigned Faculty Mentor on a regular basis. If you do not know who your faculty mentor is or would like to learn more, talk to the Senior Administrative Assistant during enrollment. Expect to meet with your mentor at least once per term to discuss your progress.

American with Disabilities Act (ADA)

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Academic Accommodations/LASSO Center. Please advise the instructor of your disability as soon as possible, and contact The LASSO Center, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. The LASSO Center is located on the 3rd floor of the Noble Center. For more information, please call 918-293-4855, email chad.spurlock@okstate.edu or go to: http://osuit.edu/academic_accommodations

Tutoring - OSUIT

Learning & Student Success Opportunity (LASSO) Tutoring Center

Room 308, Noble Center for Advancing Technology

918-293-4855 or http://osuit.edu/lasso_center

The LASSO Center offers free individual and group tutoring for a variety of courses.



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Campus Map



INSTITUTE OF TECHNOLOGY

ACADEMICS

- A1 | Construction Technology
- A2 | Automotive Service Technology
- A3 | Diesel & Heavy Equipment
- A4 | Electrical Building/Electronics
- A5 | High Voltage
- A6 | Chesapeake Energy Center
- A7 | Automotive Center
- A8 | Automotive Collision Repair Technology
- A9 | Orthotic & Prosthetic Technology
- A10 | Power Plant Technologies
- A11 | Information Technologies/Engineering Technologies
- A12 | Science & Technology
- A13 | Noble Center for Advancing Technology/Arts & Sciences
- A14 | Air Conditioning & Refrigeration Technology
- A15 | Donald W. Reynolds Technology Center/Economic Development & Training Center
- A16 | Culinary Arts
- A17 | Visual Communications Technology
- A18 | Allied Health Science Center/Nursing

ADMINISTRATIVE/STUDENT SERVICES

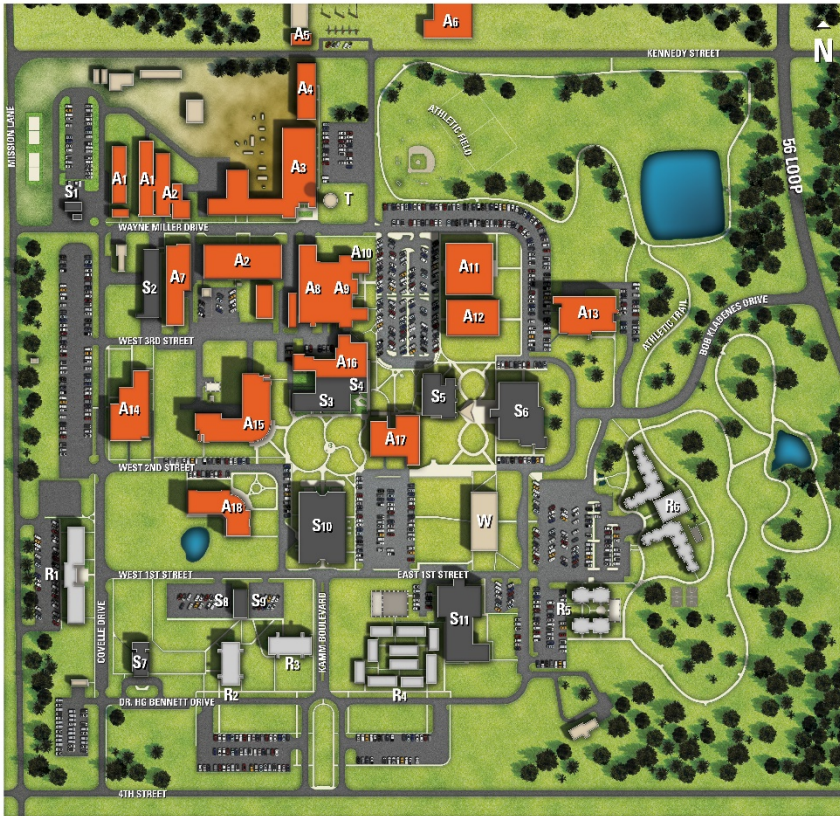
- S1 | Motor Pool
- S2 | Physical Plant Services
- S3 | Communications Services/University Marketing

- S4 | State Room/Tech Room
- S5 | Library/Learning Resource Center/College Readiness Center
- S6 | Grady W. Clark Center/Administration/Admissions/Bursar/Campus Tours/Counseling/Student Financial Aid
- S7 | Child Care Center
- S8 | Student Laundry
- S9 | Campus Police/Residential Life Office
- S10 | Student Union/Bookstore/Copy Center
- S11 | Covelle Hall/Gymnasium

RESIDENCE HALLS

- R1 | O. L. Lackey Residence Hall
- R2 | Hannigan Residence Hall
- R3 | England Residence Hall
- R4 | Gordon Apartments
- R5 | Alexander North & South Halls
- R6 | Miller-Kamm North & South Halls

- W | Workforce Oklahoma
- T | Tower



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Final Thought

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 and visitor with "Hello" and a smile. Treat all Culinary Arts employees and students with respect and common courtesy.



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