



INDIAN HILLS COMMUNITY COLLEGE

Culinary Arts Student Handbook



Table of Contents

Culinary Arts Program Learning Outcomes.....	3
Student Behavior & Professionalism.....	3
Code of Ethics for Professional Culinaricians.....	4
American Culinary Federation of Southeast Iowa Chapter.....	4
Culinary Arts Program Rules and Regulations.....	5
Curriculum Sheets - Culinary A.A.S.....	7
Curriculum Sheet - Culinary Diploma	8
Culinarician's Code.....	9

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Culinary Arts Program Learning Outcomes

1. Show multiple culinary techniques in both the Culinary and Pastry disciplines.
2. Create and execute recipes and menu planning from different regions of the world to prepare for the modern workplace.
3. Build a professional portfolio including menu design and costing, employee handbook, restaurant layout, cost of operations and building a network or vendors.
4. Develop skills in nutrition to meet menu and dietary needs.
5. Use multiple serving styles at different events to ensure the needs of both customer and BOH are met.
6. Participate in internships to discover and maximize practical skills and opportunities within our field.
7. Apply modern plating techniques.
8. Utilize standard ServSafe practices to ensure food safety and sanitation.

Student Behavior & Professionalism

Skill and knowledge are essential aspects of competent job performance. However, work behaviors, values, and habits are equally important in securing and holding a job. These are not skills that can be taught but attitudes and behaviors that must be recognized and developed from within the individual. We all can recognize people who have what it takes to “make it”. We can just as easily recognize those who never will. This judgement is based not so much on what the person can do or what they know but more on how they approach “getting the job done”. These behaviors we term professionalism. They include but are not limited to the following:

- Maintaining a positive attitude - about oneself, your work, your fellow workers, your employer, etc. You must like what you do!
- Working well with people - understanding teamwork is essential to the completion of any task.
- Being organized and efficient both mentally and physically. Knowing what you are going to do and having a well-designed plan to accomplish it.
- Willingness to do more than “just what is required to get by”.
- Always being in control - of your work, your emotions, etc.
- Being open minded, eager to learn - understanding the value of other peoples’ experiences, ideas, suggestions, and criticisms. There is always a better way, find it!
- Dedication to quality - everything should be done to the best of your ability. Take pride in what you do! Never lose sight of the ultimate goal - CUSTOMER SATISFACTION!

Code of Ethics for Professional Culinaricians

Recognizing, respecting, and wanting to perpetuate the significant contribution that we have made to the physical, social commercial, political and cultural well-being of society, professional culinarians do pledge to:

- Approach their responsibilities with professional pride and dedication and by example encourage others to attain professional standards.
- Serve their profession proudly and with dignity and promote its accomplishments to the public.
- Cooperate with colleagues to advance professionalism.
- Strive for greater professional knowledge.
- Achieve the highest standards of quality at the most favorable costs and with the most effective utilization of human and physical resources.
- Willingly share their knowledge and experience with others to increase their ability to perform at the highest possible level.
- Graciously accept suggestions from others to increase knowledge and performance.
- Offer comments to a colleague only for the purpose of increasing knowledge and performance and refrain from criticism that would serve to lower the esteem of fellow professionals or is aimed at personal gain.
- Diligently maintain the highest appropriate standards of food quality to achieve personal, public, and employer satisfaction.
- Strive to be courteous, fair and considerate in dealing with all others, respecting their dignity.
- Conscientiously serve the best interest of the public.
- Seek to understand and maintain the principles of sanitation, safety and nutrition to protect the health and safety of the public and colleagues.
- Respect, conserve and maintain the tools, equipment and materials of the professional, especially food products and other scarce resources.
- Present a clean and neat appearance, reflecting the pride and care with which professional responsibilities are approached.
- Deal honestly and truthfully, respect the property and resources of others, and not use such property or resources for personal gain.
- Consider the interest of employers and carry out their established policies.
- Avoid activities that might bring discredit to oneself, employers, colleagues or the profession.

American Culinary Federation of Southeast Iowa Chapter

All culinary students are strongly urged to join our ACF Junior Chapter which will help to promote and fund student activities throughout the year. Our program is accredited by the American Culinary Federation and full membership is required upon graduation to receive certification through the ACF. Your membership dues are yearly and club activities will help you to stay current in your affiliation. Other important elements of our Junior ACF Chapter include:

- Promoting your goals and our program within our community.
- Raising funds for regional and national ACF conferences and competitions.
- Promote and develop interpersonal, organizational and leadership skills.
- Engage in practical skills necessary for the workplace environment.

Culinary Arts Program Rules and Regulations

Attendance

Students are expected to attend classes every day. Each class builds upon the last and you fall behind quickly if a number of days are missed. Ensure that you are communicating with all instructors that you have classes with during your day if these apply to you. Contacting just one person does not cover all classes missed. Our policy is as follows:

- **Tardy:** Students should be on time for class each day. If you know you will be late, you are to contact your instructor prior to class start time. Excessive tardiness will result in a meeting with the Program Director. Excessive tardiness will include being late to class more than 2 times in total throughout a term. Remember, on time is late and early is on time.
- **Excused absences:** If you are sick or unable to make it to class, you are to inform your instructor prior to class starting. You are allowed to miss 3 days per term. If you miss more than 2 days in a row due to illness you will need to bring a Dr. note to show you are able to come back to class. If you miss more than 3 days per term you will have a meeting with the Program Director.
- **Unexcused absences:** An unexcused absence happens when you do not communicate with your instructor that you will not be in class before the class begins. You are allowed to have 1 unexcused absence per term. More than 1 will result in a meeting with the Program Director. Excessive unexcused absence will result in removal from the program.

Any abuse in these categories can result in removal from the Culinary Arts Program.

Dress Code

As future members of the Culinary Arts profession, students are expected to take pride in themselves and their appearance. Accordingly, all students enrolled in Culinary Arts courses must conform to the following dress code: White chef coat; black chef pants; black shoes (no cloth tennis shoes, crocks or open toed shoes of any kind); white chef hat, apron. Students are required to have a thermometer, knife & garnish set. Students are to wear solid white or grey undergarment under their chef coat. All uniforms are the responsibility of the student and should be clean, unwrinkled, and in good repair. Student's appearance and personal hygiene must comply with all applicable state and local health laws. For example, hair must be clean and kept under control, students should be free from offensive body odor, and fingernails should be clean well-trimmed, and free of fingernail polish. As a safety precaution, students will not be allowed to wear jewelry. This includes non-stud earrings, facial piercings, necklaces, bracelets, and rings that are not solid wedding rings.

Students not in compliance with the dress code will be excused from class or lab by their instructor until they do comply!

Academic Performance

To ensure the highest standards of excellence, all students enrolled in the Culinary Arts Program must achieve a grade of C or better in each course to progress through the program. This requirement applies to all HCM courses. Students who do not meet this standard must retake the course the next time it is offered to complete the program. Maintaining this level of performance reflects the dedication and skills necessary for success in the culinary field.

Kitchen Procedures/Lab Safety

Culinary Arts students are required to comply with all State of Iowa and City of Ottumwa health laws and abide by the rules and regulations of the Culinary Arts Department and Indian Hills Community College or face the possibility of disciplinary action.

1. Daily attendance is expected. Report to your classroom, lab, or workstation with necessary textbooks, lab equipment, paper, pencils, etc. ready to begin at designated time.
2. Students are required to adhere to the approved dress code while in classroom, lab, or cafeteria.
3. Attitudes and relationships towards other students, instructors, and staff of IHCC should be governed by the spirit of the Culinarian's Code.
4. Any altercations with students and/or instructors within the Culinary Arts program. This includes class time and after class. Altercations include but are not limited to, harassment, bullying, vandalism, sabotage, verbal abuse, physical abuse and inappropriate actions.
5. No foul or abusive language will be tolerated within the department.
6. We cannot be responsible for your personal possessions. Each student is issued a locker. Use it! Students are responsible for their own pad locks.
7. Anyone caught stealing, in possession of or under the influence of alcohol or an illegal substance, or vandalizing property faces immediate disciplinary action.
8. Any student or group of students suspected of cheating will be dealt with in accordance with IHCC policy.
9. Students may request a conference with any staff member by appointment during office hours at the beginning or end of the day. However, students are not to be in staff offices unless accompanied by staff-member.
10. Office, lab & dish room phones are for IHCC business only. A pay phone for student use are located in the hallway by the Snack Vending room.
11. There is to be no eating or drinking in any lab. This includes cafeteria serving line and dish area. Follow recommended procedures for taste-testing food.
12. Smoking is not permitted on campus.
13. Work stations should be kept neat and organized to promote efficiency. Practice good mise en place at all times.
14. No one is to sit on stainless steel tables, wood benches, or other food preparation areas.
15. All equipment is to be treated with respect. It is to be used, cleaned, maintained, and stored properly.
16. Safety regulations are to be followed at all times.
17. Any spills on floors no matter how small should be mopped up and dried immediately.
18. DO NOT operate any equipment without safety attachments or that you have not been trained to use!
19. Perishable food items are to be kept under refrigeration. Do not remove more foodstuffs from coolers than can be prepped in a reasonable amount of time.
20. Dishes and utensils should be scraped and rinsed immediately after use and stacked neatly so they may be taken to dish washing area. If you burn it on – you wash it off! Student's are responsible for washing and returning dishes and utensils to proper place that they used at the end of lab period.
21. All kitchen and storage areas will be cleaned, reorganized, and sanitized during clean-up period at the end of each lab session. All leftovers must be properly stored and marked. Equipment and utensils should be cleaned and returned to proper storage places. Garbage and boxes should be taken out and the floor swept.
22. Students are to use their own knife set and garnish set and they are responsible for those sets at all times.
23. Do not spray perfume or cologne on in the classroom, lab, or locker area. Some students could be allergic or sensitive to those items.

ABSOLUTELY NO HORSEPLAY!

Portfolio

All students are encouraged to purchase a binder their first term to be used as a portfolio. Every term the student will have display project pictures, letters of recommendations, and certifications professionally to document their progress. Portfolios are a must in today's industry for a job.

Culinary Arts

Curriculum, A.A.S.



Term I		Credits: 13
GEI XXX	General Education: Information Literacy	3
HCM 101	Safety/Sanitation	1
HCM 163	Culinary Skills (Lab)	3
HCM 202	Food Service Lab I	2
HCM 261	Math Principles	1
SPC 101	Fundamentals of Oral Communication OR	3
	Public Speaking (SPC 112)	3

Term II		Credits: 11
GEH XXX	General Education: Humanities/Fine Arts	3
HCM 145	Garde Manager Lab	3
HCM 146	Cold Food Principles (Lec)	1
HCM 200	Dining Service	2
HCM 203	Food Service Lab II	2

Term III		Credits: 11
BUS 102	Introduction to Business	3
HCM 149	Principles of Cooking (Lab)	4
HCM 150	Shellfish, Poultry, Meats (Lec)	1
HCM 151	Stocks, Soups, Sauces	1
HCM 264	Culinary Computer Apps.	2

Term IV		Credits: 12
GES XXX	General Education: Science	3
HCM 114	Basic Baking (Lec)	2
HCM 115	Basic Baking (Lab)	4
HCM 201	Fine Dining Experience (Lab)	1
HCM 232	Culinary Nutrition (Lec/Lab)	2

Term V		Credits: 9
GEM XXX	General Education: Mathematics	3
HCM 118	Advanced Baking (Lec)	2
HCM 119	Advanced Baking (Lab)	4

Term VI		Credits: 10
HCM 174	International Cuisine (Lab) (Students who have not taken HCM 184 or 185)	4
HCM 211	Culinary Management	4
HCM 341	Catering and Banqueting (Lec/Lab)	2

Term VII		Credits: 8
HCM 400	Food Service Entrepreneurship (Lec)	3
HCM 401	Culinary Industry	3
WBL 301	Internship: Agriculture, Food, and Natural Resources	2

Associate of Applied Science Degree

Total Credits: 74
Location: Ottumwa Campus
Start Term: Fall Term

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Culinary Arts

Curriculum, Diploma



Term I Credits: 13

CSC 110	Introduction to Computers	3
HCM 101	Safety/Sanitation	1
HCM 163	Culinary Skills (Lab)	3
HCM 202	Food Service Lab I	2
HCM 261	Math Principles	1
SPC 101	Fundamentals of Oral Communication OR	3
	Public Speaking (SPC 112)	3

Term II Credits: 11

GEH XXX	General Education: Humanities/Fine Arts	3
HCM 145	Garde Manger (Lab)	3
HCM 146	Cold Food Principles (Lec)	1
HCM 203	Food Service Lab II	2
HCM 200	Dining Service	2

Term III Credits: 11

BUS 102	Introduction to Business	3
HCM 149	Principles of Cooking (Lab)	4
HCM 150	Shellfish, Poultry, Meats (Lec)	1
HCM 151	Stocks, Soups, Sauces	1
HCM 264	Culinary Computer Apps	2

Diploma

Total Credits: 35
 Location: Ottumwa Campus
 Start Term: Fall Term

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Culinarian's Code

I pledge my professional knowledge and skill to the advancement of our profession and to pass it on to those that are to follow.

I shall foster a spirit of courteous consideration and cooperation within our profession.

I shall place honor and the standing of our profession before personal advantage.

I shall not use unfair means to affect my professional advancement or to injure the chances of another colleague to secure and hold employment.

I shall be fair, courteous and considerate in my dealings with culinary colleagues.

I shall conduct any necessary comment on, or criticism of, the work of my professional colleagues with careful regard for the good name and dignity of the culinary profession, and will scrupulously refrain from criticism to gain personal advantage.

I shall never expect anyone to subject themselves to risks which I would not be willing to assume myself.

I shall help to protect all members against one another from within our profession.

I shall be just and enthusiastic about the success of others as I am about my own.

I shall be too big for worry, too noble for anger, too strong for fear and too happy to permit the pressure of business to hurt anyone, within or without the profession.

