



## Program Title: **The Arc of the Bay's Culinary Arts Institute**

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### **Instructor**

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3:30 - 5:00 PM

M-F

### **Program Description**

The Arc of the Bay's Culinary Art Institute (TABCAI) is a 16-week program, consisting of 12 instructional weeks and 4 Internship weeks. Each instructional week is formulated of 4 half day instructions, 4 half day 'Kitchen Labs', and a field trip. TABCAI is designed to instruct culinary entry-level training to students with disabilities, whom are committed to a career in culinary arts. The instruction, offered in small class sizes from professional faculty and staff, is designed to stimulate learning, provide opportunities for growth and transformation, and help students achieve their potential all while honoring and respecting IDEA and ADA regulations. TABCAI provides instruction on the fundamental culinary knowledge and skills needed, as well as experience required, for success in the culinary industry.

### **Course Overview**

This curriculum will cover culinary sanitation regulations, kitchen tools and safety, knives, nutrition, baking, stove-top, sauces, flavors and seasonings, food presentation, kitchen prep, and table service. Our combination of direct instruction, guided hand-outs, and hands-on labs creates a comprehensive curriculum that allows students to receive an intensive entry-level culinary education. All students will receive experience in our commercial-grade kitchen with individualized feedback and instruction. All participants will complete training for certification in Food Safety and Knife/Cutlery. In addition to interactive classes, all participants will be required to complete a four-week internship at The Arc Kitchen, where they will receive real-life opportunities that reinforce the skills learned in the classroom; and gain culinary experience in areas from catering to producing and serving food in large quantities. Students also receive on site coaching, gain work experience, and networking opportunities in Bay County hosted by The Arc of the Bay.

### **Pre-Requisites**

Students should be able to read, write and verbally communicate in order to receive the full benefits of the course. However, there are course modifications for customized learning to fit the needs of the students. Students will also have opportunities to practice math concepts, so simple addition and subtraction are also recommended. However, Our program strives to be inclusive toward all and we will not deny participation so long as the student has a passion to learn. In the event that a student needs assistance or support based upon an IEP or 504, the curriculum is designed to be easily modified for compliance with IDEA and ADA regulations.

### **"Must Have" Resources and MATERIALS**

Important resources for this curriculum include student access to the internet. Students will also receive a supply list from the instructor. Protective equipment (utensils and uniforms) are provided for use at the institute as well as a student email and Chromebook for use during the semester. Students will keep their uniforms after graduation.

## **Program Objectives**

During the Culinary Arts Program, students will:

- Learn and practice the professional skills used in food preparation and service
- Have the opportunity to earn “SafeStaff – Food Handler” certification from FRLA (Florida Restaurant & Lodging Association)
- Identify and understand the principals of food identification and nutrition
- Gain experience in proper use and maintenance of professional kitchen knives, hand-tools, and commercial equipment
- Become familiar with the layout and workflow of professional kitchens and restaurants
- Gain appreciation for the history, culture and international diversity of the culinary arts
- Build collaboration skills as a member of a team
- Build upon academic and practical use of skills
- Learn and practice life skills of budgeting, grocery shopping and meal planning
- Gain experience with professional expectation in the food service and hospitality industry
- Experience “A Day in the Life” at local restaurants for each student
- Achieve gainful employment opportunities upon graduating the program

## **Program Requirements:**

By the end of the Culinary Arts Program, students must:

- Successfully complete and earn the “SafeStaff” certification
- Earn a passing status in 80% of the learning units (10 of 12 units) within the 16-week program
- Complete a 4-week internship with the Arc of the Bay

By the end of the Culinary Arts Program, students must be able to demonstrate:

- Principles and procedures for sanitation and safety with food preparation and service.
- Proper use and maintenance of professional kitchen equipment, knives, and hand tools.
- Navigate the layout and workflow of professional kitchens and restaurants.
- Work as a member of a team and communicate accurately and effectively

## **Evaluation Standard/ Course Grading Policy**

The Culinary Arts Institute is 480 classroom clock hours, a 16-week program

Satisfactory Academic Progress (SAP) standards apply to all students enrolled in the program. SAP is reviewed at designated times per program session, regardless of the student’s disability, accommodations, or equability. Reviews will occur after the completion of the 4<sup>th</sup>, 8<sup>th</sup>, and 12<sup>th</sup> weeks. The review will be completed by the program committee: instructor, director, and Post-Secondary Specialist.

The instructor, or his/her designee will document the review on the “Satisfactory Academic Progress” form which will be signed by all the participants. The form will be maintained in the student’s portfolio and a copy will be provided to the student (and guardian when applicable).

The following are required:

- ✓ The student is required to make quantitative progress toward program completion:
  - To make satisfactory academic progress, a student must attend 90% of the scheduled classes (no more than 5 absent days- excused or unexcused) during the entire course. Leaving half-way through a scheduled class day will be counted as a half-day absence- two half days will be counted as a full day’s absence.
- ✓ The student’s academic average is reviewed to determine qualitative progress:
  - The student needs a 70% or higher on weekly written/practical assessments to receive a passing status on each unit.
- ✓ Incomplete grades are not given.
  - Students will be given two (2) attempts to achieve a passing score (70% or higher) on all weekly assessments, after which, the highest score will be recorded.
- ✓ Students must pass both, the classroom units (50%) and internship (50%), to complete the program
- ✓ Students must have a “passing” status for 80% of the learning units (10 of 12 units) to complete the class portion of the program.
  - Final Unit Grade will be based on the student’s performance in the following activities:

Activity	Weight
Weekly Assessments (classwork-10, participation-10 and quizzes-20)	/40
Unit Exam (test or demonstration)	/50
Attendance: (90% of classes = 10, less than 90% = 0)	/10
<b>(70 or higher = pass) (69.9 or less = Fail)</b>	
<b>Total</b>	Pass/Fail

- ✓ The 4-week internship is graded separately from the unit grades. The activities will be graded on a scale model 0 to 10 (0 being the worst and 10 being the best):

Activity – independently done	Weight
Application of knowledge – tools and equipment	/10
Collaboration – communication and following directions	/10
Application of sanitation safety and procedures	/10
Attendance: Clock-in/clock out	/10
Uniform and Hygiene (Full clean uniform, cut nails, hair up)	/10
<b>(35 or higher = Pass) Total</b>	/50

- ❖ Students that do not receive a passing score on the “Safe Staff Food Handler Certificate” exam may retake the failed exam up to three (3) times.
- ❖ Students who withdraw from the program will receive a grade of “Fail” in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the program.
- ❖ Students that do not pass the program will be allowed to appeal to the committee for re-enrollment approval.

### **Probation/Dismissal Policy**

Students with low, cumulative attendance (4-5 days) and/or less than 70% average unit assessment grade during an evaluation period will be placed on “**WARNING**” for the next SAP (Satisfactory Academic Progress) evaluation period. Students (and guardians when applicable) will be notified in writing when they are placed on warning and provided the necessary steps to be removed from warning status. Students will receive attendance or academic counseling from the program instructor as appropriate. If the attendance and/or grades improve by the next SAP evaluation period, then the student will be removed from “**WARNING**” status.

Students placed on warning who continue to have attendance issues (6-7 days) and/or less than 70% average weekly unit grades during subsequent review period will be placed on academic “**PROBATION**” for the remainder of the program. Students (and guardians when applicable) will be notified in writing when they are placed on probation and provided the necessary steps for probation status. Students will receive attendance or academic weekly counseling (progress status) from the program instructor, receive a hearing date with The Arc of the Bay Institute committee (instructor, director, and Post-Secondary Specialist), and assigned a mentor for weekly academic check-ins.

Students placed on probation status who fail to show improvements, do not meet the cumulative 90% attendance (no more than 5 days) and/or less than 70% average weekly unit grades during the subsequent review period will be **dismissed from the current program session, forfeiture of tuition costs barring extenuating circumstances,** and asked to **begin the program again upon approval for re-enrollment.** Upon dismissal for failing to maintain SAP, the program instructor will provide written notification to the student (and guardians when applicable) as to the recommended re-enrollment date.

### **Appeal Procedure:**

The student must inform The Arc of the Bay’s Culinary Art Institute committee in writing of their intent to re-enroll in the next program period offered as well as explaining how they plan to be successful in the second attempt. The committee will review the request and notify the student (and guardians when applicable) of the decision to admit or deny re-entrance to the program. Upon re-entrance to the program, the student will be required to complete all sessions including those previously taken, as well as sign a “Student Enrollment Agreement”- which affirms understanding and agreement to adhere to the program expectations.

The dismissed student must submit a written appeal within five (5) business days of the dismissal notice. The appeal must be accompanied by the documentation of the mitigating circumstance that prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet the standards of satisfactory academic progress (SAP). Only extraordinary circumstances will be considered, such a death or severe illness/injury in the immediate family. Before the appeal may be granted, a written

academic plan must be provided to the student which clearly identifies a plan for the student to successfully complete the program within the maximum timeframe allowed. The result of the appeal (granted or denied) must be catalogued in the student portfolio.

If the appeal is granted the student will be placed on probation at the start of the session and will be required to attain satisfactory progress. Failure to do so will result in permanent dismissal.

### **Maximum Time Frame:**

All program requirements must be completed within the maximum time frame of 1.5 times the normal program length, as measured in calendar time. The Arc of the Bay's Culinary Art Institute (TABCAI) consists of 16 weeks in length and must be completed in 24 calendar weeks. Students that exceed the maximum time frame for completion will be administratively withdrawn. Time spent on an approval leave of absence is not counted against the maximum time frame.

### **Attendance Policy:**

Students are expected to maintain excellent attendance practices which assist develop skills, knowledge, attitude and behavior necessary to succeed in post-secondary education and employment.

Minimum standard of attendance for the TABCAI program completion matches those requirements for state, federal, accreditation, or professional licensing agency. Entry-Level Culinary Arts students must attend at least 90% of the scheduled class hours (no more than 5 absent days) during the entire course. Additionally, absence of 4 or more consecutive days must be reviewed by the program committee on a per case basis.

All absences during a scheduled class day will be counted toward the policy, including religious observations and sickness with physician's note. Exceptions to this policy include funerals and traumatic events (severe accidents)-3 days max without contact to TABCAI. In the event more days are required, the program committee will review on a per case basis. All other absences will be counted for the purpose of this policy.

When a student is absent, they will be given a reasonable amount of time (5 business days) to complete any work missed. If a Kitchen Lab is missed the students must make this up during the class day or during the instructor's office hours.

Students are expected to arrive on time to classes (tardy after 9:00 CST). Three late arrivals will be considered an absence.

Under no circumstances are students permitted to leave the grounds without approval. A request to leave early must be presented in writing in advance to the instructor. Approval can only come from the course instructor. Early dismissal requests must have the following information: the date, student's full name, reason for request, phone number, and parent/guardian signature (when applicable). The Instructor reserves the right to reject or deny early dismissal. Early dismissal should be limited to two (2) during the entire course. Special cases will be reviewed by the instructor.

Parents/Guardians will be notified in writing when students have demonstrated attendance problems. Attendance issues affect the Satisfactory Academic Progress (SAP) and are reviewed and documented during SAP meetings. Refer to Policy/Procedures for additional details.

Attendance policies will be reviewed during orientation. Students that are in violation of attendance policy may not receive credit for the course in which they are enrolled and may be denied the opportunity to continue or re-enrollment.

**Dress Code Requirement:**

All participants will be assigned a kitchen uniform (hat, jacket, and pants) and are required to wear the uniform during kitchen labs. Participants are responsible for cleaning and maintaining the quality of the assigned uniform. Students must abide to strict personal hygiene during kitchen labs:

- Close-toed shoes- no sandals or flip-flops
- Non-slip shoes necessary
- Long hair must be worn up in a bun or ponytail and hair nets
- Short trimmed fingernails – no painted or acrylic nails
- No facial hair
- No jewelry, except wedding bands
- If hygiene is in question, the instructor has the right to deny access to the kitchen until participant is compliant. The student will receive zero credit, make-up is at the instructor’s discretions.

**Program Outline:**

Week	Unit/Topic	Learning Goal
Days-1-2	Syllabus and procedures and expectations, uniform and supply distribution	Students will receive uniform and supplies and confirm understanding of syllabus and course expectations.
Week 1	Skills Employers Want- Do you Have Them? SafeStaff Training	Student will receive CPR training Explore careers in culinary Familiarize with standard Culinary Vocabulary
Week 2	Sanitation- Procedures and Safety	Uniform and handwashing procedures are used daily and accurately. Students will receive “SafeStaff Certification”
Week 3	Kitchen Equipment & Appliances-A	Students will identify kitchen equipment and demonstrate how to use them.
Week 4	Kitchen Equipment & Appliances-B	Wrap-up and demonstrations
Week 5	Knives and Cutlery	Students will identify different knives, the uses, and demonstrate how to use them and different cuts
Week 6	Food and Nutrition	Students will categorize food groups and nutritional, creating a cohesive and balanced meal plan.
Week 7	Oven Baking/Mise en Place-A	Students will apply the methodology of Mise en Place.
Week 8	Oven Baking/Mise en Place-B	Students will demonstrate the use of the oven and associated equipment to produce an edible product.

Week	Unit/Topic	Learning Goal
Week 9	Stove Top/ Heating Methods - A	Students will identify cooking procedures for stove-top cooking
Week 10	Stove Top/ Pastas, Grains, Beans, Vegetable Protein - B	Students will demonstrate the use of the stove-top and associated equipment to produce an edible product.
Week 11	Flavor Theory/Sauces and Marinades	Students will identify heating methods and detectable tastes on the tongue
Week 12	Table Service and Food Presentation	Students will demonstrate proper table service and plating of main dishes.
Week 13-16	Internship with The Arc of the Bay	Students will maintain a work environment, applying knowledge learning during the course.
Kitchen Labs- Monday, Tuesday, Wednesday, and Thursday 11:00 – 3:00 PM CST		
Sanitation Safety Practice Kitchen Equipment Knife/Cutlery Baking/Mise en Place Stove-Top Flavor Theory/ Heating Methods		
Field Trips/Special Guest Speakers		
Grocery Deli employee - Sanitation Hibachi Restaurant - Knives Fish Market – Choosing Seafood Super Market – Budget shopping and Choosing Produce Career Source – Searching for a job Sam’s Club Aquaponic Garden Specialist Nutritionist/Personal Trainer – Meal planning Day on a Farm – Nutrition *Farm to Table Gulf Coast – Culinary Program Bakery/Pastry Shop Local Restaurant Manager – Career options and expectations		

### Fees and Tuition

The Culinary Arts program at Arc of the Bay’s Culinary Institute is available for \$5500. This price includes tuition and fees, as well as materials and uniforms. Flexible payment plans will be available to students that qualify.

## **Exam/Assessments**

Exams and Assessments will be administered at the end of each unit. These will consist of a variety of written, oral, and demonstrative. If accommodations need to be in place it is the responsibility of the student and/or guardian to notify the instructor/institute.

## **Course Amenities**

In addition to having a fully equipped professional kitchen, a professional Chef instructor, and relationships with many businesses in the community, TABCAI is also consulted on by a Culinary Advisory Board. The board is comprised of industry professionals, parents of students with disabilities, as well as Chefs Crider and Ashman of Gulf Coast State College who all lend their expertise and knowledge to the program in meaningful ways. The goal of this board is to not only ensure each student is receiving a foundational education in the culinary arts, but to further the learning potential of our students by providing input, advice, and support to curriculum content and objectives. They will also assist in planning the end-of-program educational incentive trip, offered to all students who successfully complete the course requirements.

## **Supported Employment**

The most substantial goal the Arc of the Bay Culinary Institute strives for is true inclusion and integration into the workforce. Upon acceptance to the program, each student will be paired with an Employment Specialist from The Arc of the Bay and a referral will be made to Vocation Rehabilitation (VR) if the student is not currently a VR client. Employment Specialists will work with the student throughout the sixteen weeks and remain with them through the process of applying for, obtaining, learning, and keeping a job in an integrated and competitive work environment. The Specialist will guide each student through the process of career plan development, job placement, job stabilization, and the transition to Phase II support services. Phase II supports are designed to ensure successful maintenance of competitive employment. This employment process facilitates societal integration, productivity, and maximum use of their abilities, talents, and self-agency. Employment specialists also provide coaching as well as assist in building supports to help maintain employment, stabilize the new employee, and cultivate a natural support system within the workplace. Additionally, there are regular check-ins with the employment specialist once the employee has stabilized in their new position striving to promote long-term, gainful employment within the community.

## **Special Accommodations:**

The Arc of the Bay's Culinary Art Institute complies with American Disability Act (ADA) and strives to ensure that no individual with disabilities is deprived of the opportunity to participate in the program solely on the bases of that disability. The Arc of the Bay will provide reasonable accommodations for students with disabilities to offer the least restrictive learning environment possible. Reasonable accommodation may include preferential seating, enlarged text of student handouts, audio presentation, testing accommodation per IEP or 504, assistance with lifting and movement, dependent on student's documentation and specific functional limitations.