HCAT Student Handbook

101 College Parkway
Arnold, Maryland 21012

7438 Ritchie Highway
Glen Burnie, Maryland 21061

410-777-2398
1-866-456-HCAT
www.aacc.edu/hcat
This handbook is designed and intended for use by students of the Hotel Culinary Arts and Tourism Institute to acquaint them with the policies, procedures and operational standards of the HCAT Institute.

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.

Revised Fall 2019
## Table of Contents

**CODE OF PROFESSIONALISM** ................................................................................................................................. 3  
   Vision Statement ......................................................................................................................................................... 3  
   HCAT Mission Statement ......................................................................................................................................... 3  
   Preamble ...................................................................................................................................................................... 3  
      Attitude: .................................................................................................................................................................. 3  
      Appearance: ............................................................................................................................................................ 3  
      Preparation: .......................................................................................................................................................... 4  
      Conduct:.............................................................................................................................................................. 4  
   Our Resolve ............................................................................................................................................................... 4  
**General College Policies** .............................................................................................................................................. 5  
   Academic Regulations .................................................................................................................................................... 5  
   Academic Support Services ......................................................................................................................................... 5  
   Notice Of Nondiscrimination ........................................................................................................................................ 6  
   Testing Protocol ........................................................................................................................................................... 6  
   E-Mail Communications .................................................................................................................................................. 6  
   Emergency & Inclement Weather ............................................................................................................................... 6  
   Smoking Policy ............................................................................................................................................................ 7  
   Safety .......................................................................................................................................................................... 7  
   Student Complaints & Grievance Procedures .................................................................................................................. 7  
**HCAT INSTITUTE INFORMATION & POLICIES** .............................................................................................................. 9  
   Student Responsibilities .................................................................................................................................................. 9  
   HCAT Advising ........................................................................................................................................................... 9  
   HCAT Attendance & Break Policy ............................................................................................................................... 10  
   Classroom Policies ....................................................................................................................................................... 10  
   Uniform & Knife Kit Policies ....................................................................................................................................... 10  
   Uniform Standards ......................................................................................................................................................... 11  
   ......................................................................................................................................................................................... 12  
   ......................................................................................................................................................................................... 13  
   ......................................................................................................................................................................................... 14  
   ......................................................................................................................................................................................... 15  
   Grooming Policy ............................................................................................................................................................ 16  
   Knife Kit Policy ............................................................................................................................................................ 16  
   Course Syllabi .............................................................................................................................................................. 16  
   MyAACC & Canvas ......................................................................................................................................................... 17
CODE OF PROFESSIONALISM

Vision Statement

Anne Arundel Community College’s (AACC) 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.

HCAT Mission Statement

Anne Arundel Community College’s Hotel, Culinary Arts and Tourism Institute (HCAT) provides accessibility to an array of high quality credentialed 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 student 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 at all times 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 show respect toward others at all times.

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, 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. It will ensure a positive learning experience.
- Proper preparation for work each day will give us the opportunity to progress in our responsibilities and also 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 of our educational activities, on-the-job learning experiences, and when representing HCAT at any sanctioned event. It is our goal to fulfill 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.
COLLEGE POLICIES & REFERENCES

All college policies, regulations, student support services and other information is specified in the AACC College Catalog, available exclusively online at http://catalog.aacc.edu. 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 www.aacc.edu/advising
- Disability Support Services www.aacc.edu/disability
- Academic Support Center http://www.aacc.edu/resources/academic-services
- Testing Office www.aacc.edu/testing
- Tutoring Office www.aacc.edu/resources/academic-services/tutoring
- Library Services www.aacc.edu/resources/academic-services/library

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 accommodations must provide relevant documentation in order to receive accommodations. For information, please contact the Program Manager for DSS, at 410.777.2306, email dss@aacc.edu or visit http://www.aacc.edu/resources/disability-support-services. 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 foods that are prepared in lab courses as an important part of their culinary education. Disability Support Services, (DSS), provides accommodations 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 may require an accommodation for tasting and/or handling of particular foods during lab courses, please 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 offices at 410-777-2114.

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 you are unable to make the assigned test dates, you may 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.

E-Mail Communications

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 & 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 vis 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.
Smoking Policy

Smoking 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
- 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 & Grievance Procedures

Students seeking to resolve a concern or complaint about an issue relevant to an action or interaction of a college employee 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 the department or college administration. Resolution may be facilitated by a college ombudsperson who can assist both parties with his or her attempt to articulate concerns and identify possible solutions. Please contact Counseling, Advising and Retention Services (410) 777-6307, located on main campus in SSVC 200, to inquire about ombudsperson services.
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, http://catalog.aacc.edu/content.php?catoid=16&navoid=2416.

**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 (this used to be the Add/Phone/Email Update link).
- Enter Your Preferred First Name.
  - The Preferred First Name must be an acceptable choice or else the error message shown below is 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 records office...
HCAT INSTITUTE 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

HCAT Advising

Personalized advising is available for all HCAT students. Students are strongly encouraged to meet with an HCAT 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 Advisors
Chef John Johnson 410-777-1225  jvjohnson@aacc.edu
Chef Randy Stahl  410-777-1178  rstahl@aacc.edu
Chef Michael Levins  410-777-2918  mrlevins@aacc.edu

Baking & Pastry Advisors
Chef Virginia Olson 410-777-2208  volson@aacc.edu
Chef Carrie Svoboda  410-777-2065  casvobodo@aacc.edu

Hospitality Management Advisors
Donnisha Grant 410-777-2314  dagrant2@aacc.edu
Prof. Ken Jarvis  410-777-2722  kjarvis@aacc.edu
**HCAT Attendance & 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.

- 5-week class – 1 absence results in an “F” for the course.
- 10-week class – 2 absences results in an “F” for the course.
- 12-15-week class – 3 absences results in an “F” for 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 & Knife Kit Policies**

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

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

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

| HRM 205 |
| HRM 220 |
| HRM 223 |
| HRM 225 |
Then baking & pastry add-on kit is required for students in the following courses:

- HRM 202
- HRM 203
- HRM 226
- 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 & Knife Kits**

Online orders are placed through Mercer Culinary. To order uniforms online, please visit [https://mercereducationonline.com/student](https://mercereducationonline.com/student)

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

**Uniform Standards**

Uniforms must be clean, wrinkle-free and include the following:

- **Chef Coat:** Embroidered:
  - HCAT Logo on the left chest
  - American Culinary Federation Logo on the right sleeve
  - Preferred First & Last Legal Name (no nicknames) on the right chest
- **Chef Pants:** Black & White Checkered, properly hemmed (no cuffs)
- **Apron:** White, Bib Style
- **Neckerchief:** White, Properly folded & knotted
- **Chef Hat:** Student skullcap and hair restraint (as needed).
- **Socks:** Black or White, Crew Length
- **Undershirt:** White, Plain (no logo’s or print of any kind)
- **Shoes:** Black, Kitchen Style, Non-Slip, No Markings of any kind
- **Thermometer:** Instant Read Pocket – Calibrated
- **Marker:** Black, Sharpie® Style (for labeling)

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

Unisex and Ladies Cook Jacket with Cloth Knot Button: School logo, ACF logo and student name:
$34.85 for xs-xl, 2X: $36.85, 3X: $38.95, 4X: $40.95 and 5X: $42.95

Unisex and Ladies Hounds Tooth Cook Pant: $21.95 for xs-xl, 2X: $23.95, 3X: $26.95, 4X: $28.95 and 5X: $30.95

Hat: $7.00

Bib Apron: $6.00

Neckerchief: $3.25

- To order your Uniform, please visit www.mercerculinaryonline.com
- Make an account
- Under “Get Started”, enter the following SKU code for the uniform: HCATUNIFORM
- Click “Submit Code”
- You will need to register your shipping/billing information, as well as your name for embroidery and size in order to purchase with a credit card. Price does not include shipping.
HCAT Standard Knife Kit

Knife Kit with 3 Zip case - $250.00

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

To order your Knife Kit, please visit 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
Culinary Add-On Kit - $65.00

- Santoku Knife with Guard
- Granton Edge Slicing Knife with Guard
- High Heat Fish Turner
- Fish Tweezers

To order your Knife Kit, please visit 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
Baking and Pastry Add-On Kit - $70.00

- 3" Serated Paring Knife
- Pastry Comb
- 5 Piece Modeling Tool Set
- 5 Piece Artist Brush Set
- Digital Candy Thermometer
- #07 Flower Nail
- #02 Plain Tip
- #2 Plain Tip
- #104 Rose Tip
- #67 Leaf Tip
- #47 Basketweave Tip
- #822 Star Tip
- #230 Bismark Tip
- Standard Plastic Coupler
- 21" Polyurethane Pastry Bag
- 16" Polyurethane Pastry Bag

*To order your Knife Kit, please visit www.mercerculinary.com*

- Make an account
- Under "Get Started", enter the following SKU code for the kit: HCATSP
- Click "Submit Code"
- You will need to register your information in order to purchase with a credit card.
**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 exception to plain wedding/partnership rings/bands.
- 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. Bandanas, headbands or similar are not permitted.
- Hats are NOT to be worn over the ears.

**NOTE:** Students in non-compliance with the Lab Uniform Requirement and Grooming Policy 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 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.
MyAACC & 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 initial log in information with their registration confirmation, which is mailed to them, after which time you should change your 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 are to refer to the current AACC College Catalog for a detailed explanation of the college policies; the AACC Academic Integrity Policy the student agreed to during the time of registration or may access the online version of this policy at [http://www.aacc.edu/tla/file/integ_policy_Rev604.pdf](http://www.aacc.edu/tla/file/integ_policy_Rev604.pdf).

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 off a form confirming that the student has read and understood the policy.

Email Communication

According to AACC policies and Federal privacy requirements, student e-mail communication will only be accepted through students’ MYAACC accounts and through specific course pages in CANVAS. E-mail 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 (http://www.aacc.edu/servicelearning/)

Scotland Semester Abroad

Students travel to Glasgow, Scotland for a twelve week program to build their culinary skills while attending City of Glasgow College. This semester abroad program is designed to build skills through a combination of cultural and academic immersion. www.aacc.edu/about/schools-of-study/continuing-education/hotel-culinary-arts-and-tourism/scotland-travel-abroad-internship
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 in order 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 e-mail Chef Carrie Svoboda, CWPC at casvoboda@aacc.edu or 410.777.2065.

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 held regionally and nationally. Students should Contact Chef John Johnson (jvjohnson1@aacc.edu) if you’re interested in being part of an award-winning culinary competition team.
SCHOLARSHIPS, LOANS & GRANTS

Scholarships have been established through the generosity of individuals, civic organizations and the business community to the Anne Arundel Community College Foundation Inc. A complete listing is found in the Appendix. 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. Scholarship decisions for the fall term will be made beginning June 1. Students should complete the college scholarship application to be eligible. Applications and additional information may be found through MyAACC. Students are encouraged to consult with their HCAT advisor for additional details regarding culinary scholarships, eligibility and the application process.

http://www.aacc.edu/aid/

Specific culinary scholarships are available. Be sure to specific/request the following if you are an HCAT student and you meet the requirements. The following is a list of AACC culinary scholarships:

- **AIWF**
  - Min. 2.5 GPA
  - Needs based

- **Kristin Aymard Scholarship**
  - Min. 3.0 GPA
  - Needs based

- **Whole Foods Market Culinary Arts Scholarship**
  - Min. 3.0 GPA
  - Needs based

- **IFSEA**
  - Min. 2.0 GPA
  - Needs based

- **AM Briggs Charles W. Harris & Hendrikus Wiskus Memorial Scholarship**
  - Min. 3.0 GPA
  - Needs based

- **Andy Thompson Memorial Scholarship**
  - Min. 3.0 GPA
# HCAT Institute Staff Directory

## Administrative, Professional Staff
### Faculty & Instructional Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Herron</td>
<td>Director</td>
<td><a href="mailto:mtherron@aacc.edu">mtherron@aacc.edu</a></td>
<td>410-777-2707</td>
<td>CALT 129</td>
</tr>
<tr>
<td>Jo Baughan</td>
<td>Program Coordinator</td>
<td><a href="mailto:jlbauhgan@aacc.edu">jlbauhgan@aacc.edu</a></td>
<td>410-777-2743</td>
<td>GBTC 527</td>
</tr>
<tr>
<td>Cheryl Ignaczak</td>
<td>Kitchen Steward</td>
<td><a href="mailto:cbinignaczak@aacc.edu">cbinignaczak@aacc.edu</a></td>
<td>410-777-7152</td>
<td>GBTC 527</td>
</tr>
<tr>
<td>Chef Todd MacSorley</td>
<td>Facilities Manager</td>
<td><a href="mailto:rtmacsorley@aacc.edu">rtmacsorley@aacc.edu</a></td>
<td>410-777-2488</td>
<td>HUM 211</td>
</tr>
<tr>
<td>Wendy Melchor</td>
<td>Office Manager</td>
<td><a href="mailto:wmelchol@aacc.edu">wmelchol@aacc.edu</a></td>
<td>410-777-7073</td>
<td>CALT 121</td>
</tr>
<tr>
<td>Rebecca Sileo</td>
<td>Program Coordinator</td>
<td><a href="mailto:rasileo@aacc.edu">rasileo@aacc.edu</a></td>
<td>410-777-2966</td>
<td>CALT 121</td>
</tr>
<tr>
<td>Noelle Trageser</td>
<td>Program Assistant</td>
<td><a href="mailto:netrageser@aacc.edu">netrageser@aacc.edu</a></td>
<td>410-777-2114</td>
<td>CALT 121</td>
</tr>
<tr>
<td>Lilian Honeczy</td>
<td>Office Assistant</td>
<td><a href="mailto:lmhoneyezy@aacc.edu">lmhoneyezy@aacc.edu</a></td>
<td>410-777-7166</td>
<td>AMIL 207</td>
</tr>
<tr>
<td>Chef David Ludwig</td>
<td>Assistant Director</td>
<td><a href="mailto:drludwig@aacc.edu">drludwig@aacc.edu</a></td>
<td>410-777-2063</td>
<td>GBTC 527</td>
</tr>
<tr>
<td>Chef Ken Jarvis</td>
<td>CEC, CCE, CHE, Professor</td>
<td><a href="mailto:kjarvis@aacc.edu">kjarvis@aacc.edu</a></td>
<td>410-777-2722</td>
<td>HUM 016</td>
</tr>
<tr>
<td>Chef John Johnson</td>
<td>CEC, CCE, Instructional Specialist</td>
<td><a href="mailto:jvjohnson1@aacc.edu">jvjohnson1@aacc.edu</a></td>
<td>410-777-1225</td>
<td>GBTC 527</td>
</tr>
<tr>
<td>Chef Michael Levins</td>
<td>CEC, CCA, WCEC, Instructional Specialist</td>
<td><a href="mailto:mrlevins@aacc.edu">mrlevins@aacc.edu</a></td>
<td>410-777-2918</td>
<td>GBTC 527</td>
</tr>
<tr>
<td>Chef Richard Stahl</td>
<td>CEC, Instructional Specialist</td>
<td><a href="mailto:rstahl1@aacc.edu">rstahl1@aacc.edu</a></td>
<td>410-777-1178</td>
<td>GBTC 527</td>
</tr>
<tr>
<td>Chef Carrie Svoboda</td>
<td>CWPC, Instructional Specialist</td>
<td><a href="mailto:casvoboda@aacc.edu">casvoboda@aacc.edu</a></td>
<td>410-777-2065</td>
<td>GBTC 527</td>
</tr>
<tr>
<td>Donnisha Grant</td>
<td>M.Ed., MSIHM, CHE, Instructional Specialist</td>
<td><a href="mailto:Dagrant2@aacc.edu">Dagrant2@aacc.edu</a></td>
<td>410-777-2314</td>
<td>GBTC 527</td>
</tr>
</tbody>
</table>
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.
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: _____________/____________/___________
APPENDICIES

- HCAT Culinary Arts Courses Flowchart
- HCAT Baking & Pastry Courses Flowchart
- HCAT Hospitality Business Courses Flowchart
- HCAT Certificate Course Options Flowchart
- AACC Core Competencies
- HCAT Program Outcomes
# Requirements for Your Academic Program

**Program Code:** AAS. HRM. CULINARY-A  
**Program Name:** Hotel/Restaurant Mgmt. - *Culinary Arts Concentration*  
**Program School:** CEWD  
**Contact:** Wendy Melchor, Office Manager (410-777-7073)

AACC faculty developed the following charts to encourage greater success in your program of study. Why take classes in this order? The courses in the first column are designed to prepare you for courses in the second column 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.

<table>
<thead>
<tr>
<th>Group 1</th>
<th>Group 2</th>
<th>Group 3</th>
<th>Group 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course/Requirement</strong></td>
<td><strong>Credits</strong></td>
<td><strong>Term</strong></td>
<td><strong>Grade</strong></td>
</tr>
<tr>
<td>ENG-101 or ENG-201</td>
<td>3</td>
<td>3</td>
<td>Fundamentals of Oral Communication</td>
</tr>
<tr>
<td>Mathematics GER</td>
<td>3</td>
<td>3</td>
<td>Computing &amp; Information Technology</td>
</tr>
<tr>
<td>Introduction to the Hospitality Industry</td>
<td>3</td>
<td>3</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>Certification in Foodservice</td>
<td>3</td>
<td>3</td>
<td>Food &amp; Beverage Operations Management</td>
</tr>
<tr>
<td>Introduction to Cooking</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Introduction to Baking</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

---

1. Students planning to transfer to a four-year institution should choose a four-credit lab science general education course.
2. Students may select any eligible Hotel/Restaurant course.

*HRM-221 includes a corequisite for HRM-119

Note: Minimum of 30 credit hours required for degree.

Health/Fitness/Wellness GER is achieved program-wide.

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.
REQUIREMENTS FOR YOUR ACADEMIC PROGRAM - http://catalog.aacc.edu

PROGRAM CODE: AAS HRM BAK-PAstry
PROGRAM NAME: Hotel/Restaurant Mgmt. - Baking and Pastry Concentration PROGRAM SCHOOL: CEWD

AACC faculty developed the following charts to encourage greater success in your program of study. Why take classes in this order? The courses in the first column are designed to prepare you for courses in the second column 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.

<table>
<thead>
<tr>
<th>GROUP 1</th>
<th>GROUP 2</th>
<th>GROUP 3</th>
<th>GROUP 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COURSE/REQUIREMENT</strong></td>
<td><strong>CRED-ITS</strong></td>
<td><strong>TERM TAKEN</strong></td>
<td><strong>CRED-ITS</strong></td>
</tr>
<tr>
<td>ENGL-101 or ENGL-103A</td>
<td>3</td>
<td>3</td>
<td>Fundamentals of Oral Communication</td>
</tr>
<tr>
<td>Mathematics GER</td>
<td>3</td>
<td>2</td>
<td>Preparatory Courses</td>
</tr>
<tr>
<td>Introduction to Hospitality Management</td>
<td>3</td>
<td>3</td>
<td>Food Science &amp; Nutrition</td>
</tr>
<tr>
<td>Certification in Sanitation</td>
<td>3</td>
<td>3</td>
<td>European Pastry, Bread, &amp; Savories</td>
</tr>
<tr>
<td>Introduction to Baking*</td>
<td>3</td>
<td>3</td>
<td>Food &amp; Beverage Operations Management</td>
</tr>
<tr>
<td>Introduction to Baking &amp; Pastry**</td>
<td>3</td>
<td>3</td>
<td>Purchasing &amp; Food Controls</td>
</tr>
</tbody>
</table>

1. Students planning to transfer to a four-year institution should choose a four-credit lab science general education course.
2. Students may select any algebra Hotel/Restaurant course.

*HRM-111 includes a co-requisite for HRM-115 titled bread making.

Note: Minimum of 92 credit hours required for degree.
Health/Physical Education GER is achieved program wide.
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.
## REQUIREMENTS FOR YOUR ACADEMIC PROGRAM - http://catalog.aacc.edu

**PROGRAM CODE:** AAS HRM-HSP-EMGT  
**PROGRAM NAME:** Hotel/Restaurant Mgmt—Hospitality Mgmt, Concentration  
**PROGRAM SCHOOL:** CEWD

AACC faculty developed the following charts to encourage greater success in your program of study. Why take classes in this order? The courses in the first column are designed to prepare you for courses in the second column and so on. Students will need to determine the total number of 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.

### GROUP 1

<table>
<thead>
<tr>
<th>COURSE/REQUIREMENT</th>
<th>CREDITS</th>
<th>Term Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 or ENG-101A</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### GROUP 2

<table>
<thead>
<tr>
<th>COURSE/REQUIREMENT</th>
<th>CREDITS</th>
<th>Term Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### GROUP 3

<table>
<thead>
<tr>
<th>COURSE/REQUIREMENT</th>
<th>CREDITS</th>
<th>Term Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Basic SPA 200</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### GROUP 4

<table>
<thead>
<tr>
<th>COURSE/REQUIREMENT</th>
<th>CREDITS</th>
<th>Term Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological &amp; Physical Science GER, see note 1</td>
<td>3-4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

1. Students planning to transfer to a four-year institution should choose one four-credit liberal arts core course.  
2. Students may select any eligible Hotel/Restaurant course.

*HRM-222 includes a co-requisite for HRM-112.  
Note: Minimum of 60 credit hours required for 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.
### Requirements for Your Academic Program

**Program Code:** CRT.HRM.EVT-PLN-CAT  
**Program Name:** Event Planning & Catering Certificate  
**Program School:** CEWD

AACC faculty developed the following charts to encourage greater success in your program of study. Why take classes in this order? The courses in the first column are designed to prepare you for courses in the second column 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.

<table>
<thead>
<tr>
<th>Course/Requirement</th>
<th>Credits</th>
<th>Term Taken</th>
<th>Grade</th>
<th>Course/Requirement</th>
<th>Credits</th>
<th>Term Taken</th>
<th>Grade</th>
<th>Course/Requirement</th>
<th>Credits</th>
<th>Term Taken</th>
<th>Grade</th>
<th>Course/Requirement</th>
<th>Credits</th>
<th>Term Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to the Hospitality Industry HRM-111</td>
<td>3</td>
<td></td>
<td></td>
<td>World Culture &amp; Cuisine HRM-222</td>
<td>3</td>
<td></td>
<td></td>
<td>Meeting &amp; Conference Planning HRM-240</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certification in Sanitation HRM-119</td>
<td>1</td>
<td></td>
<td></td>
<td>Purchasing &amp; Cost Controls HRM-260</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Cooking* HRM-121</td>
<td>3</td>
<td></td>
<td></td>
<td>Catering Management HRM-253</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-req: HRM-119</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Baking &amp; Pastry* HRM-124</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-req: HRM-121</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Planning HRM-140</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*HRM-121 and HRM-124 include a co-requisite for HRM-119.

Note: Minimum of 25 credit hours required for this certificate.

*This course has a credit course prerequisite. Specific course prerequisite information can be obtained by looking at the Course Descriptions section of the College Catalog or in the Schedule of Classes.
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 10 (ten) areas:

PROFESSIONALISM: Demonstrate knowledge of personal skills, including, but not limited to, adherence to accepted professional standards and codes of conduct. Apply hospitality and culinary terminology.

SERVICE: Analyze methods of service and management principles for all hospitality operations.

TECHNOLOGY: Demonstrate proficiency in appropriate computer technology. Apply technology to hospitality and culinary operations.

INCLUSIVENESS: Demonstrate the dynamics of the changing global business environment. Discuss food and dietary issues from cultural, religious, historical and geographical perspectives.

SAFETY & SANITATION: Operate commercial kitchen equipment in a safe and efficient manner. Demonstrate proper cooking and sanitation techniques. Obtain ServSafe® Sanitation Certificate.

LEADERSHIP: Develop and meet the highest standards of professional competence, ethical behavior, technical excellence, and decision making.

MARKETING: Examine strategies to serve the current needs of the hospitality industry. Discuss contemporary hospitality and culinary trends.

NUTRITION: Apply accepted nutrition standards that lead to positive health benefits.

INDUSTRY MATH: Apply appropriate math skills to culinary arts operations and business environments.

PURCHASING AND COST CONTROLS: Apply principles of effective purchasing and of cost control, related to the hospitality and culinary industry.