



Culinary Arts Institute
13356 Eldridge Avenue, Sylmar, CA 91342
818-364-7749

CULINARY ARTS INSTITUTE

STUDENT HANDBOOK

2016-2017

Student Name: _____

Course Name: _____

<p><u>Knife Cuts</u></p> <p>Julienne (Rect. Cut) 1/8" x 1/8" x 1 1/2" – 2" Batonnet (Rect. Cut) 1/4" x 1/4" x 1 1/2" – 2" Brunoise (Fine Dice) 1/8" x 1/8" x 1/8" Macedoine (Small Dice) 1/4" x 1/4" x 1/4" Parmentier (Medium Dice) 1/2" x 1/2" x 1/2" Carre (Large Dice) 3/4" x 3/4" x 3/4" Tourne (Turned Cut) 7 Sides, 3/4" Round, 1-2" Paysanne 1/2" x 1/2" x 1/8" Oblique (Roll Cut) Rondelle (Round Disks) Bias/Asian (Diagonal Cuts) Chiffonade (Finely Sliced/Shredded Leafy Vegetables)</p>	<p><u>Measurements</u></p> <p>1 cup = 8 oz. = 16 Tbsp. = 48 tsp. 1 Gallon = 4 qt = 8 pt = 16 cups = 128 oz.</p> <p><u>Conversions</u></p> <p>Weight: # of ounces x 28.35 = # of grams OR # of grams/28.35 = #of ounces</p> <p>Volume: # of cups x 236.59 = # of milliliters OR # of milliliters/236.59 = # of cups</p>
<p><u>Effects of Heat</u></p> <p>Proteins</p> <ul style="list-style-type: none"> - The cooking of proteins is called <u>coagulation</u>. - The proteins complete coagulation at 160° - 180°F (75°-85° C) <p>Starches</p> <ul style="list-style-type: none"> - The cooking of starches is called <u>gelatinization</u>. - Occurs over a range of temperatures 150° - 212°F (66°-100° C) <p>Sugars</p> <ul style="list-style-type: none"> - The process of cooking sugars is called <u>caramelization</u>. - Sucrose begins to brown at 338°F (170° C). <p>Water</p> <ul style="list-style-type: none"> - Evaporates at 212°F (100° C) - Responsible for the drying of foods during cooking. <p>Fats</p> <ul style="list-style-type: none"> - Melt when heated - Can be heated to high temperatures so it used as a cooking medium to brown foods. 	<p><u>Timing and Speed</u></p> <ol style="list-style-type: none"> 1. Focus on what items take the longest to cook: <ul style="list-style-type: none"> - Braising - Stewing - Roasting 2. Think ahead of what items that can be all prepped at the same time: <ul style="list-style-type: none"> - Onions for your soup, entrée, etc. - Cutting all vegetables before your proteins to avoid cross contamination 3. Equipment needed for each following tasks: <ul style="list-style-type: none"> - What type of equipment will you need - Utilize full usage of pots and pans for multiple tasks 4. Utilizing time wisely <ul style="list-style-type: none"> - Sear or cook something while you are still prepping other items - Do not prep everything for that recipe then go to the stove and prepare it 5. Stay focused all of the time <ul style="list-style-type: none"> - Start thinking how your dish is going to look like - Keep your stove and work space clean and organized at all times - A cluttered work space will make you more confused on what is really going on 6. Have fun! <ul style="list-style-type: none"> - Enjoy yourself while learning!

**WELCOME TO
CULINARY ARTS INSTITUTE
@ LOS ANGELES MISSION COLLEGE**

Dear Culinary Arts Institute Student,

WELCOME! You are now a Culinary Arts student at Los Angeles Mission College and we would like to welcome you to our institution. Congratulations on taking the first step to a very exciting career!

As a new culinary arts student, you will find that this is a very exciting choice of careers. It is fast paced and requires a lot of attention to detail. It is a lot of work but very rewarding and most of all, lots of fun! For returning students, be an excellent example, show off what you have learned and always be willing to help. Be a great mentor to the new culinary arts student!

The Culinary Arts Institute is located on the Culinary Arts Institute Building and shared with the Eagle's Landing Student Store. However, core classes like English, Mathematics, and Science may be taken campus wide. All the classes for Culinary Arts will be located in the Culinary Arts Institute Building.

In order to continue our consistent success and growth, it is important that all students understand our policies and subscribed methods. This student handbook will accustom you with the many policies and procedures of the Culinary Arts Institute @ LAMC. We hope you will use it as a valuable resource and reference for understanding the Culinary Arts Institute culture. Certain policies will change from time to time; please check with your chef instructor for any changes. Invariably questions will arise. Please do not hesitate to discuss them with your chef instructor or any member of the culinary arts institute team.

This handbook is designed to answer many of your questions that arise during your program of study. The policies and procedures discussed will enable the student and the College to function in a more organized manner.

Chef Louis Zandalasini

Department Chair/Chef Instructor

Chef Louis Eguaras

Chef Instructor/Author

Chef Jesse Sanchez

Chef Instructor

Chef Trinidad Silva

Chef Instructor

CULINARY ARTS INSTITUTE FACULTY & STAFF

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7. Chef Alicia Martinez
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Catering Associate/Program Assistant
Phone: 818.364.4419

ADMITTANCE TO PROGRAM

In order to be considered a Culinary Arts Institute Student at Los Angeles Mission College, one must meet all the requirements for entrance into the College. In addition, if you are a developmental student you will need to successfully complete the developmental classes. You cannot be considered a culinary student until you have successfully passed all the developmental course work.

The Culinary Arts Institute Student must be in good physical health and it is advised you have a tetanus and TB shots prior to beginning their classes. If the student is under doctor's care; please have a release form from your doctor. All culinary students should be able to lift 50 pounds or more, be able to stand for multiple hours without taking a break, be able to follow directions and to deal with stress.

All students must have a ServSafe Food Handler's Card or Food Manager's Certification prior to entering into any kitchen lab environment. Please visit www.servsafe.com to obtain the proper sanitation card. Student that do not have the Food Handler's Card or Food Manager's Certification prior to entering into the kitchen lab environment will be dropped from the roster. All students must have a negative TB Test results provided as well prior to starting their first semester. This will be checked in the CLN ART 050 – Sanitation & Safety class.

ATTENDANCE

Culinary Arts Institute's attendance policy approximates the expectations found in a working situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the culinary arts and hospitality industries. At the time the student moves from training into a career, the employer will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job. The faculty and staff of Culinary Arts Institute @ LAMC consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured.

Attendance is an extremely important part of the program and mandatory at Culinary Arts Institute. Students are expected to attend all classes and be on time. Cutting classes are not permitted and will be recorded as absences. In any class with a kitchen laboratory attached, on the second absence, you will be withdrawn from the class prior to census day. In addition, if you are unable to attend class you are required to call Chefs Louis Zandalasini, Louis Eguaras, Jesse Sanchez or Ramiro Villegas and report off. Any student who does not report off is immediately withdrawn from the class. Our phones answer 24 hours a day. You may not miss more than three classes before being withdrawn or failing the class when the class contains only a lecture component. You are required to report off for these classes also.

The students in this class are considered to be adults by the chef instructor and as adults have the right to attend or not attend class. Each student is held accountable for work missed because of an absence. ***Hours TBA will be approximately 25 hours in exchange for lecture to cover special events and tours for both classes.**

Attendance is mandatory; roll will be taken each class period. During the spring/fall semesters, if you miss 3 days of lecture/lab, you may be excluded by the chef instructor/professor. During the summer/winter sessions, if you miss 1 day of lecture/lab, you may be excluded by the chef instructor/professor.

MISSED WORK

If a student arrives late to class, and a test is still in progress, the student may take the test with no penalty. If a student misses a test or an assignment, the test/assignment will have ten (10) points deducted from the score. The student must contact his/her chef instructor to arrange to make-up the test/assignment prior to his/her return to the next scheduled class. If a student does not contact the chef instructor to make-up the test assignment before the day he/she returns to the next scheduled class, the student will receive a zero (0) for the test/assignment.

LEAVE OF ABSENCE

We cannot address the issue of leave of absence. However, if you need to have extended time off you are asked to withdraw from the classes and you are always welcome to return the following semester. In the instance of military duty you must adhere to the standing college policy.

GRADING SCALE

93 – 100	A
85 – 92	B
75 – 84	C
69 – 74	D
69 below	F

All students must complete or enrolled in the CLN ARTS 050 - Sanitation and Safety prior to being able to take any kitchen lab classes. All students must pass these classes with a C or better and receive their ServSafe Food Handler's Card and NRAEF Certificates prior to taking any kitchen lab classes.

INCOMPLETE GRADES AND FAILURES

An incomplete will be given in rare circumstances when the course content cannot be completed on time. This will occur only after a conference with the student, the faculty and the program director.

If a student fails a class, they may take the class again when it is offered again. However, the prerequisite is not met and you may not take the next class. In the instance of Sanitation, a student may retake Sanitation twice. After that the student will no longer be recognized as a Culinary Student. If you fail Sanitation no future laboratory classes can be taken until Sanitation is passed.

TESTING

In kitchen lab classes you may retake one test with prior approval of the chef instructor. All tests must be made up Friday of the week in which the test was missed. It is the student's responsibility to contact the chef instructor to do this! Failure to do so will result to failing the test and not being able to make it up.

One time during the semester, in classes with only a lecture component, you may arrange with the chef instructor to make up the test on the following Friday. If however, you miss more than one test you may not make up the tests until the last Friday of the Semester and you will be given an essay test with a possibility of making no more than 80%.

DIETARY SERVICE SUPERVISOR STUDENTS

All students taking any Culinary Arts class are subject to the same principals and guidelines. Students will learn to ensure that all foods are served by methods that conserve nutritive value, flavor and appearance and all foods are prepared in a form designed to meet individual needs. All substitutions should be similar nutritive value. Student's competency will be demonstration and evaluated by the Registered Dietitian/Professor.

STUDENTS WITH SPECIAL NEEDS

If you have any health impairments that require regular medication, or any disability that might affect your performance in the class or lab, and would like your chef instructor to make special accommodations, please call our campus Special Services Director at 818-364-7734 as soon as possible. They will help you arrange special accommodations for your classes.

The special needs of each student are met, in part, by:

1. Group discussion at the "peer" level, providing for the interchange of ideas
2. Reading materials supplementing the required text material
3. Availability of the teacher for personal interviews and referral to appropriate community resources as indicated.

GENERAL APPEARANCE

General Appearance Requirements:

It is expected that all students be well-groomed to include:

- **Bathing daily** before coming to school;
- **Clean shaven** – meaning you must shave. You will be sent out to shave prior to attending class.
- Neatly groomed and trimmed **facial hair** is permitted— beard restraints are required for facial hair longer than ¼" when working with food or in a kitchen laboratory classroom.
- **Hair** extending past the collar must be restrained with a hairnet when working with food or in a kitchen laboratory classroom; **ALL HAIR MUST FIT INSIDE SKULL CAP.**
- **Nails** must be trimmed, nail polish is not permitted, artificial nails are not allowed;
- **Bistro Aprons** must be removed when leaving food prep areas; **Or using the restrooms!**
- **Jewelry** must be removed from hands and arms prior to preparing or serving food—**solid, plain wedding bands** are permitted;
- **Earrings** are not allowed in the kitchen; No piercings or jewelry allowed on the face area.
- **Jewelry** is limited to a wedding band only (no design, no stone); No bracelets or other types or rings of any type allowed
- **Cologne, perfume, and scented lotions** are prohibited. Wear cologne or perfume in the kitchen affects your sense of smell.

UNIFORMS

When students are in full uniform, they are a reflection upon the Culinary Arts Institute at Los Angeles Mission College and should reflect the program appropriately. All CAI Students, including CAI Student Workers, **MUST BE completely in CAI uniform or completely out of uniform (regular clothing) while on the college campus.** Students not dressed in the manner appropriate to their program will be denied entry into class until properly dressed. For the **safety** and **health** of all, the following dress code has been adopted.

CAI Students, including CAI Student Workers, are to be in full uniform at the start of each lecture/lab class or shift schedule. Uniforms can be purchased at the LAMC Bookstore or New Chef Uniforms directly. Visit www.newchef.com to purchase your uniforms today. The standard uniform costs around \$80.00 - \$100.00. Contact Stella at 1-800-639-2433 ext. 254, 258, or 259. Stella can also be reached via email at stellak@newchef.com

All Culinary Arts Students, including CAI Student Workers, need to purchase 2 Culinary Arts Institute LAMC Chef Coats, 2 black skull caps, 2 Cravats/Neckerchiefs, 2 checkered/houndstooth pants (straight leg, hemmed), 2 white **bistro** aprons and 1 pair of **black**, closed-toe, non-slip shoes or black non-slip clogs. No flip-flops or open toe shoes will be allowed in the CAI food production areas or any classrooms.

STUDENT WORKERS

You must be in full CAI uniform during your shift. This means you need to be in full uniform during **all semesters including summer and winter sessions**. Be a great example for new students! If your uniform is dingy and dirty, obtain a new uniform.

The cravats or neckerchiefs must be worn at all times in the Culinary Arts Institute Building along with the uniform. The color chart for the cravats/neckerchiefs is as follows:

Cravat Colors are:

White – Chef Instructors/Instructional & Program Assistants (Assistant Chef Instructors) **ONLY**

Red – Sanitation & Safety, Culinary Orientation & Techniques, and Culinary Fundamentals I
(or 1st Semester Students)

Blue – Culinary Fundamentals II and upper level Culinary Arts courses (or 2nd Semester Students)

Green – 3rd Semester Student

Black – 4th Semester Student

Magenta – Student Workers

Gold – Competition Team

All Dining Room Presentation & Catering Students need to purchase 1 black tuxedo pants, white tuxedo shirt, black bow tie, black vest and black dress shoes – cleaned and polished. If you can purchase another set, do so. These can be purchased at www.newchef.com as well.

All Culinary Arts, Patisserie & Baking, Garde Manger, Butchery and Sanitation classes:

- Clean black and white (checkered) hounds-tooth **pants** worn waist high, without cuffs, and hemmed; **ALL STUDENTS INCLUDING STUDENT WORKERS**
- Clean, ironed, and buttoned white **chef's coat**;
- **White undergarments** worn under a student chef's coat are to be **white in color** with no visible logos and/or writing; Only the WHITE Culinary Club or LAMC t-shirt can be worn.
- Clean white **bistro apron only** while in food preparation areas;
- Black skull cap is to be worn when working with food or in a kitchen laboratory classroom; **White Skull cap for baking classes only.**
- Approved non-slip black **shoes with black soles** (standard work shoes); no shoes with open surface or air vents along the sides

No sweaters or hoodies will be worn with the CAI student uniform

Catering Class:

- Approved hemmed black tuxedo pants worn waist high;
- Solid white long sleeve tuxedo shirt;
- **White Undergarments** worn beneath the shirt must also be all white in color with no visible logos and/or writing;
- Black **vest**
- Approved black **bowtie**;
- Black dress **shoes** (recommended with non-slip soles);
- Black dress **belt** (if needed);
- Black dress **socks**;

The uniform policy is effective immediately! NO EXCUSES!

BOOKS, KNIFE KITS AND EQUIPMENT/SUPPLIES

All books for the courses being taken can be purchased from the Eagle's Landing Student Store OR online on gettextbooks.com, amazon.com or ebay.com. Check out companies that rent books out as well online.

Knife kits can be purchase from the Eagle's Landing Student Store or online a several stores such as, WilliamSonoma.com, amazon.com, ebay.com and many more. You may also purchase the knife kit from Chef Toys (STAR Restaurant & Supply) or Restaurant Depot. You may bring your own approved knives but make sure that you check with your chef instructor first.

1 notebook, pens/pencils, scantrons, 1 (3 inch) binder with transparent sleeves for recipes/handout as well. You will need this during your entire time at the CAI.

All students taking classes that will be in the kitchen labs will require a complete knife set. No exceptions. Knife Kits can be purchased at the LAMC Bookstore, Chef Toys in Van Nuys, CA or online.

CLASS & KITCHEN LAB ETIQUETTE

Cellphones, laptops, iPads and iPhones must be off or in silent mode when in class unless prior arrangements have been made with the chef professor. All cellphones and iPhones are to be turned off during testing and put away in a secure area. No sunglasses will be permitted in class unless documented by a physician. No personal stereo equipment is permitted in the Culinary Arts facility. Consumption of alcohol is permitted in class as a tasting and cooking purpose only. College policy is very clear on alcohol consumption. Smoking, smoke and smokeless is not permitted on the property. Chewing gum and mints are not permitted in the Culinary Arts facility. Baseball caps are not part of the uniform so please do not wear it when in uniform.

LAB CHECK OUT REQUIREMENTS

- Food is not to be taken out of the lab unless authorized by the chef instructor.
- All pantry supplies and equipment returned to proper storage area before class ends. Class hours must be adhered.
- All cutting boards stacked in order of color for the next class

- All workstations and sinks cleaned and wiped dry.
- All appliances/equipment cleaned after use, including stove tops, French tops, all reach-in and walk-in refrigerator doors wiped cleaned, counter tops and cupboard doors.
- All equipment, supplies and dry herbs/spices must be put back in its proper space.
- All under sinks cabinets cleaned and in order.
- All spills are to be wiped up and all wet towels placed in washing machine in lower level. If you use it, clean it!
- Floors swept and mopped.
- If you leave prior to class ending, you will be marked ½ absent. Attendance will be taken at the end of class as well.

STUDENT CONDUCT

Any hostile physical contact will result in suspension of all parties for three school days. These will count as unexcused absences. Any hostile verbal disruption of class will result in the party's dismissal for the remainder of the day. The day will be counted as an unexcused absence. Theft or vandalism of school property will result in the immediate withdrawal of the student from the Culinary Arts Institute. The student will not be allowed to re-enter the Culinary Arts Institute at LAMC.

STUDENT ETHICS POLICY

It is expected that students will model their behavior to the highest ethical standards. Students must demonstrate respect for themselves, one another, employees of the school, visitors to the school, the community-at-large and the school itself. Students are expected to be free of the influence of nonprescription drugs or alcohol when participating in school-sponsored events. Academic honesty is a requisite of continued attendance in good-standing. All persons have the right to safety - physical and mental. It is expected that all school, state and federal rules and regulations be followed by all. You can find the policy in the Los Angeles Mission College Catalog 2016-2017.

CELL PHONE USAGE/IPODS/LAPTOPS

There is no using of cell phones, iPods, iPads in the kitchen or food production areas without chef instructor permission. If it is an emergency, asked to be excused from class momentarily and go outside of the Culinary Arts Institute Building to make your call or receive a call.

SMOKING POLICY

There will be no smoking around the Culinary Arts Institute Building. See the Los Angeles Mission College Catalog 2016-2017 for more details on the smoking policy at the College.

SEXUAL HARASSMENT POLICY

Culinary Arts Institute @ LAMC has a zero tolerance on sexual harassment. Sexual harassment is defined as: unwelcome or unwanted sexual advances, request for sexual favors, and other verbal or physical conducts of a sexual nature. Sexual harassment will NOT be tolerated in the classrooms or food production and service areas. Any incident of this nature should be reported immediately to the Department Chair, a faculty member, or a chef instructor. Appropriate action will be taken swiftly in each and every case.

Please refer to pages 59 through 60 in the Los Angeles Mission College Catalog 2016-2017 for more information and details on Los Angeles Mission College's Sexual Harassment Policy.

COMPLAINTS/ISSUES/PROBLEMS

Any difficulties or challenges should be first discussed with your chef instructor. If at that time the situation has not been resolved to your satisfaction, then it can then be brought to the attention of the Department Chair immediately via written documentation or via email. It is only after this "chain of command" had been done should a student go to Academic Affairs Dean Isabelle Saber and then to the VP of Academic Affairs, Michael Allen.

SPECIAL FUNCTION AND EVENTS

Students will be required to perform duties that relate the experience to the food service industry, banquets, meetings, etc. All students must understand that these duties will help them in the culinary arts industry and with grading for the class they are attending. These events will be part of the syllabus and your chef instructor will notify you which events will be mandatory.

SECURITY

There are many high cost items within the food production areas of the Culinary Arts Institute Building and all individuals must be aware that this is for school usage only. No equipment, smallware, flatware, etc. of any sort should be removed from the campus.

LOCKER ROOM RENTALS

We have lockers in the Lower Level Men's and Women's Restroom that can be rented for \$20 for the entire semester. This goes towards the Student Culinary Arts Club events and functions. Please see Chef Eguaras for further details.

STUDENT PARKING

All students **MUST PARK** in the student parking area and not in the visitor or faculty/staff parking. If students are found parking in the visitor/faculty parking area, disciplinary action will be taken and suspension from the Culinary Arts Program can occur. So please park in the student parking area.

DEPARTMENT REGULATION

- All Culinary Arts Institute students/Student Workers must be in full uniform and will make sure that uniforms are clean, ironed and worn whenever in any food production area or when inside the Culinary Arts Institute Building.
- All food and drinks will be ordered and paid for through the cashier and student must provide proof of receipt if the Chef Instructor requests for one. No taking of food, drinks, coffee, soda, etc. from Servery Café & Grille or from any food production areas. **EVERYTHING MUST BE PURCHASED.**
- Students are not to take any food home, unless it is part of your class and must be approved by your Chef Professor.
- No eating in the food labs, you must eat in the Student Dining area.
- No loitering around the cashier area. Student Workers are working and they are not there to gossip. No loitering around the food production areas, any office in the food production area or faculty offices.

- No earrings, jewelry-rings, watches, bracelets, facial or tongue piercings while in any food production areas. Plain wedding bands with no jewelry are acceptable.
- Any verbal abuse, profane language, swearing or outburst of inappropriate conduct will result in dismissal from your class and possibly removal from the program if behavior continues.
- If you have any problems with your classmates, chef instructors, instructional assistants or other concerns, please make an appointment with the Department Chair, Chef Zandalasini via office phone: 818-364-7849 or email: ZandalLJ@lamission.edu OR stop by the faculty offices. ***All your concerns will be strictly confidential and will be handled in the upmost professional manner.***

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 fraternal 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 fellow colleagues.

I shall conduct any necessary comment on, or criticism of, the work of fellow 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 himself 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 as 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.

(Adopted by the American Culinary Federation, Inc., at its Convention in Chicago, August, 1957)

Great Culinary Quotes:

“Find something you're passionate about and keep tremendously interested in it.”

~Julia Child

“The universe is in order when your station is set up the way you like it.”

~Anthony Bourdain

“No one who cooks, cooks alone. Even at her most solitary, a cook in the kitchen is surrounded by generations of cooks past, the advice and advise of cooks present, the wisdom of cookbook writers.”

~Laurie Colwin

"A customer is the most important visitor on our premises; he is not dependent on us. We are dependent on him. He is not an interruption in our work. He is the purpose of it. We are not doing him a favor by serving him. He is doing us a favor by giving us an opportunity to do so."

Mahatma Gandhi

"We see our customers as invited guests to a party and we are the hosts. It's our job everyday to make every important aspect of the customer experience a little bit better."

Jeff Bezos, CEO Amazon.com

"We are ladies and gentlemen serving ladies and gentlemen."

Ritz Carlton Hotelier's

STUDENT ACKNOWLEDGMENT

I have received a copy of the Culinary Arts Institute @ LAMC Student Handbook either during the New Student Orientation Day or on the first day of class and acknowledge that I have reviewed, read, understand and comprehend its contents. I understand that the handbook is an overview and summary of general policies and procedures in force at the time this handbook was written.

I also understand:

- that Culinary Arts Institute @ LAMC policies, procedures and programs are always being reviewed;
- that Culinary Arts Institute @ LAMC reserves the right to modify, change, revise, or rescind any policy;
- that I should always check with the Chef Instructor or Department Chair of the Culinary Arts Department for the most current information;
- that several other policies and procedures are defined in the Los Angeles Mission College Catalog 2016-2017 and that I should refer to it if I have any questions regarding the policies in detail.

I agree that I am required to adhere to the school policies which can be found in the Los Angeles Mission College Catalog 2016-2017.

I agree, understand and will adhere to everything written on the Student Handbook:

PRINT STUDENT NAME DATE

STUDENT SIGNATURE DATE