



Culinary and Hospitality Student Handbook

Fall 2020

Program Director/Advisor

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Welcome to the Big Sky Culinary Institute

I would like to personally welcome everyone to the Big Sky Culinary Institute. Whether you will be studying Hospitality Management, Food Service Management, and/or Culinary Arts, you will be embarking on a path that will allow you to work in the finest kitchens around the world, open your own food truck, work for world-class catering operations, become associates in leading resorts, or take these skills of organization, team-work, and professionalism, and apply it to any career you wish to pursue.

Our programs are designed to teach and train students wishing to enter the Hospitality Industry. Our curriculum focuses on developing the fundamentals of the areas of study through traditional college lectures and assignments. Additionally, the majority of the curriculum is focused on hands-on labs and work-based education with a variety of community restaurants and hospitality partners. You *will* learn how to cook, but you will also learn how to clean, how to follow direction and how to give direction. You will help run our restaurant, the Blackfoot Café and our full-service coffee bar, Iris. You will be stewards to the community through outreach and service projects. You will most importantly learn the importance of mentorship and mise en place.

My name is Aimee Elliott (Chef Elliott) and I am a Certified Chef de Cuisine with the American Culinary Federation as well as a ProChef II with the Culinary Institute of America. I am currently serving as Program Director for the Big Sky Culinary Institute and oversee all four degree paths—AAS Food Service Management, AAS Hospitality Management, CAS Culinary Arts, Professional Certificate Hospitality Management—offered under our umbrella. I will be your primary advisor throughout your tenure with us. Additionally, we have Chef Amy Nack and other guest chefs and hospitality professionals from around Western Montana serving as faculty and mentors in the various classes and labs we offer.

The Big Sky Culinary Institute at Missoula College was started in 1968 as a vocational training program for meat cutters. It has grown over the years to become the hub of culinary education in Western Montana, and is currently the only American Culinary Federation (ACF) accredited program in the state. As one of our students, you will either be studying with us anywhere from two semesters to five semesters depending on the path of study you wish to take.

This handbook has been carefully compiled to assist you in settling into your role as a student as quickly as possible so that you are able to make the most of your learning experience in our programs. It has been created with two objectives:

- To provide clear and thorough guidelines and to serve as a practical, helpful resource during your student experience at Missoula College. The information that you will find in these pages is updated each semester to promote accuracy of information for student use and guidance.
- To inform students of the rules and regulations of classroom, lab, work-based learning, and professional expectations.

In the event a change is made to this handbook, notification will be placed on the MC website and Moodle.

On behalf of the faculty and staff at the Big Sky Culinary Institute and Missoula College, we welcome you and hope that the education you receive here will help stoke your passion and reach for your goals.

Bon Appétit,

AIMEE ELLIOTT, CCC

PROGRAM DIRECTOR

BIG SKY CULINARY INSTITUTE

BUSINESS TECHNOLOGY DEPARTMENT

MISSOULA COLLEGE

UNIVERSITY OF MONTANA

Mission Statements

Mission Statement for University of Montana - Missoula

The University of Montana--Missoula pursues academic excellence as demonstrated by the quality of curriculum and instruction, student performance, and faculty professional accomplishments. The University accomplishes this mission, in part, by providing unique educational experiences through the integration of the liberal arts, graduate study, and professional training with international and interdisciplinary emphases. The University also educates competent and humane professionals and informed, ethical, and engaged citizens of local and global communities; and provides basic and applied research, technology transfer, cultural outreach, and service benefiting the local community, region, state, nation and the world.

The University pursues fulfillment of their mission through five Core Themes that drive every aspect of its mission and vision:

- *Partnering for Student Success - The University will help its students succeed academically and personally so they graduate well-prepared for their careers or further education.*
- *Education for the Global Century – UM will offer an educational experience at all degree levels that provides graduates the foundation to make positive impacts on a world that is increasingly interconnected.*
- *Discovery and Creativity to Serve Montana and the World – The University will transform discovery and creativity into knowledge, applications and experiences in ways that benefit the state, region, nation and world.*
- *Dynamic Learning Environment – UM will enhance its character as a place where people are passionate about learning, discovery and growth.*
- *Planning-Assessment Continuum – The University will model transparency, systematic communication and sound decision-making to ensure that resources are marshaled to achieve UM's mission.*

Missoula College of University of Montana Mission Statement

The Mission of Missoula College is to create a comprehensive, accessible, student-centered learning environment that fosters individual growth, facilitates workforce development, and provides a foundation for advanced academic achievement.

Missoula College pursues fulfillment of their mission by:

- *Creating a student-centered environment;*
- *Providing college level technical and general education learning opportunities;*
- *Facilitating development of oral and written communication skills, thus providing a foundation for advanced academic skills;*
- *Fostering individual growth through development of critical thinking and problem-*

solving skills;

- *Providing the regional workforce with credentialed, skilled, and competent entry-level technicians;*
- *Responsive to emerging workforce needs;*
- *Supporting the development of ethical behavior;*
- *Encouraging students to become responsible members of a global and multicultural society;*
- *Facilitating and promoting lifelong learning.*

Big Sky Culinary Institute Mission Statement

Big Sky Culinary Institute provides professional knowledge, skills, and excellence through dynamic learning experiences, while remaining affordable and accessible to all students. We achieve this with our values of diversity, ethics, critical thinking, community involvement, leadership, and life-long mentoring.

Big Sky Culinary Institute accomplishes this mission, in part by:

- Creating an environment of collaboration and mentorship among faculty, students and staff, community non-profits, and industry partners;
- Promoting the development of knowledge and skills necessary for the intellectual, professional, and personal growth of students;
- Providing culinary pathways from secondary to post-secondary education;
- Building upon the rich tradition of teaching excellence and high academic and collegial standards;
- Fostering discovery and creativity, critical thinking skills, and competencies at the certificate and associate degree levels;
- Creating professional and community based partnerships, interpersonal relationships, and providing exposure to diverse populations.

Program Goals

1. **Hands-On/Technical Training:** *Students will be able to demonstrate basic cooking techniques in the following areas: hot food, cold food, charcuterie, baking and pastry.*
2. **Leadership/Manager Training:** *Students will apply exceptional leadership skills in communication, organization, mentoring, and the soft-skills required for being in a management position.*

3. **Safety and Sanitation:** *Students will have the advanced understanding and practice in sanitation and safety in the food service industry.*
4. **Entrepreneurial/Business Understanding:** *Students will know the fundamentals of basic business practices and entrepreneurial skills as they relate to the hospitality industry in the following areas: lodging, food service/restaurant management, and tourism.*
5. **Ethical/Sustainability/Global Awareness:** *Students will be able to integrate ethical and sustainable practices in kitchen/hospitality management when dealing with cultural expectations and/or differences, environmental factors (such as food waste), and industry trends.*

The Big Sky Culinary Institute currently offers four different degree and certificate routes:

- Professional Certificate of Hospitality Management
- Certificate of Applied Science in Culinary Arts
- Associates of Applied Science in Food Service Management
- Associates of Applied Science in Hospitality Management

Professional Certificate in Hospitality Management

The Professional Certificate in Hospitality Management develops the skills students will use in the hospitality and tourism industry and provides students with the knowledge and practical experience in the major areas of management and operation: accounting, customer service, marketing/sales, and hotel management/operation. Graduates prepare for entry-level, professional careers involving business support for restaurants, hotels, resorts, casinos, and other hospitality and tourism organizations.

The certificate option is two semesters. If students wish to expand their education beyond a certificate, the program also allows seamless transition into the AAS in Hospitality Management and/or Food Service Management.

Certificate of Applied Science in Culinary Arts

Students entering the Culinary Arts Certificate program or Food Service Management degree program prepare for careers in the hospitality industry. Students develop the skills needed to then seek employment in hotels, restaurants, resorts, casinos, clubs, catering, and corporate dining. Culinary careers encompass hospitality management, sales, product development, and entrepreneurship.

The Culinary Arts certificate program is three semesters and provides an introduction to the field of culinary arts. Students prepare for an entry-level position in the expanding and challenging food service industry. This program incorporates comprehensive hands-on learning experiences complemented by

supportive courses designed to prepare students for a wide range of career opportunities. This program also allows for a seamless transition into the Food Service Management degree.

[Associates of Applied Science in Food Service Management](#)

The Food Service Management program culminates in an Associate of Applied Science Degree. This program combines theory, practical training, and industry experience to prepare students for entry-level and management positions in the diverse and dynamic hospitality industry. The degree program is designed to continue principles taught in the Culinary Arts certificate program. The spectrum of learning is expanded to include more in-depth professional studies thereby enhancing employment options. Accreditation by the American Culinary Federation ensures graduates' eligibility for certification as an ACF "Certified Culinarian".

Technical subject areas include introduction to the industry, basic baking, patisserie, cost control, dining room service, Garde manger, nutritional cooking, fundamental cooking principles, short order cookery, a la carte stations, menu planning, supervised internship, and the recognized sanitation certificate awarded by the National Restaurant Association Educational Foundation.

[Associates of Applied Science in Hospitality Management](#)

The Associate of Applied Science in Hospitality Management develops the skills students will use in the hospitality and tourism industry and provides students with the knowledge and practical experience in the major areas of management and operation, including accounting, customer service, hotel management/operation, restaurant management/operation, purchasing, and sanitation practices in food service. Graduates prepare for entry-level, professional careers involving business support for restaurants, hotels, resorts, and other hospitality and tourism organizations.

The AAS degree option is five semesters, which includes a hospitality-specific internship to allow extensive hands-on learning in the industry.

Academic Calendar 2020 - 2021

Autumn Semester 2020

Mon, August 17	New Student Orientation 9am - Noon
Wed, August 19	Autumn Semester Classes Begin
Mon, September 7	Labor Day – No Classes, Offices Closed
Tue, November 3	Election Day – No Classes, Offices Closed **Go Vote!**
Wed, November 11	Veterans Day Observed – No Classes, Offices Closed
Wed, November 25	Last Day of Classes

Spring Semester 2021

Wed-Fri, January 6-8	New Student Orientation
Mon, January 11	Spring Semester Classes Begin
Mon, January 18	Martin Luther King Jr. Day – No Classes, Offices Closed
Mon, February 15	Presidents' Day – No Classes, Offices Closed
Mon-Fri, March 15-19	Spring Break - No Classes
Fri, April 30	Last Day of Regular Classes

Mon-Fri, May 3 - 7	Final Exams
Sat, May 8	Commencement

*Calendar is subject to change with additions of mandatory events and unforeseen plans, such as COVID-19

Big Sky Culinary Institute Faculty and Staff Information

Culinary and Hospitality Faculty:

Aimee Elliott CCC, MS

Associate Professor

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Amy Nack

Instructor, Culinary Arts

Office: MC 136

Email: amy.nack@umontana.edu

Administration and Staff:

Thomas Gallagher Ph.D

Missoula College Dean

Office: MC 222 / Phone: 406-243-7801

Email: tom.gallagher@umontana.edu

Michelle Boller M.Ed, MS

Business Technology Chairperson

Office: MC 418 / Phone: 406-243-7877

Email: michelle.boller@mso.umt.edu

Nina Broshar

Business Technology Administrative Assistant

Office: MC 413 / Phone: 406-243-7805

Email: Nina.broshar@umontana.edu

Registration and Advising

After being admitted to the Big Sky Culinary Institute, students must attend a general Missoula College orientation, either online or in person. Once the orientation and placement exams have been completed, students then MUST contact Chef Aimee Elliott to set up an appointment for advising. Students cannot register prior to this meeting. At this point, Chef Elliott will provide the student with the necessary advising pin number, required courses, provide general information, and answer any questions that may arise prior to beginning. While in the programs, students will also meet with Chef Elliott every semester prior to registration for the next semester to get information on classes, pin numbers, and/or graduation requirements.

Faculty Office Hours

Faculty office hours are posted on course syllabi, faculty office doors, and on Moodle home pages of each course.

Accreditation

The Associates of Applied Science in Food Service Management and the Certificate of Applied Science in Culinary Arts are both fully approved by the [American Culinary Federation Education Foundation](http://www.acfchefs.org) (www.acfchefs.org). Their contact information is listed below:

- American Culinary Federation
180 Center Place Way
St. Augustine, FL 32095
904-824-4468

Additional Fees and Costs

All programs under the Big Sky Culinary Institute have an additional Program Fee of \$500 a semester. This fee pays for all uniforms, books, knives, and any other mandatory equipment that is required for the program. It also helps to offset programmatic costs such as equipment, maintenance of the facility, and food costs. This fee also pays for nationally recognized certification exams students are required to take, as well as membership in the ACF upon successful completion of the AAS in Food Service Management. In addition to the Program Fee, students will also incur Course Fees for most classes taken at Missoula College and/or the University of Montana. For CULA courses, these course fees range between \$103 and \$250 a class. A published schedule of these fees can be found on the University of Montana website.

Family Education Rights and Privacy Act (FERPA)

What is FERPA?

FERPA, the Family Educational Rights and Privacy Act, as amended, is a federal law passed in 1974 and codified at 20 U.S.C. § 1232g. It is also commonly known as the Buckley Amendment. The law protects the privacy of student educational records and provides rights to students for access to and amendment of those records. FERPA applies to any higher education institution receiving federal funds administered by the U.S. Department of Education (DOE).

Who is protected under FERPA?

The rights under FERPA apply primarily to eligible students. An eligible student is an individual who is or has been in attendance at Missoula College. Be aware that a student under the age of 18 or 21 is an eligible student under FERPA if he or she is attending or has attended the College. Applicants are not technically students covered under FERPA, but because they may attend the University, MC treats their applications confidentially (See nursing program Policy F22 Family Educational Rights and Responsibility Act).

Student Policies and Procedures

- Please be on time to class. Students must be on time to work-based learning opportunities. Time management is reflective of professionalism and accountability and will affect your professionalism grade & final course grade.
- Students are expected to be in class every day, or classes are being offered remotely due to public health concerns, students are expected to participate in remote courses as specified by your instructor. Please reference all syllabi for specific class attendance policies.
- If you know ahead of time you will be absent from class, please let your faculty know via phone or email. (Email is preferred). This is part of your professional grade for each class.
- Attendance at work-based learning opportunities is mandatory and all work-based learning hours must be completed. If you must be absent from work-based learning opportunity, you **must** inform the instructor two hours prior to the starting time. This is part of your professional grade for the work-based learning. These opportunities are being assessed and will reflect in the final grade of your course(s)
- Do not let your classmates down. When group work is underway, pull your weight and share the work. Encourage group participation in an equitable fashion. Off-task

chatter is distracting to others and NOT considered participation. Please be respectful of your classmates, instructors, and guests. This is part of your professional grade for each class.

- Academic honesty is a professional expectation of the Big Sky Culinary Institute. In the event that students are suspected of cheating, plagiarism or otherwise misrepresenting their work, they will be subject to procedural due process as stated in the [UM Student Conduct Code](http://www.umt.edu/student-affairs/dean-of-students) (<http://www.umt.edu/student-affairs/dean-of-students>).
- Late work, including exams, is not tolerated. Points will be taken off, or will not be accepted depending on the Instructor. Emergencies and extenuating occurrences will be handled on an individual student basis. Please speak to the instructor **before** the due date if you suspect you may not be able to complete the work on time. Faculty has the final decision on whether or not to accept late assignments and circumstances must be extenuating. Multiple requests for assignment extensions may result in loss of points on your professionalism grade.
- Do not bring children and pets into the classroom. We handle dangerous pieces of equipment, and must uphold the sanitary requirements mandated by the FDA and Missoula County.
- Cell phones MUST BE turned off or on vibrate during all class, lab and clinical sessions. Cell phones at the kitchens are per faculty discretion and must be on vibrate. There is no texting in class. The focus needs to be on learning. If you must accept a call notify the instructor before and please quietly leave the area and limit distractions to a minimum. This is part of your professional grade for each class.
- Laptops are becoming more popular and being used for taking notes and following along with lectures. If faculty feels that student use of a laptop is distracting or a student is “surfing”, checking emails or otherwise not engaged in classroom content during class, the laptop will no longer be allowed in the classroom setting. This is part of your professional grade for each class.
- Students MUST have access to a reliable computer and have good internet connection. There are computers available in the MC computer labs, MC library, and UM library. Not having computer access or an internet connection is not an acceptable reason for late work or exams.
- There is no emailing or visiting with other faculty in their office or in other kitchens during class time. Your focus needs to be on the content being presented in the course you are attending. This will be part of your professionalism grade. Not only are you distracting the class, this is also a sanitation and potential spread of viral diseases (COVID-19) that we cannot trace.
- Please do not visit other classmates in the kitchens during labs and class times. Not only are you distracting the class, this is also a sanitation and potential spread of viral diseases (COVID-19) that we cannot trace.

- Smoking, e-cigarettes and chewing tobacco are not allowed in the classroom, kitchen or work-based learning setting. This is a tobacco free campus!
- Students are required to taste their food and the food of their classmates. However, eating and grazing are not tolerated in the labs and is considered breaking sanitation codes. Students caught eating and/or grazing will lose both professionalism and sanitation points in their grades.
- Masks are mandatory in all classroom and kitchen settings, regardless if social distancing can be maintained. Masks will be provided to the students and faculty as part of their uniforms and must be worn AT ALL TIMES unless in an office or restroom by themselves. This is mandated not only by the Big Sky Culinary Institute, but the University of Montana and the Missoula County Health Department.

American Culinary Federation Culinarian's Code

Students, faculty, and staff in the Big Sky Culinary Institute, regardless of their path of study, are expected to adhere to the ACF Culinarian's Code. This requirement establishes the basis for long-term professional behaviors, ethical behaviors within the industry, and continuous professional and personal growth. Individuals who become culinarians are expected not only to adhere to the ideals and moral norms of the profession but also to embrace them as a part of what it means to be a chef.

As a proud member of the American Culinary Federation, I pledge to share my professional knowledge and skill with all culinarians. I will place honor, fairness, cooperation and consideration first when dealing with my colleagues. I will keep all comments professional and respectful when dealing with my colleagues. I will protect all members from the use of unfair means, unnecessary risks and unethical behavior when used against them for another's personal gain. I will support the success, growth, and future of my colleagues and this great federation.

https://www.acfchefs.org/download/documents/elections/culinarians_code.pdf

Social Media Policy and Acknowledgement of Use of Image

The Big Sky Culinary Institute *encourages* students, faculty, and staff to take photos and tag our program frequently. This is an important and valid means of marketing, especially in the Hospitality Industry. Please share photos, videos, and stories as often as you'd like. You can find us at:

Facebook: @bigskyculinaryinstitute

Instagram: @missoulacollegeculinary

Hashtag: #foodunderthebigsky

Tips to Avoid Social Media Problems Adapted as Rule for Big Sky Culinary Institute

- Professionalism is the same online as in any other circumstance.
- Maintain professional boundaries in the use of electronic media.
- Do not make disparaging remarks about fellow students, faculty, staff or the college, even if they are not identified.
- Please get permission to post photos or videos of fellow classmates prior to posting.
- Please give appropriate credit for photos; do not use other people's photos as your own.
- Promptly report a breach of confidentiality or privacy.
- Remember you're representing the Big Sky Culinary Institute, Missoula College, and the University of Montana. Please do not post any questionable or unethical photos and/or videos wearing your whites or any branded materials.

Please be aware that at times, you may be included in some of the photographs or videos used for marketing purposes. If for any reason you do not wish to have your photograph shared, please let Chef Elliott know.

Moodle

Moodle is The University of Montana's online learning platform. All culinary and hospitality courses utilize Moodle as a means of course supplementation or as a fully online course platform. It is the student's responsibility to learn Moodle prior to starting any course within the programs. For technical support with online courses or Moodle, contact the [UMOnline Help Desk](https://umonline.umt.edu) (umonline.umt.edu); phone 406.243.4999. Please have your UM 790# available to verify your identity.

Please consider taking the self-guided [Moodle 101](#) course prior to classes starting.

Due Process and Grievance Procedures

Student problems, concerns or grievances related to policies, conduct and waivers should be resolved using campus resources in the following order:

- Instructor
- Big Sky Culinary Institute Program Director
- Business Technology Department Chair
- Associate Dean
- Dean
- Dean of Student Affairs

The grievance policy and procedure can be found in The University of Montana's Policy and

Procedure Manual. Policy Number S10, titled Grievance and Complaints

Employment During School

Students are encouraged to carefully consider the time commitment for classes, student, family life, travel, leisure activity and other life responsibilities prior to scheduling outside employment while attending the Big Sky Culinary Institute. It is recommended that students, if at all possible, should not be employed during school. However, we understand that that is not available to most students. Should employment be necessary, it is important that working hours not be scheduled within one hour of class/lab/work-based learning scheduled dismissal times. Classes can go longer due to clean-up, feedback/assessment, and/or a busy service period. Likewise, this rule should also be considered when scheduling courses immediately following class. Students will lose points, and it will affect their final grade if they leave prior to dismissal.

It is highly suggested that if a student is needing to be employed during school, to choose a position NOT in the foodservice and/or hospitality industry. This may seem counterintuitive, but it will help to reduce burnout from a very demanding work and school environment. You will have plenty of time to gain valuable experience working in the industry during your education and in the years after.

Work-Based Learning/Externships

Work-Based learning is required in most of the classes associated with the Culinary Arts curriculum. Students will work required hours in various establishments to provide practical, hands-on experience in a real-world setting. The work-based learning experiences and opportunities are MANDATORY and are part of the student's final grade in the class. Students are graded on professionalism and skill. Rubrics are provided to the supervisors to assess the student's performance appropriately.

Both the AAS in Food Service Management and the AAS in Hospitality Management require formal internships/externships. The Food Service Internship is a requirement of a minimum of 150-hours at a facility approved by the Program Director that directly relates to career path the student wishes to take upon graduation. The Hospitality Internship is a requirement of a minimum of 180-hours at a facility approved by the Program Director. If students are doing both degrees, one internship will be counted toward both hour requirements (minimum of 180-hours total). Internship hours cannot be accumulated or earned in-house. You can volunteer to help work events, the Blackfoot Café, or the Iris Coffee Bar to gain experience, but we cannot count that experience towards an internship. Internships/Externships that are not approved by the Program Director prior to beginning work, will not be counted toward the official hours.

Expected Lab and Work-Based Learning Behavior

Students are expected to exhibit professional behaviors. Throughout the Big Sky Culinary Institute programs, the student will develop and progress in skill level and professionalism. The method of instruction for specific behaviors will vary based on policy, learner needs, and role modeling. Professional behaviors will be assessed and evaluated through direct observation, discussion and documented on the lab evaluation form during and upon completion of each kitchen rotation. Student behavior is directly linked to program outcomes, evaluation tools and the [UM Student Conduct Code](http://www.umt.edu/student-affairs/dean-of-students) (<http://www.umt.edu/student-affairs/dean-of-students>). Students not meeting program outcomes and “acceptable” criteria according to the evaluation tool and in the Student Conduct Code will be counseled with possible disciplinary action taken as indicated.

When students participate in work-based learning opportunity, including internship, or externship, the expectations are the same as those for kitchen labs. Dress code and professional behavior is an expectation in the work-based learning site.

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the [UM Student Conduct Code](http://www.umt.edu/student-affairs/dean-of-students) (<http://www.umt.edu/student-affairs/dean-of-students>).

Supervision During Work-Based Learning

Students are expected to communicate any issues or concerns that may arise in a professional manner using the appropriate chain of command. In the work-based learning setting all issues or concerns should be reported to the faculty of the associated course. Any unresolved issues or concerns should then be reported Program Director.

Library Resources

UM and Missoula College Libraries

Students will be expected to participate in a [“Live Tour” of library resources at the Mansfield Library](http://www.lib.umt.edu/services/info-lit/video-tutorials.php) (<http://www.lib.umt.edu/services/info-lit/video-tutorials.php>) during orientation prior to entering the program. Students are expected to utilize library resources and use reliable, valid and evidence-based research references to support written work. Wikipedia is NOT a reliable resource. Written work with unreliable sources will be returned and are not acceptable.

The University of Montana has Mansfield Library has two locations: The Payne Family Library on the Missoula College River Campus at 1205 East Broadway and West Campus at 3639 South Avenue West. The main Missoula College branch is the River Campus located on the River Level; library hours are hours listed below. The Mansfield Library offers 24/7 electronic access to

[reference resources](http://libguides.lib.umt.edu/healthprofessions) (<http://libguides.lib.umt.edu/healthprofessions>), including journals, books, and digital holdings.

[UM Mansfield Library - Mountain Campus](https://www.lib.umt.edu)

(<https://www.lib.umt.edu>)

- Public Health Librarian
- Kim Granath, Head Information and Research Services Phone: 406-243-6017 / Email: kim.granath@umontana.edu
- **Location:** MLIB 328
- **Library Hours** (www.lib.umt.edu/about/hours)

[Payne Family Library at Missoula College](http://www.lib.umt.edu/about/missoula-college.php)

(<http://www.lib.umt.edu/about/missoula-college.php>)

- Contact Information:
Phone: 406-243-7820 FAX: 406-243-7882
Location: MC 005 – River Level Email: mclibrary@umontana.edu
- Library Staff:
Annie Weiler, Library Technician: annie.weiler@umontana.edu
Daniel Vollin, Library Technician: daniel1.vollin@umontana.edu
- Library Hours:
Monday – Friday, 7:30 a.m. - 5:00 p.m.
Closed Saturday, Sunday, and all legal holidays

Student and Faculty Communication

All communication between students and faculty must be through the University of Montana UMConnect. This can be a direct communication using UMConnect or through a specific Moodle course. Texting or use of private email accounts is not acceptable.

Professional Behavior

The hospitality industry demands that the individual be responsible, accountable, self-directed and professional in behavior. The process of becoming a professional person begins upon entering a professional education program.

Students demonstrate professionalism by:

- Attending classes and lab/work-based learning experiences,
- Exhibiting courteous behavior,
- Being prepared for class/lab assignments,

- Being in complete uniform prior to class beginning,
- Not meeting with or emailing other faculty and students during class time
- Turning in assignments and take-home examinations on time,
- Not consistently requesting extensions for due dates and
- Being punctual for class/labs.

Evaluation of professionalism is graded each day of class. Elements evaluated are reflected in the rubric criteria below. This grade makes up thirty (30) percent of each course final grade. The behaviors encouraged in this component of the course are important skills needed in the hospitality industry: they are crucial for successful employment and they are crucial for respectful interaction towards others in the profession.

Professional Behavior Rubric

Professional Behaviors	Exceeds expectations (2)	Meets expectations (1)	Consistently fails to meet expectations (0)
Attendance	Had no more than 1 excused absence where the instructor was notified prior to beginning of class.	Had 2-3 excused absences and the instructor was notified prior to beginning of class. Instructor was not notified prior to absence. Had 1 unexcused absence.	Had greater than 3 excused absences. Had 2 or greater unexcused absences.
Team Work	Participated in class discussions and/or small group activities without prompting. Comments and responses were thoughtful, insightful, and reflected knowledge of the content covered in this course. Asked questions that reflect depth and preparation for class. Completed their share of assignments in small groups 100% of the time.	Intermittently engaged in discussions and/or small group activities with some prompting. Comments and responses were somewhat thoughtful, insightful, and showed some knowledge of the content covered in this course. Questions reflected partial depth and preparation for class. Completed their share of assignments in small groups 80% of the time.	Did not participate in discussions and/or small group activities. Questions, comments, and responses were not thoughtful, insightful, and did not show knowledge of the content covered in this course. Questions did not reflect depth or preparation for class. Did not complete minimum of assignments in small groups 80% of the time.
Communication	Open, interactive, positive, good listener, does not interrupt, and accepting of constructive criticism.	Intermittently open, interactive, positive, good listener does not interrupt, and accepting of constructive criticism.	Infrequently open, interactive, positive, good listener does not interrupt, and accepting of constructive criticism.
Respect for others	Constantly an active listener demonstrated by giving full attention during class, being courteous, congenial and displays a positive attitude not displaying behaviors of talking or whispering while other talk, writing unrelated notes to classmates, sleeping, eye rolling, cell phones not turned off or on vibrate, doing unrelated work or computer use, finishing other class assignments.	Sometimes engaged in disrespectful attitudes of talking or whispering while other talk, writing unrelated notes to classmates, sleeping, eye rolling, cell phones not turned off or on vibrate, doing unrelated work or computer use, finishing other class assignments.	Consistently engaged in disruptive behaviors such as talking or whispering while other talk, writing unrelated notes to classmates, sleeping, eye rolling, cell phones not turned off or on vibrate, doing unrelated work or computer use, finishing other class assignments.

(continued on next page)

Professional Behaviors	Exceeds expectations (2)	Meets expectations (1)	Consistently fails to meet expectations (0)
Class/Lab Preparedness	Came to class prepared to participate in activities that reflect understandings of the information presented in each chapter and lecture. Completed pre-lecture assignments/homework/videos. Participation in class reflected pre-class preparation. Assignments are turned in 100% of the time.	Intermittently came to class prepared to participate in activities that reflect understandings of the information presented in each chapter. Intermittently was missing or turned in incomplete pre-lecture assignments/homework/videos. Assignments were turned in 80% of the time. Participation in class intermittently reflected pre-class preparation.	Frequently came to class not prepared to participate in activities that reflect understandings of the information presented in each chapter. Frequently was missing or had incomplete pre-lecture assignments/homework/videos or turned them in only partially completed. Assignments were turned in less than 80% of the time. Participation in class never reflected pre-class preparation.

Uniform Policy

Including kitchen, lab and classrooms and lecture classes

The following apparel must be clean, wrinkle free and in good repair: No holes, no tears, hemmed properly and no frayed edges.

Non-compliance with the dress code will result in dismissal from class and/or loss of points.

Student Uniform to be provided by the Big Sky Institute:

- **1 pair** Chef's pants - (specified) Hounds tooth. No baggy styles.
- Chef's Jacket - (specified) White, unstained, clean, pressed, double-breasted, completely buttoned at all times.
 - CULA 101 Students will be given a jacket to borrow from Big Sky Culinary Institute without name or ACF logo embroidered to be returned clean and laundered at the end of the semester.

- Upon completion of CULA 101, students will be given 1 jacket each semester from the Big Sky Culinary Institute jackets with desired name and ACF embroidery.
- **1 each** Hat - (specified) Black skull cap
- **2 each** Apron - (specified)
- **2 each** Mask

Any additional uniforms will need to be purchased from the Big Sky Culinary Institute. We will sell you the uniforms at cost and receive a significant discount from Chef Works. Please note that additional jackets will take at least 14 business days to be delivered due to personalization.

The Following Items will NOT be supplied by BSCI and must be purchased on their own:

- Tee Shirts - Only clean, white tee shirts are permitted under the jacket. No color, print, or logo/picture tee shirts are permitted. White turtleneck shirts may be worn under jacket.
- Shoes - Must be sturdy, closed toe and of a polishable or cleanable black hard material; preferably leather. The sole is to be non-slip, non-scuffing and heel no higher than 1 1/2 inches.
- Socks - Worn at all times. Must be black or white.
- Undergarments - Worn at all times.
- Dining room attire requires shirt and apron be supplied from Big Sky Culinary Institute. Not supplied: black slacks or knee length professional skirt, black polishable non-slip approved shoes, black socks or nylons. (Check with Chef Instructor for where to purchase these items.)
- A black permanent marker, pen, thermometer, and notepad must be on your person at all times.

Hat and apron must be removed during rest room and break periods outside the kitchen.

Standard Personal Hygiene and Appearance

- Daily shower/ bath is expected
- Hair - Must be clean, of natural shades and well maintained. The culinary standard of highest appearance of professionalism does not include extremes in dying, styling or coloring. Hair length must be maintained above the top of the collar by means of cut, hair net or restraint. If hair is longer than the top of the collar, a hairnet must be worn at all times.
- Facial Hair—It is preferable that students are to be clean shaven at all times and sideburns neatly trimmed no lower than the earlobe for highest level of sanitation. If a student chooses to have facial hair, it must be kept trimmed and cleaned. If the facial hair exceeds the length of ½-inch, a beard net must be worn for sanitation reasons.
- Make-up - The appropriate use of make-up is to enhance natural features and create a fresh appearance and must be kept at a minimum. Conservative lipstick permitted.
- Cologne/Perfume - The use of anti-perspirant and/or deodorant is required. The use of any scents and fragrances is unacceptable.

- Fingernails - Kept clean and trimmed to the end of the finger. No nail polish permitted.
- Jewelry – No jewelry or watches are permitted with the exception of the following:
 - Single stud earrings, tightly secured without fear or worry about falling into food. Ear gauges are permitted and follow the same requirements as stud earrings. ***Hoops, dangling earrings, unsecured, or any earrings that are deemed offensive are NOT allowed.***
 - A single band ring with NO GROOVES OR INDENTATIONS OF ANY KIND are permitted.
 - **Facial piercings are not permitted in the lab classes and must be covered or removed.**

Hospitality Students, Field Trips, and Off Campus Work

- Students are expected to be in culinary uniform unless otherwise stated.
- Since some facilities require special attire, students will be informed by the faculty as necessary and expected to conform accordingly. All other standards regarding personal hygiene and appearance (above) will be maintained.
- For hospitality students, or when no other dress requirement is stated, the students are expected to dress in business casual attire, bearing in mind that he/she is a representative of the Missoula College and the hospitality profession. - **No tattered, torn or dirty clothing.**
 - **Casual Business Attire**
 - Shirt or blouse with collar or polo style
 - Slacks
 - Chinos or khakis – neatly pressed
 - Jeans without holes, tatters, distressing, or unnecessary rivets/jewels.
 - Skirt (knee length or below)
 - Blazer or sweater
 - Loafers or lace-up shoes – cleaned and shined

Graduation

In order for a student to graduate from the Big Sky Culinary Institute in any of the respective programs, all course requirements must be completed as stated in the current MC-UM catalog. This includes completing all Culinary and/or Hospitality courses with a grade no less than a C (2.0 GPA).

Application for graduation should be made by all students who have completed courses as scheduled, starting October or February of their second to last semester. This form called Application for Certificate/Degree is located at Admissions. It is to be completed and returned to the MC registrar and cashier with \$40.00. For students graduating in December of 2020, the deadline for graduation application submission is April 24, 2020. The final deadline, requiring a fee of \$55.00, is Monday, October 5, 2020. After this date, as part of the UM policy, not completing and turning in the form by the deadline date will mean having to

wait until the following semester to graduate.

Upon completion of the first three semesters of the AAS in Food Service Management, students will become junior members of the American Culinary Federation and must complete the application and documentation requirements to become a Certified Culinarian (CC). Big Sky Culinary Institute will pay for membership dues; certification is free if already an ACF member. Application for certification is required to be filled out prior to the Program Director signing off on the Application for Certificate/Degree.

Employment Opportunities

Career Services provides quality educational, career, and life-planning services to assist students and alumni in achieving their personal and professional goals. They provide an array of services designed to support the university's academic mission while fostering the out-of-classroom development of the individual. Be sure and pay close attention to [UM Career Services](http://www.umt.edu/career/) (<http://www.umt.edu/career/>) to learn about career fairs, National Student Employment Week, and employment opportunities after graduation.

Disability Services

The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). If a student thinks they may have a disability adversely affecting academic performance, and you have not already registered with DSS, please contact them in one of their two locations:

1. DSS – Mountain Campus: Lommasson Building 154
2. DSS – Missoula College River Campus: MC 032 (river level)

Faculty will work with you and DSS to provide an appropriate accommodation.

DSS—Mountain Campus: Disability Services for Students is located the University of Montana's Student Affairs office which assures program access to the University by students with disabilities. They coordinate and provide reasonable accommodations, advocate for an accessible and hospitable learning environment, and promote self-determination on the part of the students they serve.

Disability Services for Students (DSS) is open between the hours of 8:00 a.m. and 5:00 p.m., Monday-Friday, throughout the entire year. It is open between semesters, during the summer, and Spring Breaks, except for official state and national holidays.

DSS—River Campus: Disability Services for Students serves students at Missoula College. DSS

staff keep limited office hours on the MC campuses each semester. MC students may make appointments during these times, or any time at the Lommasson Center location.

DSS Locations

Disability Services for Students (DSS)

Mountain Campus

Lommasson Center 154
University of Montana
Missoula, MT 59812
(406) 243-2243 (Voice/Text) or 243-4424
FAX 406-243-5330

Disability Services for Students (DSS) Missoula College River Campus

1205 East Broadway, Missoula
MT 59802 Room 32 (River Level)
Appointments can be made by
calling: (406) 243-2243
(Voice/Text), or
(406) 243-7882 (Voice/Text)

What and How to Access Services

To notify Disability Services of a barrier on campus, or simply to make a comment on accessibility, go to the Report Barriers online form. The icon is at the top of any page on the Disability Services web site, and you can also find it on the UM Accessibility Resources page. You can use the Report Barriers form to make a comment anonymously if you like.

Many classrooms have chairs in them to accommodate persons with a disability. These chairs will display the international disability symbol and are assigned to a particular student. Please refrain from using these chairs or making adjustments to them unless the chair is assigned to you. If you think you may have the need for a special chair, please contact Disability Student Services.

Eligible students with disabilities will receive appropriate accommodations when requested in a timely manner. Speak with the instructor of the course. Be prepared to provide a letter from your DSS Coordinator. For students planning to request testing accommodations, please provide the form for such accommodation to the instructor in advance of the two-day deadline for scheduling in the ASC.

Statement of Law for Disability

Equal opportunity laws and orders applicable to Missoula College University of Montana include, but are not limited to, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Rehabilitation Act of 1973, Vietnam Era Veterans Readjustment Act of 1988, Montana Fair Practices Act of 1974, The Americans with Disabilities Act, and the Montana Nondiscrimination by State and Local Government Act of 1975.

It is illegal in the State of Montana to discriminate against anyone because of race, religion, color, political ideas, age, marital status, sex, mental or physical disability, national origin or ancestry in

employment, training, public accommodations, financing, education and government services. With the exception of marital status, this also applies to housing.

Health Services and Policy

Health / Liability Coverage

Students are expected to provide their own medical insurance and can purchase a plan as a student of the University of Montana.

Healthcare Services

Curry Health Center (CHC) provides health services to University of Montana students. The health center's telephone number is 243-2122. Services are available on an appointment basis. Curry Health Center also has limited services available on the Missoula College Campus (days/times vary every semester). Some services are covered by the Curry Health fee, and others are on a fee-for-service basis. Services offered include medical care, counseling and psychological services, dental care, substance abuse intervention, health enhancement services, assault recovery services and a complete prescription pharmacy. In addition, students in Clinical psychology offer a variety of counseling services on a sliding fee scale. The UM NSE Physical Therapy Clinic is open to students for a variety of services on a fee-for-service basis. Services offered to students through the Curry Health Center are:

Medical

- Flu Season Facts
- Flu Information
- Medical Services Offered
- Medical Withdrawals
- Inpatient
- Medical Specialist
- Travel Planning
- Lab X-Ray

Dental

- About Dental
- Making Appointments
- Referrals to other Dentists
- Dental Insurance Billing
- Who can use Dental service
- Cancelling Appointments
- Teeth Cleaned

Counseling/Mental Health

- About Counseling
- Referral Info for Faculty/Staff
- Depression
- Grief and Loss
- Appointment & Fees
- Stress Relax

Health Enhancement

- CARE (condom access)
- PROS (Peers Reaching Out)
- About Health Enhancement
- Schedule a Presentation
- Safer Sex Resources
- Where to get health information
- Great American Smoke Out

Self Over Substance (SOS)

- About Self Over Substance
- University Mandated Referrals
- Legal Mandated Referrals
- Peer Educators
- Scheduling & Cancelling Appointments
- Graduate Student Opportunities and Counselor Education
- SOS Resources

Student Assault Resources Center (SARC)

- About Student Assault Resource Center
- Healthy Relationships
- Stranger Rape
- Acquaintance Rape
- Red Flags and Warnings
- How to Party Safe
- Rape prevention vs. Risk reduction
- SARC
 - For Survivors: Sexual and Relationship violence
 - Relationship violence and stalking
 - Options and Resources
 - How to help
 - Sexual Violence, Harassment, Assault & Rape
 - SARC Services
 - If you have been raped
 - HIV Testing
 - Pharmacy

See the [Curry Heath Center website](http://www.umt.edu/curry-health-center) (www.umt.edu/curry-health-center) for details about services offered.

Helpful Phone Numbers

Counseling.....	406-243-4711	
Dental Clinic	406-243-5445	
Wellness.....	406-243-2809	
Medical Services.....	406-243-4330	
Pharmacy	406-243-5171	
Self over Substances (SOS).....	406-243-4711	
Student Assault Resource Center (SARC) 24 Hour Support Line	406-243-6559	Student
Assault Resource Center (SARC) Main Office	406-243-4429	Student
Insurance.....	406-243-2844	

Policy of Reporting of Occupational Exposure to Bloodborne Pathogens

Student Policy on Bloodborne Pathogens

September 20, 2012

Students in any academic, research or occupational program at the University of Montana at risk for blood borne pathogen exposure are required to initiate the Hepatitis B vaccination series prior to their first potential exposure. Exceptions include students who have previously received the complete hepatitis B vaccination series and antibody testing has revealed that the student is immune or the vaccine is contraindicated for medical reasons. Students must also have training comparable to that required in the OSHA Blood borne Pathogen Standard in paragraph (g)(2)(vii)(I) prior to initial placement in a clinical or academic setting where there is reasonable anticipation of a potential blood borne pathogen exposure.

Students who cannot meet this requirement, for personal or health reasons, must have their case reviewed by the Institutional Biohazards Committee (IBC) on an individual basis. Final approval or waiver must be granted in writing, prior to their first potential exposure to human blood or other potentially infectious materials. Records of the waiver or approval shall be kept in the students file within the department.

Procedure

1. Students who are unable to meet the requirements of documentation of immunity or initiation of the vaccination series, for personal or health reasons must provide written documentation of the reasons, for review by the Institutional Biohazards Committee. Requests for review by the IBC must be made by the student early enough to allow resolution prior to the student's first potential exposure to human blood or other potentially infectious materials.
2. Per CDC guidelines, students who do not respond to the primary vaccine series should complete a second 3-dose vaccine series or be evaluated to determine if they are Hepatitis B surface antigen(Hbs-AG)-positive. Revaccinated persons should be tested at the completion of the second series. Persons who do not respond to an initial 3-dose vaccine series have a 30-50% chance of responding to a second 3-dose series. Persons who prove to be Hbs-AG-positive should be counseled regarding how to prevent HBV infection to others and the need of medical evaluation. Nonresponders to vaccination who are Hbs- AG-negative should be considered susceptible to HBV infection and should obtain Hepatitis B immunoglobulin (HBIG) prophylaxis for any known or probable parenteral exposure to Hbs-AG- positive blood.
3. Effective June, 1996, students are required to present, prior to their first potential exposure to human blood or other potentially infectious materials:
 - a. Documentation of serologic immunity (≥ 10 mIU/ml) or
 - b. Documentation of immunization series with plan for final titer and revaccination or booster as indicated (see #2 above) or
 - c. Documentation of completed review by the Institutional Biosafety Committee (IBC) and signed by the IBC Chairperson with statement of exemption from immunization

requirement and waiver form signed by the student or

d. Documentation of initiation of the immunization series.

Students will NOT be allowed in areas or settings which may present their first potential exposure to human blood or other potentially infectious materials without this documentation.

Exposures

If a student has an exposure (i.e., eye, mouth, mucous membrane, non-intact skin, or parenteral contact with blood or potentially infectious materials) in a setting sponsored by The University of Montana-Missoula will provide post exposure testing for the student and source individual provided the testing is not otherwise covered in the setting where the exposure occurred. Testing and counseling shall be done at the Curry Health Center whenever possible. Records of the exposure and follow-up shall be kept in the student's file in the Environmental Health and Occupational Safety Office.

Procedure for students with an exposure:

1. Immediately inform instructor.
2. Follow any clinical site policy and procedure.
3. Report to Curry Health Center for evaluation and testing.
4. Complete an Occurrence Report (page 60 of Student Handbook).
5. Expenditures occurred due to an exposure are the responsibility of the student.

PUBLIC SAFETY PROCEDURE

PROCEDURE:

Every member of the University community has a responsibility to assist those in need. Adhering to proper procedures when that assistance is rendered saves considerable time and consequently may save a life.

IMPLEMENTATION:

Should you witness an accident in which personal injury is involved, the following procedures should be followed.

Personal Injury Emergency Procedures:

- The first step is to notify the Office of Public Safety (4000/243-6131) and provide them with the following information. – The location of the injured party. – A basic description of the extent of injury. – Your name and telephone number.

- If the injury is not of an emergency nature, medical attention may be provided to students, faculty, and staff at the Curry Health Center; visitors will be treated at local hospitals at their request. (During periods that Curry Health Center is closed, local hospitals will be used.)
- Pending the arrival of medical personnel, the witness should, if trained, administer First Aid and comfort to the person.
- Officers have a valid Standard First Aid card and should administer First Aid assistance, particularly in describing the injured person's condition to the arriving medical personnel.
- If you have witnessed a personal injury, please provide the assigned Officer with your name, phone number, and any information you have about the injury.
- If the injury is work related and involves an employee of the University then Personnel Policy (Worker's Compensation) will apply.
- The officer will complete a State of Montana Report of Incident if required for permanent record. The Office of Public Safety for accuracy and distribution will review the report to improve safety conditions.