



*American*  
**Culinary**  
*Federation, Inc.*

*The Authority on Cooking in America*

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April 13, 2000

Oakland Community College  
27055 Orchard Lake Rd.  
Farmington Hills, MI 48334

Dear Susan,

Attached is a copy of the ACF Accrediting Commission team report.

As outlined in the exit interview, the only areas that the College is required to respond to are the areas listed at the end of the report, under the category *Areas in Non Compliance*. The Commission has historically taken action on program accreditation in their two annual meetings which are held in January and at the National Convention. If you are comfortable with addressing these areas for a July action, please forward your responses to me by the second week of June. If you have any questions at all, please call me and I would be happy to assist.

As noted in the report, areas that are listed in the "Required Knowledge and Competencies" that are not listed in the catalog as required courses are FSI Intro and FSI 118-221.

The team was most appreciative of your preparation prior to, and your assistance and support during the recent visit. You, the faculty and support staff have much to be proud of with your culinary arts program.

Again, please feel free to call me if I can assist you in any way.

Cordially,

*Candice Childers*

Candice Childers  
ACF Accreditation Program Coordinator

Enc.



**AMERICAN CULINARY FEDERATION  
ACCREDITING COMMISSION**

**VISITING TEAM REPORT**

**INSTRUCTIONS TO EVALUATORS**

Before you begin this evaluation, carefully review ACF Accrediting Commission's **STANDARDS**, as well as the Institution's Self Study. Also, review all supporting documents which the Institution has provided: catalog, equipment list, personnel data sheets, organizational chart, list of resources, and other materials which have been included in your packet. The purpose of this visit is to validate what the Institution has said about its program and to judge their **STANDARDS** against that which is required by ACF Accrediting Commission.

There are three rating methods used in this report:

1. **YES** = Does exist; **NO** = Does not exist; or **N/A** (Not Applicable)
  
2.     **4** = Exists and is superior  
       **3** = Exists and is satisfactory  
       **2** = Exists, but is inadequate in one or more aspects  
       **1** = Missing, but needed
  
3. **COMMENTS** = WHERE ASKED FOR OR IF YOU FEEL NEEDS TO BE USED

Check the appropriate response when **YES** or **NO** is provided, or check the appropriate response when numbers are provided. Each item provides space for narrative which should include strengths and/or concerns as well as any needed clarifying statements regarding that item.

At the end of the report, please summarize (as a team) the strengths and concerns and cite the **STANDARDS** section to which you are referring for concerns only.

For example: there is no evidence of professional growth on the part of the faculty (4.5). Please try to be specific in your comments. It would aid the Commission to realize the extent of a deficiency as well as the magnitude of a superior effort. There is a separate page for recommendations. This is your opportunity to offer advice regarding the program and cite suggestions you may see as appropriate. The Accrediting Commission does not view this section.

An ACF staff member will assist all teams in reevaluating the **STANDARDS** while preparing this report. This person should not be relied on to substitute for the specialists. Teams will give an exit interview with their findings. The staff representative will mail two copies of the typed report to the ACF - Accrediting Commission within ten days of the visit.

**AMERICAN CULINARY FEDERATION  
ACCREDITING COMMISSION**

**VISITING TEAM REPORT**

**NAME OF INSTITUTION:** Oakland Community College

**ADDRESS:** 27055 Orchard Lake Rd. Farmington Hills, MI 48334

**DATE OF VISIT:** April 10-12, 2000

**TEAM MEMBERS:** Richard Ghiselli, Ph. D, CCE, Jerry Mullen, CEC, Candice Childers  
ACF Accreditation Program Coordinator

**NAME OF PROGRAM(S) TO BE ACCREDITED:** Include full name of program(s),  
degree, diploma, and/or certificate:

**Culinary Arts, AAS; Chefs Apprentice, Certificate**

(Indicate) x DEGREE                      DIPLOMA                      x CERTIFICATE

**PROGRAM COORDINATOR:** Susan Baier, FMP

**DATE OF FIRST OFFERING:** April 1990

**CURRENT NUMBER OF STUDENTS:** (FULL-TIME) 75

(PART-TIME) 35

**NUMBER OF FACULTY:** (FULL-TIME) 9

(PART-TIME) 4

**LENGTH OF PROGRAM(S):** 6 semesters Culinary Arts                      3yrs. 6000 hrs.  
Apprenticeship

**CONTACT HOURS:** 2340 hrs.

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**VISITING TEAM REPORT**

**1.0 PROGRAM ELIGIBILITY CRITERIA**

INFORMATION SOURCES: STANDARDS 1.1 - 1.7

School Publications, Interviews with Program Coordinator/Director

1. The institution and program are recognized and in good standing with the required State authorities and institutional accrediting agencies

YES       NO

**COMMENTS: *accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools***

2. The program is post secondary and so authorized under applicable State law or comparable government unit.

YES       NO

3. The Program Coordinator has credentials as required by the STANDARDS.

YES       NO

**Describe Credentials: *Graduate of OCC and CIA, Instructor at OCC since 1980, awarded Michigan Restaurant Assoc. Foodservice Teach of the Year 1999 and selected as a member of Galileo Leadership Academy***

**COMMENTS:**

**STRENGTHS:**

**CONCERNS: *work load of program coordinator extremely heavy- teaching full load 30 hrs***

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**VISITING TEAM REPORT**

**2.0 PROGRAM MISSION AND GOALS**

**INFORMATION SOURCES: STANDARDS 2.1-2.3**

School Publications, Program Coordinator, Placement Reports, Interviews with Faculty,  
Advisory Committee Minutes

1. There is evidence that the program's goals and objectives are being followed?

YES     NO

2. Where were these objectives found? In all publications, brochures, catalog

3. Are these objectives consistent with the philosophy of the institution?  YES     NO

**COMMENTS:**

4. Are these objectives consistent with industry standards?    x YES     NO

**COMMENTS:**

5. Can these objectives be achieved with the resources available to the program?

x YES     NO

**COMMENTS:**

6. Who determined these objectives and how often are they reviewed?

***Administration and faculty***

**COMMENTS:**

**STRENGTHS: just completed a re-write of the program curriculum and review of  
the mission and goals**

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VISITING TEAM REPORT

CONCERNS:

3.0 ORGANIZATION AND ADMINISTRATION

INFORMATION SOURCES: STANDARDS 3.1-3.5  
Interview with Program Coordinator, Director, Faculty

1. There is a clear organizational plan which allows the program to operate effectively.

YES  NO

COMMENTS:

2. There is an organizational chart showing the relationship of the program to other programs within the institution.

YES  NO

COMMENTS:

3. There is an organizational chart showing the structure of the program.

YES  NO

**COMMENTS:** organization is in existence but there is not organizational chart showing structure. All faculty is tenured and on equal level. *Chart should show the instructors who are involved in Culinary and Pastry and separate Hospitality Mgmt.*

4. There are written job descriptions for the program coordinator, faculty and support staff.

YES  NO

**COMMENTS:** *there is a union contract with a job description but not available to be seen*

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5. The Program Coordinator has teaching duties.     YES     NO

**DESCRIBE: full load 30 hrs.**

6. The Program Coordinator leads the process of program assessment and improvement:

4     3     2     1

**DESCRIBE: because of teaching load, this area is not given the full attention it needs**

**COMMENTS: need for more communication from program coordinator to faculty**

7. The Program Coordinator monitors compliance with the ACF Accrediting Commission STANDARDS.

YES     NO

**COMMENTS:**

8. Advisory Committee reviews and/or makes recommendations in the following areas:

- |  |   |  |
|--|---|--|
| a) Curriculum  | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| b) Facilities and equipment  | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| c) Criteria for staff recruitment                                  | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| d) Student recruitment   | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| e) Student and graduate placement                                  | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| f) Off-site training stations                                      | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| g) Funding sources   | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| h) Scholarships  | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| i) Industry needs  | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| j) Continued compliance to ACF<br>Accrediting Commission standards | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| k) Other:<br>(specify)   | <input type="checkbox"/> YES            | <input type="checkbox"/> NO            |

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**COMMENTS:** *primary focus of the advisory committee meetings seems to be the relationship between curriculum and industry needs*

9. Advisory Committee minutes indicate that the Committee met **1** times in the past year. This number of meetings is sufficient in order to guide the program.

YES  NO

**IF NO, WHY NOT:** *interview indicated that they meet at least twice a year*

10. Advisory Committee membership constitutes a group that:

- |  |                                   |
|--|-----------------------------------|
| a) Represented the business/industry served by the program | X YES <input type="checkbox"/> NO |
| b) Represents the geographical area served by the program  | X YES <input type="checkbox"/> NO |
| c) Is capable to leadership regarding the program          | X YES <input type="checkbox"/> NO |
| d) Has a current student or graduate as a member           | X YES <input type="checkbox"/> NO |

**COMMENTS:** *current list of members not updated and corrected*

11. There is evidence of continuing financial support commensurate with the resources of the institution and appropriate to the needs of the program.

X YES  NO

**COMMENTS:**



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12. The program mission, goals, competencies and/or behavioral objectives, course outlines, including evaluation strategies, class schedules, and descriptions and schedules of supervised kitchen/laboratory or work experience are on file and open for review.

X YES  NO

**COMMENTS:**

**STRENGTHS:**

**CONCERNS:**

**4.0 FACULTY AND STAFF**

**INFORMATION SOURCES: STANDARDS 4.1-4.7**

Faculty interviews, Personnel Data Sheets, Administrative Interviews

1. Faculty are required to teach in their assigned areas. X YES  NO

**COMMENTS:**

2. Instructors meet the STANDARDS' requirements for credentials. X YES  NO

**If not, be specific:**

3. The average faculty to student ratio in lecture classes is: **15:1 estimated**

4. The average faculty to student ratio in lab classes is: **12:1 estimated**

**COMMENTS: some restructuring will occur in the Fall which may increase these numbers**

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5. Personnel policies for faculty members of the program are the same as those in effect for other faculty members in the institution with regard to appointment, academic rank, tenure, salary, promotion, and recognition of professional competencies.

XYES  NO

**COMMENTS:**

6. Personnel policies assure faculty position, tenure, or advancement regardless of race, color, creed, sex, age, national origin, or disability.

XYES  NO

**COMMENTS:**

7. Faculty meetings are scheduled on a regular basis.  YES X NO

**DESCRIBE:** irregular schedule, everyone gave us a different date of the last meeting (anywhere from December thru April) *only one set of minutes available for year 2000.*

8. Faculty meeting minutes were in evidence. X YES  NO

**COMMENTS:** *minutes from last recorded meeting were in evidence but minutes are not kept for every meeting*

9. Faculty actively participate in evaluation, program planning, and priority setting.

XYES  NO

**DESCRIBE:** involvement with new curriculum and review

10. There is a minimum of one full-time equivalent faculty in the technical phase of the program.

XYES  NO

**COMMENTS:**

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11. Instructional staff use the following methods to upgrade their **technical** competence:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| a) Visits to business or industry                         | x YES                        | <input type="checkbox"/> NO |
| b) Participation in technical conferences<br>or workshops | x YES                        | <input type="checkbox"/> NO |
| c) Active membership in professional<br>organizations     | x YES                        | <input type="checkbox"/> NO |
| d) Culinary competitions                                  | x YES                        | <input type="checkbox"/> NO |
| e) Outside related employment                             | x YES                        | <input type="checkbox"/> NO |
| f) Other:<br>(specify):                                   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

**COMMENTS:** some instructional staff needs to become more involved with continuing education to upgrade their technical skills (see data sheets for those instructors)

12. Instructional staff use the following methods to maintain or upgrade their current **instructional** skills:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| a) In service training                                      | X YES                        | <input type="checkbox"/> NO |
| b) Visits to similar programs in other<br>institutions      | X YES                        | <input type="checkbox"/> NO |
| c) Formal college or university course work                 | X YES                        | <input type="checkbox"/> NO |
| d) Participation in educational conferences<br>or workshops | X YES                        | <input type="checkbox"/> NO |
| e) Active membership in educational organizations           | X YES                        | <input type="checkbox"/> NO |
| f) Other:<br>(specify):                                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

**COMMENTS:** same comments as above

13. There is adequate support staff for the program. X YES  NO

**COMMENTS:** all instructors agree that the secretarial support given is more than adequate (Lynn does a great job)

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**STRENGTHS:**

**CONCERNS:**

**5.0 CURRICULUM**

**INFORMATION SOURCES: STANDARDS 5.1 - 5.12**

Departmental files - written materials, Interviews with instructors and students,  
Required Knowledge and Competencies Worksheets

1. The mission, goals, and objectives of the program are reflected in the curriculum:

X YES  NO

**COMMENTS: need to be more consistent in format and all should reflect mission, goals and objectives of the program**

2. Units of instruction have written outlines.

X YES  NO

***The unit of instruction outlines clearly state:***

- |  |                            |    |                            |                            |
|--|----------------------------|----|----------------------------|----------------------------|
| a) Course description  | <input type="checkbox"/> 4 | X3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| b) Instruction objectives which are measurable and related to the program objectives | <input type="checkbox"/> 4 | X3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| c) Student activities  | <input type="checkbox"/> 4 | X3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| d) Learning resources (texts)  | <input type="checkbox"/> 4 | X3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| e) Time allotment  | <input type="checkbox"/> 4 | X3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| f) Grading criteria  | <input type="checkbox"/> 4 | X3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |

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g) Student evaluation methods  4  3  2  1

**COMMENTS:**

3. There is evidence that the following are integrated into the learning experience:

- |                          |   |  |
|--------------------------|---|--|
| a) Communication skills  | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| b) Critical thinking     | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| c) Problem solving       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| d) Leadership            | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| e) Human relation skills | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |

**COMMENTS:** from observation of the team and mentioned by several employers - management skills need to be emphasized more consistently throughout the entire program

4. Guest speakers and field trips are used to provide additional program enrichment.

4  3  2  1

**COMMENTS:** *not shown in the Culinary Arts area- only in hospitality mgmt.*

5. The curriculum provides for logical sequencing of courses so that knowledge and skills are developed progressively throughout the program.

YES  NO

**COMMENTS:** courses are required but in no particular order. In new curriculum beginning Fall 2000 Sanitation will be required before lab classes are taken

6. There is an appropriate allocation of credit for lecture and laboratory hours that is consistent with a recognized standard.

YES  NO

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**COMMENTS:**

7. Program contains the competencies as listed in the "Required Knowledge and Competencies" for:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| • Advanced Baking (if applicable)*          | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Basic Baking*                             | X YES                        | <input type="checkbox"/> NO |
| • Beverage Management                       | x YES                        | <input type="checkbox"/> NO |
| • Business & Math Skills *                  | x YES                        | <input type="checkbox"/> NO |
| • Dining Room Service                       | x YES                        | <input type="checkbox"/> NO |
| • Food Preparation*                         | x YES                        | <input type="checkbox"/> NO |
| • Garde Manger                              | x YES                        | <input type="checkbox"/> NO |
| • Human Relations Management*               | <input type="checkbox"/> YES | X NO                        |
| • Introduction to the Hospitality Industry* | x YES                        | <input type="checkbox"/> NO |
| • Menu Planning                             | X YES                        | <input type="checkbox"/> NO |
| • Nutrition*                                | X YES                        | <input type="checkbox"/> NO |
| • Purchasing & Receiving*                   | X YES                        | <input type="checkbox"/> NO |
| • Sanitation & Safety*                      | X YES                        | <input type="checkbox"/> NO |

(\* Asterisk indicates "RK & C" required for Baking, Pastry & Confections)

**COMMENTS: some courses listed under Required Knowledge and Competencies are not required courses. Documentation not available for Human Relations Mgmt. assessment cannot be made. (FST Intro and FST 118-221 are not required courses)**

8. The curriculum includes a minimum of 30 hours of student effort in a combination of theoretical and applied learning instruction, with a minimum of 15 hours directed by an instructor in each of the knowledge areas of nutrition, sanitation, and human relations/management.

XYES  NO

**COMMENTS:**

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9. The curriculum meets graduation requirements for the post secondary institution offering the program.

X YES  NO

**COMMENTS:**

10. The satisfaction of the requirements for the diploma, degree, or certificate awarded for this program is reasonably documented and conforms with commonly accepted educational standards.

X YES  NO

**COMMENTS:**

11. A variety of instructional media is used in the curriculum.

X YES  NO

**COMMENTS:**

12. Observation of classroom or laboratory instruction indicates that:

- |  |                            |    |                            |                            |
|--|----------------------------|----|----------------------------|----------------------------|
| a) The written course outline is followed  | <input type="checkbox"/> 4 | X3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| b) Subject matter is being effectively transferred to the students                   | <input type="checkbox"/> 4 | X3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| c) The instructional staff are sensitive to individual student needs and differences | <input type="checkbox"/> 4 | X3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| d) Instruction is flexible to allow students to progress at varying rates            | <input type="checkbox"/> 4 | X3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| e) Instruction is thoroughly planned and prepared in advance                         | <input type="checkbox"/> 4 | X3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |

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- f) The classroom and labs are managed as safe and effective environments in which to learn  4  3  2  1
- g) Instructional materials are available and used appropriately  4  3  2  1
- h) High standards of professional sanitation practices are observed  4  3  2  1
- i) Hazardous materials, substances, or wastes are handled properly by the students  4  3  2  1
- j) Materials Safety Data Sheets (MSDS) are available in the lab and are updated on a regular basis X4  3  2  1

**COMMENTS:**

13. Students are required to demonstrate knowledge of the laboratory safety requirements before using the instructional laboratory and equipment.

X YES  NO

**COMMENTS: demo labs shows that students have demonstrated lab equipment safety**

14. Program/Curriculum is regularly reviewed to ensure current professional relevance.

X 4  3  2  1

**COMMENTS: revised curriculum is being introduced Fall 2000**

15. Corrective action is taken when shortcomings are identified in the program curriculum.

X YES  NO



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**COMMENTS:** used several different people from industry and in education to identify program curriculum strengths and weaknesses

**(RESPOND ONLY IF ANY EXTERNSHIP OR COOPERATIVE EDUCATIONAL EXPERIENCE IS PART OF THE PROGRAM).**

16. The following materials are on file in each student's extern-ship file:

- |  |  |
|--|--|
| a) Documented and signed training agreement  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| b) Employer evaluation(s) of student   | YES <input type="checkbox"/> NO                          |
| c) Instructor evaluation(s) of student   | YES <input type="checkbox"/> NO                          |
| d) Student evaluation of work station  | YES <input type="checkbox"/> NO                          |
| e) Evidence to indicate the employment site meets the career objective of the student            | YES <input type="checkbox"/> NO                          |
| f) Evidence that the individual supervising the student is qualified according to Standard 4.1.1 | <input type="checkbox"/> YES <input type="checkbox"/> NO |

**COMMENTS:**

**STRENGTHS:**

**CONCERNS:**

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**6.0 FACILITIES**

INFORMATION SOURCES: STANDARDS 6.1-6.3

Self Study, Student interviews, Faculty interviews, Program/School Tour

1. Adequate facility space is provided for:

- |  |                                   |
|--|-----------------------------------|
| a) Tool and equipment storage                          | X YES <input type="checkbox"/> NO |
| b) Materials and supplies storage                      | X YES <input type="checkbox"/> NO |
| c) Instructional staff needs<br>(including counseling) | <input type="checkbox"/> YES X NO |
| d) Student work storage                                | X YES <input type="checkbox"/> NO |
| e) Multiple section presentations<br>and seminars      | X YES <input type="checkbox"/> NO |
| f) Demonstrations                                      | X YES <input type="checkbox"/> NO |

**COMMENTS:** *instructional staff sharing offices and counseling issues have been noted*

2. The post-secondary institution's library has adequate resources in all areas of instruction related to the program.

X YES  NO

**COMMENTS:**

3. Appropriate current professional/trade journals and publications are available to students.

X YES  NO

**COMMENTS:**

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4. Facilities are maintained in an organized, safe, and sanitary manner.

4  3  2  1

**COMMENTS:**

5. The equipment available for this program is:

a) Up to date and meets industry  
quality and standards

4  3  2  1

0 Well matched to the program  
objectives

4  3  2  1

1 Adequate for maximum class  
objectives

4  3  2  1

2 Readily accessible to all  
students to be served

4  3  2  1

e) Kept in safe working condition

4  3  2  1

3

f) Arranged in a manner comparable  
to industry standards

4  3  2  1

**COMMENTS:**

4 A systematic schedule is used to:

5 Maintain equipment

4  3  2  1

6

7 Update equipment/  
purchase new equipment

4  3  2  1

**COMMENTS:** *entire facility needs to update and purchase new equipment*

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- 8 First aid services are provided and accessible to all students and staff in the case of an emergency.

X YES  NO

**COMMENTS:** minor first aid services provided with band aids- no other emergency services are to be administered by staff Must call security.

- 9 The program is operated in facilities which meet federal, state, and local codes.

X YES  NO

**COMMENTS:**

**STRENGTHS:**

**CONCERNS:**

**7.0 STUDENT SERVICES**

**INFORMATION SOURCES:** STANDARDS 7.1-7.9

Interviews with students, employers, graduates, Placement reports, and program publications

- 10 The Institution has written admissions policies and requirements for the program, which are published and widely disseminated and are nondiscriminatory with respect to race, color, creed, sex, age, national origin, and handicap. The Institution's admissions policies and practices are appropriate for the training offered and are carried out consistently and fairly.

X YES  NO

**COMMENTS:**

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11 Students enrolling in the program are provided information regarding:

- |  |       |                             |
|--|-------|-----------------------------|
| 12 Program's mission and goals   | X YES | <input type="checkbox"/> NO |
| 13   |       |                             |
| 14 Tuition and fees  | X YES | <input type="checkbox"/> NO |
| 15   |       |                             |
| 16 Academic policies   | X YES | <input type="checkbox"/> NO |
| 17   |       |                             |
| 18 Course descriptions   | X YES | <input type="checkbox"/> NO |
| 19   |       |                             |
| 20 Kitchen/lab requirements  | X YES | <input type="checkbox"/> NO |
| 21   |       |                             |
| 22 Additional costs of the program<br>(facility use fees, liability insurance, etc.) | X YES | <input type="checkbox"/> NO |

**COMMENTS:**

23 If students are not accepted into the program, they are informed of the reason(s):

X YES  NO

**COMMENTS:**

24 There is a policy on transfer of credits, advanced standing, or credit by exam which is readily available to students.

X YES  NO

**COMMENTS:**

25 There is a plan for improving retention of students in the program.

YES X NO

**DESCRIBE:** *statistics are available but no apparent plan is available*

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26 There is a published grievance procedure that students may use to address concerns and needs.

X YES  NO

**COMMENTS:**

7. The policies and procedures for student withdrawal and tuition refunds are published and made known to all applicants.

X YES  NO

**COMMENTS:**

27 Review of current placement data indicates that a majority of the last two year's graduates were placed in a field related to their training.

X YES  NO

**COMMENTS:**

28 Review of follow up information and/or phone or personal interview indicates that employers are satisfied with the preparation of graduates in this program.

x YES  NO

**COMMENTS:**

29 When interviewed (by phone or in person), graduates of this program indicate their satisfaction with the education they received.

X 4  3  2  1

**COMMENTS:**

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30 When interviewed, current student felt that they:

- 31 Had regular and objective evaluations  4  3  2  1
- 32 Had access to files as they relate to their performance  4  3  2  1
- 33 Had opportunities to attend professional meetings, seminars, etc. or other opportunities to be exposed to professionals in their field  4  3  2  1
- 34 Had input into course evaluation  4  3  2  1
- 35
- 36 Are aware of a grievance procedure for their use  4  3  2  1
- 37 Were in an environment designed or modified to accommodate disabilities and/or special needs  4  3  2  1

**COMMENTS:**

38 Evaluation (or grading) of student performance is based upon:

- 39 Evaluation methods that are clear and established  4  3  2  1
- 40 Written tests that are clearly related to the identified objectives  4  3  2  1
- 41 Performance tests that are clearly related to the identified objectives  4  3  2  1
- 42 Tests (written or performance) that are administered with sufficient frequency to

AMERICAN CULINARY FEDERATION  
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VISITING TEAM REPORT

measure

4  3  2  1

**COMMENTS:**

43 Records of student performance and progress are:

44 Maintained for each student  4  3  2  1

45

46 Regularly reviewed with each student  4  3  2  1

47 Based upon objective evaluation of student performance  4  3  2  1

48 Adequate to meet the needs of prospective employers  4  3  2  1

49 Adequate to meet the transfer needs of students  4  3  2  1

50 Adequate to verify satisfaction of certificate or degree requirements  4  3  2  1

51 Available to provide verification that certificates or degrees are conferred only upon those students who have demonstrated educational achievement as assessed and documented through appropriate measures.  4  3  2  1

**COMMENTS:**

52 Students are notified of any change in their academic status.  YES  NO

**COMMENTS:**



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ACCREDITING COMMISSION**

**VISITING TEAM REPORT**

53 Counseling, placement services, and guidance are available to students.

4    3    2    1

**COMMENTS:**

54 Scholarship information is made available to all students.

4    3    2    1

**COMMENTS:**

55 The disclosure of information in school publications is adequate and accurate, and there is sufficient data available to support any quantitative claims made about the program including the current accreditation status.

YES    NO

**COMMENTS:** *apprenticeship materials need to be updated to exclude the EI from ACFEI - only use ACF*

**STRENGTHS:**

**CONCERNS:**

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**VISITING TEAM REPORT**

**8.0 PROGRAM ASSESSMENT**

INFORMATION SOURCES: STANDARDS 8.1-8.5

Interviews with administrators, faculty, students, graduates and Advisory Committee Self Study, Department files - written materials

1. There is documentation of an ongoing system for assessing faculty performance.

4    3    2    1

**DESCRIBE:**    *student evaluation evident, but no documentation for additional faculty performance assessment*

2. There is evidence of an ongoing system for collecting data to assess the relevance of curriculum by:

a)students	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
b)faculty	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
c)advisory committee	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
d)employers	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
e)graduates	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

**DESCRIBE:**

3. An ongoing system is in place for assessing and documenting:

a)student retention	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 1
b)graduate placements	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 1
c)graduate satisfaction with career preparation	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 1
d)employer satisfaction	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1

**DESCRIBE:**    *no system in place*

4. There is evidence that results of collected assessment data are used to improve the program.

4    3    2    1

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**COMMENTS:**

**STRENGTHS:**

**CONCERNS:**

**SUMMARY PAGE**

**SUMMARY OF STRENGTHS:**

- *faculty participation with students in competitions*
- *faculty participation in competitions*
- *faculty interaction with students on a daily basis*
- *graduates are consistently placed in culinary field and speak highly of the program*
- *current students speak highly of the instructors*
- *outstanding facility size*
- *Apprenticeship program an outstanding strength of the department*
- *Close relationship with industry/business professionals for consultation*
- *Review and renovation of curriculum*

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**LISTING OF AREAS IN NON-COMPLIANCE WITH STANDARDS (CONCERNS)  
CITE SPECIFIC STANDARDS REFERENCE:**

***1.6 The program must exhibit sufficient evidence of meeting the required competencies as specified in the ACF "Required Knowledge and Competencies"***

***Contact hours as indicated do not reflect actual contact hours because of 1. The course is not included in the required curriculum 2. Competency area is not identified in the syllabus.***

***3.1.2 There is an organizational chart showing the structure of the program.***

***3.2.2 The program coordinator may have limited teaching/laboratory coordination responsibilities in addition to program administration.***

***4.5.1 The program faculty must show evidence of professional growth in the technical areas for which they have teaching responsibilities.***

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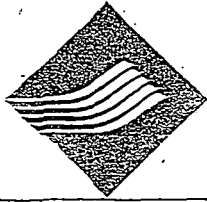
This part of the report will not be part of the Commission's review.

It is of benefit to the school to have an outside professional  
evaluate and make recommendations  
for the culinary arts program

*(These items do not have to be addressed in the schools' rebuttal following the receipt of the  
team report).*

**Suggestions:**

1. *One possible solution to the program coordinators overload would be to eliminate her responsibilities in the lab which would allow her to tend to other departmental needs. (recruitment and retention and coordination of departmental activities)*
2. *Incorporation of current industry trends into curriculum such as convenience foods, labor costs, environmental concerns, employment.*
3. *More structured feedback from employers, alumni and students as they pertain to relevance of the program*
4. *Maintenance of faculty files that substantiate industry participation and professional development*
5. *Sanitation should be required concurrently to any lab courses and certification should be mandatory*
6. *Require culinary students to attend the Visiting Lecture Series*
7. *The Hospitality Mgmt. Course be required by all students to address the people skills (leadership etc.) aspects required of today's kitchen managers*
8. *Greater exposure to back of the house software*
9. *Purchase of computers for department*



OAKLAND  
COMMUNITY  
COLLEGE

Orchard Ridge Campus  
27055 Orchard Lake Road, Farmington Hills, MI 48334-4579

(248) 522-3400

Fax: (248) 522-3429

*Culinary Arts Program (CUL)*

Extended Degree Program  
Orchard Ridge

Associates in Applied Science

The Culinary Arts program leads to an Associates Degree in Applied Science and is designated as an Extended Degree Program in that the student must complete a minimum of 73 or more credit hours. This program is designed to prepare the student to become a professional culinarian leading to an Executive Chef or Management position. The first year emphasizes basic cooking and baking methods and principles, proper use of tools and equipment, and sanitation and safety procedures. Management principles and financial operations will be presented. The students practice these skills with an emphasis on classical and international cuisines, fine dining concepts, and supervisory skills. Upon graduation students will be eligible for certification by the American Culinary Federation.

PROGRAM REQUIREMENTS

CUL 100	Introduction to Culinary Arts	2
CUL 101	Food Service, Sanitation, and Safety	2
CUL 110	Cookery I	2
CUL 111	Cookery II	2
CUL 112	Restaurant Meat Cutting	2
CUL 113	Garde Manger I	2
CUL 114	Retail Baking I	2
CUL 115	Retail Baking II	2
CUL 120	Restaurant Cookery	4
CUL 121	Dining Room I	2
CUL 123	Front House Management	2
CUL 124	Menu Planning	2
CUL 125	Pastry I	4
CUL 202	Food Service Cost Control	3
CUL 203	Food Purchasing and Storage	2
CUL 213	Garde Manger II	4
CUL 220	Buffets and Banquets	4
CUL 221	Dining Room II	2
CUL 240	Classical Restaurant	4
CUL 242	Plated Dessert I	2
CUL 248	Event and Catering Management	3
CUL 250	Internship	1

Required Supportive Courses

HEA 151	Nutrition	3
PSY 263 *	Psychology of Organizational Behavior	3

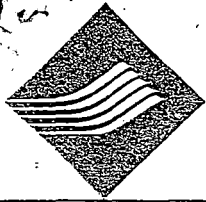
Students must select 1 course from the following list:

CUL 105	Cake Decorating	2
CUL 222	Equipment Planning and Layout	3
CUL 225	Pastry II	4
CUL 230	Ice Carving	2
CUL 231.1	International Cuisine - Italian	2
CUL 231.2	International Cuisine - Asian	2
CUL 231.3	International Cuisine - Mediterranean	2
CUL 231.4	International Cuisine - American Regional	2
CUL 232	Wine and Spirits	3
CUL 233	Artisan Breads	2
CUL 234	Nutritional Cooking	2
CUL 235	Culinary Competition	2
CUL 239	Pastry Artistry	4
CUL 253	Wedding Cakes	2

\* General Education courses listed as Required Supportive may be used to meet requirements of the General Education component.

General Education Requirements

See Graduation requirements for an Associates in Applied Science Degree in the current course catalogue.



**Bakery and Pastry Arts (BAK) BAK PROGRAM**  
Orchard Ridge  
Baking Certificate

This program provides professional and technical experience in commercial baking and pastry arts. Emphasis is on developing skills necessary for graduates to be employed as bakers and pastry cooks.

**PROGRAM REQUIREMENTS**

CUL 100	Introduction to Culinary Arts .....	2
CUL 101	Food Service, Sanitation, and Safety .....	2
CUL 105	Beginning Cake Decorating .....	2
CUL 110	Cooking I .....	2
CUL 111	Cooking II .....	2
CUL 114	Retail Baking-I .....	2
CUL 115	Retail Baking II .....	2
CUL 125	Pastry I .....	4
CUL 152	Bakery Merchandising .....	2
CUL 225	Pastry II .....	4
CUL 233	Artisan Breads .....	2
CUL 242	Plated Dessert I .....	2
CUL 243	Plated Dessert II .....	2
CUL 253	Wedding Cake Design .....	2

When all courses are completed, the student may apply for a Certificate.



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Orchard Ridge Campus  
27055 Orchard Lake Road, Farmington Hills, MI 48334-4579

(248) 522-3400

Fax: (248) 522-3429

**Restaurant Management Program**

Orchard Ridge  
Associate in Applied Science

This program leading to an Associates Degree in Applied Science is designed to develop education and training to prepare the student for a career in food and beverage operations such as restaurants, hotels, casinos and clubs. Courses include theory and practical applications for all front and back house operations while working to develop leadership skills necessary for today's manager.

**Major Requirements**

CUL 100	<i>Introduction to Culinary Arts</i> .....	2
CUL 101	<i>Food Standards, Sanitation and Hygiene</i> ..	2
CUL 110	<i>Cookery I</i> .....	2
CUL 111	<i>Cookery 2</i> .....	2
CUL 118	<i>Visiting Lecture Series</i> .....	1
CUL 121	<i>Dining Room 1</i> .....	2
CUL 123	<i>Front House Management</i> .....	2
CUL 124	<i>Menu Planning</i> .....	2
CUL 202	<i>Food Service Cost Control</i> .....	3
CUL 203	<i>Food Purchasing and Storage</i> .....	2
CUL 222	<i>Equipment Planning and Layout</i> .....	3
CUL 224	<i>Hospitality Marketing</i> .....	3
CUL 232	<i>Wine and Spirits</i> .....	3
CUL 245	<i>Leadership Management</i> .....	3
CUL 248	<i>Event and Catering Management</i> .....	3
CUL 249	<i>Hospitality Legal Issues</i> .....	3
CUL 251	<i>Restaurant Management Internship</i> .....	1

**Required Supportive Courses**

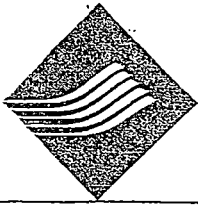
HEA 151	Nutrition .....	3
ACC 251	Accounting .....	4
CIS 105**	Personal Computer Application .....	4

\*\* or Higher

**General Education Requirements**

See graduation requirements for an Associate in Applied Science Degree on Pages 47-50.





OAKLAND  
COMMUNITY  
COLLEGE

Orchard Ridge Campus  
27055 Orchard Lake Road, Farmington Hills, MI 48334-4579  
November, 2000

(248) 522-3400 Fax: (248) 522-3429

To All Prospective Cook Apprentices:

Thank you for your interest in Michigan's Chefs Apprentice Program. This is a 3 year - 6,000 hour apprenticeship. Tuition runs approximately \$750 (\$600/Tuition, \$50/Uniform, \$100/Books) per Fall and Winter Semester, and \$250 per Spring Semester, with a total yearly cost of approximately \$1,800.

Apprentice interviewing for September 2001 enrollment will be held in June or July of 2001. Interviewing will last approximately one hour and will take place at Oakland Community College, Orchard Ridge Campus, 27055 Orchard Lake Rd., Farmington Hills, MI. 48334-4995. Please call (248) 522-3710 or (248) 522-3700 to schedule an appointment.

All applicants are required to take an ASSET test. This will evaluate your Math and English skills, and is required for pre-admission. You may schedule a time slot for ASSET testing through the IIC Department by calling (248) 522-3435. The ASSET test will not be given on the day of the interview. The ASSET test must be taken before September 2001.

To be interviewed you must bring with you:

1. 150 word essay titled "Why I Desire a Career in Culinary Arts."
2. A check or money order made out to the MCCA for \$100.00. (This is refunded if you are not accepted.)
3. High school diploma or equivalent
4. College transcript or trade school (if any)
5. Resume
6. Documented work experience-references
7. ASSET results or the appointment date/time for ASSET testing (English and Math Placement test)

The enclosed information will explain the Chef's Apprentice Program in greater length. If you would like to be considered for this program, please fill out the enclosed application and return it to Chef Kevin Enright at the above address. If you have further information, please call (248) 522-3710 or (248) 522-3700.

Sincerely,

Kevin Enright, CEC/CCE/AAC  
OCC Apprentice Coordinator

Enright87

### THREE-YEAR SCHEDULE OF CLASSES

#### 1st Year

FALL	FST 110.1, 110.2, 110.5, 110.6 Food Standards, Sanitation, and Hygiene	FST 122	6 <u>3</u> 9
WINTER	FST 120.1, 120.2, 120.5, 120.6 Business Mathematics	MAT 107	6 <u>3</u> 9
SPRING/SUMMER	Food Purchasing and Storage Menu Planning	FST 203 FST 124	3 <u>2</u> 5

#### 2nd Year

FALL	Butchery Garde Manger Nutrition	FST 238 FST 107 HEA 151	4 3 <u>3</u> 10
WINTER	Classical Cooking Human Relations and Organizational Behavior	FST 101 PSY 263	6 <u>3</u> 9
SPRING/SUMMER	Food Service Cost Control Dining Room/Beverage Management	FST 202 FST 120.4	3 <u>1.5</u> 4.5

#### 3rd Year

FALL	Baking Pastry I Business Communications	FST 105 FST 104 ENG 135	3 3 <u>3</u> 9
WINTER	Pastry II Cake Decorating Interpersonal Communication for Careers	FST 106 FST 109 SPE 129	3 3 <u>3</u> 9

**TOTAL CREDIT HOURS** 64.5

**Additional Courses to Receive Associated Degree**

Political Science	POL 151	3
Fine Arts/Humanities		3
Physical Fitness or Equivalent		1
Math/Science		<u>3/4</u>
		10/11

Enright61

**TOTAL CREDIT HOURS FOR DEGREE**

**74.5/75.5**

## OCC/MCCA CHEFS APPRENTICESHIP OVERVIEW

### OVERVIEW

Apprenticeship is one of the oldest methods of career training known to man. We have combined the tried and true method of apprenticeship training with a post-secondary education program. This combination has been so successful it has changed the quality of cuisine in America.

The Pittsburgh Chapter of the American Culinary Federation started the first American Culinary Federation Apprenticeship Program in the 1970's. From one program in the 70's we have grown to seventy programs in the 80's, with over 2,000 apprentice cooks in training from coast to coast.

### THE PROGRAM

Each apprentice must complete 6,000 hours of training under the supervision of an American Culinary Federation Chef Member. They must also complete a post-secondary education program at Oakland Community College.

### APPRENTICE'S RESPONSIBILITIES

As an apprentice, the student will be required to work 6,000 hours on the job while attending a supporting education program, which is usually one day a week. The apprentice will be graded on all aspects of his work with the employer. Apprentices are expected to arrive at the work location at the designated time; they are expected to dress in proper uniform; and in general, conduct themselves as good employees. Apprentices must maintain an up to date logbook recording an entry a week.

### EMPLOYER RESPONSIBILITIES

Each employer has responsibilities to the apprentice when agreeing to hire the individual. The employer must agree to let the apprentice off the one day that supporting classes are held; in many cases this is one of the regular scheduled days off. The Apprentice Log must be up to date and reviewed weekly by his/her supervisor.

An employer may always pay more than minimum pay scale; but never less. If there is an on-going labor contract the apprentice would fall under the wage provisions of the local contract. The employer must have a chef who is a member or willing to join the American Culinary Federation. Also the chef must abide by the Apprentice Standards established by the American Culinary Federation Education Institute. Employer must also rotate the apprentice to all stations of the House.

### ADVANTAGES OF AN APPRENTICESHIP PROGRAM

With an Apprenticeship Program you can not only stabilize your work force but you can have replacements waiting for a position after one of your apprentices have completed the program at the end of three years of training. Apprentices have a desire to learn. They care about the products they prepare. This interest in food production will allow you to maintain a high quality level for your operation. The apprentices offer a strong support staff for your chef, which in turn makes his job more enjoyable.

It could be one of the most beneficial steps you will ever take.

For information about the program either as an apprentice or an employer please call:

248-522-3710/248-522-3700 or write to: Chef Kevin Enright CEC/CCE/AAC, Oakland Community College, 27055 Orchard Lake Road, Farmington Hills, MI 48334.

# NATIONAL APPRENTICESHIP TRAINING

## PROGRAM FOR COOKS

THE EDUCATIONAL INSTITUTE

AMERICAN CULINARY

FEDERATION

- GENERAL INFORMATION
- STANDARDS OF TRAINING
- RELATED INSTRUCTION
- ON THE JOB COMPETENCIES
- RESPONSIBILITIES OF PARTICIPANTS
- THE FUTURE OUTLOOK

Registered by  
U.S. Department of Labor  
Registry No. N-900-93

## **GENERAL INFORMATION:**

**DURATION:** 3 years or 6,000 hours on-the-job training. The initial 500 hours will be a probationary period. Upon job placement, the apprentice will be eligible to join the American Culinary Federation Educational Institute for registered apprentice membership. Also at this time the apprentice will be registered with the Department of Labor and will be officially indentured to his supervising chef and the sponsoring American Culinary Federation affiliate chapter.

**PAY SCALE:** Federal minimum wage with regular increments of 25¢ per hour every six months. Subject to wage scale called for in any local ongoing collective bargaining agreement.

40 hour work week (2,000 hours per year).

Minimum 144 hours per year in related classroom instructions.

The apprentice is a full employee and is subject to the conditions of the individual house policies as it relates to fringe benefits and vacations.

**QUALIFICATIONS:** 16 years of age or older; high school graduate or equivalent.

Successful completion of all entry-level examinations, as prescribed by the Apprenticeship Committee of ACFEI.

Consideration will be given to those who have had previous food service training in high school or previous on-the-job experience.

Selections will be done on a completely non-discriminatory basis with consideration of qualifications only.

**VETERANS:** Veterans Administrative Approval available for this program. Further information about VA benefits can be obtained from your local Bureau of Apprenticeship and Training representative.

**THE APPRENTICESHIP PROGRAM** is planned in 6 semi-annual stages with flexibility to shorten or lengthen any period according to individual ability. During this time, the apprentice will keep a weekly Log Book in which he or she will outline recipes and food preparation techniques that have been learned.

A periodic review will be given to each apprentice for both on-the-job training and the classroom instructions. The results of the review will be evaluated by the Apprenticeship Committee and continuation of the training will be based upon their recommendation.

Periodic visits on the job will be performed by members of the Apprenticeship Committee for consultation purposes.

Upon completion of the 500 hour probationary period, apprentices with previous work experience will be allotted the appropriate advanced standings based upon the reviewal and recommendation of the Apprenticeship Committee. This approval will be given only upon consulting the supervising chef who has the apprentice and who has witnessed the actual proficiency of his apprentice.

A post secondary educational institution will administer all necessary testings that deal with the theory-related classroom instructions. All examinations used by the school will be made available to the Apprenticeship Committee for their approval.

Work performance appraisal forms will be developed and issued by the Apprenticeship Committee of the sponsoring ACF Chapter.

The Apprenticeship Program shall comply with all Federal, State and Local laws and regulations pertaining to apprenticeship training.

If unsatisfactory achievement is experienced, the apprentice will be required to repeat previous assignments and work performances and will continue in the program under probation. Total probation time will be decided by the Apprenticeship Committee and will be based upon individual situations.

The Apprenticeship Committee will maintain accurate records of work progress and hours worked. If any apprentice cannot complete the entire term of apprenticeship at the same participating establishment, the Committee has the option of placing that apprentice at another facility. This decision will be made only after a complete review of the situation by the Apprenticeship Committee.

All copies of Apprenticeship Standards and Contracts must be registered with the local Bureau of Apprenticeship and Training for the U.S. Department of Labor.

#### **CERTIFICATE OF COMPLETION OF APPRENTICESHIP:**

Upon satisfactory completion of the apprenticeship by the apprentice, the committee will recommend to the registration agency that a certificate of completion of apprenticeship be awarded to the apprentice as a journeyman cook.

#### **JUNIOR MEMBERSHIP -- American Culinary Federation:**

After registration with the Department of Labor, the indentured apprentice will be eligible to join the American Culinary Federation as a Junior member.

If the apprentice wishes to receive the benefits and professional certification of the ACF, he must become a Junior member of the ACF for a minimum period of two years prior to his completion of the ACFEI apprenticeship training program. The ACFEI Certified Cook is the first level of the ACFEI's professional certification program which can ultimately lead to Certified Executive Chef.

#### **SUGGESTED APPLICANT SCREENING PROCESS:**

All applicants will be required to successfully complete entry-level examinations, both academic and aptitude. A five (5) step screening procedure ensures that only well qualified individuals are accepted. This procedure is based on the accumulation of points in the five step combination. Total possible accumulation is 100 points. Minimum requirements for eligibility is an accumulation of 40 points.

##### **STEP #1**

##### **ORIENTATION SEMINAR**

Applicants will be required to attend and participate in a General Orientation Seminar. Upon completion of the Seminar, they will be required to take a taste and smell test conducted by the Apprenticeship Committee of the local ACF Chapter. The taste and smell test must be passed to continue the screening process. (Total points possible -- 30)

##### **STEP #2**

##### **PERSONAL INTERVIEW AND DOCUMENTATION OF PREVIOUS TRAINING AND EXPERIENCE**

Each applicant will be interviewed by the Apprenticeship Committee. In this interview the applicant will be required to document prior food service experience, if any (5 points per year -- total points possible -- 20); previous food service (vocational-technical) training, if any, (5 points per year -- total points possible -- 10); each applicant will also be required to submit a 150 word essay on "Why I Desire a Career in Culinary Arts" (4 points).

##### **STEP #3**

##### **PERSONAL INTERVIEW**

At the same interview as in Step #2, the Apprenticeship Committee will seek to determine the applicant's appreciation for the culinary arts as a career. (Total points possible -- 36)

##### **STEP #4**

##### **INTERVIEW WITH EMPLOYER -- NO POINT ACCUMULATION**

At this time, the applicant will be required to present medical proof of good physical health.

## **STEP #5**

### **CONTRACT ENDORSEMENT**

The successful applicant will sign the Apprenticeship Contract and Agreements.

Termination of the Apprenticeship Contract is possible only after a hearing involving all parties, and with the approval of the Apprenticeship Committee of the local ACF Chapter.

Copies of these Apprenticeship standards have been registered with the Bureau of Apprenticeship and Training, United States Department of Labor, Washington, D.C., under Registry No. N-900-93.

### **EXAMINATIONS AND TESTING:**

- Work Performance Appraisals will be conducted in cooperation with the supervising chef and the Apprenticeship Committee of the local ACF Chapter.
- Tests will be given on subjects taught in the theory-related studies.

### **BASIC COMPETENCIES:**

- Individuals successfully completing the Apprenticeship Training Program will be described as persons who can:
  - A. Prepare, season and cook according to recipe: soups, sauces, salads, meats, fish, poultry, game, vegetables and desserts;
  - B. Produce baked goods and pastries;
  - C. Fabricate meat portions from primal cuts;
  - D. Successfully set up and prepare a complete buffet dinner;
  - E. Select recipes, develop them, and plan entire menus with wording, layout and design;
  - F. Plan food consumptions, requisition, purchase food stuffs, and operate a working budget in food and labor costing;
  - G. Recognize quality standards in fresh vegetables, meats, fish, poultry and game;
  - H. Demonstrate substantial supervisory abilities and participate in the activities of all core personnel engaged in the production operations of a food service establishment;
  - I. Demonstrate abilities to function with all other related departments that exist in a food operation.
  - J. Demonstrate basic skills in the Culinary Arts including: ice carving, tallow sculpturing, cake decorating, and garniture display work.

### **RELATED THEORY INSTRUCTIONS:**

- In addition to actual work skills, the apprentice will complete related-theory studies which survey the following subject matter:

Introduction to Food Service -- An overview of the past, present, and future of the Food Service Industry and the Culinary Arts.

Food Service I -- A study of the fundamentals of food preparation, service procedures and sanitation and safety practices.

Food and Beverage Service -- This course deals with types of dining service and fundamentals of legal beverage service.

Food Service Specialties I -- Baking fundamentals which will include yeast dough, pies, cakes and specialty bakery products. Other dessert items and decorating will be completed.

## Menu Planning and Design

Food Service Specialties II -- Garde Manger I -- Special Garde Manger techniques will be introduced, such as ice and tallow sculpture, buffet show pieces and the art of pulled sugar.

## Purchasing Procedures

Business Mathematics which will include Food Related Mathematics.

## Supervision and Training

Biological Science which will include Sanitation and Prevention of Food Related Illness.

Food Specialties III -- Garde Manger II -- Advanced Garde Manger techniques, such as aspics, pates, chaudfroid, terrines, galantines and sauces will be completed.

## RESPONSIBILITIES OF THE CHEF'S ASSOCIATION:

1. To register local apprenticeship standards and make them available to the supervising chefs and the participating establishments. The ACFEI Culinary Manual will become the mandatory instructional guide. All texts used for the theory-related instructions will be approved by the local ACF Chapter and the Apprenticeship Committee of ACFEI.
2. To adopt apprenticeship selection procedures in order to determine and select only the most highly motivated individuals applying for the apprenticeship. This selection procedure will include a taste and smell test and personal interviews by the Apprenticeship Committee of the local chapter.
3. To determine the maximum number of apprentices any one participating establishment can hire. This shall be based upon the property facilities which the Supervising Chef has access to, and has jurisdiction over. This number will also be related to the total number of journeyman cooks employed at the establishment (See Apprenticeship standards).
4. To provide periodic evaluations of the apprentice's progress on the job.
5. To assist, upon request, from the post secondary school, in the selection of Chef-Instructors to conduct the kitchen-classroom studies.
6. To establish an Apprenticeship Committee whose function will be to coordinate on the on-the-job training and the classroom instruction throughout the duration of the apprenticeship.

## RESPONSIBILITIES OF THE EMPLOYER:

1. Provide adequate and safe facilities for the training.
2. Provide the time off necessary for the apprentice to attend the classroom instructors.
3. Maintain their minimum suggested wage scale throughout the duration of the program which will include the suggested periodic wage increments.
4. Provide the necessary working uniform and its maintenance.

## RESPONSIBILITIES OF THE POST SECONDARY EDUCATIONAL INSTITUTION:

1. Provide adequate facilities and professional instructors who will teach a well-rounded understanding of trade theories and techniques.
2. Work closely with the Chefs' Association in establishing the classroom curriculum and its sequence.
3. Provide periodic reports of apprentice's attendance and progress in order to assist the Apprenticeship Committee in appraising the individual's educational progress.
4. Provide adequate space to conduct periodic evaluation meetings and to provide a Job Instructional Technique Course for the Chef-Instructors.
5. Provide a kitchen classroom facility in order to conduct food specialty classes taught by qualified Chef-Instructors.



## RESPONSIBILITIES OF THE APPRENTICE:

1. To protect and care for the properties of the employer and educational institution.
2. To respect and comply with all House Rules of the participating establishment.
3. To promptly complete all lessons, assignments and tests as required by the Committee and the school.
4. To work faithfully and diligently throughout the duration of the apprenticeship and follow carefully all assignments from the Supervising Chef and other supervisors.

## THE FUTURE OUTLOOK

- Upon completion of apprenticeship, the apprentice will be identified as a Certified Cook and will be recommended for certification as such.
- At the discretion of the Supervising Chef and employer, the apprentice will either be given an opportunity to remain as a permanent employee at the establishment where trained or will be recommended for a job placement in the industry.
- Employment opportunities for cooks and chefs are steadily increasing. The Bureau of Labor Statistics currently estimates that employment of cooks and chefs will increase faster than the average of all occupations through 1985 (probably 200,000 new cooks and chefs will be needed each year).
- Experienced chefs can expect to earn \$18,000 to \$40,000 per year. The amount is determined by individual qualifications, place of employment and geographical location.
- In addition to wages, cooks and chefs frequently receive meal privileges and are furnished uniforms.
- Paid vacations and holidays are common. In most cases, health insurance programs and other fringe benefits are available.
- Some Executive Chefs receive additional benefits, including commissions and bonuses.

For further information, write:

National Apprenticeship Training Program for Cooks  
Educational Institute ACF  
P. O. Box 3466  
St. Augustine, FL 32084

# MICHIGAN CHEFS DE CUISINE/OAKLAND COMMUNITY COLLEGE

## Cooks Apprenticeship Application

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
                                  (last)                          (first)                          (initial)  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Year of Apprenticeship:    1st Year    2nd year    3rd year    (circle one)

### EMPLOYMENT INFORMATION

Name of Establishment \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
                                  (number)    (street)    (Apt.)    (city)    (state)(zip)

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Position You Are Currently Holding \_\_\_\_\_

Regular Hours You Work:

_____ Monday	_____ Friday
_____ Tuesday	_____ Saturday
_____ Wednesday	_____ Sunday
_____ Thursday	

<u>DATES</u>	<u>EMPLOYER (name and address)</u>	<u>POSITION</u>
FROM _____ TO _____	_____	_____
FROM _____ TO _____	_____	_____

High School/Vocational School Last Attended \_\_\_\_\_  
Culinary or Food Service Training in High School \_\_\_\_\_ Name \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Graduation (mo/yr) \_\_\_\_\_

Please list all Colleges & High School/Food Service/Vocational Schools previously attended (include those in which no credits were earned)

<u>Name of Institution</u>	<u>City &amp; State</u>	<u>Attendance Dates</u>

CAREER OBJECTIVE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Return to:    **OAKLAND COMMUNITY COLLEGE**  
                  **Chef Kevin Enright, CEC/CCE**  
                  **27055 Orchard Lake Road**  
                  **Farmington Hills, MI 48334**