



Miami Dade
College

Wolfson Campus



Miami Culinary Institute

FOOD • CULTURE • INNOVATION 

Miami Culinary Institute Student Handbook

Miami Dade College has developed a breakthrough recipe for culinary excellence in the 21st century, featuring a curriculum designed to reflect the latest in culinary techniques, energy technologies and high quality food and beverage education and professional development.

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A Message From the Culinary Chair

Welcome to the Miami Culinary Institute. Miami Dade College did not just set out to open another culinary arts school, but rather to revolutionize the way culinary arts education is offered to our 21st century workforce. MCI is a driving force in teaching our future professionals using the latest technologies, a unique curriculum, experienced educators and our relationship with the community. By connecting our students with local growers, working alongside top chefs and educating them in the importance of food culture, Miami Culinary Institute is leading the way in the field of culinary education.

The perfect blend of classic skills and innovative technique, our curriculum is specifically formulated to provide our students with real-world education and expectations to meet and exceed the needs of the dynamic culinary industry. You will leave here better prepared to achieve your goals.

If there is anything that I can do for you please let me know. I will see you around the school.

Collen Engle, MBA, MS, CEC, CCE

Culinary Chair, Miami Culinary Institute

A Message From the Staff

Welcome to Miami Culinary Institute... a journey in Food... Culture... Innovation! Miami Dade College did not just set out to open another culinary arts school, but rather act on the commitment to revolutionize the way culinary arts education is infused into our 21st century workforce. MCI is a driving force in bringing community, conscience and culture back into the fabric of our nation's voracious food passion. By connecting our students and community with our local growers and produces, aligning with top Chefs, vintners and environmental experts from around the globe, Miami Culinary Institute promises a global exchange about culinary technique, passion and vision.

Students, professionals and enthusiasts... join us on this journey of innovation to evolve our planets food culture at this particular moment in time when fresh thinking can change the world.

Welcome

Building upon Miami Dade College's rich history as the largest institution of higher education in the United States and one of the most highly regarded colleges in the nation, Miami Culinary Institute is a recipe for culinary excellence in the 21st century. Mixing a blend of classic skills and innovative techniques used by the world's best chefs, Miami Culinary Institute offers an educational experience that is at the forefront of the industry.

Our curriculum is designed to prepare our students with real-world knowledge and expectations. Through a focused infusion of green-sustainable food and energy technologies, nutrition and culinary knowledge, our goal is to create professionals who will evolve the world's food culture and, in doing so, provide a happier, healthier population and planet.

...FROM SEED TO SOIL

Our core philosophy of Food Culture Innovation requires an examination and understanding of the culture built upon our interaction with food. As culinary professionals, we understand the role we play and the responsibility we must own in elevating our community's expectations about the food they eat. We help our students understand the value of tracing our foods to their source to evaluate how a particular farm, ranch or fishery impacts our environment, community and economy. We examine how food distribution not only contributes to a significant portion of the world's greenhouse gasses, but also how we can make choices that will improve that process. We analyze how food is prepared to ensure that the best nutrition possible is delivered on each plate.



Miami Culinary Institute is training the next great culinary professionals and arming them with the tools to innovate the way we interact with food. Housed within a state-of-the-art, LEED-certified facility, our program is heavily infused with sustainable food practices that incorporate a real-world understanding of the environmental, social and economic implications involved in our food sources, cooking techniques and waste disposal methods.

This philosophy is at the core of our seed-to-soil practice and is a foundation from which our students will innovate within their professional practices to deliver excellent culinary art that is good for the planet and the people on it.

Miami Culinary Institute Charter

Fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), MDC awards more associate degrees than any other college in the nation.

With the strength of our academic programs behind them, our graduates transfer to the nation's top schools, including Yale, Harvard University, Massachusetts Institute of Technology, Georgia Institute of Technology, Cornell, William and Mary College, Georgetown, and New York University, to name a few.

Miami Culinary Institute Goals

Miami Culinary Institute seeks to enrich our students, the culinary industry and our community by:

- Providing an excellent culinary education for passionate students and enthusiasts
- Being at the forefront of culinary practice, technique and industry expectations
- Fostering a culture of innovation in the classroom, the kitchen and the community
- Providing the knowledge that can help evolve food culture within our community and the world
- Providing students with tools that enhance intellectual and personal growth

Miami Culinary Institute Core Values

As a part of renowned Miami Dade College, we mirror the college's core values:

- **An exceptional learning environment** in which students are challenged and empowered through innovation, state-of-the-art technologies, teaching excellence and student support programs that prepare each student with the knowledge, skills and values to succeed in a dynamic world.
- **A culture of inquiry and evidence** that is characterized by the commitment of faculty, staff and students to accountability for learning excellence through the achievement of measureable learning outcomes, innovative assessment methods and data-driven decisions that foster adaptability in programs and services
- **An exceptional work environment** that makes MDC the “employer of choice” for an exemplary, diverse workforce that is engaged in and accountable for the quality of MDC’s learning environment, and that benefits from excellent support, state-of-the-art technologies, growth opportunities and a competitive compensation program.
- **Quality community partnerships** that serve as the foundation for the development of relevant workforce, cultural and civic programs to foster community service and create a pervasive understanding throughout the greater Miami-Dade County community of the essential importance of education.
- **A commitment to cultural initiatives** that complement academics and promote the advancement and appreciation of the arts, thereby contributing to the richness of our multicultural community.
- **Sustainability practices** that distinguish Miami Dade College as a leading innovator in educating our students as contributors to a healthy planet, and as an institution that accepts its responsibility to preserve the natural environment.
- **Resource development and operational efficiencies** that ensure effective support for the College’s long-term efforts to provide an innovative and exemplary learning environment.
- **Global reach and awareness** that enrich the curriculum and provide a truly international perspective to students.

Commitment to Sustainability

Sustainable development provides a framework under which communities are capable of maintaining their productivity and usefulness to society indefinitely. Communities are resource-conserving, socially supportive, commercially competitive, and environmentally sound.

A sustainable community is achieved through a long-term, integrated approach by addressing economic, environmental, and social issues. Fostering a strong sense of community and building partnerships and consensus among key stakeholders are also important elements. Sustainable developments do not adversely affect people living elsewhere (near or far) and allow all elements of the community to flourish.

Sustainability awareness and practical considerations are essential to culinary leadership. Learning how to source local foods, work in an environmentally conscious manner, and address food access concerns, while operating successful small businesses is the key to the future of our industry.

Miami Culinary Institute is committed to fostering sustainable practices, being aware of those practices that have an effect on our environment. This includes our practices in the classroom, the lab, the restaurants, and in our daily living.

Miami Culinary Institute Building



Floor Description

8	Restaurant
7	Restaurant Kitchen
6	Culinary labs 9601 and 9602
5	Baking lab 9501, Storage Room
4	Culinary labs 9401 and 9402
3	State of the art Wine and Food Theatre
2	Chair's office, restaurant office, meeting room
1	Main entrance, café, media room

In addition the purchasing department is located in Building 6 along with two classrooms



Campus Info

The Wolfson Campus of Miami Dade College opened in 1970 holding classes in storefronts in downtown Miami. Since then, it has played an integral part in the development of the metropolitan skyline. As the only comprehensive urban campus in the City of Miami, it provides a fully accredited, high-quality education to over 27,000 students each year.

Easily accessible by public transportation, the Wolfson Campus extends students a unique opportunity to enjoy the many cultural centers and exciting attractions that make Miami "The Magic City."

The Wolfson Campus utilizes state-of-the-art technology and innovative approaches to teaching throughout its curriculum. It capitalizes on being at the center of downtown Miami's financial, government, and cultural hubs by offering programs in banking, business, microcomputers, paralegal studies, architecture, economics, hospitality management, engineering, the arts and humanities, and the social sciences.

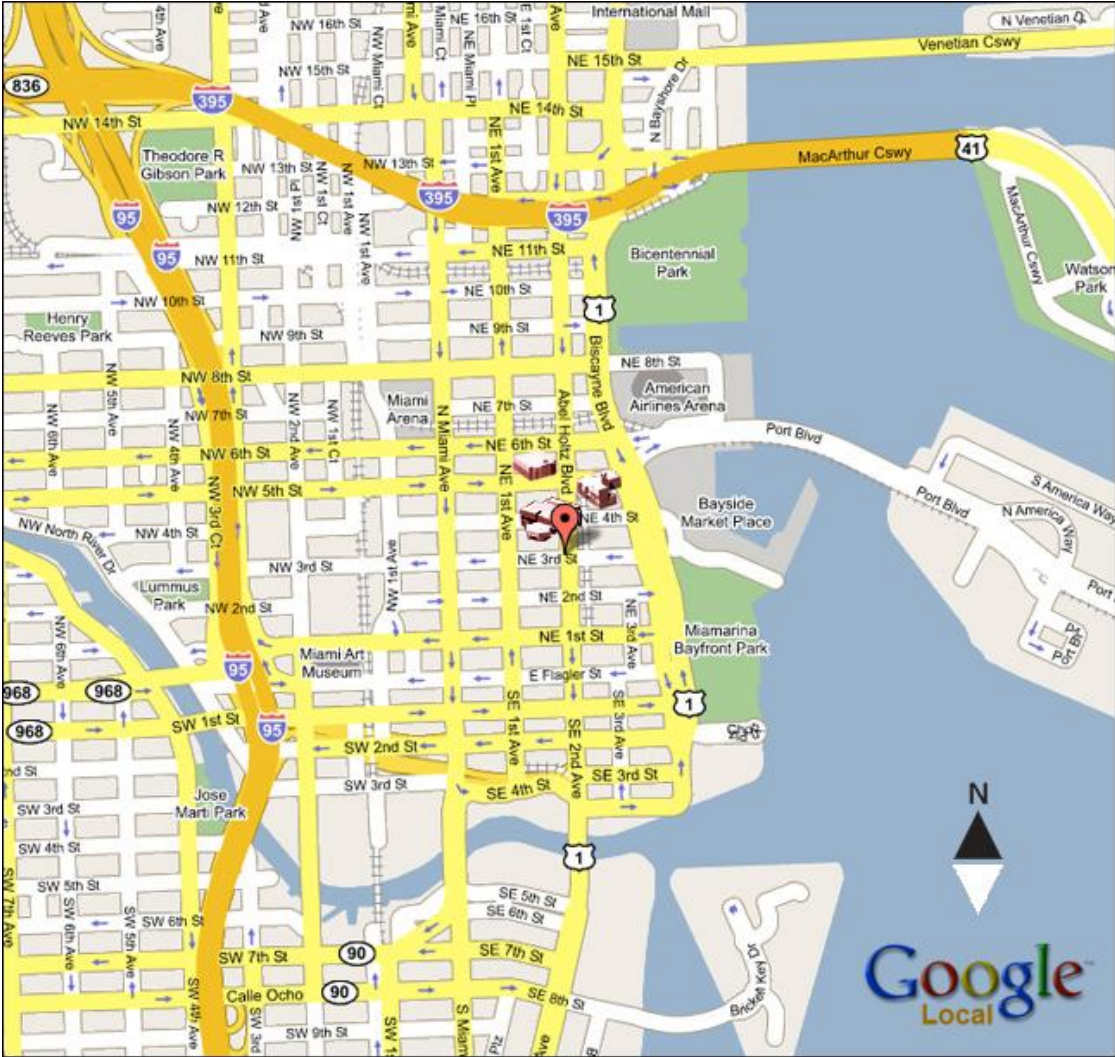
The Campus is also home to Florida Center for the Literary Arts, Miami International Film Festival, the Earth Ethics Institute, The Honors College, New World School of the Arts, Virtual College, and the Freedom Tower. A rich array of student life activities and social and cultural events complement the educational experience at the Wolfson Campus.

Campus Map



The Miami Culinary Institute is in Building 9. Our support offices are in building 3 on the 7th floor and building 6 on the ground floor where the purchasing department is located.

Area Map



Campus Phone Numbers for Contact

Need to know where to find someone on campus? The following directory will help you locate the person you're looking for.

Academic Affairs	305-237-3043	1367
ACCESS Disability Services	305-237-3072	1180
Admissions	305-237-3644	3114
Advisement	305-237-3077	3117
Arts & Philosophy	305-237-3659	3604
Bookstore	305-237-3236	2103
Business	305-237-3151	3704
Career/Job Placement	305-237-3490	3108
Campus Network Services	305-237-3232	3404
Campus Services	305-237-3102	VANDYKE
Center for Community Involvement	305-237-3848	3410
Center For The Literary Arts	305-237-3940	3604
Chemistry	305-237-3658	1540
College Prep	305-237-3107	3604
Community Education	305-237-3120	1158
Computer Courtyard	305-237-7022	2201 / 2301
Computer Information Systems	305-237-3676	7148
Continuing Education	305-237-3120	1158
Custodian	305-237-3411	2140-1
Dance (NWSA)	305-237-3341	5701
Dance (Wolfson)	305-237-3659	3604
Design Technology	305-237-3125	2211
Drama	305-237-3659	3604
Duplicating	305-237-3459	1674
Engineering	305-237-7532	7172
English & Communication	305-237-3980	3604
Environmental Ethics	305-237-3796	3506
Ethics	305-237-3123	3506
Financial Aid	305-237-3244	3115
Foundation	305-237-3240	4102
GED Program	305-237-3317	1158
General Information	305-237-8888	3404-10
Grants & Development	305-237-3299	1510
History	305-237-3660	3506
Honors College	305-237-7077	1264
Hospitality Management	305-237-3267	3704
Humanities	305-237-3659	3704
International Student Services	305-237-3076	3113
Jazz Studies	305-237-3106	3418
Journalism	305-237-3980	3604
Learning Resources	305-237-3232	3404
Legal Affairs	305-237-3694	1429
Law Center, The	305-237-7813	3506
Library	305-237-3144	1216
Mail Services	305-237-3457	6111
Maintenance	305-237-3365	1040

Marketing & Graphics	305-237-3032	1350
Mathematics	305-237-7461	1540
Media Relations	305-237-3366	1423
Media Services	305-237-3060 / 3844	1358 / 3308
Metropolis - Newspaper	305-237-3368	1610
Music (NWSA)	305-237-3622	Building 4
Music (Wolfson)	305-237-7676	3418
Natural Science, Health & Wellness	305-237-3658	1540
New Student Center	305-237-3076	3113
NWSA	305-237-3135	Building 5
Open College	305-237-3123	3704
Operator	305-237-3000	
Paralegal Studies Program	305-237-7813	3506
Physics	305-237-3658	1540
Prometeo	305-237-3262	1101
Psychology	305-237-3660	3506
Registration	305-237-3644	3114
Revest Program	305-237-7056	1183
Security Services	305-237-3100	Building 1
Social Science	305-237-3660	3506
Star Service	305-237-0000	
Student Life	305-237-3536	2101
Student Services	305-237-3007	1201
Testing	305-237-3011	3104
Theater (NWSA)	305-237-3541	5901
Theater (Wolfson)	305-237-7556 / 3721	1676
Transcripts	305-237-3131	3113
Tutoring	305-237-3849	2104
Veterans Affairs	305-237-7740	3404
Virtual College	305-237-3800	3704
Visual Arts	305-237-3620	Building 5
Volunteer Miami	305-237-3848	3410
Wellness Center	305-237-3972	2103
World Languages	305-237-3218	1615-3
Writing Center	305-237-3466	2301-1

▼Other Important Quick Reference Phone Numbers

DEPARTMENT	OFFICE NUMBER
Advisement & Career Services	(305) 237-3077
Admission/ Registration	(305) 237-3131
Bursar	(305) 237-3004
The Call Center	(305) 237-8888
Campus Bookstore	(305) 237-3236
Dean of Students Office	(305) 237-3007
Financial Aid	(305) 237-3244
Student Life	(305) 237-3536
Student Retention	(305) 237-3089

Whom to Contact for Specific Information

Academic assistance – See your instructor, the chair, the associate deans of education or the registrar

Alcohol concerns or information - Counseling offices

Career information - Career Services

Computer labs - See phone list

Disabled services - See phone list

Emergency assistance – Campus security

Financial assistance - Financial Aid Office

General assistance with problems – See your instructor

ID cards – Student Services

International student information – See phone list

IT Help Desk for computer assistance – See phone list

Medical Care – Campus security

Parking information/stickers - Safety Office Building

Registration for classes, makeup classes -Registrar

Student activities information – Student Services

Transcripts Registrar’s Office

Tutoring – See phone list

Uniforms (for students) – See your instructor

Veterans’ information – See phone list

Withdrawal from school or from assigned classes - Student Affairs Office

Miami Culinary Institute Personnel and Their Location

Chair, Culinary –Building 9, 2nd floor

Chair, Hospitality – Building 3, 7th floor

Faculty Full Time - Jose Casals – 3704-38

Purchasing – Building 6, ground floor

Advisors –Building 3, 7th floor

Academic Information

Miami Dade College prides itself on its variety of programs and degrees offered, as well as the diversity of its student population. While each student has his/her own specific major and career interests, the College faculty has identified 10 Learning Outcomes that reflect skills and knowledge that allow students not only to succeed in their chosen field, but also to enable them to be lifelong learners. These skills are attained through course completion and participation in co-curricular learning experiences offered at the College.

What are the Learning Outcomes?

Specifically, The College Learning Outcomes allow students to develop lifelong skills in each of the following ten areas:



1. Communication
2. Quantitative Analysis
3. Critical/Creative Thinking and Scientific Reasoning
4. Information Literacy
5. Global, Cultural, and Historical Perspectives
6. Personal, Civic, and Social Responsibility
7. Ethical Thinking
8. Computer and Technology Usage
9. Aesthetic Appreciation
10. Natural Systems and the Environment

Course Sequence for AS, Culinary Arts Management

Total-64 credits /Major Course Requirements-46 /General Education Requirements-18

Fall Term (1)

Fall Term (4)

Course	Course Title	Credits		Course	Course Title	Credits
FSS 1200	Culinary Terminology and Procedures	3		FSS 1248 C	Garde Manger	3
FSS 1202L	Food Production 1	3		FSS 1242C	International Cuisine	3
HFT 1212	Safety and Sanitation	3		HFT 1000	Intro to Hospitality	3
ENC 1101	English Composition I	3		ENC 1102	English Composition II	3

Spring Term (2)

Spring Term(5)

Course	Course Title	Credits		Course	Course Title	Credits
FSS 1204 L	Production 2	3		FSS 2205L	Production 3	3
FSS 1246C	Basic Baking	3		FSS 2950L	Culinary Competition	3
HUN 1201	Nutrition	3		CLP 1006	Psychology of Personal Effectiveness	3
MGF 1106/MAC 1105	College Algebra/Math for Liberal Arts I	3		PHI 2604	Critical Thinking/Ethics	3

Summer (3) Labs May be Offered

Summer (6)

Course	Course Title	Credits		Course	Course Title	Credits
FSS 1100	Purchasing	3				
HFT 1454	Food and Beverage Cost Control	3				
SPC 1017	Fundamentals of Speech Communication	3		FSS 2381L	Culinary Management Practicum	4
CGS 1060	Introduction to Microcomputer Usage	3		HFT 1852	Menu and Facilities Planning	3

COURSE DESCRIPTIONS - A.S. IN CULINARY ARTS MANAGEMENT #22031

Course Descriptions

FSS 1100 – Food Purchasing

This is an introductory course in which students will learn the principles of foodservice purchasing. They will learn the practices involved in developing a menu, creating recipes, developing an ingredient list, and ordering. The principles of inventory and food cost will be covered as well as the flow of products through the purchasing cycle. Prerequisites: FSS 1200, 1202L. AS Degree credit only (3 hrs.)

FSS 1204L – Production 2

This is a lab course in which students will reinforce the skills that they learned in Production 1. These skills include cooking methods, knife skills, and applied principles of cooking techniques. The course will emphasize portion control, work plans, organization and production schedules. This course reviews stock and sauce making, explores modern cooking methods and the use of applicable equipment, regional and nutritional cooking. Prerequisites: FSS 1200, 1202L. AS Degree credit only. (3 hrs.)

FSS 1242C – International Cuisines

This is an advanced course in which students will reinforce knowledge of equipment, vocabulary and theories learned in prerequisite classes. Students will learn to use global ingredients, explore international cooking techniques and methods and be exposed to equipment specific to a world region. Students will have the opportunity to develop international menus and prepare dishes from many different countries. Prerequisites FSS 1200, 1202L, 1204L. AS Degree credit only. (1 hr. lecture, 2 hr. lab)

FSS 1248C – Garde Manger

This is an intermediate course in the preparation of foods from the “cold kitchen”. Students will explore the preparation of sausages, cheese, cured foods, terrines, hors d’oeuvres and cold soups and sandwiches. Students will also be exposed to carving and buffet layout. Production methods and safe food handling techniques are re-emphasized. Prerequisites: FSS1200, 1202L, 1204L. AS Degree credit only (1 hr. lecture, 2 hr. lab)

FSS 2205L – Production 3

This is a capstone course designed to reinforce the skills the student has learned in the prerequisite classes. Beer, wines, and spirits will be taught through hands on experiences as well as practices in dining room management and tableside cooking. Knife skills, stock and sauce making, moist heat cooking methods, dry heat cooking methods and combination cooking methods will be reviewed on an advanced level. The student will review butchery, seafood and modern cooking methods. Prerequisites FSS 1200, 1202L, 1204L, 1242C, 1246C, 1248C. AS Degree credit only (3 hr. lab)

FSS 2381L – Culinary Management Practicum

This required practicum is designed to provide hands on culinary training through industry work experience. Students will be located in an approved site to reinforce their skills while being exposed to various stations in a foodservices operation. Students will actively participate in various aspects of the operation including cooking, cost controls, and sanitation programs. Prerequisites: FSS 2205L. AS Degree credit only. (3 hr. lab)

FSS 2950 L – Culinary Competition and Demonstration

This advanced course will strengthen the student's ability to utilize various culinary methods learned in prerequisite courses. The student will be exposed to American culinary Federation certification tests and competitions. In addition the student will utilize their skills by participating in on site and recorded demonstrations. The class will reinforce and develop timing, teamwork and menu development. Prerequisites: FSS 1200, 1202L, 1204L, 1242C, 1248C

HFT 1212 – Safety and Sanitation

This introductory course exposes students to up-to-date information on sanitation as it relates to health and cooking. The ability to recognize proper sanitation techniques and an explanation of how to implement sanitation program in his/her food service operation will be covered. The material presents accurate science based information for all levels of students on the aspects of handling food, from receiving and storing to preparing and serving. The student will also be introduced to safety issues within the kitchen setting and how to prevent injuries. No prerequisites (3 hr. lecture)

HFT 1852 – Menu and Facilities Planning

This course prepares future food service managers, chefs, and owners by establishing the role that menus play within a foodservices operation. Menu development, pricing, creation, and evaluation will be discussed. The relation of the menu to facilities design and layout will be covered. Planning and design of facilities including equipment, space and functional relationships, cost and operating efficiencies, maintenance programs, safety regulations and energy conservation will be discussed. Prerequisites: HFT 1000 (3 hr. lecture)

The Student's Rights and Responsibilities

Remember, the quality of your work, attitude and integrity are all a reflection on Miami Dade College and more importantly, on you. As a student at Miami Dade College and a member of our community, you have certain rights as well as responsibilities. Get a copy of the Students' Rights and Responsibilities Handbook and read it carefully. Pay special attention to the College's Statement of Expectations. It explains what you can expect from the College and what the College expects from you. The handbook covers key information such as:

- The MDC Code of Conduct
- Academic dishonesty
- Grade appeal process
- Discrimination or harassment
- Release of information

and much more. If you have any difficulties and need help with a problem, contact the Dean of Students Office.

Repeating Courses

If you find that you need to repeat a course, here are the rules:

- After your second attempt in a course, a registration hold will be placed on your records so we can alert you to other instructional support options.
- You will be required to pay the full cost of instruction (approximately four times the in-state rate) for a course you are repeating for a third time. The repeat surcharge may be petitioned.
- You cannot withdraw from a college prep or college credit course if you're attempting it for the third time.
- A fourth and final attempt may be granted due to major extenuating circumstances. You must petition for approval. Get the petition form from the Dean of Students on your campus.
- You may not repeat a course for which you have earned a grade of C or higher. However, some courses in the Arts and Music are designated by repeatable contract. Ask your advisor for more information.

Note: An attempt is counted as any time you officially enroll in a term, have a paid schedule for the course and do not drop the course with a refund.

Withdrawals

If you are thinking of withdrawing from a class, first speak with your professor. If you still choose to withdraw, please keep the following in mind:

- If you withdraw from a course after the first week, it counts as an attempt and it will remain on your transcript.
- You may withdraw with a grade of “W” up to the withdrawal date. Withdrawals after that date would be considered only through the petition process. Check with your advisor for more info.
- Withdrawals are not official until processed by the Registrar’s Office. Get a copy of your schedule to confirm this transaction.
- Withdrawal deadlines are published in the official College calendar.
- Dropping a course may jeopardize your athletic eligibility, financial aid, veteran benefits, student visa status or participation in student activities.

Note: Effective since the 1997 fall term, state rule specifies students are permitted a maximum of three attempts per course. Upon the third attempt, the student may not withdraw and will receive a grade for that course.

Appeals

You may be eligible to petition a grade of W or F for the repeat surcharge based on extenuating circumstances. For additional information, contact the office of the Dean of Students.

Grievance

PROCEDURE:

With regard to this procedure, applicants for admission who allege discrimination must file their complaints no later than 10 days after the alleged incident with the Office of the Registrar of the appropriate campus. The Office of the Registrar will conduct an investigation consisting of a review with the appropriate college officials and witnesses provided by the student. The findings and recommendations from this investigation will be submitted to the Dean of Students who, in consultation with the Office of Equal Opportunity Programs, will review this documentation and render a final determination on the part of the college. The decision will be conveyed to the student by a letter from the Office of the Dean of Students or designee. Miami-Dade Community College recognizes that students can face discrimination or harassment despite its strong commitment as an equal access/equal opportunity institution. It is for this reason and to comply with Title IX of the Education Amendments of 1972 that the College provides a process to allow students an opportunity to make known any action on the part of the College and/or its employees which they feel have violated their rights. The College will attempt to satisfy the aggrieved student and correct any and all practices which in fact have been proven to be of a discriminatory or harassing nature. Students whose actions breach the rights of other students can be charged with violation of the

College's Student Code of Conduct (Procedure #4071) and can be subject to disciplinary action up to an including dismissal as outlined in the College's Student Disciplinary Procedures (#4070). All students should be aware of the process described below, as this will be the procedure observed in addressing allegations relating to discrimination or harassment.

Professionalism, Uniform and Hygiene

As professionals at The Miami Culinary Institute, we are constantly working to enhance the status of the hospitality industry. Students, faculty, and staff all share a common pride in their work, workplace, and appearance. We have all chosen the hospitality industry as our vocation. It is an ancient and respected profession. It takes many years of hard work, training, dedication, and tenacity to become a leader in this industry, but it takes only a few moments to dress, act, and think like a professional. The following standards of conduct are expected of anyone who aspires to be regarded as a professional in the hospitality industry.

Professionals

- refrain from abusive and foul language
- speak and act without prejudice to race, color, creed, religion, age, gender, disability, ethnicity, veteran status, marital status, or sexual orientation
- demonstrate and adhere to ethical business practices, with due respect for customers and colleagues
- promote understanding and respect for those alcoholic beverages used in the hospitality industry
- refrain from the abuse of drugs and alcohol
- treat all equipment and property with respect as if personal property
- are polite and courteous to all visitors, peers, and colleagues
- work with a positive attitude
- dedicate them to learning
- stay open-minded to the opinions of others
- share knowledge with others

- act reliably and dependably
- act with honesty and integrity in their interactions with all people.

General

All codes must be observed in academic buildings, on days the campus is open. All students at The Miami culinary Institute are expected to dress professionally. Sheer or see-through clothing is not permitted. The uniform code set forth for each particular learning atmosphere takes into consideration hygiene, sanitation, and professionalism.

Student Uniform

The following policies describe what your uniform includes:

Institute issued cleaned and pressed chef's checkered pants of proper fit, neither pegged nor cuffed. Pants must be hemmed above the natural heel and below the ankle.

Institute issued cleaned and pressed white chef's jacket with name tag.

Institute issued clean hat.

Black, closed toe, non-slip shoes.

One plain ring is the only jewelry permitted to be worn.

Fingernails should be short, trimmed, clean, neat, and free of polish.

For sanitation reasons, gloves, aprons, side towels, and hats are not worn when: going to the restroom, taking out the garbage, entering or leaving academic buildings or going to the garden.

Hair must be professionally restrained and off the face. Hair must be under the cap or worn with a hair net.

No visible key rings are permitted during class.

No cologne, aftershave, or detectable sprays and lotions.

Uniform

The professional chef's uniform represents a long and proud tradition. You are expected to wear your uniform with pride and make sure it is neat and clean at the start of each class. Sitting on the floor, the ground, or the stairs in your uniform is not acceptable. The maintenance of your appearance is a professional matter; therefore, you are responsible for laundering and ironing your own uniform. Alterations to your uniform are your responsibility. In the event uniforms do not fit properly, return them within five days of receiving them and new uniforms can be reordered. This is the only exception to the requirement that you dress in proper uniform.

Penalties for Non-Compliance

While you are in academic buildings on days campus is open, the uniform and dress code must be adhered to, and will be enforced. You need to be in proper attire to be admitted into the Miami Culinary Institute. The penalties for noncompliance with the dress code are consistent for all classes:

If you are non-compliant, you will be dismissed from class to make the needed corrections with a possible discussion with the culinary chairperson.

You can avoid these penalties by demonstrating professionalism in all that you do.

Personal Hygiene

Every professional in the culinary field should be acutely aware of the necessity to maintain the highest standards of personal hygiene and to present a businesslike appearance at all times. In the early stages of your program, you will attend a safety and sanitation class, which discusses personal hygiene in detail. It is the responsibility of all foodservice professionals to bathe or shower, practice oral hygiene, and use deodorant daily.

Miami Culinary Institute Garden

The organic edible garden articulates MCI's curriculum and entrepreneurial spirit through a strategically designed and executed ecosystem of sustainable plantings. In accordance with certified organic farming methods, the Institute is committed to a "seed to table to soil" program by recycling waste and appropriate refuse into nutrient-rich compost that will be returned to the garden to condition and fertilize the soil, creating a truly self-sustaining environment. The garden also demonstrates the MCI's commitment to using locally grown products from the new garden and also local growers.

Culinary students will be directly involved in planting and harvesting their food. Food scraps from the student kitchens will be turned into compost.

The unique garden design by Natural Greenscape, a South Florida eco-friendly organization rooted in organic farming and edible landscapes, welcomes students and visitors into its inspirational ambiance via a walking path that extends past intimate picnic tables and benches. Gabriele Marewski, who heads Paradise Farms helped create the living classroom model.

The garden is located on the southeast corner of NE 6th St. & NE 1st Ave.



Other Student Concerns

ACCESS Disability Services

We provide special support services and accommodations to assist students with documented disabilities on each campus. ACCESS Disability Services offers assistance with advisement, registration, readers, sign language interpreters, note-takers, adaptive technology and testing accommodations.

Contact your campus office to obtain additional information and to register for services.

Academic Honesty

Academic dishonesty includes, but is not limited to the following:

Cheating on an examination.

Receiving help from others in work to be submitted, if contrary to the stated rules of the course.

Plagiarizing, that is, the taking and passing off as one's own the ideas, writings and work of another, without citing the source. Submitting work from another course unless permitted by the instructor.

Stealing examinations or course material.

Assisting anyone to do any of the above.

Any case of academic dishonesty will not be tolerated. Students involved in any form of academic dishonesty (cheating, plagiarism, receiving help from others in work submitted, submitting work from another course, and/or any other types included in the students' handbook) will result in a grade of "F" for the course. See your college handbook for academic misconduct and for intellectual integrity.

Academic Standing

Your academic standing, known as SOAP (Standards of Academic Progress), is measured by GPA and credits earned. To remain in good academic standing you will need to maintain a 2.0 GPA and earn approximately two-thirds of all the credits for which you registered.

Academic Success

To be sure your path to success is smooth, attend all your classes — after all, you need to be there to make the grade. Attending classes, managing your time and staying positive are essential for you to succeed. Here are some additional study tips to help you:

Study Tips

- Prepare in advance for each class.
- Do your most difficult assignments first.
- Go to class and don't be late.
- Note when assignments are due on your calendar or in your agenda and turn in assignments on time.
- Choose a quiet place to study that has adequate lighting and a comfortable desk when your concentration is at its best.
- Keep supplies, i.e., pens, pencils, a ruler, calculator and a stapler nearby.
- Manage your time by creating a daily schedule for class reading, assignments, exam preparation, meals, exercise, work, sleep and social activities.
- Consider forming or joining a study group.
- Talk to your professor or academic advisor if you are having difficulty in a course.
- Ask about special tutoring programs on your campus.
- Be positive; surround yourself with friends and others who also seek success.

Advisory Board

The Advisory Board serves as the eyes, ears and voice of the professional culinary world to ensure that MCI's curriculum is infused with all the ingredients and expertise to meet and exceed the needs of the food and beverage industry. Members of the board will help create the culinary vision of the Institute by weighing in on the latest culinary and food culture trends, connecting the school to local farmers and restaurateurs and offering ever-evolving techniques in culinary innovation. Through them, students will gain progressive, real-world knowledge and realistic expectations as they enter the work force.

Class Attendance and Make ups

Class attendance and make up policies will be decided on by the individual instructor's. You are strongly encouraged to attend all classes. Please be sure to advise your instructor ahead of time if you know you are going to miss a class or multiple classes. You are strongly encouraged to make up any classes or exams as quickly as possible.

Computer Labs

The mission of the college training and development open computer lab is to provide an appropriate level and range of hardware, software, and consulting support to meet the academic computing needs of faculty and staff.

Computer Lab Technicians are available during all scheduled open hours to support faculty and staff by assisting them in the use of computers, software and equipment in the open computer lab.

Location is: **Building: 2 Room: 2302-5**

Dropping a Course

If you will be unable to continue to attend a course, talk to your professor or to an advisor first. If you have no choice but to stop attending, you must officially withdraw from the course. This can be done online or in person at the Registrar's Office. Before taking this step, remember, too many "W's" can hurt your financial aid and/or academic standing.

Drug-Free Campus Program

Introduction

An environment for success encourages people to achieve their highest potential whether in the classroom, or on the job. A drug free campus supports this idea of success. Miami-Dade College endorses the federal government's efforts in implementing the Drug Free Schools and Community Amendments of 1989 (Public Law 101-226).

Standards of Conduct

All students, faculty, administrators, staff, and support personnel are expected to recognize the potential for alcohol and drug abuse whenever alcohol or illegal drugs are sold, given, and/or used, and that such abuse is in conflict with the College's purpose. To assist in minimizing this abuse, the College has established policies and regulations which adhere to applicable federal laws and state statutes regarding such abuse. The regulations and policies governing the use of alcoholic beverages apply to all employees, students, guests, and visitors. The responsibility for knowing and abiding by the College's substance abuse policy rests with each individual.

Legal Sanctions

Illegal drug activities carry criminal penalties. Under federal and state penalties, illegal drug activities can bring prison sentences ranging from probation to life imprisonment. (See enclosed chart.) In addition, detailed penalties regarding possession of open containers of alcoholic beverages in vehicles under the Florida State Traffic Law Statute (310.1936) are prohibited. As used in this section, "open container" means any container which is immediately capable of being consumed from, or the seal of which has been

broken. It is unlawful and punishable as provided in this section for any person to possess an open container of an alcoholic beverage, possession of an (broken seal) alcoholic beverage while operating a vehicle, or while a passenger in or on a vehicle being operated in the state. New Florida legislation states that it is unlawful for any person to sell, purchase, manufacture, or deliver, or to possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance in, on, or within 200 feet of the real property comprising a public or private college, university, or other postsecondary educational institution. Any person who violates this section commits a first degree felony.

Health Risks

Drug use and alcohol abuse increase the chances of violence, injuries, automobile accidents, heart attacks, strokes, cancer, and an extended list of other diseases. Largely because of this direct relationship 15 to 24-year-olds make up the only age group in the United States whose life expectancy is actually decreasing. Low to moderate doses of alcohol increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants on the central nervous system, much lower doses of alcohol will produce the effects described here. Regular use of alcohol can lead to dependence.

Sudden cessation of alcohol intake is likely to induce withdrawal symptoms including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long term consumption of large quantities of alcohol, particularly combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. There is a high incidence of tobacco use among those who use other drugs. The mortality rate from tobacco use exceeded that of all other drugs. It is estimated that the annual mortality rate from cigarette smoking in the United States exceeds 350,000.

For Those Who Need Help

Student referral counseling, including information concerning special programs to be sponsored by the College relating to substance abuse prevention, is available by calling:

Miami Dade College
Information Center
(305) 237-8888
Human Resources (305) 237-2051
www.mdc.edu/hr/Benefits

Externship

After the second semester, you'll be required to devote a semester to furthering your skills in an extern position in the foodservice industry. This experience must be in an approved establishment not owned by a member of your family.

FERPA

PUBLIC NOTICE OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords you certain rights with respect to your education records:

1. The right to inspect and review your education records within 45 days of the day the college receives a request for access.

You should submit to the Registrar's Office—or other appropriate official—written requests that identify the record(s) you wish to inspect. The appropriate official will make arrangements for access and notify you of the time and place where the records may be inspected. If the appropriate official to whom the request was submitted does not maintain the records, that official shall advise you of the correct official to whom the request should be addressed.

2. The right to request the amendment of your education records that you believe are inaccurate or misleading.

You may ask the college to amend a record that you believe is inaccurate or misleading. You should write the appropriate official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If The Miami Culinary Institute decides not to amend the record as you requested, the college will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

The Miami Culinary Institute does not release information from your record to outside individuals unless you grant permission. However, the release of certain types of information—"directory information" which is not generally considered harmful or an invasion of privacy—may be released. The information includes name, address, campus box number, program of study, dates of attendance, and degrees or certificates obtained

with dates. Addresses are only released for awards and/or scholarship purposes. The Miami Culinary Institute is permitted to release such information unless you specifically request that it not be released within two weeks after you commence each semester. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by The Miami Culinary Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue,
SW Washington, DC 20202-4605

Grading

Grading policies are determined by the individual instructor. Please see your syllabus to determine what the grading policy is for each class. **The grading scale is as follows:** A: 90 - 100 C: 70 - 79 B: 80 – 89 D: 60 – 69

Graduation Requirements

1. The College will award Associate, Baccalaureate, and College Credit Certificate degrees for satisfactory completion of approved programs. Requirements for Associate, Baccalaureate, and Certificate Degrees will be established by the District Board of Trustees upon recommendation by the College President.
2. The College will award Certificates for completion of non-degree programs.

Incompletes

Incompletes can only be given in cases of documented emergencies and when a contract has been entered into between the faculty and the student and the student has completed most of the requirements for the course and is in good academic standing at the time the contract is reached.

Knife Kits

All students will be issued a knife kit before the start of their first production laboratory. These knife kits will remain with the student throughout their time at Miami Culinary Institute. If a student loses any part or their whole knife kit, they will be responsible for replacing those parts. Miami Culinary Institute encourages all students to keep their kits in their lockers to prevent theft.

Lab Food Policy

All food prepared in labs is for the sole consumption of the lab preparing it. Any leftover food will be appropriately stored for donation or use in an additional lab. In special occasions outside lab personnel will be allowed to dine with the students. Examples would be campus officers, Miami Culinary Institute personnel, and visiting prospective students, their parent's, counselors, and teachers. In no case should Miami Culinary Institute students that are not members of that lab be fed. In no case should any food be taken home by students. This policy is at the discretion of the lab instructor.

LEED Certification

The Institute is housed in a state-of-the-art building for which the college is LEED (Leadership in Energy and Environmental Design) certified. LEED is an internationally recognized green building certification system, providing third-party verification that a building or community was designed and built using strategies intended to improve performance in metrics such as energy savings, water efficiency, CO₂ emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts.

MCI's building is an architectural and engineering marvel based on a small footprint and space utilization. It features general kitchen labs, a baking lab, a food and beverage theatre, a first-floor bakery and café and other amenities to enrich the students' experience and the community's involvement.

Lockers

All students will be issued a locker. The locker is the student's responsibility to maintain. The locker can be reassigned at the school's discretion. Miami Culinary Institute has the right to enter any student's locker for school purposes or for inspection.

Lost and found

The lost and found directives are intended for proper safe guarding, control and disposition of properties that has been turned over to MDC Public Safety authorities. All lost and found items will be turned in to the Public Safety Department.

Procedure:

All items reported to Public Safety as lost and in response to the owner, will be documented in Public Safety via an incident report. Description of the item, value, location, date and time item was last observed.

All Found/Recovered items turned in to the Public Safety Office will be immediately logged. A specific log (RECOVERED ITEMS LOG) has been constructed for the purpose of documenting all found items brought to the Public Safety Office. Identification of person who found the item will be obtained and in-put on the log, where the item was located, time item was turned in, description of item and finally, initials of dispatcher /officer receiving the item.

In the event an owner is located, a specific log (THE CLAIMED ITEMS LOG) has been created to document individuals claiming an item from the Public Safety Office. The documentation information listed above will be repeated but on this occasion, the individual claiming the item must provide their signature and a contacting phone number before an item would be released.

The above listed logs would, not only aid in the documentation process, but also assist in the process of inventory.

All cards (Debit Cards and Credit Cards) will be reported as lost to the issuing banks and then destroyed.

All MDC ID Cards will be turned in to Student Life Department as they come.

All state issued drivers licenses and identifications, will be mailed to the person at the address listed on the identification.

All found items left unclaimed for over 2 months, will be turned over the Student Life Dept.

Found items returned to Public Safety are photographed and logged into Report Exec's property module. Items are retained in the lost & found cabinet for a predetermined period and later destroyed, or donated as outlined below:

Item	Retention Period	Final Disposition
Books	60 Days	Donated to Student Life
Notes/Notebooks	7 Days	Destroyed/Trashed
Keys	7 Days	Destroyed/Trashed

Clothing Items	7 Days	Destroyed/Trashed
MDC ID Cards	Shift	Send to Student Life
Food Containers/Water Bottles	1 Day	Destroyed/Trashed
Electronic Items/Cell Phones	60 Days	Donated to Student Life
Glasses (Prescription/Sun)	60 Days	Donated to Student Life
Purses/Wallets	60 Days	Donated to Student Life
Credit Cards/ID Cards	7 Days	Mailed to the owner to the ID address
Book Bags	60 Days	Donated to Student Life

The Lost and Found is available Monday-Friday from 7:00am-9:00pm at the Wolfson Campus Public Safety Department which is located in room 1140 or call 305-237-3100.

Restaurants

The Miami Culinary Institute maintains a café on the first floor and a full service restaurant on the 8th floor. These restaurants are open to the general public. There will be job opportunities available on a regular basis. Please check with your instructor or the web site to see what jobs might be available.

Smoking Policy

The MDC smoking ban prohibits smoking at all MDC facilities. Areas include but are not limited to portions of buildings owned or leased by the College, enclosed hallways, outdoor areas, parking lots, rooftops, plazas, courtyards and entrance and exit ways, according to the Tobacco and Smoke-Free College Policy I-77.

Any person who works, studies or visits the College will have to leave campus to smoke.

Stagiaire Program

As a student in the Miami Culinary Institute it is important to gain as much real world experience as possible. Along with your labs and your classroom knowledge, this will set you apart from the other culinary school graduates. As part of that objective you will be demonstrating to your instructor that you are gaining real world experience either through your job or through the school's Stagiaire program.

Each student will be responsible for completing 20 hours of work while in Production 1 and Production 2, and 15 hours for Baking, Garde Manger, International, Competition and Production 3. This will occur each term and will be worth 10% of your final grade. You will be responsible for those hours per term and not per lab. There are exceptions

that can be made by the instructor based on your current employment. See the information on getting a letter from your employer. (If you are currently working in the field you must write a one page description of your job responsibilities and duties, hours worked and attach a confirmation letter from your manager or HR department that you are employed at that business. You can then discuss the job with your instructor who will determine if that experience meets the needs of the program.)

These hours may also be linked to service hours in order to be recognized for service learning.

If you are not employed then you will have the opportunity to gain real world experience by participating in the stagiaire program. A stagiaire is a student who works in a temporary position with an emphasis on on-the-job training rather than merely employment, making it similar to an apprenticeship.

The program is designed to give you additional experience in the kitchen by having you complete your hours through special events, the garden, purchasing, colloquiums, recycling, the café, the clubs, media or catering. You will be contacted by the program coordinator to let you know of the opportunities. As much as possible has been done to ensure that there is a variety of hours available to all students.

As instructors we understand that some people's lives are extremely busy, whether it is working two jobs, going to school full time, or taking care of family. If you are having difficulty meeting the required hours you must get in touch with your instructor as soon as possible in order to find a solution. It will be at the discretion of the instructor to determine the final outcome of the stagiaire program requirements as they pertain to each student.

For continuing students hours will not be carried over from term to term. You will be required to complete the hours for each lab you participate in during that term. The percentage of your grade that is based on your stagiaire hours will be 10%. In addition you will be dropped from the program if you sign up for an event and fail to show two times.

Professional dress and behavior is expected at all events. This means you will arrive on time, follow the supervisor's directions, not consume alcohol during the event, and conduct yourself professionally. Keep in mind that you are representing The Miami Culinary Institute at all times. Thank you for participating in this innovative and distinct program. Thank you for making our graduates the best in Southern Florida.

Student I.D.'s

Student Id's are available from the student activities office.

Testing Information

Testing information is available from MDC's home page at www.mdc.edu (click on Current or Prospective Students, then on Testing Information) and from any campus Testing Department.

Who Needs to Take Tests?

New Students

New students are required to take the CPT. Exemptions from testing are available if you have valid SAT or ACT scores, which meet the state's minimum score requirements.

New Transfer Students

Transfer students who completed a college-level English or mathematics course with a C or better, or equivalent, are exempt from testing. Send your official transcripts to the Admissions Office and bring a copy to your advisor.

Computerized Placement Test (CPT)

The CPT consists of three sections: reading comprehension, sentence skills and elementary algebra. Arithmetic or college-level math subtests may also be administered. If you need to strengthen any of these areas, you will need to take college preparatory courses and enroll in Student Life Skills. The Post-Secondary Articulation Software Service (PASS) is a practice version of the CPT. The PASS is a great way to measure your skill levels prior to taking the CPT. By taking the PASS, you can become familiar with the format and content of the CPT. In addition, it will help determine whether you need to concentrate on a particular skill area and/or seek appropriate assistance such as coursework or tutoring.

English as a Second Language (ESL) Placement Test

Students without sufficient proficiency in English to take the CPT are required to take an MDC approved English placement test, and will be placed in the designated ESL or English for Academic Purposes (EAP) course.

Tests of Adult Basic Education (TABE)

Students entering vocational programs of 450 hours or more and Adult General Education programs are required to take the TABE. Exemptions from testing for the vocational programs are available if you have valid SAT or ACT scores, which meet the state's minimum score requirements. The TABE measures your skills in reading, writing and mathematics.

College Level Academic Skills Test (CLAST)

The CLAST is a statewide examination consisting of four subtests – essay, writing, reading and mathematics. You will need passing scores on all four subtests to receive the Associate in Arts degree. If you earn a grade point average of 2.5 or higher in selected English and mathematics courses, you are exempt from taking the test. See an advisor for additional information. Students who plan to major in education must note that successful CLAST scores are necessary for teacher certification purposes.

Theft

The Campus Public Safety Departments offer to students, faculty, and staff crime prevention programs that are useful in the protection of property and contribute to the physical well-being of the campus community. The programs relate to aspects of crime prevention and personal safety and are arranged at the convenience of the persons interested in the information. The programs are designed to serve as a deterrent to criminal activity. All programs are arranged upon request and can be offered to specific College offices, departments, or organizations where applicable.

1. **Personal Safety Program**
The Campus Public Safety Departments provide a limited escort program particularly during the evening hours, for people walking on campus to the parking lots. Students, faculty and staff are asked to walk with others when possible and to choose paths that are well lit.
2. **New Student Orientation**
Crime prevention materials are provided and questions answered during new student orientation meetings.
3. **Blue Light Emergency Phones**
Blue Light Emergency Phones are located in prominent locations on the campus parking lots. In addition, some campuses are equipped with Blue Light Emergency Phones in high traffic areas within buildings. The Blue Light Emergency Phones connect callers directly to the Campus Public Safety Department dispatch center, which will notify police or fire personnel to respond as appropriate to the situation.
4. **Crime Prevention Material**
Brochures and posters related to substance abuse, personal safety, seat belt use, motor vehicle and bicycle theft prevention, and office security are distributed campus wide.
5. **Crime Prevention Presentations**
Presentations are available through the Campus Public Safety Departments upon request. Call the appropriate number listed below for your campus.

Transcripts

Free Official Transcripts: Any student who graduates, on or after April 28, 2007, from a Bachelors, Associate in Arts, Associate in Science, or Certificate program will be entitled to three (3) free official transcripts.

\$5.00 Fee: Students who have not graduated, students who graduated before April 28, 2007, and students who request more than the three free transcripts will be charged a \$5 fee for each official transcript.

- Transcript requests will not be processed until the transcript fee(s) has been paid and any other outstanding obligations to the College have been satisfied.
- Once a transcript has been ordered, it cannot be cancelled or refunded.

NOTE: There is never a charge for UNOFFICIAL transcripts, which can be viewed or printed through the student portal.

Official transcripts take 2 business days to process after all transcript fees and obligations to the College have been satisfied.

NOTE: MDC is unable to honor e-mail or telephone requests for transcripts.

You may request an official MDC transcript on the web. You may also obtain an Unofficial Student Transcript by login in to your MYMDC account.

Miami Dade College complies with all federal regulations regarding the release of student educational records as established by the Family Educational Rights and Privacy Act (FERPA).

Tutoring

The Writing Center provides tutorial assistance to all students enrolled in college-level courses. While you are welcome to drop by the Center anytime throughout the term, you are encouraged to schedule an appointment with a tutor to make the most effective use of your time. The tutors will answer questions about assignments and papers that you are currently working on for your classes; they can guide you through the editing and revising process so that you will be able to find and correct errors yourself. The tutors serve as excellent resources that can help you identify learning strategies which will assist you in improving your own writing process.

In addition Miami Culinary Institute will do its utmost to put you in touch with an individual if you need additional help. Please see your instructor or your advisor.

Technical Standards

The mission of The Miami Culinary Institute is to teach students the general knowledge and specific skills necessary to grow into positions of influence in the foodservice and hospitality industry. Contemporary culinary and hospitality education requires that the acquisition and utilization of professional knowledge be accompanied by necessary sets of skills and professional attitudes. The Miami Culinary Institute requires that all students safely and effectively meet certain functions/ technical standards that are essential for successful completion of all phases of our education programs, and that reflect industry requirements and standards. To participate in and successfully complete the MCI's degree, certificate, and/or non-credit programs, each student—with or without reasonable accommodations—must be able to do the following.

1. You have the ability to sufficiently perform kitchen, externship, dining room, café, and classroom activities and procedures. Examples of relevant activities include, but are not limited to, the ability to:
 - a) Lift and transport food that may be hot, and other culinary or baking product, equipment, small wares, and utensils
 - b) Lift and transport trays with plated foods, small wares, and other items, and serve and clear tables where guests are seated
 - c) Safely pour and serve liquids and beverages, including hot liquids
 - d) Safely handle hot foods such as a roasting pan or sheet tray or other items coming out of a heat source
 - e) Safely use knives for food preparation and other commercial cooking, baking, or serving utensils
 - f) Perform repetitive motion skills required in the kitchen and food industry, such as whisking, dicing, or piping
 - g) Safely and effectively operate standard commercial cooking and foodservice equipment
 - h) Participate and/or work in an environment where commercial microwaves and convection ovens are being used
 - i) Test and evaluate food and beverage products
 - j) Produce food products within the time parameters designated by a course objective within a class or for a hands-on cooking or baking practical
 - k) Handle and cook different varieties of fish, seafood, beef, pork, chicken, lamb, venison, or other such meats; vegetables; and fruit products
2. You can attend and actively participate in all classroom courses.
3. You can attend and actively participate in production kitchen classes, classes in the dining rooms or the café, and externship.

4. You can communicate effectively and professionally when interacting with peers, faculty, staff, other college personnel, guests, and employers. Examples of relevant communication activity include, but are not limited to:

- a) Use of effective verbal and/or non-verbal communication skills
- b) Effective utilization of the English language
- c) Ability to interpret communication from other people and respond in a professional fashion

5. You are able to sufficiently meet and perform all course objectives that are essential to all classroom, laboratory, dining room, café, externship, and kitchen courses. Examples of relevant cognitive ability include, but are not limited to, the ability to:

- a) Learn and benefit from the college's curriculum
- b) Follow directions
- c) Reason and perform independently
- d) Process information accurately and thoroughly, and prioritize tasks
- e) Demonstrate skills of recall using both long hand short-term memory
- f) Apply knowledge
- g) Perform mathematical computations
- h) Write essays, reports, and research projects as well as other college-level writing assignments
- i) Demonstrate the conceptual, integrative, and analytical skills that are necessary for problem solving and critical thinking

6. You have the emotional stability, behavioral attributes, and social attributes required to work individually and in teams within classrooms, laboratories, dining rooms, cafés, kitchen environments, and externship locations. Examples of relevant activities include, but are not limited to, the ability to:

- a) develop professional working relationships with classmates, instructors, guests, employers, and others
- b) Function effectively under stress and effectively regulate your own emotional reaction
- c) Adapt to multiple situations and perform multiple tasks
- d) Adhere to the college's Student Code of Conduct
- e) Exercise sound judgment
- f) Focus and maintain attention to tasks.
- g) Self-manage medical or emotional conditions

7. You are able to sufficiently maintain the safety and well-being of fellow students without posing a safety threat to yourself or others in all environments on campus, during externship, and at other college sponsored events and trips.

Campus Life

Arts

Do you like the arts? If so, you'll be thrilled with the many art exhibits, dance programs, concerts and theatrical productions that are presented by many departments and organizations.

Enrich your life at MDC through the dozens of cultural offerings the College sponsors every month. Get ready for Cultura del Lobo, the festival that lets you experience the newest, most challenging contemporary work being created in the U.S. and abroad.



In addition, MDC's own New World School of the Arts and the English, Fine Arts, and other departments sprinkle displays of local talent throughout the calendar as they showcase future Broadway performers in their productions, galas, and concerts. Catch tomorrow's stars in areas from playwriting to jazz to modern dance at the historic Trinity Cathedral, New World Dance Theater, or Gusman Center for the Performing Arts. Or take in a performance at our historic Tower Theatre in Little Havana.

The Miami International Book Fair features authors like Isabelle Allende, Frank McCourt, and Pulitzer Prizewinners Richard Ford and Nilo Cruz.

And the Miami International Film Festival spotlights tomorrow's hot directors and actors. Miami International Film Festival brings in award-winning directors to discuss their films, including Alberto Rodríguez (Spain), Lucrecia Martel (Argentina), and Paul Verhoeven (The Netherlands).

Former MDC students who've gone on to worldwide success in entertainment include Sylvester Stallone, Andy Garcia, and Pulitzer Prize-winning playwright Nilo Cruz.

Get tickets and find out what you've been missing.

Athletics

Women's Volleyball: Eight-time National Junior College Athletic Association National Champions, including the 2004 undefeated Lady Shark National Championship team. Captured 15 consecutive state championships and placed numerous student-athletes on FCCAA All-State and NJCAA All-American teams.

Baseball: Since 1999, the Sharks have won four Southern Conference Championships and captured the FCCAA state crown in 2001. More than 300 Miami Dade players have been drafted by Major League Baseball.

Men's Basketball/Women's

Basketball: Consistently one of the top teams in the state and Southern Conference, the men's and women's basketball teams at Miami Dade have won numerous conference championships. The basketball teams have consistent success in transferring students to four-year colleges and universities all across the nation.

Softball: The Lady Sharks won the 2000 Southern Conference Title and have qualified for three of the last four state tournaments.

Since 1999, more than 140 Miami Dade student-athletes have received All-Conference, All-State and All-American honors in baseball, softball, men's basketball, volleyball and women's basketball.

For tryouts or information on Sharks Athletics, call 305-237-2140 or visit us at the Kendall Campus, Room G-316.

The City of Miami

Take a break from studying to enjoy this international city in southern Florida between the Atlantic Ocean and the Everglades. The Miami metropolitan area is a center for banking, fashion, music, Spanish-language TV and film production, and the largest cruise ship port in the world.



This cultural and economic diversity give MDC students not just fun weekends but also fascinating internships and a strong job market after graduation.

Miami has a beach for everybody, featuring surfing, bird sanctuaries, catamarans, dogs, or family attractions. Many are near public transportation or offer free parking, so it's easy to experience our famous sun and surf.

Clubs and Organizations

Get involved with one of the dozens of clubs and organizations focusing on social, service and professional interests. We have a chapter of Phi Theta Kappa, the national academic honorary society, on each campus. We also have our own **Gourmet Club**.

Abilities Awareness & Recognition Council

- ✦ Ambassadors for Christ
- ✦ Anime Unlimited
- ✦ Aspira Club
- ✦ Break Point
- ✦ Campus Crusade for Christ
- ✦ Catholic Campus Ministry
- ✦ Discovering Mathematics
- ✦ Dominican Student Association
- ✦ Future Educators of America
- ✦ Haitian Boukan
- ✦ Hospitality Student Association
- ✦ International Club
- ✦ Metropolis
- ✦ MEISA
- ✦ Modelle International
- ✦ Model United Nations
- ✦ M.O.O.V.E.
- ✦ Moving Forward
- ✦ M.U.S.I.C. Club
- ✦ National Society of Leadership & Success

- ✦ Phi Beta Lambda
- ✦ Phi Theta Kappa
- ✦ Psi Beta
- ✦ Psychology Club
- ✦ Pre Medical Student Association
- ✦ Pre Pharmacy Student Association
- ✦ Scuba Club
- ✦ Sociology and Anthropology Org.
- ✦ Society of Hispanic Professional Engineers
- ✦ Society of Law and Community Service
- ✦ Spirit of Faith
- ✦ Student Ambassadors
- ✦ SGA
- ✦ SAPB
- ✦ Student Technologies Association
- ✦ Students Working for Equal Rights
- ✦ Student Community Action Program
- ✦ S.T.E.M.A.
- ✦ Wolfson Health & Wellness Organization
- ✦ Youth for Environmental Stability

Drama

Want to see your name on an Academy Award? Join the Pen Players at North Campus, Kendall Campus' Caravan Players, Prometeo or the New World Players at Wolfson Campus.

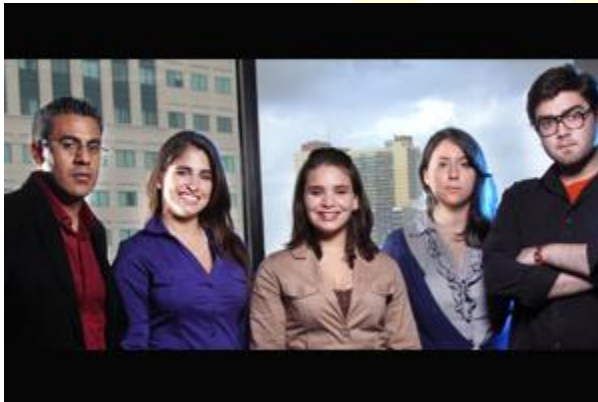
Literary Magazines

Waiting to get published? Wait no longer. Submit your poetry and prose to either of our three literary and arts magazines: *Miambiance* on Kendall Campus, *Axis* at North and *Metromorphosis* at Wolfson. You may also help with magazine production.

Music

Get out your instruments and warm up your vocal chords. We have several bands, choruses and ensembles open to all students.

Campus Newspaper



The Reporter is the student newspaper at Miami Dade College.

It was launched on Oct. 4, 2010, features 16 pages printing on a biweekly schedule, has a circulation of 10,250 per print cycle, and is augmented by a website with video and audio content.

The Reporter is distributed at all eight MDC campuses and has newsrooms at the North, Wolfson and Kendall Campuses.

The paper is a product of the three now-defunct student newspapers at MDC.

The Falcon Times was Miami Dade College's first student newspaper; it served the students at the North Campus, and was launched in 1961. It was followed by the *Catalyst* in 1966, based at the Kendall Campus. The *Downtowner*, which served the Wolfson Campus, originated in 1970; It was renamed the *Metropolis* in 1984.

Prominent alumni of the student newspapers include Pulitzer Prize-winner and author, Liz Balmaseda, Emmy Award-winning CBS4 News anchorman, Elliott Rodriguez, and *Miami Herald* metro editor, Jay Ducassi.

Through the years, Miami Dade College's student newspapers have won 19 National Pacemaker Awards and received hundreds of honors from the Florida Community College Press Association.

Its alumni have garnered Pulitzer Prizes and worked at some of the most prestigious newspapers in the United States, among them: *USA Today*, *The Dallas Morning News*, *The Miami Herald* and the *Chicago Tribune*.

All content is produced by MDC students. The Reporter is a public forum of expression.

Student Allocation and Programming Board

The Student Allocation and Programming Board (SAPB) allocates funds to different on-campus clubs and organizations to host live shows, book guest speakers and travel to seminars and conferences. The Student Allocation and Programming Board involves the student body in the allocation of the student activities' funds while promoting their involvement in the planning, implementation and evaluation of programs and activities. SAPB works with the leadership of Student Life.

Student Government Association

Interested in becoming one of America's top leaders? Make your voice the voice of the students while developing leadership, organizational and communication skills. Join the Student Government Association and serve as part of a student governing body that represents your peers' interests.

Student Government Association (SGA) is the voice of the student body and serves as the student governing body responsible for representing students' interests and addressing students' needs with the campus leadership. Members of SGA acquire leadership, organizational and communication skills as through the workshops and trainings they participate in. They represent the student body in campus, college and state meetings.

What is the mission of the Student Government Association?

The mission of the Wolfson Campus SGA is to represent the student body and act as catalyst for positive change.

- Serve as a voice and advocate for students.
- Inform students of policy changes as well as campus and community activities.

- Promote interaction and communication among the Wolfson Campus Family.
- Provide leadership that inspires student participation, contribution and service.
- Create a fun environment that celebrates diversity, encourages student success and nurtures personal growth.

How is SGA structured?

SGA is composed of an executive board and a senate. The executive board is elected by fellow students for a one-year term. Elections are held during the Spring semester, in April. All Wolfson Campus, registered students with a valid student ID card are eligible to vote.

The function of the Executive board is as follows:

The **President** represents the student body at functions and meetings that are held on or off campus.

The **Vice President** assists the President in representing the student body at senate meetings, events and committees.

The **Secretary** maintains all minutes and correspondence.

The **Treasurer** maintains accurate records of income and expenditures.

The Senators create committees to define students' concerns and how to best represent them to the campus leadership team. Additionally committees are set to create events, community service projects and workshops and trainings. They are also required to represent the student body at many campus functions.

What do I need to become a Senator?

To become a SGA Senator, a student must have a Cumulative Grade Point Average of at least a 2.0 and be enrolled at the Wolfson Campus for a minimum of six credits. All interested students are encouraged to pick up an application at the Student Life Office, Room 2101 or download a printable version (Requires

SGA invitation.

The members of the Student Government Association invite all students to make a difference and become involved in Student Life at the Wolfson Campus.

Student ID and Parking Decal

Wolfson Campus is uniquely different from other MDC campuses because it is located in the middle of downtown Miami. Since there are many venues in the downtown area, such as Bayside Marketplace, American Airlines Arena and others that attract visitors and tourists, the campus has to be very selective in the utilization of our parking facilities. Therefore, only registered students can park in our parking garage located in Building 7000 and in Parking Lot No. 9. The entrances to the garage are on Northeast Fifth Street, Northeast Sixth Street and on Northeast First Avenue. The entrance to Lot No. 9 is located between Northeast Third Street and First Avenue.

Our hours of operation and parking regulations are posted at every entrance. In order to have access to any parking facility you must comply with the following:

- A valid decal is to be displayed on the vehicle on or before the first day following the 100% refund period of each term.
- The decal is valid for the academic year for which it is issued and expires on July 31st of that year.
- The decal is to be displayed on the lower left corner of the rear window or on the left side of the rear bumper. The decal issued must match the information provided for the vehicle.

In order to access the garage, please slide your valid MDC ID through the card reader. (An MDC ID is valid only if you are enrolled during the current semester at the Wolfson Campus.)

To obtain an MDC ID and a decal, please go to the Student Life Office, Room 2101, with the following:

- A paid class schedule (validated or with a paid receipt).
- An official picture ID (Driver's License, State Issued ID, Passport).
- Provide vehicle registration for Parking Decal

Your vehicle tag number or vehicle registration - you are allowed to request a decal for a maximum of two vehicles.

Campus Services

Advisement and Career Services



The mission of the Advisement and Career Services Department at Miami Dade College's Wolfson Campus is to provide students with a quality, learning-centered experience that enables them to establish and fulfill their educational and career goals. By facilitating an effective decision making process regarding educational, transfer and career goals, advisors promote appropriate course selection and assist students with referrals to internal and external resources and support services.

Advisement and Career services provides:

- inventories to assess skills and interests
- career exploration to match skills and interests
- assistance with interview skills and resume writing
- assistance in understanding the Degree Audit
- assistance with academic goal clarification
- assistance with the development of an Individualized Education Plan (IEP)
- referrals for support services
- assistance with job search process

General Information

Room 3117

Phone #: 305-237-3077

Walk-in hours to see an advisor are

Monday-Thursday

8:00 am – 7:00 pm

Friday

8:00 am – 4:30 pm

For more detailed information about Academic Advisement Services, Chat Advisement and links to frequently used forms click on the following link:

<http://www.mdc.edu/advisement>

For more detailed information about Career Exploration, Transfer Information, and Employment click on the following link <http://www.mdc.edu/careerservices>

For general Wolfson campus advisement information please email wadvisement@mdc.edu

Additionally, Miami Culinary Institute maintains a team of advisors in Building 3 on the 7th floor. Please see the section on MCI personnel for additional information and how to get in touch with them. All students should plan a visit to a counselor to discuss their course of study.

Bookstore

Get your textbooks, course materials, snacks, MDC t-shirts, and everything else you need at the campus bookstores. Some campuses even offer an online bookstore to make it even easier to get ready to hit the books. The campus bookstore is located in the bottom of Building 2.

College Information Center

The Miami Dade College Information Center provides a virtual connection to the College. Among the services provided to prospective and current students are: live chat, email and telephone advisement. The Information Center also provides information about College events.

New Student Center

Students seeking admission to the Wolfson Campus are strongly encouraged to visit or contact the New Student Center.

Whether you are interested in pursuing a two-year academic degree, vocational skills training, or want to take a class for personal interest, our staff will provide you with the necessary information, personalized attention, and assistance to make your enrollment a smooth transition to the Campus.

If you need information about enrolling at the Wolfson Campus, please visit the New Student Center, located in Room 3113 on the first floor of Building 3. To request an admission application packet, call us at 305-237-3076. To contact the staff directly by phone or email, refer to the New Student Center Directory above.

Continuing Education

Welcome to Continuing Education at Wolfson Campus for the essential knowledge and skills you need and the fun classes you want!

Office Hours

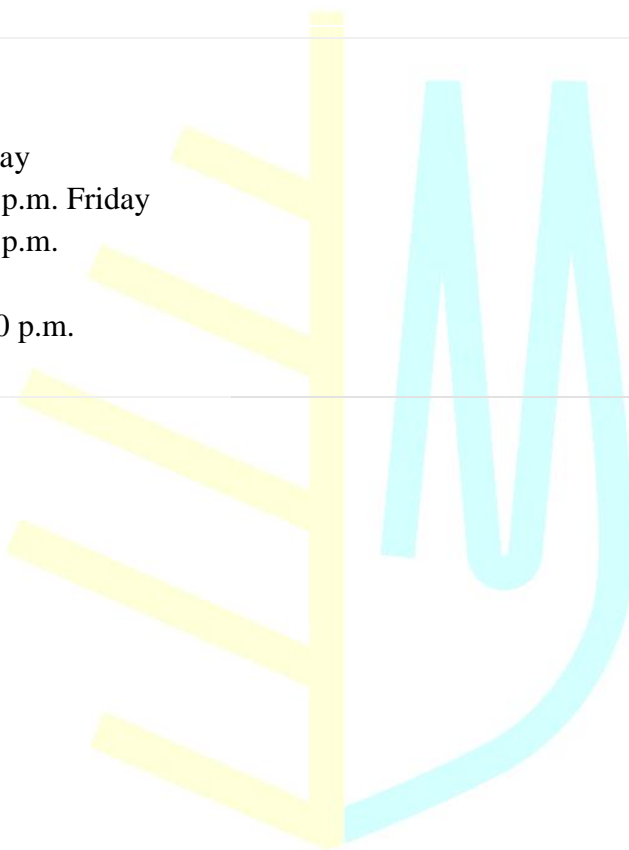
Monday - Thursday

7:30 a.m. to 7:30 p.m. Friday

7:30 a.m. to 4:30 p.m.

Saturday

8:00 a.m. to 12:00 p.m.



Single Stop

Miami Dade College (MDC) has partnered with Single Stop USA, a non-profit organization, and the partnership has resulted in a brand new "One Stop Shop" for students to get connected to benefits. The concept is to have a place where students can go to get screened for multiple government benefits, receive assistance in applying for those benefits, and have follow-up to see if they have in fact received the benefits they are eligible for. MDC- Single Stop coordinators use a specially designed technology known as BEN (Benefits Enrollment Network) to do rapid screenings, and then assist our clients in applying on line via ACCESS Florida when appropriate. All of our services are free, for Miami Dade College students at North and Wolfson campuses and members of their families.

Free Services Single Stop Offers:

Free Benefits Screening

Single Stop Coordinators determine which public benefits a student or family member is eligible for and help them apply for those benefits.

Free Financial Counseling

Single Stop provides financial advice, helps students and family member to establish or repair credit. On-site financial counselors help families to address debt issues and improve budget management skills. Single Stop helps students and family members develop a plan that allows them to meet their needs.

Free Legal Assistance

On-site lawyers help student and family members handle legal problems, such as Disability claims, tax controversies, unemployment benefit denials, housing issues, discrimination issues, food stamp denials, consumer issues and other legal issues. Referrals and legal counseling available at no cost!

Free Tax Preparation Services

Completely free tax preparation, even if the student or family members use E-File! During the tax season (January through April 15th), students and family members can meet with an IRS-Certified Tax Preparer and have their taxes prepared for free. The Tax Preparer will determine if students and family members are eligible to receive the Earned Income, American Opportunity or Child Tax Credits.

Wellness Center

Location



New location:

Building 8, sixth floor, Room 8601
(New building next to McDonald's)

Hours of Operation

Open Monday to Saturday, our facility offers convenient hours to fit your schedule.

- **Monday - Friday:** 6:30 a.m. to 8:30 p.m.
- **Saturday:** 9 a.m. to 2 p.m.

Please note that the Fitness and Wellness Center hours of operation are subject to change due to holidays and school closure.

Welcome to the Wellness Center. The center serves to support the Wellness Center classes. We have created a Wellness Center with a professional environment, where students, faculty, staff and members can work out in a safe, clean, and pleasant area. If there is anything we can do to improve the lab, please feel free to contact Manny Montealegre. You may call 237-7413 or come by for a complimentary tour. The wellness center is located in room 2103.

Wellness Center Rules

In order to maintain a professional and safe environment in the center, there are some rules that must be strictly followed. We expect everyone to recognize their responsibility to follow these rules and maintain a professional attitude while using the lab.

- The Center is available to all employees and students of the Wolfson campus.
- Food, drinks, smoking, radios or any activity interrupting normal operations of the lab are not allowed.
- Participants must wear proper attire:
Shorts, "t" shirt, sweat suit (jogging-suit), leotards, tights, shoes with a soft rubber sole. Clothing with designer studs and pins are not acceptable, (jeans are no exception).
- For your safety, no one will be allowed to participate in the center without enrollment.
- Before signing in, please present your membership card or schedule to the lab technician.

Campus Safety

In Case of Emergency



Miami Dade College provides emergency mass notification capabilities to students, family, faculty and staff combines all of its emergency notification methods into a single system concept called MDC ALERTS. Regardless of which notification methods are utilized, to the recipient, all emergency notification and warning messages come from MDC ALERTS. For more information about our emergency notification methods, visit our MDC ALERTS website: mdc.edu/alerts

Most emergency incidents on campus are going to be identified by students, faculty, staff or visitors. If students, faculty, staff, or visitors are involved in or witness a life-threatening emergency, it is essential for them to immediately call 911 and the appropriate Campus Public Safety Department. This notification is the first step in the activation of College Procedure 1590 and the Comprehensive Emergency Management Plan.

To report an emergency

- Emergency telephones with direct access to the Campus Public Safety Department are located throughout the campus and in all elevators.
- Emergency assistance may also be requested by dialing 911 or the number to the appropriate Campus Public Safety Department listed on the right.

MDC ALERTS - Campus Siren and Public Address

Miami Dade College is in the middle of a major metropolitan area and International city. There are times on campus when you may be faced with emergency situations. If those occur, the college will use new campus siren and public address capabilities to make emergency announcements and provide instructions for you to follow.

The most common emergency announcement is used for a fire emergency or a fire drill.

There are others that may be used for major emergencies such as an:

1. Evacuation
2. Dangerous Situation,
3. Hazardous Condition, or a

4. Weather Emergency.

If there is a major emergency, a warning siren will sound. This siren, is different from the fire alarm, and means you need to take action.

After the siren sounds there will be an announcement that explains what you should do.

1. Stop what you are doing,
2. Listen to the announcement, and
3. Follow the instructions, for your own safety.

If there is a major emergency that requires an **EVACUATION** on campus, this message will broadcast...

“Attention, attention, attention, an emergency has been reported. All occupants walk to the nearest stairway exit and walk down to your assigned re-entry floor or main lobby. Do not use the elevator. Walk to the nearest stairway, do not use the elevator. Walk to the nearest stairway.”

Exit the buildings and follow instructions provided by the Public Safety Officers who will be directing traffic away from the building to a safe location.

If there is **DANGEROUS SITUATION** on campus, this message will broadcast...

“Attention, attention please, a dangerous situation has been confirmed on campus. The appropriate personnel are responding. Seek shelter immediately in a secure location, and await further instruction.”

Please stay where you are. We call this, “Secure Sheltering-in-Place”. Lock the door, or block the door to create a barricade so no one can enter, and await further instructions from Public Safety.

If there is some type of **HAZARDOUS CONDITION** where it is not safe, this message will broadcast...

“Attention, attention please, a hazardous condition has been confirmed on campus. The appropriate personnel are responding. Seek shelter immediately in a safe location in the nearest building away from doors and windows, and await further instruction.”

Stay where you are and await further instructions from Public Safety.

If there is a **WEATHER EMERGENCY**, this message will broadcast...

“Attention, attention please, a weather emergency has been reported in the area. Seek shelter immediately in a safe location in the nearest building away from doors and windows and await further instructions until you return outdoors.”

When the emergency has ended, Public safety will provide further instructions by communicating live messages over the Public Address System or they will use the standard ALL CLEAR Message.

“Attention, your attention please, the building emergency condition has been cleared. You may return to your normal work activities. The building emergency condition has been cleared. You may return to your normal work activities.”

Your safety is our number one priority. If you hear the alarm, then that means to take action. Listen to the announcements, find a safe location, and await further instructions, and remember we are here to help.

Comprehensive Emergency Management Plan

Purpose

The Miami Dade College (MDC) Comprehensive Emergency Management Plan (CEMP) is designed for use by the entire college community. The CEMP establishes standard operating guidelines, based on existing policies and procedures, for the response to an emergency impacting the College. The CEMP describes the emergency management roles and responsibilities of the entire college community and provides a strategy to be prepared as possible for the most likely hazards. The CEMP is designed to protect lives and property through effective use of college, local, state and federal resources. Since an emergency may be sudden and without warning, the CEMP is intended to be flexible in order to accommodate contingencies of various types and magnitudes. The MDC CEMP does not limit the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

Scope

The CEMP outlines the mitigation/prevention, preparation, response and recovery actions of MDC personnel and resources for all-hazards that could negatively impact MDC. The CEMP incorporates the use of the National Incident Management System (NIMS) to facilitate interagency coordination between responding agencies and is consistent with the Miami-Dade County CEMP, State of Florida CEMP, and National Response Framework (NRF). MDC continuously collaborates with local, state and federal emergency response agencies in the development, implementation and maintenance of the MDC CEMP.

To see the full emergency management plan go to the MDC home page and search “comprehensive emergency management plan”.

Dangerous Situation

An MDC ALERTS Dangerous Situation message was developed for any intentional human-generated hazard, generally of a criminal nature, occurring or imminent, that poses an immediate threat to the health and safety of individuals on campus and requires response from local law enforcement. A hostile intruder incident is one of the most likely scenarios a Dangerous Situation message would be played.

It is an unfortunate reality that we must even consider the possibility of a hostile intruder coming on an MDC Campus. Pre-planning for such an incident will be your best chance for surviving a hostile intruder incident. The guidelines below are based on the best available information. The MDC Office of Emergency Preparedness and Campus Public Safety Departments strongly urge each of you to familiarize yourselves with each scenario and the options provided.

Ask yourself: "What would I do?"

When there is a hostile intruder incident...TRUST YOUR INSTINCTS!

Hazardous Condition



An MDC ALERT Hazardous Condition message was developed for any technological situation, generally as the result of an unintentional accident or natural occurrence, occurring or imminent that poses a threat to the health and safety of individuals on campus. Accidental releases of hazardous materials may occur with no warning, and your campus is likely to have very little time to take actions to protect students and staff.

If a hazardous condition has been confirmed on campus, the appropriate personnel will respond. You should shelter-in-place. That means to find a seek shelter immediately in a safe location in the nearest building away from doors and windows, and await further instruction.

Once inside, close all doors and windows. If possible:

- Close or seal air vents, door jams and any other larger openings to the outside
- Close window shades, blinds, or curtains

- Shut down all experiments and operations

The building's air conditioner will be shut down by the appropriate college personnel to minimize the introduction of outside air into the building.

Move all occupants to an interior room away from windows. Remain indoors until an "all clear" message is received from Public Safety, Police, Fire Rescue or other authorities. Once the police and fire departments respond, they are going to be busy taking actions to mitigate the incident and protect the public from the effects of the hazardous material. To ensure safety, stay inside until the appropriate authorities determine it is safe to return outdoors.

Weather Emergency

In South Florida the weather can change quickly, and we must be prepared for a weather emergency. An MDC ALERTS Weather Emergency message was developed for any natural weather hazard that immediately threatens life safety.

If a weather emergency has been reported in the area, the emergency notification system will be activated. You will hear the alarm and the announcements. You should seek shelter immediately. Find a safe location in the nearest building, away from doors and windows, and await further information until you return outdoors.



Once notified of a weather emergency, remain calm and immediately take the following actions:

1. If you are inside, seek shelter
2. Try to find a room without any windows; an interior room is safest
3. Get down on your knees and protect your head from potentially flying objects
4. If outside, seek shelter immediately in the nearest building

After the storm has passed, if there are injuries, call 911, also call the Campus Public Safety Department.

If there is damage to any buildings on campus, call Public Safety.

If you are in a building that is severely damaged, evacuate the building as soon as possible, after the storm has passed, and seek shelter in the nearest safe location to await further instructions from the Campus Public Safety Department.

Protect yourself by staying away from doors and windows, flying debris, and protect your head. Call 911 for life threatening injuries and Public Safety for building damage.

Weather emergencies can happen very quickly. Remember to seek shelter and stay safe.

Emergency Phones

Your safety is a priority. If you are on a Miami Dade College campus and there is an emergency, contact the Campus Public Safety Department immediately. The easiest ways to contact Public Safety is by activating one of the different types of *emergency phones* that can be found on campus.

Emergency phones have a **red** panic button with a direct connection to the Campus Public Safety Dispatcher.

Some have a **blue** light above the telephone, and are activated simply by pushing the **red** button which connects the caller directly to the Campus Public Safety Dispatcher. The Dispatcher knows the exact location of the telephone and will send help immediately, even if the caller cannot speak.

Please keep in mind that the *emergency phones* are intended for emergencies but may be used any time assistance is needed from the Campus Public Safety Department. It is important to note that you can also contact your Campus Public Safety Department by dialing the ten (10) digit number from your cell phone, or by dialing the last five (5) digits from any campus office phone.

Financial Services

Should You Apply for Financial Aid?

Absolutely! Whether or not you think you qualify, you should definitely apply. Most scholarships and institutional grants will require you to apply for federal financial aid first.

Are You Eligible to Receive Financial Aid?

To be eligible for federal financial aid, you must:

- Be enrolled or accepted for enrollment as a student working toward a degree or certificate in an eligible program.
- Be a U.S. citizen or eligible non-citizen.
- Provide a valid Social Security number.

Apply Early:

- Keep all your financial aid options open — apply early!
- Complete the Free Application for Federal Student Aid (FAFSA). We recommend completing the form as soon as possible online at www.fafsa.ed.gov. It usually takes two to six weeks to receive a response.

In addition to completing all forms, you must also:

- Provide a high school diploma, GED or pass a test approved by the U.S. Department of Education, such as the TABE.
- Provide evidence of satisfactory academic progress, such as transcripts.
- Register with Selective Service if you are male.
- Provide copies of income tax returns or other proof of income. Immigration documents, Social Security card and birth certificate also may be required. In approximately two to six weeks, you will receive a Student Aid Report (SAR) indicating whether you are eligible and establishing your financial need.

Important Facts

In addition to federal student aid, you may also be eligible for a Hope Tax Credit or a Lifetime Learning Tax Credit, both of which you may claim when you file your taxes. If you are required to take college preparatory class work, financial aid will pay for only the first 30 credits attempted. Federal financial aid will pay for only 150 percent of the credits needed for your program. Most programs consist of 60 credits; therefore, financial aid will not pay for more than 90 credits. Many financial aid programs have special eligibility requirements. Check with a financial aid advisor.

What Financial Aid Programs Are Available?

Here are some of the most common types of financial aid. For more detailed information, please see a financial aid advisor.

Pell Grant: Federal money you receive to pay for your college education and related expenses.

You must complete a Free Application for Federal Student Aid (FAFSA) to determine eligibility.

It usually takes between two to six weeks to process the application. Apply early! These funds do not have to be repaid.

Work Study: Part-time jobs on- and off-campus made available to students who qualify for financial aid. To apply for work-study, visit the Financial Aid Office at the beginning of a term.

Book Advance: Money loaned to you as part of your Pell Grant to help you buy books. The amount given is a pre-set limit that cannot exceed the balance left over after your tuition is paid. Book advances are issued about two weeks before the beginning of a term. Obtain a book advance by taking your paid registration schedule and a photo I.D. to the Financial Aid Office.

Student Loan: Money you borrow to pay for your college education and related expenses.

These low-interest loans must be paid back to the lender after completion of or withdrawal from, your studies. Applications are available in the Financial Aid Office.

Short-Term Loan: Money you borrow from MDC to pay for all or part of your tuition. This money must be paid back within two months (interest-free). There is a \$15 nonrefundable processing fee. Complete a Short-Term Loan application in the Financial Aid Office. These funds are based on availability.

Financial Aid Offices

A Financial Aid Office is located on each Miami Dade College campus

Student Code of Conduct

Purpose

It is recognized that Miami-Dade Community College has the right to protect its educational purpose and its students from the irresponsible conduct of others. In order to ensure this right, the College finds it necessary to set forth the following regulations which require student compliance for the welfare of the College community. Students who are alleged to have violated one or more of the regulations stated in this Code of Conduct may be charged with the violation(s) in accordance with Miami-Dade Community College Disciplinary Procedures. The College may exercise its discretion and choose not to charge students with violations of this Code of Conduct in the event that viable alternatives to disciplinary action are appropriate.

Academic Dishonesty

Cheating, plagiarism, and any other misrepresentation of work are prohibited. Charges of academic dishonesty will be handled by the academic area where the infraction occurred.

On Campus Activities and Events

Use of College facilities is prohibited on any of the Miami- Dade campuses except in an area designated by the proper College authority and subject to any limitations and provisions established by an appropriate College official (i.e., outdoor concerts, student rallies, outside speakers). Promotion for any activity or event must be approved by the appropriate College official.

Alcoholic Beverages

Alcoholic beverages are prohibited on the campuses of Miami- Dade Community College.

Arson

No student shall commit, or aid in the intentional commission of, an act which results in a fire being ignited which causes damage, or is intended to cause damage, to the property of the College or to the property of any other person.

Assault and/or Battery

No student shall threaten bodily harm or discomfort to another such as would constitute an assault. Nor shall any student commit, or aid in the intentional commission of, an act which causes bodily harm or discomfort to the person of another such as would constitute a battery.

Bad Checks

Student shall not make and/or deliver any check to the College which is not supported by sufficient funds on deposit or is in any other way worthless.

Complicity

A student present during the commission of an act by another student which constitutes a violation of College policy may also be charged if his/her subsequent behavior constitutes a permission of condonement of the violation. Students witnessing any act(s) which constitute(s) a violation of College policy are required to report such incidents to the proper authorities. Confidentiality of the identity of students reporting violations will be maintained as it is not the intent of the College to burden innocent witnesses.

Contracting or Representation in the Name of the College

Students are prohibited from contracting in the name of Miami-Dade Community College and may not claim to be official representatives of the College for any commercial purposes.

Damage or Destruction of Property

Accidental damage, vandalism, malicious damage to property belonging to Miami-Dade Community College or to others may require restitution from persons responsible for such damage and/or disciplinary action.

Defamation, Threats, and Extortion

Verbal or written communication which unlawfully exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another, is prohibited. Verbal or written communication which threatens another of a crime or offense, or threatens injury to the person, property, or reputation of another, or maliciously threatens to expose another to disgrace, with the intent to extort money or other advantage whatsoever, is prohibited.

Disruption

Florida Statute 877.13 provides that disruption of the normal activities of the institution is prohibited. Disruption shall include, but not be limited to, the following:

Physical violence or abuse of any person or College-owned or controlled property, or at College sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any person.

Deliberate interference with academic freedom and freedom of speech, including not only disruption of a class, but also interference with the freedom of any speaker invited by any section of the College community to express his/her views. (Faculty are authorized to have students removed from class if warranted.)

Blocking of entryways to buildings, rooms, or sections of buildings, or of hallways, or stairways, in such fashion that people find it difficult or impossible to pass.

Blocking of vehicular traffic.

Noisemaking or other physical behavior which is so distracting that it is difficult or impossible to conduct a class, a meeting, or any other authorized event.

Congregating in such a fashion as to create a situation which could endanger life or property.

Incitement to any of the above-mentioned actions, or to other violations of College policy which could result in such actions, whether orally or through written materials or pictures.

Standards of Dress

Students must comply with standards of dress established for safety or health reasons in specific classes.

Narcotics and Illegal Drugs

Manufacture, possession, having control over, sale, transmission, or use of any narcotic, stimulant or hallucinogenic drug in violation of the laws of Florida or the United States is prohibited. (S 239.582, Fla. Stat.) The College cannot protect students from State and Federal drug abuse laws, and has the policy of full cooperation with law enforcement agencies. A student who is formally charged by a proper prosecuting attorney with drug violations, may, following an administrative hearing, be suspended until his/her case is adjudicated. If found guilty, the student shall be automatically expelled from the College and all other state-supported institutions of higher learning for a period of one year, subject to State Board of Education Rule 6A-14.56 Control and Discipline of Students, Community Colleges, Supp. No. 71.

Misuse of Emergency Equipment

Fire escapes, ground level fire doors, fire hoses, extinguishers, and alarm equipment are to be used only in emergencies. Tampering with, or misuse of these emergency devices, or blocking of fire exits or other means of impeding traffic, is prohibited.

Unauthorized Use of College Facilities

The unauthorized use of, or entry into, any College facilities (i.e. classrooms, athletic fields), whether by force or not, is prohibited.

Interference with Academic Freedom and Freedom of Speech

Any act which restricts to the professor's or another student's right to speak is prohibited. Any act which disrupts the orderly functioning of a class is prohibited.

Gambling

Gambling of any kind is prohibited on the campuses of Miami- Dade Community College.

Hazing

Florida Statute 240.326 prohibits students from engaging in any kind of hazing action or situation on or off-campus which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with, or participating in any student organization. Hazing activities are more specifically defined in College Procedure 4607. Students who engage in hazing activities are subject to penalties which may include the imposition of fines, the withholding of diplomas or transcripts, and the imposition of probation, suspension or dismissal. Organizations which authorize hazing activities are subject to penalties which may include rescission of permission for that organization to operate on campus property or to operate under the sanction of Miami-Dade.

Identification of Students

Students are required to present identification when requested by authorized College officials. Any misrepresentation, alteration or misuse of identification is prohibited.

Providing False Information

No student shall knowingly give false or perjured testimony in any College investigation or proceeding. No student shall knowingly give false information to a College official or show reckless disregard for truth.

Public Laws

Any act by a student which constitutes a charge of a violation of a public law, occurring either on or off campus, may establish cause for legal and/or disciplinary action by the College.

Distribution or Sale of Literature or Goods

Distribution or sale of literature or goods on the campuses must be processed by the Director of Student Activities and are subject to College Procedure 4160.

Use of College Mail Services

Students must receive approval from the Student Activities Office in order to use College mail services. Use of department and/or area mail boxes must receive approval of the appropriate College official.

Obeying Reasonable Orders of College Officials

Students are required to comply with reasonable requests or orders by authorized College officials or representatives acting in behalf of the College. This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations and hearings.

Parking

Students are required to park in student-designated spaces only. Failure to do so may result in a citation from a civil authority as well as disciplinary action on the part of the College. (Parking fines are levied by the City of Miami Police or the Metropolitan Public Safety Department and, thus, are not part of the College's collection system.)

Breach of Peace

Conduct or expression on College-owned or controlled property which disrupts the orderly functioning of the College, or which is lewd, indecent or obscene, is prohibited.

Pets

Seeing-eye dogs are permitted on any of the campuses of Miami-Dade Community College, but, no other pets or animals of any kind are permitted on any of the campuses without specific approval from the appropriate College official.

Violation of Probationary Status

A student who is alleged to have violated the Code of Conduct while being subject to Disciplinary or Final Disciplinary Probation may be charged with the separate offense of violating disciplinary probation.

Falsification of Records

Falsification of College records, including, but not limited to admission, registration, student disciplinary and health records, by forgery or other means of deception, is prohibited.

Search and Seizure

College officials reserve the right to search lockers or other College property when deemed necessary to uphold the basic responsibility of the College regarding discipline, safety, and the maintenance of an educational atmosphere. Contraband items will be confiscated and may be used as evidence in disciplinary cases. Briefcases, handbags, and other such containers may be searched in the library, in laboratories, in the bookstore, and at other places where materials or equipment are not secured.

Smoking

Smoking in classrooms, on elevators, and in other designated no smoking areas is prohibited.

Outside Speakers

Speakers may be invited to address a campus audience by Miami-Dade Community College students, recognized organizations and the Student Government. These invitations must be approved by the Student Activities Department.

Recognition of Student Groups

In order to be classified as a student organization, established recognition procedures must be met and approved by the Student Activities Office.

Theft, Unauthorized Possession and/or Sale of Property

Students involved in theft, unauthorized possession, and/or sale of property not belonging to them are subject to College disciplinary action as well as to arrest and prosecution by legal authorities. Students are required to make full restitution. Students in possession of property owned or controlled by the College (i.e., the bookstore, library, audio-visual department, athletic department), or of another person, without authorization or payment for such property, will be subject to College disciplinary action.

Use of Vehicles

Riding of bicycles in hallways, in buildings, or on walkways is prohibited. Motorized vehicles are prohibited in areas other than designated roadways and parking lots. Mopeds are considered in the same category as bicycles.

Firearms, Weapons, Fireworks, Explosives

No students, except law enforcement officers, may leave weapons in their possession at any time on College property. Weapons are defined as firearms, knives, explosives, inflammable materials, or any other items that may cause bodily injury or damage to property.

Student's Rights and Responsibilities

In the student's rights and responsibilities handbook you will find many useful references. Please see the MDC website for further information on the following topics:

Academic Calendars, 2013-15

Drug-Free Campus Program

Learning Outcomes

Students' Rights and Responsibilities
PROCEDURE 4009

Code of Conduct
PROCEDURE 4025

Florida Student Bill of Rights
and A.A. Transfer Guarantees

Academic Dishonesty
PROCEDURE 4035

Disciplinary Procedures
PROCEDURE 4030

Student Appeal of Grades
PROCEDURE 8301

Student Complaints
PROCEDURE 4032

Student Petitions
PROCEDURE 4018

Discrimination and
Harassment Grievance Process
PROCEDURE 1665

Services Provided for Students with
Disabilities
PROCEDURE 4055

Release of Student Information
PROCEDURE 4085

Student Fee Waivers
and Fee Exemptions
PROCEDURE 1170A

Notification of Students' Rights under
FERPA
PROCEDURE 4009

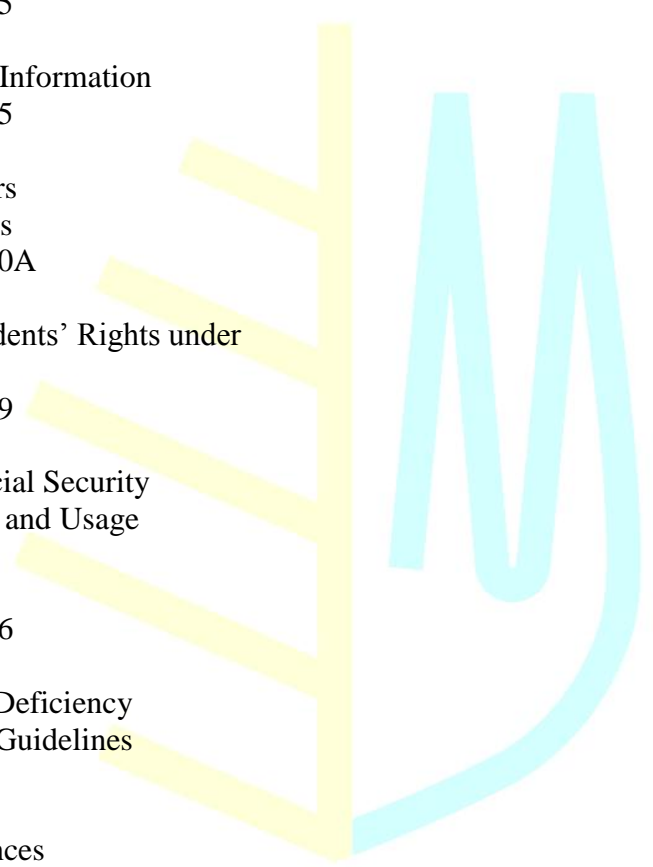
Notification Of Social Security
Number Collection and Usage

Student Travel
PROCEDURE 4096

Acquired Immune Deficiency
Syndrome (AIDS) Guidelines
POLICY II-87

Religious Observances
PROCEDURE 4067

Demonstrations
PROCEDURE 1409



Glossary of Useful Terms

A.A. (Associate in Arts) Degree: A transfer degree program designed for students who are interested in continuing their education at a four-year college or university.

Academic Year: Beginning of the fall term to the end of the summer term.

A.S. (Associate in Science) Degree: A degree program designed for students who are seeking employment immediately after graduation.

Articulation Agreement: An agreement specifying how courses transfer among academic institutions. In Florida, an articulation agreement with all state universities guarantees admission to any student with an A.A. degree.

Award Letter: Document issued by a college's financial aid office listing all of the financial assistance offered to a student.

CLAST (College Level Academic Skills Test): A statewide examination consisting of four subtests – essay, writing, reading and mathematics. Passing scores on all four subtests are required to receive the Associate in Arts degree.

CLEP (College Level Examination Program): Credit earned (for a particular class) through a proficiency test.

College Prep Courses: Courses designed to improve basic skills in reading, math and writing. They are required based on test scores and do not count toward graduation.

Co-Requisite: A course that must be taken simultaneously with another course.

Credit: A unit of work in a subject, generally equivalent to one hour of class a week throughout a 16-week term. Thus, a 3-credit class meets for three hours a week.

Degree Audit: A computerized document listing required courses for graduation based on the student's declared major. The degree audit summarizes courses the student has taken to fulfill those requirements and provides course sequencing information.

Drop: Withdrawing from a course after the first week of classes. Students must officially withdraw from the course by completing established procedures. See an academic advisor for more information. Withdrawal deadlines are published in the official college calendar. It is the responsibility of the student to adhere to these deadlines.

Elective: A college-level course not taken to fulfill a general education or program requirement.

Full Time: Students enrolled for 12 or more credit hours for fall, spring or summer semesters, or 6 or more for a 6-week summer session.

GPA (Grade Point Average): The ratio of grade points earned to credits attempted.

Grades: A measurement of achievement in a class. Typical grades are A, B, C, D and F in college-level courses; college Prep courses receive S - Satisfactory, P - Making Progress or U - Unsatisfactory.

Grade of W: Grade (representing “withdrawn”) assigned when a student officially withdraws from a course after the first week of the semester. This does not affect the GPA, but may affect academic standing and eligibility for financial aid. See your academic advisor for details.

Grade of I: Grade (representing “incomplete”) assigned when an instructor, based on valid and extenuating circumstances, allows the student to complete course requirements after the end of the current semester. If the student does not complete the requirements for the course by the end of the next major semester, the “I” grade will become an “F.” An I-grade contract is required.

Loans: Money awarded by a bank or lending institution that must be paid back.

Major: Designation given to the complete group of courses necessary to fulfill the requirements for graduation in a specific field of study such as business administration, engineering, etc.

100 Percent Refund Date: The last day to drop and receive a refund; change courses without financial penalty; register, add a course or change sections of a course without permission of instructor.

150 Percent Financial Aid Rule: Financial aid will only pay for 150 percent of the courses required to complete your program of study — either degree or certificate.

Part Time: Students enrolled in less than 12 credit hours for fall and spring, and less than 6 credit hours for a 6-week summer session or less than 12 credits in a 12-week summer session.

Prerequisite: An academic requirement that must be met before another course can be taken.

Program: A curriculum or group of courses leading to a degree or certificate in a specific field of study.

Registration: Process of enrolling for classes, constituting selection of courses by day and hour and the payment of fees.

Scholarship: Money awarded to pay for your tuition.

SOAP (Standards of Academic Progress): A process that identifies and provides assistance to students who experience academic difficulty.

STAR (Student Telephone Assisted Registration): Acronym for the College's telephone registration system.

Term: A subdivision of the academic year, i.e., fall, spring, and summer terms. Fall and spring are approximately 16 weeks each. Summer terms are six weeks each. The combined summer term is 12 weeks.

Transcript: A student's academic record.

Validated Schedule: A paid schedule.

Vocational Certificate Program: A certification program designed for students in need of marketable employment skills or individuals looking to enhance their current skills.

Work Study: On-campus, part-time employment for eligible students.



**Miami Dade
College**

Wolfson Campus

300 N.E. Second Ave.
Miami, FL 33132-2296

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