

# Hotel, Culinary Arts and Tourism Institute



Anne Arundel Community College

## Student Handbook

101 College Parkway  
Arnold, Maryland 21012

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7438 Ritchie Highway  
Glen Burnie, Maryland 21061

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410-777-2398  
1-866-456-HCAT  
[www.aacc.edu/hcat](http://www.aacc.edu/hcat)

# This is AACC.

This handbook is designed and intended for use by students of the Hotel Culinary Arts and Tourism Institute to acquaint you with the policies, procedures and operational standards of the HCAT Institute.

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Using the electronic version of the handbook, you may click on any of the [highlighted](#) areas and it will take you to the appropriate website.

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# **Code of Professionalism**

## **Vision Statement**

Anne Arundel Community College's Hotel, Culinary Arts & Tourism Institute is recognized as a leading provider of world class, comprehensive education, training and services vital to the growth and prosperity of hospitality and tourism-related industries.

## **Mission Statement**

Anne Arundel Community College's Hotel, Culinary Arts & Tourism Institute provides a wide array of quality instructional programming; experiential learning; responsive, customized training for business; and accessible community education activities to meet the hospitality, culinary arts and tourism needs of industry and the consumer.

## **Preamble**

HCAT prepares students to enter the worldwide hospitality industry with skills and competencies to achieve personal and professional success. Each of the diverse programs and specific curriculums provides a state-of-the-art, quality education as a foundation for becoming tomorrow's leaders in the hospitality, culinary arts and tourism industry. Through the combination of a strong, current academic curriculum and practical hands-on experience, HCAT is recognized as the regional leader in all aspects of hospitality training.

To achieve the level of professionalism required for the hospitality environment, HCAT promotes four cornerstones of professionalism – attitude, appearance, preparation and conduct. All HCAT students, faculty, and staff will adhere to and respect the code of professionalism established for the benefit of students, the college and the hospitality industry. They are:

### **Attitude:**

- Our attitude at all times should project a professional image.
- Our attitude will convey passion and enthusiasm.
- Our attitude will illustrate our dedication and commitment; we are committed to putting forth our best efforts in academics
- Through our attitude, we will show respect toward others at all times.

### **Appearance:**

- Proper attire will maintain our professional image. Lab classes require a specific uniform, which should be cleaned and pressed. Attire for lecture classes, field trips, and student activities should meet professional, industry standards.
- Grooming and hygiene should meet minimal industry and health standards, as applicable in specific classroom, lab or work situations.

### **Preparation:**

- Class preparation is central to our program goals. It will ensure a positive learning experience.
- Proper preparation for work each day will give us the opportunity to progress in our responsibilities and also ensure a positive learning experience.

### **Conduct:**

- Through our conduct, seek to be accountable and responsible.
- Proper conduct and respect, in all circumstances, promotes professionalism and encourages hospitality spirit.
- We recognize the importance of follow-through and responsiveness, both in our academics and our work-life.

### **Our Resolve**

Each student, staff or faculty at HCAT should recognize they are ambassadors for HCAT and the college. It is our goal to maintain professional presence in all of our educational activities, on-the-job learning experiences, and when representing HCAT at any sanctioned event. It is our goal to fulfill our role as ambassador by maintaining this code of professionalism. In doing so, we will maximize opportunities, create connections and promote further opportunities.



# College-wide Core Competencies

Consistent with the institutional mission and vision, Anne Arundel Community College expects students to gain and demonstrate proficiency in core competencies which encompass general education and essential life skills. The college is committed to offering experiences that allow students to acquire, develop and demonstrate growth in these competencies. The attainment of these competencies provides the foundation for lifelong learning.

## COMMUNICATION

*Effectively using listening, speaking, reading, writing and visual communication skills*

## GLOBAL PERSPECTIVE

*Awareness and understanding of the diversity and interdependence among cultures, communities and the environment*

## INFORMATION LITERACY

*Recognizing when information is needed and locating, evaluating, and using information appropriately*

## QUANTITATIVE REASONING

*Performing and interpreting mathematical applications in daily life and understanding their connections to other disciplines and career fields*

## PERSONAL WELLNESS

*Healthy balance of mind, body, and spirit that contributes to an overall feeling of well-being*

## INNOVATIVE AND CRITICAL THINKING

*Integrating knowledge to analyze problems using different modes of thinking (critical, creative, and innovative)*

## SCIENTIFIC REASONING

*Applying logic and the scientific method to interpret observable evidence*

## SELF MANAGEMENT

*Displaying accountability and adaptability as a learner*

## SOCIAL AND CIVIC RESPONSIBILITY

*Participating in communities as an informed, committed and productive individual*

## TECHNOLOGY FLUENCY

*Utilizing technology to enhance productivity in one's academic, professional and personal life*

## HCAT Institute Staff Directory

Administrative & Professional Staff	Faculty & Instructional Staff
<p>Mary Ellen Mason FMP                      Director  <a href="mailto:memason@aacc.edu">memason@aacc.edu</a>                      410-777-2707                      CALT 129</p>	<p>Shawn Harlan CEC, CHE                      Instructional Specialist – ACF Coordinator  <a href="mailto:srharlan1@aacc.edu">srharlan1@aacc.edu</a>                      410-777-1178                      HCAT</p>
<p>Winnie Higgs                      Assistant Director  <a href="mailto:wyhiggs@aacc.edu">wyhiggs@aacc.edu</a>                      410-777-2921                      HCAT</p>	<p>Ken Jarvis CEC, CCE, CHE                      Professor  <a href="mailto:kjarvis@aacc.edu">kjarvis@aacc.edu</a>                      410-777-2722                      HCAT</p>
<p>Wendy Melchor                      Office Manager  <a href="mailto:wlmelchor@aacc.edu">wlmelchor@aacc.edu</a>                      410-777-7073                      CALT 121</p>	<p>John Johnson CEC, CCE, AAC                      Instructional Specialist  <a href="mailto:jvjohnson1@aacc.edu">jvjohnson1@aacc.edu</a>                      410-777-1225                      HCAT</p>
<p>Susan Fogg                      Program Assistant  <a href="mailto:sefogg@aacc.edu">sefogg@aacc.edu</a>                      410-777-2114                      HCAT</p>	<p>David Ludwig CEPC, CHE                      Instructional Specialist  <a href="mailto:drludwig@aacc.edu">drludwig@aacc.edu</a>                      410-777-2063                      HUM 211</p>
<p>Rebecca Sileo                      Noncredit Program Assistant  <a href="mailto:rasileo@aacc.edu">rasileo@aacc.edu</a>                      410-777-2966                      CALT 121</p>	<p>Louise Nielsen                      Instructional Specialist  <a href="mailto:lbnielsen@aacc.edu">lbnielsen@aacc.edu</a>                      410-777-2065                      HUM 211</p>
<p>Clinton Roze CEC                      Facilities Coordinator  <a href="mailto:caroze@aacc.edu">caroze@aacc.edu</a>                      410-777-2488                      HCAT</p>	<p>Virginia Olson CWPC, CHE                      Instructional Specialist  <a href="mailto:volson@aacc.edu">volson@aacc.edu</a>                      410-777-2208                      HUM 211</p>
<p>Fran Parker                      Concierge  <a href="mailto:fparker@aacc.edu">fparker@aacc.edu</a>                      410-777-2398                      HCAT</p>	<p>Louis Woods CCA, CEC, FMP                      Instructional Specialist  <a href="mailto:lrwoods@aacc.edu">lrwoods@aacc.edu</a>                      410-777-1156                      HCAT</p>

# College Policies & References

## General College Polices

Please refer to the AACC College Catalog 2009/2010; pages 377 – 399

- Academic Integrity Policy
- Student Complaint Procedures
- Student Code of Conduct
- Students Rights & Responsibilities
- Smoking Policy
- Parking Policy
- Inclement Weather Policy

## Academic Regulations

Please refer to the AACC College Catalog 2009/2010; pages 357 – 363

- Grades
- Enrollment/Changing a Schedule
- Attendance
- Academic Probation
- Confidentiality – FERPA

## Academic Support Services

Please refer to the AACC College Catalog 2009/2010; pages 364 – 367

- Counseling, Advising, and Retention Services [www.aacc.edu/advising](http://www.aacc.edu/advising)
- Disability Support Services [www.aacc.edu/advising/dsswelcome](http://www.aacc.edu/advising/dsswelcome)
- Academic Support Center [www.aacc.edu/asc](http://www.aacc.edu/asc)
- Testing Office [www.aacc.edu/testing](http://www.aacc.edu/testing)
- Tutoring Office [www.aacc.edu/tutoring](http://www.aacc.edu/tutoring)
- Library Services [www.aacc.edu/library](http://www.aacc.edu/library)

## Disability Support Services

Students with a disability must self-identify to DSS staff to receive assistance with admissions, registration, orientation, class selection, transfer assistance, placement testing or other aspects of student life. College policy ensures that reasonable accommodations will be provided to all qualified individuals. Call DSS at 410-777-2306 or visit [www.aacc.edu/advising/dsswelcome](http://www.aacc.edu/advising/dsswelcome)

## Email Communications

Email communication will only be accepted through MyAACC accounts; email sent from personal accounts will not be accepted.



## **Emergency & Inclement Weather**

Unscheduled closings; when severe weather or other emergency conditions occur, listen to local radio or TV stations for closing announcements or call STARS, 410-777-2241 or check [myaacc.aacc.edu](http://myaacc.aacc.edu)

Sign up for a text message alert to your cell phone and e-mail address at:  
[www.aacc.edu/stayinformed](http://www.aacc.edu/stayinformed)

## **Smoking Policy**

Staff and students are not permitted to smoke while in HCAT uniform. Chef jackets must be removed and smokers must leave the building and smoke out in the plaza area in front of the Glen Burnie Town Center (behind HCAT Institute). Students will have to reenter the building through the front door. There is no smoking in front of the building.



## **Safety**

In the event of an emergency or accident, the student should notify the instructor immediately or another HCAT staff member. The College Public Safety Officers can be reached at ext. 1818 or 410-777-1818 by using any phone located in the HCAT building or on the main campus. **DO NOT CALL 911**

- Students must be familiar with the location of all first aid kits, fire extinguishers, and emergency exits located throughout the building
- Proper uniform is essential to maintain safety standards.
- Be mindful of spills and food debris on the floor to help prevent accidents.
- Always walk with knives pointed down towards the floor and to the side
- Never leave knives in any sink
- Knives should be kept sharp to prevent accidents. Do not use dull knives for cutting



**Anne Arundel Community College**  
**Department of Public Safety**  
*Internationally Accredited Law Enforcement Agency*



# HCAT Institute Information and Policies

**Goal:** To incorporate consistent operational standards that enables HCAT to provide high quality hospitality and culinary education within a safe learning environment for our students.

Every student must comply with the *Academic Integrity Policy* of the College, and each is required to exhibit academic honesty in all exercises and assignments. This policy includes guidelines and procedures regarding cheating, fabrication, facilitating academic dishonesty, and plagiarism. Review the Academic Integrity Policy attachment in the Appendix.

## **Student Responsibilities:**

- Arrive to class prepared and in full uniform
- Respect other students, instructors, and college staff
- Complete assignments on time and to the best of one's ability
- Inform instructor about any allergies or medical conditions prior to the start of class.

## **Classroom Policies:**

- Students' cell phones and pagers are required to be turned off or on vibrate during class time including labs.
- No food or drinks are allowed in the classrooms or kitchen laboratories.
- Instructors will structure class time to provide an adequate break for students.
  - ✓ 1 hour – no break
  - ✓ 3 hour – 15 minute break
  - ✓ 4 hour – 15 minute break
  - ✓ 5 hour – 30 minute break
  - ✓ All HRM classes must follow the scheduled class meeting time.

## **HCAT Attendance Policy:**

Student attendance is mandatory for all lab classes. Failure to meet these guidelines will result in a grade of "F" for the course. Any exception to this policy is at the discretion of the instructor and subject to approval by the HCAT Director.

- ✓ 5-week class – 1 absence results in an "F" for the course.
- ✓ 10-week class – 2 absences results in an "F" for the course.
- ✓ 12-15-week class – 3 absences results in an "F" for the course.

## **Testing Protocol**

Exams will be administered on the dates outlined in this syllabus and in the schedule of classes for the college. If you are unable to make the assigned test dates, you may make arrangements with the instructor to take the exam in the testing and tutoring center. All arrangements must be made prior to the initial administering of the exam. No alternate testing for written or practical exams will be given without prior arrangements.

## **Lab Uniform Requirement and Grooming Policy**

Students must purchase their lab uniform from the College Bookstore OR online direct at Culinary Classics Uniform Company.



1. Go to [www.culinaryclassics.com](http://www.culinaryclassics.com)
2. As a first time shopper, click on the “login / register” button at the top of the page, just over the brown line. Click on “register” and fill out the profile information that begins mid-way down the page. Towards the bottom of the page there is a “Membership Field” with a drop down menu. **YOU MUST SCROLL DOWN AND CHOOSE YOUR BUSINESS OR SCHOOL.**
3. You will require an active email account for this process to work. Upon submitting your profile, you will receive an email confirmation of your profile submission.
4. Be sure to write down your submitted username and password so you can get back into the system.
5. You will receive another email telling you that your membership has been validated; at this point your account is active and you can order. **THIS IS YOUR CULINARY CLASSICS CONFIRMATION**
6. Return to [www.culinaryclassics.com](http://www.culinaryclassics.com)
7. At the top of the screen, just over the brown line, click on “login/register. Enter your login information and click.
8. You will return to what looks like the opening page, but this time there will be a new tab available on screen. Look at the brown bar on the left side. To the left of “chef coats” you will see a new tab that says “MYCC”. Click on it, and you will be taken to **YOUR WEB PAGE**, showing only the items approved for **YOUR program**.

Continue thru the ordering process. If you should have any questions please contact [Jose@culinaryclassics.com](mailto:Jose@culinaryclassics.com). His direct phone number is 877.378.4860

- Bookstore Uniform Purchases: The standard lab uniform can be purchased at the college bookstore at the Arnold Campus and the Glen Burnie Town Center Campus locations.



**IMPORTANT NOTE:** Please be advised that Chef Coats purchased from the college bookstore will need to be embroidered with the students First & Last Legal Name (no nicknames) at Maryland Monogram located at: 91 Ritchie Highway Pasadena, Maryland 21122 (410-544-8440). <http://www.mmp.com>

- Please allow several days (5-7) for the embroidery to be completed, if a rush order is required expect a surcharge.
-   Or cash payments only, no checks.
- Font size and color is pre selected and cannot be changed therefore students must have coats embroidered at Maryland Monogram.

## **Lab Uniform Requirement and Grooming Policy Continued**

Uniform must be clean, no wrinkles, and include the following:

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

### **Grooming:**

- No exposed jewelry of any kind with exception to plain wedding/partnership rings/bands.
- Perfume, cologne, aftershave and other strong scented items are prohibited.
- Fingernails will be short and clean and without polish or coverings (i.e. artificial nails)
- Facial hair will be trimmed and neat. Long beards will not be allowed unless covered by a beard net.
- If your hair is longer than collar length, it must be tied back and completely secured under your hat. This includes bangs. Hairnets are an option (under your chef hat) if you have trouble securing long hair. Bandanas, headbands or similar are not permitted.
- Hats are NOT to be worn over the ears.

**NOTE:** Students in non-compliance with the Lab Uniform Requirement and Grooming Policy cannot participate in the lab session and subsequent loss of lab points will result.



### **Knife Kit Requirement and Policy:**

Students registered in Professional Cooking and/or Professional Baking & Pastry Degree or Certificate programs of study must purchase the approved knife kit at the college bookstore. Hotel Restaurant Management students are not required to purchase the knife kit for HRM 121/124.



HCAAT students may transport their knives to and from class only in the approved knife kit as sold in the college bookstore. These tools may only be used in an instructional setting with the authority of the instructional staff. Students found to possess cutlery outside the classroom or instructional kitchen, or that is not properly secured will be in violation of the student conduct code, and will be disciplined according to the procedure outlined in the college catalog. Failure to follow the policy may result in dismissal from the program. Students only bring the tools that are needed for class. Large toolboxes will not be allowed in the classrooms due to space and security issues. Knives are the sole responsibility of each student.

### **HCAAT Standards for Lab Classes**

Goal: To develop operational standards that provides consistency and high quality food production in a safe environment.

- Good personal hygiene habits
- Clean, professional uniform
- Proper safe footwear with non-slip soles; no tennis shoes
- Acceptable procedures for food handling including sanitary work surfaces and tasting procedures
- Personal food and drink are prohibited in preparation areas
- Proper method of ware washing

## **GBTC HCAT Parking**

Faculty and students MUST use the free parking garage off B & A Boulevard. Cars parked in the parking lot in front of and around the HCAT Institute are subject to being towed at the owners' expense. This parking lot is not a college space; it is for merchants and their customers use only. Unauthorized cars will be towed! AACC is NOT responsible for towed vehicles.

## **HCAT Instructional Facilities – Glen Burnie**

The HCAT Institute offers 10,000 sq. feet of instructional classroom and lab space. Open in 2001, this state-of-the-art training facility located at the Glen Burnie Town Center includes two commercial kitchens and four dedicated classrooms – a technology smart classroom, 24-unit computer lab, and two café style classrooms. The facility is used for credit and noncredit programming, plus chef demonstrations and special events. Team Anne Arundel, the college's competing culinary team, holds its weekly practice sessions at this facility. Classes are scheduled in the HCAT Institute seven days/week, from 8 a.m. – 10:30 p.m.

## **HCAT Instructional Facilities - Arnold Campus**

The original location for HCAT programming in the Humanities Building offers two commercial training labs, one dedicated to baking & pastry, and the second, a multi-purpose commercial lab. Credit classes are scheduled Monday through Saturday from 8:00 a.m. – 10:30 p.m. Noncredit classes share the labs several afternoons and evenings during the week plus Saturday and Sunday. DCTAL funds allowed upgrades to the baking & pastry lab, which was moved to the larger lab in HUM 218 to accommodate the increased enrollment. Improvements included facility upgrades of a new ceiling and lighting fixtures, plus the addition of a deck oven, an enlarged three-compartment sink and mop sink. These upgrades meet the standards required by the ACF and the local health department. Job Corps uses HUM 207 as their training lab, Monday through Friday from 8:00 a.m. – 3:00 p.m. Both training kitchens were upgraded with new grease traps and hot water systems.

Interior Design students renovated the Wine and Demonstration Room located in the Humanities Building in July 2003 as part of their practicum requirement. The room includes a fully functional chef demo cart and café seating for 40 students. Local artist, Bev Casey, painted a winery mural and the HCAT logo on the back walls of the room.

## **Library Services**

The Andrew G. Truxal Library at Anne Arundel Community College is committed to providing library services and resources to AACC Distance and Off-Campus Learners. There are librarians available to assist you, and you can search our catalog and many of our databases without ever coming to the campus. In order to search most of the databases you need to have a Library Card, which you can apply for on the [Library's Website](#). Students (faculty and staff) have access to many Library resources, including:

- [For Students at HCAT](#) (See attachment for AACC Library Services in Appendix)

- [Apply for a library card](#). A card is necessary to access many of the Library's databases from off-campus and to borrow library materials.
- Search library electronic resources including, [Business and Company Resource Center](#) and the [Encyclopedia of Food and Culture](#)
- [Delivery of Truxal Library Books](#) to GBTC, AMIL, or HCAT
- [Request assistance](#) with research

### **MyAACC Student Portal**

MyAACC is the faculty and student web site for teaching and learning. This secure site provides Anne Arundel Community College students and faculty with a personalized web site. This is where you can check your e-mail, register for courses, and keep up with campus activities and organizations. To find out what your user-id and password is, click on the "How do I get my user name and password link." Here: <http://mycampus.aacc.edu/cp/home/loginf>

This web portal has a class message board, class based e-mail, online tutoring and live chat, targeted announcements to faculty and students and links to AACC information and services, and much more. There are links to search engines and a multitude of other useful research and communication tools located on the site.

MyAACC here: <http://mycampus.aacc.edu/cp/home/loginf>

# Student Learning Opportunities

## Service Learning (This is an option for some HRM Classes)

Service Learning is a teaching strategy that combines academic studies with community volunteer service, enhancing student learning through a hands-on service experience that meets a community need. It is a philosophy and a teaching/learning strategy. Students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs. These needs are coordinated with the curriculum. Service Learning is integrated into the curriculum with structured reflective activities that provide students opportunities to utilize acquired skills and knowledge in real life situations. Service Learning encourages civic involvement, community awareness, and responsible leadership. For more information see the [current college](#) catalog, and [service learning option](#).

## International Culinary Internship Program

As part of AACC's commitment to providing the best education for its students, select students have the opportunity to work and study abroad for ten weeks in famous restaurants and hotels in Italy's Campania region along the beautiful Amalfi Coast.



To participate, a student must be registered in a degree or certificate option in HCAT's hotel/restaurant program; successfully complete an Italian language course; receive medical clearance; successfully pass a pre-trip practical exam; and successfully complete pre-screening interviews and written assignments. There is a student cost of approximately \$4500. Time period is approximately May 14-July 31 of each year.

<http://www.aacc.edu/HCAT/international.cfm>



## **HCAT Chefs Club**

The HCAT Chefs Club is a student-run organization, which provides extracurricular culinary experiences in the form of projects, field trips, guest speakers, competitions and exhibitions in order to promote issues, ideas, and trends within the hospitality and culinary arts industry. Membership in this club is open to all HCAT students in good standing at Anne Arundel Community College. Each member of the club is obligated to participate in at least one HCAT Event per semester. To join, please e-mail Chef David Ludwig CEPC, CHE at [drludwig@aacc.edu](mailto:drludwig@aacc.edu).

## **Team Anne Arundel**

The American Culinary Federation sanctions competitions at both a professional and student level. HCAT students have an opportunity to compete in either category, based on the requirements and eligibility for each competition. Students have participated in competitions such as the ACF Northeast Regional Junior Hot Food competition and various contemporary category competitions held regionally and nationally. Students should Contact Chef Shawn Harlan CEC, CHE [srharlan1@aacc.edu](mailto:srharlan1@aacc.edu) and/or Chef John Johnson CEC, CCE, AAC [jvjohnson1@aacc.edu](mailto:jvjohnson1@aacc.edu) if you're interested in being part of an award-winning culinary competition team.

## **HCAT Connections**

HCAT Connections, an organization by and for the Hotel and Restaurant Management students of HCAT Institute, is a hotel and hospitality management club. Goals include creating networking opportunities, forming career connections and sharpening social skills with a focus on business etiquette, management skills and hotel operations. Students should contact Chef Lou Woods, CEC, CCA, FMP at [lrwoods@aacc.edu](mailto:lrwoods@aacc.edu) or 410-777-1156 and/or HCAT Assistant Director Winnie Higgs at [wyhiggs@aacc.edu](mailto:wyhiggs@aacc.edu) or 410-777-2921.



# Scholarships

Scholarships have been established through the generosity of individuals, civic organizations and the business community to the Anne Arundel Community College Foundation Inc. A complete listing is found in the Appendix. The foundation manages the assets and determines the award level possible each year. To apply, complete the Anne Arundel Community College scholarship application and the Free Application for Federal Student Aid (FAFSA). Scholarship decisions for the fall term will be made beginning June 1. Students should complete the college scholarship application to be eligible. For complete scholarship information, refer to the scholarship binder in the HCAT office and the Financial Aid office - <http://www.aacc.edu/aid/scholarships/>



## Hotel/Restaurant Management Scholarships

- AIWF (American Institute of Wine and Food)

Scholarship Criteria: full-time student, pursuing a degree program in hotel/restaurant management. Must demonstrate financial need, minimum 2.5 GPA, and resident of Maryland, preferably central Maryland.

- Kristin Aymard Scholarship

Criteria: enrolled in the hotel/restaurant management program, financial need, 3.0 GPA.

- A.M. Briggs Company's Charles W. Harris and Hendrikus Wiskus Memorial Scholarship.

Criteria: full-time students seeking Hospitality, Business Management or Culinary Arts Operations degree options, must demonstrate financial need, hold a 3.0 GPA and be a U.S. citizen. Written recommendation of HCAT faculty required.

- IFSEA (International Food Services Executives Association) Scholarship

Criteria: full-time student seeking degree or certificate with financial need and minimum GPA of 2.0. Preference given to students pursuing culinary arts and hospitality management and demonstrating extracurricular participation in the hospitality industry. Recommendation from hospitality faculty member is required.

- Andy Thompson Memorial Scholarship

Criteria: full-time student enrolled in hotel/restaurant management program, seeking a degree or certificate, minimum of 3.0 GPA, resident of Maryland.

- Whole Foods Market Culinary Arts Scholarship

Criteria: second year student enrolled in HCAT, preference given to someone following culinary arts operations option. Financial need, GPA of 3.0 and resident of Anne Arundel County. Selection made by HCAT faculty.

### **Entrepreneurial Studies Scholarships**

- Philip E. and Carole R. Ratcliffe Foundation Entrepreneurial Studies Scholarship.

Criteria: full-time, part-time or noncredit student interested in becoming an entrepreneur or current business owner. Must achieve 2.5 GPA during term awarded. Separate application required.

### **Anne Arundel Community College Scholarships**

- Annapolis Rotary Club Barton Scholarship

Criteria: second-year, full- or part-time students; one enrolled in the nursing program and one in non-nursing academic program, 3.0 GPA, must demonstrate financial need, county resident.

- Anne Arundel Community College Foundation Inc. Scholarship

Criteria: full-time student must demonstrate financial need, minimum 2.0 GPA.

- Anne Arundel County Association of REALTORS Scholarship

Criteria: full-time or part-time student seeking associate degree, minimum 2.5 GPA, must demonstrate financial need, additional application required.

- Carole B. Baker Scholarship for Displaced Homemakers

Criteria: part-time minimum enrollment, must demonstrate financial need, displaced homemaker (see Student Financial Services office for definition), minimum 2.0 GPA, county resident.

- Bank of America Scholarship

Criteria: full-time or part-time student with a minimum 2.5 GPA. Must be resident of Anne Arundel County and seeking degree or certificate.

- William A. Blankenship Memorial Scholarship

Criteria: full-time student must demonstrate financial need, minimum 2.0 GPA, preference given to student from Kent Island, then from Queen Anne's County.

- Clay Booth Memorial Scholarship

Criteria: full-time student seeking any degree or certificate demonstrating financial need. Must have GPA of 2.5.

- Speaker Michael E. Busch Scholarship

Criteria: restricted to Maryland state employees living in District 30 or their dependents. May seek any degree or certificate and be either a full-time or part-time student.

- Champion Realty Scholarship

Criteria: full-time students must demonstrate financial need, minimum 2.0 GPA, county residents.

- Citizens National Bank Scholarship

Criteria: First- or second-year student with GPA of 2.5. A first term student must matriculate with a minimum GPA of 2.5.

- Hilda Cohen Memorial Scholarship

Criteria: full-time or part-time student seeking a degree. Preference given to students who have not attended high school or college in the past 20 years. Must be resident of Anne Arundel County. Financial need preferred.

- College Women's Club of Annapolis

(Spring award) Criteria: full-time student, financial need preferred, minimum 3.0 GPA, graduate of public, private or parochial high school in Anne Arundel County, county resident.

- Edith G. and F. Ward DeGrange Sr. Scholarship

Criteria: full-time student in good academic standing or 3.0 GPA, must demonstrate financial need, county resident.

- Martha P. Devaney Memorial Scholarship

Criteria: full-time student must demonstrate financial need, have earned minimum of 12 credits, minimum 2.5 GPA.

- Guild for Life Scholarship.

Criteria: student must carry a minimum of six credits, be a resident of Anne Arundel County, demonstrate financial need and maintain a GPA of 2.5.

- Holy Trinity Council No. 3413 Knights of Columbus Scholarship

Criteria: full-time students must demonstrate financial need, minimum 2.5 GPA, preference for one recipient given to members of Council 3413 or their dependents who meet all the eligibility criteria, U.S. citizens, county residents.

- David S. Jenkins Memorial Scholarship

Criteria: full-time student must demonstrate financial need, minimum 3.0 GPA, county high school graduate. Job Training Scholarship Program

Available to students pursuing college designated noncredit job training programs leading to specific occupations. Eligible programs must be at least 50 contact hours in length with tuition and fees exceeding \$300. Must demonstrate financial need.

- Dr. Bertram S. Kraus Memorial Scholarship

Criteria: full-time student must demonstrate financial need, minimum 2.0 GPA, county resident.

- LAMBDA Scholarship

Criteria: student must be a member of the LAMBDA Club of AACC, carry a minimum of six credits and maintain a GPA of 2.5.

- Leidy Foundation Scholarship

Criteria: full-time student must demonstrate financial need, minimum 2.8 GPA, must be seeking an associate of arts degree.

- Robert P. Ludlum and Ruth S. Ludlum Memorial Combined Endowed Scholarship

Criteria: part-time or full-time student seeking degree, must have 3.0 GPA and have completed 24 credits.

- Lawrence F. Marcous and George C. Council Memorial Scholarship (Severn River Lions Club) Criteria: full-time student seeking degree, financial need preferred, minimum 3.0 GPA, U.S. citizen, county resident, preference will be given to candidate involved in extracurricular or athletic activities.

- Michael and Marguerite Miraglia Memorial Scholarship

Criteria: full-time student, minimum 2.0 GPA, student visa or permanent resident visa.

- Barbara Moeller Scholarship

Criteria: Open to incoming freshman from Glen Burnie High School with a minimum 3.0 GPA. Must show financial need and have exhibited leadership skills through participation in extra curricular activities.

- Daniel C. and Edith B. Olson Scholarship

Criteria: full-time student must demonstrate financial need, minimum 2.0 GPA, U.S. citizen, county resident.

- Parole Rotary Foundation Scholarship

Criteria: full-time student must demonstrate financial need, minimum 2.0 GPA, county resident, seeking a degree.

- Diane "Mom" Phelps Memorial Scholarship

(Spring award) Criteria: must have completed one term at the college, minimum 2.0 GPA, show evidence of college service, additional application required.

- William Donald Schaefer Scholarship

Criteria: part- or full-time, first- or second-year student, must demonstrate financial need, minimum 2.0 GPA, resident of Maryland, U.S. citizen or hold permanent resident visa.

- Severn Town Club's Doris P. Troutman Memorial Scholarship

Criteria: enrolled minimum six credits, degree seeking, preference given to students enrolled in HIS 217 (WMS 217), HIS 218 (WMS 218) or HEA 113 (WMS 113); must demonstrate financial need, county resident.

- Martha A. Smith Scholarship

Criteria: open to all students registered for at least nine credits who demonstrate financial need but are ineligible for Pell funding. Must be a resident of Anne Arundel County and maintain a GPA of 2.5.

- Student Achievement and Success Program Scholarship

Eligibility includes acceptance into the college Student Achievement and Success Program and demonstrated financial need. Recipients must be first generation college students with a minimum GPA of 2.0.

- P. Truluck-Brown and Louis Aymard Jr. Scholarship

Criteria: part-time, first-term student, must demonstrate financial need, enrolled minimum of three credits, preference given to a parent with dependent children, out of high school for minimum of seven years, U.S. citizen or hold permanent resident visa, county resident.

- Edward M. Webster and the Bank of Glen Burnie Memorial Scholarship

Criteria: full- or part-time, second-year student seeking a degree in any program, 3.0 GPA, must demonstrate financial need, county resident.

## **Student Complaint Procedures**

Students seeking to resolve a concern or complaint about an issue relevant to an action or interaction of a college employee should use the following procedures. These procedures are established to resolve the matter fairly and in a timely manner. Therefore, whenever possible, consultation with those individuals directly involved is encouraged. Resolution may be facilitated by a college ombudsperson who can assist both parties with his or her attempt to articulate concerns and identify possible solutions. Please contact Counseling, Advising and Retention Services to inquire about ombudsperson services.

### **A. Grievance about academic assessment**

1. The authority to assign grades for academic work is exclusive to the course instructor. Therefore, should a student believe that an assigned grade or evaluation is capricious or unfair, the student should immediately discuss the matter with the instructor.
2. If the student believes that the concern has not been adequately addressed by the instructor, only then should the student seek the assistance of the department chair/director/supervisor in an attempt to resolve this matter.
3. If after five business days from initial contact of the department chair/director/supervisor the student believes that the concern has not been adequately addressed, only then should the student seek the assistance of the school/division dean.
4. A response to the student's written complaint will be prepared by the dean within five business days of a receipt of a complaint. If the student believes the dean's response has not addressed the concern, only then should the student seek the assistance of the vice president for learning. The vice president should be contacted in writing. Correspondence with the vice president must include details of compliance with the process as outlined above.
5. Adjustment to the process: No step here outlined may be ignored; however, in the event that a student has valid reasons for declining discussion with the instructor or the chair, the student may write to the school/division dean detailing such reasons and requesting an exception to the process. This is the sole method for adjusting the grievance process about an academic assessment.

### **B. Grievance about faculty members and instructional staff interactions with a student**

1. Should a student have concerns about the actions, inactions or comments of a faculty or instructional staff member, the student should immediately discuss the matter with the instructor or instructional staff member to try to resolve the matter.
2. If the student believes that the concern has not been adequately addressed by the instructor or instructional staff member, only then should the student seek the assistance of the department chair/director/supervisor in an attempt to resolve this matter.
3. If after five business days from initial contact of the department chair/director/supervisor the student believes that the concern has not been adequately addressed, only then should the student seek the assistance of the school/division dean.

4. A response to the student's written complaint will be prepared by the dean within five business days of a receipt of a complaint. If the student believes the dean's response has not addressed the concern, only then should the student seek the assistance of the vice president for learning. The vice president should be contacted in writing. Correspondence with the vice president must include details of compliance with the process as outlined above.
5. Adjustment to the process: No step here outlined may be ignored; however, in the event that a student has valid reasons for declining discussion with the instructor or the chair, the student may write to the school/division dean detailing such reasons and requesting an exception to the process. This is the sole method for adjusting the grievance process about an academic assessment.

C. Student Grievance about college staff interactions with a student

1. Should a student have concerns about the actions, inactions or comments of a non-instructional staff member, the student should immediately discuss the matter with the staff member to try to resolve the matter.
2. If the student believes that the concern has not been adequately addressed by the instructor or instructional staff member, only then should the student seek the assistance of the department chair/director/supervisor in an attempt to resolve this matter.
3. If after five business days from initial contact of the department chair/director/supervisor the student believes that the concern has not been adequately addressed, only then should the student seek the assistance of the school/division dean.
4. A response to the student's written complaint will be prepared by the dean within five business days of a receipt of a complaint. If the student believes the dean's response has not addressed the concern, only then should the student seek the assistance of the vice president for learning. The vice president should be contacted in writing. Correspondence with the vice president must include details of compliance with the process as outlined above.
5. Adjustment to the process: No step here outlined may be ignored; however, in the event that a student has valid reasons for declining discussion with the instructor or the chair, the student may write to the school/division dean detailing such reasons and requesting an exception to the process. This is the sole method for adjusting the grievance process about an academic assessment.

D. Accusation of discrimination

Questions concerning requests for accommodation should be directed to Counseling, Advising and Retention Services. Any complaints concerning requests for accommodation or of discrimination shall be directed to the federal compliance officer.





# Anne Arundel Community College

## ACCIDENTAL INJURY WAIVER FORM

I, \_\_\_\_\_, do hereby acknowledge that I understand that neither Anne Arundel Community College nor its agents or employees will be held responsible for any injuries or medical expenses that I might incur while participating in \_\_\_\_\_ class/activity.

I understand that I assume risk of possible injury in participating in this course. I accept full responsibility for this possibility.

I further acknowledge and understand that Anne Arundel Community College has no incident insurance policy to cover medical costs that I might incur as a result of my participation in this course. I also realize that it is important for me to carry my own accident insurance policy, and to make sure that said policy cover injuries incurred during my participation in this class.

I also certify that I have no physical condition or injury that might affect my participation in this class.

Student's name \_\_\_\_\_ Date \_\_\_\_\_  
(Please print)

Student Signature \_\_\_\_\_

If the Student is under 18 years of age, the parent or legal guardian must sign the following statement.

I certify that I am the parent or legal guardian of the above named minor and I have read, understood and accept the terms of this document.

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_  
Signature

(Required if student is under 18 years of age)

*If this form is not signed, the AACC Physician's Statement and Medical Clearance Form must be signed and submitted before student may participate in class.*

 **Anne Arundel Community College**  
**MEDIA PERMISSION FORM**

**NAME:**

**WRITTEN CONSENT**

I hereby give my permission and consent for the use of my likeness to Anne Arundel Community College and its respective successors and assigns for any and all commercial purposes in any and all photograph(s), photographic print(s), and/or film(s), and/or tape(s), and/or likeness(es) of myself, or other reproductions from negatives made of me (and all rights therein including the copyright) and authorize Anne Arundel Community College to make changes or alterations in any photograph(s), photographic print(s), and/or film(s), and/or tape(s), and/or likeness(es), reproductions or additions thereto produced pursuant hereto in any manner and with whatever copy they choose, without restriction as to frequency or duration of usage.

**I further understand, acknowledge and agree as follows:**

1. I agree that Anne Arundel Community College shall have and I hereby grant to Anne Arundel Community College the full and exclusive right to display and reproduce or cause to be reproduced my photograph(s), and/or film(s), and/or tape(s), and/or likeness(es) in any medium, electronic or otherwise, and to use said likeness(es) in any way in connection with the promotion of Anne Arundel Community College.
2. I represent that my photograph(s), and/or film(s), and/or tape(s), and/or likeness(es) are not subject to any ownership claim except from me and I agree that Anne Arundel Community College shall have and I hereby grant and assign to Anne Arundel Community College and its successors the full, exclusive and complete ownership of my photograph(s), and/or film(s), and/or tape(s), and/or likeness(es) and their reproductions and other materials (and all rights therein, including the copyright) produced pursuant to this release, which shall be deemed the sole property of Anne Arundel Community College.
3. I agree that Anne Arundel Community College may sell, publish, or use said photograph(s), and/or film(s), and/or tape(s), and/or likeness(es) for such purposes and in any manner and with whatever copy they choose as the college may deem appropriate in its sole discretion.

4. I hereby, in advance, release, waive, forever discharge, hold harmless and covenant not to sue Anne Arundel Community College, its trustees, employees, students, contractors, agents or representatives from and against any and all liability for any harm, injury, damage, claims, actions, causes of action, costs, demands, and expenses of any nature whatsoever which relate to any loss, damage, or injury whatsoever that may be sustained by me, or to any property belonging to me, or to any third party, whether or not caused by the negligence or carelessness of Anne Arundel Community College, its trustees, employees, contractors, agents or representatives, including students acting as such.
5. I understand that this written consent shall remain in effect until revoked by me, in writing, and delivered to \_\_\_\_\_, Anne Arundel Community College employee, or her/his successor, together with the lapse of a reasonable amount of time to remove said information from publication; nevertheless such revocation shall have no effect whatsoever on publications of the information prior to the effective date of the revocation, nor shall the revocation affect any of the obligations contained herein with respect to such use or disclosure of my likeness by Anne Arundel Community College, and any consequences flowing therefrom.
6. This agreement constitutes the entire agreement between the parties concerning the subject matter and shall be governed by the laws of the State of Maryland (except conflict of laws provisions). Any modification of this agreement shall be in writing and signed by both parties. If the likeness is of a minor person, then a parent or legal guardian shall also sign this agreement and any modifications thereto.
7. I hereby warrant and represent that I am at least eighteen (18)\* years of age, have the full right to contract in my own name with respect to the matters stated above, and have no conflicting advertising or promotional commitments that would cause me to be unable to enter into or fully perform the services and grant the rights specified by this release which I hereby make binding on my heirs, next of kin, and personal representatives.

**AGREED AND ACCEPTED:**

**PARTICIPANT:**

**ANNE ARUNDEL COMMUNITY COLLEGE:**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

Title and/or Position \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

*\* Complete the following if the above-named individual is under eighteen (18) years of age:*

I, the undersigned, warrant and represent that I am the parent or legal guardian of \_\_\_\_\_ whose signature appears above. I have read the above release agreement and understand and am fully familiar with the contents thereof and I hereby grant my permission and consent to all of the foregoing.

**PARENT OR LEGAL GUARDIAN:**

**ANNE ARUNDEL COMMUNITY COLLEGE:**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

Title and/or Position \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



## LIABILITY and RELEASE – TRAVEL FORM\*

STUDENT AGREEMENT:

The undersigned understands and agrees that Anne Arundel Community College is neither responsible nor liable for any injury, damage, or loss incurred by the undersigned while traveling to or from **Organization**, or while at **Organization**. The undersigned further understands that he/she is solely responsible for his/her actions and behavior at the **Organization**, and shall save and hold harmless the Board of Trustees/Anne Arundel Community College from any claims actions or judgments which may be brought or rendered against them due to the undersigned's actions while at the **Organization**.

Student Signature	Date
Print Student Name	

**If the Student is under 18 years of age, the parent or legal guardian must sign the following statement.**

I certify that I am the parent or legal guardian of the above named minor and I have read, understood and accept the terms of this document.

Parent/Legal Guardian Signature	Date	
(Required if student is under 18 years of age)		



## **Student Agreement of Understanding**

Please print your name, sign your name, and date this signature sheet and turn it in to one of your HCAT instructors by the end of the first week of classes.

I have read and understand the Hotel, Culinary Arts, & Tourism Institute's Student Handbook and its contents. I agree to abide by its conditions and contents.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

