



**Culinary Arts &
Hospitality Management Programs
Student Handbook
2023-2024**



Student Handbook

Table of Contents

Welcome	3
Contact Information	3
Non-discrimination Statement	3
General Information	4
Estimated Program Costs	4
Uniform Requirements	4
Career Opportunities	4
Program Mission	4
Essential Functions	5
Culinary Curriculum Sequence, degree, diploma & certificates	8-11
Hospitality Curriculum Sequence, degree, diploma & certificates	12-16
Resources	16
Student Services	17
Student Wellness Center	17
Culinary Club	17
SkillsUSA	17
Academic Integrity	18
Student Conduct	18
Student Accident Insurance	18
Student Health Insurance	19
Campus Safety	19
Work Based Learning Experiences	19

WELCOME

Welcome to the Culinary Arts and Hospitality Management Program at Nash Community College. We are pleased that you have chosen to become a part of Nash Community College. Your attendance and active participation are essential for effective learning. Success is dependent upon your willingness to take responsibility for learning both academic and professional aspects of hospitality. The CUL/HRM program can be challenging, both mentally and physically and requires a strong commitment to learning coupled with significant out of the classroom study time. The faculty is focused on providing a program of excellence and helping you achieve the goal of becoming an outstanding hospitality employee.

This Student Handbook is designed to help you facilitate understanding of policies/procedures, rules and regulations of Nash Community College (NCC) as well as the CUL/HRM Program. It is used in conjunction with the NCC College Catalog. Some program policies may be more specific than the NCC policies and in these cases, program policies take precedence. Please take time to familiarize yourself with these publications. Individual course syllabi are provided at the start of each course, these syllabi are a primary source of information from the instructor about the course, and may be modified at the discretion of the faculty. Although it can provide the answers to many frequently asked questions, please do not hesitate to ask a faculty or staff member for information. You will be notified of changes in policy, procedure, or practice as they occur.

CONTACT INFORMATION

Instructor

Carlo Quagliaroli
Culinary Arts
(252) 451-8366
clquagliaroli273@nashcc.edu
Office: Bld. G Room 1165

Instructor

Greg Quintard
Hospitality Management
(252) 451-8386
gmquintard443@nashcc.edu
Office: Bld. G Room 1166

Department Chair

Sarah Prezioso
(252) 451-8317
sprezioso131@nashcc.edu
Office: 6125 Building F

NON-DISCRIMINATION STATEMENT

Nash Community College does not unlawfully discriminate in offering equal access to its educational programs and activities or with respect to employment terms and conditions on the basis of an individual's race, color, national origin, sex, sexual orientation, gender, gender expression, gender identity, genetic information, disability, age, religion, or veteran status.

- Nash Community College Catalog

GENERAL INFORMATION

The Nash Community College Culinary Arts and Hospitality Management Program is a five-semester curriculum that prepares the student for a career working in hospitality organizations from hotels to restaurants through classroom and laboratory education. Upon completion of the program, the student will be awarded the Associate in Applied Science (AAS) in Culinary Arts and Hospitality Management degree.

OVERVIEW

The Culinary Arts curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of food service settings, including full-service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilities.

Students will be provided theoretical knowledge and practical application that build critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

The Hospitality Management curriculum prepares individuals to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs. Course work includes guest services, leadership, management, restaurant operations, lodging operations, marketing, sanitation, food preparation, food and beverage management and other critical areas.

ESTIMATED COSTS

[Nash Community College Tuition chart](#) The program requires 69 credit hours

Textbooks \$500 per semester

Knife kit \$ 175 (one time purchase)

Uniform \$100 (one time purchase)

Uniform requirements:

- White chef's jacket with long sleeves, (2 recommended)
- Black chef pants, (2 pairs recommended)
- Black non-slip closed toed shoes (1 pair recommended)
- Chef hat (black "skull hat") (2 recommended)

CAREER OPPORTUNITIES

Culinary Arts graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

Hospitality Management Graduates should qualify for management or entry-level supervisory positions in food and lodging operations, including restaurants, foodservice, beverage service, catering, front office, reservations and housekeeping. Opportunities are also available in product services, and technology support and sales.

PROGRAM MISSION

The mission of the Hospitality Management/Culinary Arts program is to prepare students to enter the growing hospitality industry with management skills broad enough to be applicable in a variety of hospitality fields at the entry level supervisory position. Our vision is to be the area leader in hospitality and culinary management through the delivery of quality hospitality education with facilities that will enhance learning, achieve student growth in enrollment and retention, and create a pleasurable educational experience.

1. Provide a standardized curriculum that includes basic understanding and management perspectives in the areas of hospitality management.
2. Provide training in preparation for and assistance in obtaining internships in industry that provides practical application experiences for students.
3. Participate fully with high school programs designed to transition students into college hospitality programs. Through articulation agreements, provide opportunities for students to transition their AAS degree into four-year hospitality programs
4. Use case study and situation analysis in all classes to develop communication and analytical skills necessary to be an effective manager.
5. Maintain and expand industry contacts and relationships to continue to provide employment opportunities for students.
6. Graduates express satisfaction with their academic preparation and they can identify and evaluate opportunities afforded to them by the Hospitality Management program.
7. Graduates seeking employment are successful in finding jobs in their specialty area and/or meeting their goals of continuing their education.

ESSENTIAL FUNCTIONS OF CULINARY ARTS/HOSPITALITY EDUCATION

Admission, Retention and Graduation Standards

Students enrolled in the Culinary Arts and Hospitality Management Programs at Nash Community College must demonstrate competence in various intellectual, physical, and social aspects, which represent the fundamental skills needed by professional chefs/managers upon graduation. The Culinary Arts and Hospitality Management programs curriculum provides the general, technical, and hands-on education required to enable the student to independently deliver entry-level hospitality services in entry level restaurant settings. All students must meet the requirements of the Nash Community College Culinary Arts and Hospitality Management programs without regard to student preference or choice of hospitality/culinary work in the future.

The Americans with Disabilities Act (ADA) ensures qualified applicants to public institutions the ability to pursue program admissions, however, the applicant must meet essential requirements. All students admitted to the Culinary Arts and Hospitality Management Programs will be held to the same standards with or without

reasonable accommodations. Please note that many of the culinary classes have laboratory components in a kitchen environment which does not permit service animals due to sanitation requirements.

The following functions are considered essential requirements for admission, retention, and graduation in Nash Community College's Culinary Arts and Hospitality Management Programs. The purpose of these functions is to ensure hospitality students will provide safe, competent, and professional skills for their area of hospitality employment.

Mobility/Motor Skills: Sufficient motor ability (balance, coordination, speed, agility), strength, and stamina to move independently throughout a work setting, to move equipment/product, and to ensure safe and effective results.

Examples (Not Inclusive):

- Move freely, quickly, and safely in a close environment.
- Move from workstation to workstation near other students and equipment.
- Stand and move about the kitchen/laboratory for up to 8 hours with minimal rest opportunity.
- Complete cleaning responsibilities requiring stooping, bending, and climbing.
- Move supplies between floor and upper shelving above head, including stock supplies up to 25 pounds.
- Safely manipulate small wares, equipment, and equipment controls.
- Safely use knives and other commercial cooking equipment.
- Safely pour liquids, including hot liquids.
- Safely handle hot foods.
- Perform repetitive tasks required in a commercial kitchen.
- Efficiently use whisking, dicing, and piping skills.
- Hold containers such as pots and bowls while mixing and blending ingredients in those containers.

Sensory Abilities: Sufficient auditory, visual, and tactile ability to be able to communicate and work within a working kitchen environment

Examples (Not Inclusive):

Auditory (corrected or not): recognize instructor's verbal instructions, food preparation machine alarms, and other students' verbal directions while working in a busy and noisy environment

Visual (corrected or not):

- Read meters and gauges, printed and written instructions.
- Visually judge the preparation, doneness, color and quality of product before, during, and after production.
- Read ingredient labels and recognize products on sight.

Tactile

- Taste and feel product texture to determine quality and/or doneness, and adjust flavors appropriately.
- Distinguish visual guidelines, smells, and tastes of products used in a culinary environment.
- Handle a variety of foods including meat, seafood, and poultry.

Communication Skills: Sufficient communication abilities in English for written (printed and typed), verbal and non-verbal communication with instructors and other students in the working kitchen environment.

Examples (Not Inclusive):

- Speak clearly and distinctly.
- Hear and observe individuals/groups in order to elicit information and communicate effectively in verbal and non-verbal formats.
- Use appropriate culinary terminology and correct spelling/grammar.
- Demonstrate listening skills and follow directions.
- Follow verbal and written instructions.

Behavioral/Social Interpersonal Skills: Sufficient behavior and social abilities to interact and work collaboratively with individuals and groups.

Examples (Not Inclusive):

- Work collaboratively and cooperatively with other students and instructors.
- Complete an equitable share of assigned work projects.
- Complete an equitable share of kitchen duties.
- Follow directions or instructors and fellow students.
- Remain calm and productive in a stressful environment.
- Self-manage medical and emotional conditions.
- Manage physically-taxing workloads and emotional stress.
- Demonstrate the ability to adapt to rapidly changing situations/environments without warning.

Intellectual/Problem-Solving Skills: Sufficient ability to collect, interpret, and integrate information for sound decision making. Must be able to exhibit at least 3 separate culinary skills at the same time, i.e., working with a mixer while measuring out ingredients and baking something in the oven.

Examples (Not Inclusive):

- Work with other students to come to a common goal for a finished project.
- Handle more than one project during the allotted time given.
- Work within a timed environment for the production of one or more products/projects.
- Delegate responsibilities, equally amongst yourself and others, with confidence/understanding of skills needed for the required responsibility.

Please Note: These requirements do not reflect functions which may be required for employment of the graduate. Students seeking admission to the Culinary Arts and Hospitality Management Programs must initial and sign showing they are capable of meeting the essential functions described with or without reasonable accommodations. It is the responsibility of the student with disabilities to request reasonable accommodations necessary to meet the essential requirements. If accommodation is requested, the student must provide documentation of his/her disability and specify his/her request for accommodation to the ADA Counselor in Student and Enrollment Services.

**** Students should meet with an advisor prior to registering****
Culinary Arts A55150: Curriculum Sequence Checklist

1st Semester (Fall)

Course:	Course Name:	Credit Hour(s):	Prerequisite:	Corequisite:	Notes:
ACA 115	Success & Study Skills	1			*ACA 122 may also fulfill this requirement if student intends to transfer **SU 2023 course sub will need to be completed for ACA 115.
CIS 110	Introduction to Computers	3			Take in 1st semester Important Prerequisite for future classes
MAT 143	Quantitative Literacy	3	DRE 098 & DMA 050		If DRE 098 and/or DMA 050 credit is not on STAC screen, contact nccplacement@nashcc.edu
CUL 110	Sanitation & Safety	2			Take in 1st semester Important Prerequisite for future classes
CUL 140	Culinary Skills I	5	DMA 010, 020, 030	CUL 110	Take in 1st semester
CUL 160	Baking I	3		CUL 110	Take in 1st year; FALL Only

Total: 17

2nd Semester (Spring)

Course:	Course Name:	Credit Hour(s):	Prerequisite:	Corequisite:	Notes:
ENG 111	Writing & Inquiry	3	DRE 098		If DRE 098 credit is not on STAC screen, contact nccplacement@nashcc.edu
CUL 130	Menu Design	2			Recommended to take CIS 110 first Take in 1st year
CUL 135	Food & Beverage Service	2		CUL 135A	Take in 1st year
CUL 135A	Food & Beverage Service Lab	1		CUL 135	Take in 1st year
CUL 240	Culinary Skills II	5	CUL 110 & CUL 140		Spring and Summer only

CUL 260	Baking II	3	CUL 110 & CUL 160		Spring Only
---------	-----------	---	-------------------	--	-------------

Total: 16

3rd Semester (Summer)

Course:	Course Name:	Credit Hour(s):	Prerequisite:	Corequisite:	Notes:
HRM 110	Introduction to Hospitality & Tourism	3			
CUL 112	Nutrition for Foodservice	3			Summer only; ONLINE Only

Total: 6

4th Semester (Fall)

Course:	Course Name:	Credit Hour(s):	Prerequisite:	Corequisite:	Notes:
PSY 150	General Psychology	3			
CUL 170	Garde Manger I	3	CUL 240		FALL Only
CUL 230	Global Cuisines	5	CUL 110 & CUL 240		FALL Only
HRM 245	HR Management - Hospitality	3			ONLINE Only
WBL 131	Co-Op Work Experience	1	CUL 240		Requires instructor permission

Total: 15

5th Semester (Spring)

Course:	Course Name:	Credit Hour(s):	Prerequisite:	Corequisite:	Notes:
	Communications Elective				COM 110, 120, or 231
CUL 250	Classical Cuisine	5	CUL 240		SPRING Only
HRM 220	Cost Controls - Food & Beverage	3	DMA 030		SPRING Only If DMA 030 is not on STAC screen, contact nccplacement@nashcc.edu
WBL 211	Co-Op Work Experience	1	CUL 240		Requires instructor permission
	Humanities/Fine Arts Elective	3	Course Dependant		Choose from one of the following: ART 111, ART 114, ART 115, DRA 111, HUM 110, HUM 115, HUM 120, HUM 130, HUM 160, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212

Total: 12

Students must pass CUL 110 Sanitation and Safety with a grade of C or better and must pass the ServSafe Food Safety exam with a 70% or better during the course in order to receive credit toward graduation and satisfy the CUL 110 prerequisite for culinary courses.

All CUL-prefixed courses must be passed with a grade of "C" or better in order to progress to a subsequent course and fulfill graduation requirements.

Culinary Arts - Foodservice Diploma, D55150

					<u>Class</u>	<u>Lab</u>	<u>Credit</u>
General Education							
		Communications Elective			3	0	3
ENG	111	Writing and Inquiry			3	0	<u>3</u>
							6
Major Core Courses							
CUL	110	Sanitation and Safety			2	0	2
HRM	220	Cost Control- Food & Beverage			3	0	3
CUL	130	Menu Design			2	0	2
CUL	140	Culinary Skills I			2	6	5
CUL	160	Baking I			1	4	3
CUL	240	Culinary Skills II			1	8	5
CUL	260	Baking II			1	4	3
HRM	110	Introduction to Hospitality & Tourism			3	0	<u>3</u>
							26
Other Major Courses							
CUL	112	Nutrition for Foodservice			3	0	3
CUL	135	Food and Beverage Service			2	0	2
CUL	135A	Food and Beverage Service Lab			0	2	<u>1</u>
							6
Total Hours for Graduation							38

Essential Culinary Skills Certificate, C55150A

		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
CUL 110	Sanitation and Safety	2	0	2
CUL 135	Food and Beverage Service	2	0	2
CUL 135A	Food and Beverage Service Lab	0	2	1
CUL 140	Culinary Skills I	2	6	5
CUL 240	Culinary Skills II	1	8	<u>5</u>
Semester Total				15

Baking Certificate, C55150B

		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
CUL 110	Sanitation and Safety	2	0	2
HRM 220	Cost Control- Food & Beverage	3	0	3
CUL 130	Menu Design	2	0	2
CUL 160	Baking I	1	4	3
CUL 260	Baking II	1	4	<u>3</u>
Semester Total				13

Advanced Catering for Entertaining Certificate, C55150C

		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
CUL 130	Menu Design	2	0	2
CUL 170	Garde Manger I	1	4	3
CUL 230	Global Cuisines	1	8	5
CUL 260	Baking II	1	4	<u>3</u>
Semester Total				13

Hospitality Management A25110: Curriculum Sequence Checklist

1st Semester (Fall)

Course:	Course Name:	Credit Hour(s):	Prerequisite:	Corequisite:	Notes:
ACA 115	Success & Study Skills	1			*ACA 122 may also fulfill this requirement if student intends to transfer **SU 2023 course sub will need to be completed for ACA 115.
MAT 143	Quantitative Literacy	3	DRE 098 & DMA 050		If DRE 098 and/or DMA 050 credit is not on STAC screen, contact nccplacement@nashcc.edu
HRM 110	Introduction to Hospitality & Tourism	3			Take in 1st year; Fall & Summer only
CUL 110	Sanitation & Safety	2			Take in 1st semester Important Prerequisite for future classes
CUL 140 -OR- CUL 142	Culinary Skills I -OR- Fundamentals of Food	5	DMA 010, 020, 030	CUL 110	CUL 142 Recommended CUL 142 Fall Only

Total: 14

2nd Semester (Spring)

Course:	Course Name:	Credit Hour(s):	Prerequisite:	Corequisite:	Notes:
ACC 120	Principles of Financial Accounting	4			
ENG 111	Writing & Inquiry	3	DRE 098		If DRE 098 credit is not on STAC screen, contact nccplacement@nashcc.edu
CIS 110	Introduction to Computers	3			Take in 1st year
CUL 135	Food & Beverage Service	2		CUL 135A	Take in 1st year
CUL 135A	Food & Beverage Service Lab	1		CUL 135	Take in 1st year
HRM 120	Front Office Procedures	3			Spring only

Total: 16

3rd Semester (Summer)

Course:	Course Name:	Credit Hour(s):	Prerequisite:	Corequisite:	Notes:
	Communications Elective	3			Choose one: COM 110, 120 or 231
PSY 150	General Psychology	3			

Total: 6

4th Semester (Fall)

Course:	Course Name:	Credit Hour(s) :	Prerequisite:	Corequisite:	Notes:
CUL 130	Menu Design	2			Recommended to take CIS 110 first
HRM 140	Legal Issues - Hospitality	3			Fall only
HRM 225	Beverage Management	3			Fall only
HRM 240	Marketing for Hospitality	3			Fall only
WBL 111	Co-Op Work Experience	1	Permission Required		Requires instructor permission
	Special Topics Elective	3	Course Dependent		Choose from one of the following: CUL 112, CUL 160, HRM 130, or HRM 210 (FALL Only) *If interested in the Event Planning Certificate, take HRM 210.

Total: 15

5th Semester (Spring)

Course:	Course Name:	Credit Hour(s) :	Prerequisite:	Corequisite:	Notes:
	Humanities/Fine Arts Elective	3	Course Dependent		Choose from one of the following: ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212
HRM 220	Cost Control - Food & Beverage	3	DMA 030		SPRING Only If DMA 030 is not on STAC screen, contact ncplacement@nashcc.edu
HRM 245	HR Management - Hospitality	3			Spring & Summer only
HRM 280	Management Problems - Hospitality	3	HRM 110		Spring only
WBL 121	Co-Op Work Experience	1	Permission Required		Requires instructor permission
	Special Topics Elective	3	Course Dependent		Choose from one of the following: CUL 112, CUL 160, HRM 130 (SPRING Only), or HRM 210 *If interested in the Bed & Breakfast Management Certificate, take HRM 130.

Total: 16

Total Credit Hours Needed For Graduation: 67

Hospitality Management Diploma, D25110

				<u>Class</u>	<u>Lab</u>	<u>Credit</u>
General Education						
		Communications Elective		3	0	3
ENG	111	Writing and Inquiry		3	0	<u>3</u>
						6
Major Core Courses						
CUL	110	Sanitation and Safety		2	0	2
HRM	110	Introduction to Hospitality & Tourism		3	0	3
HRM	140	Legal Issues - Hospitality		3	0	3
HRM	220	Cost Controls – Food and Beverage		3	0	3
HRM	240	Marketing for Hospitality		3	0	3
HRM	245	Human Resource Mgmt – Hospitality		3	0	3
HRM	280	Management Problems - Hospitality		3	0	<u>3</u>
						20
Other Major Courses						
CUL	135	Food and Beverage Service		2	0	2
CUL	135A	Food and Beverage Service Lab		0	2	1
HRM	120	Front Office Procedures		3	0	3
HRM	130	Bed and Breakfast Management		3	0	3
HRM	210	Meetings and Event Planning		3	0	3
HRM	225	Beverage Management		3	0	<u>3</u>
						15
Total Hours for Graduation						41

Lodging Management Certificate, C25110A

		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
HRM 110	Intro. to Hospitality & Tourism	3	0	3
HRM 120	Front Office Procedures	3	0	3
HRM 140	Legal Issues- Hospitality	3	0	3
HRM 240	Marketing for Hospitality	3	0	3
HRM 245	Human Resource Mgmt.-Hospitality	3	0	<u>3</u>
Semester Total				15

Restaurant Management Certificate, C25110B

		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
CUL 110	Sanitation and Safety	2	0	2
CUL 135	Food and Beverage Service	2	0	2
CUL 135A	Food and Beverage Service Lab	0	2	1
HRM 225	Beverage Management	3	0	3
HRM 245	Human Resources Mgmt.- Hospitality	3	0	3
HRM 240	Marketing for Hospitality	3	0	<u>3</u>
Semester Total				14

Catering Management Certificate, C25110C

		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
CUL 110	Sanitation and Safety	2	0	2
CUL 130	Menu Design	2	0	2
CUL 135	Food and Beverage Service	2	0	2
CUL 135A	Food and Beverage Service Lab	0	2	1
CUL 140	Culinary Skills I	2	6	5
OR				
CUL 142	Fundamentals of Food	2	6	5
HRM 245	Human Resources Mgmt.- Hospitality	3	0	<u>3</u>

Semester Total					15
----------------	--	--	--	--	----

Bed & Breakfast Management Certificate, C25110D

			<u>Class</u>	<u>Lab</u>	<u>Credit</u>
CUL	110	Sanitation and Safety	2	0	2
CUL	140	Culinary Skills I	2	6	5
		OR			
CUL	142	Fundamentals of Food	2	6	5
HRM	120	Front Office Procedures	3	0	3
HRM	130	Bed & Breakfast Management	3	0	<u>3</u>
Semester Total					13

Event Planning Certificate, C25110E

			<u>Class</u>	<u>Lab</u>	<u>Credit</u>
HRM	140	Legal Issues- Hospitality	2	0	2
HRM	210	Meeting and Event Planning	0	2	1
HRM	225	Beverage Management	3	0	3
HRM	245	Human Resources Mgmt.- Hospitality	3	0	3
HRM	240	Marketing for Hospitality	3	0	<u>3</u>
Semester Total					15

RESOURCES

The CUL/HRM classrooms are located in 1166 and 1168 of the Business and Industry Center, Building G. Culinary materials and resources utilized during the program of study learning process are housed in these rooms. Classroom materials are available in the classroom for student use whenever such use does not interrupt an ongoing class. Students may need to make advance arrangements for the use of any equipment. Check with the faculty if in doubt. Please note that it is up to students and faculty to maintain the classroom, materials, and equipment in proper order. Materials should never be removed from the classroom area without specific permission. Students will be asked to contribute to maintaining the appearance of the facilities.

The Culinary Arts and Hospitality Management faculty are available during scheduled office hours, which are posted outside their offices also located in the Culinary kitchen area. Students may schedule appointments with the program faculty outside of their scheduled office hours.

The College library has many texts related to Culinary Arts and Hospitality Management, an extensive computerized database through NC Live, and Internet access. Class materials may be left on reserve in the library. A copy machine is available for student use at a low cost. Also, students can print course related material in the library free of charge (restrictions on daily quantity apply).

STUDENT SERVICES

There are several resources on campus to assist students with tutorial, advising, career planning, and counseling services. Please visit www.nashcc.edu, or Student and Enrollment Services for detailed information. Please make sure to contact your advisor or Student and Enrollment Services in a timely manner if you feel you might benefit from any of their services. Student and Enrollment Services offices are located in Building A, telephone: 252-451-8219.

[Student Wellness Center](#)

Student Wellness Center Room 2111, Bldg. B, Benvenue Hall. The Student Wellness Center provides confidential mental health services, including assessment and treatment for anxiety, depression, PTSD, substance use, Autism support, crisis intervention, safety planning; recovery support and a Collegiate Recovery Program, veterans support, and victim's advocacy for survivors of sexual assault and/or domestic violence. Additional wellness services through Single Stop include screening for federal, state, and local programs, SNAP applications and recertification services, Medicaid/Affordable Healthcare applications, financial counseling, and legal and tax preparation referrals. Blue Love resources for emergency assistance are provided as well as referrals to community helping agencies for shelter, food, and childcare. We also offer a MALE Mentoring and Leadership program. All services are provided at no cost to students.

For practicum Services, email : swell@nashcc.edu

[Single Stop](#)

Single Stop services include free tax preparation, benefits screening and access to financial helping resources, financial counseling, and legal services. Centrally located on campus in Building B, Room 2111 or email: singlestop@nashcc.edu.

Culinary Club

The Culinary Club is open to students enrolled in the Culinary Arts or Hospitality Management programs. The club is designed to encourage students to polish and perfect skills learned in culinary and hospitality courses and to promote these programs through campus activities.

SkillsUSA

SkillsUSA is a partnership for students, teachers, and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel by providing education programs, leadership opportunities, events and competitions that support career and technical education (CTE). Students enrolled in the Culinary Arts and Hospitality Management programs at Nash Community College are automatically enrolled in the Nash CC SkillsUSA Chapter and are invited to attend regular chapter meetings.

The SkillsUSA Framework is a nationally created and recognized set of 17 skills. The skills are in 3 categories of personal, workplace, and technical skills grounded in academics to address technical and soft skill training. The Culinary Arts and Hospitality Management curriculums at Nash CC is consistent with the three components of the SkillsUSA Framework.

Academic Integrity:

Academic Integrity Nash Community College upholds the integrity of the academic process. Academic dishonesty undermines that integrity. Academic dishonesty includes cheating and plagiarism.

Cheating is an attempt to use unethical or dishonest means to perform work for a course. These may include, but are not limited to, copying the work of others, bringing unapproved sources of information during tests or other work (“cheat sheets,” the use of information stored on electronic devices, the use of others’ work on out of class assignments, etc.), and any other covert means to complete work without the approval of the instructor. Cheating encompasses both those giving and receiving aid.

Plagiarism is the undocumented use of information or the work of others presented as one’s own. Nash Community College recognizes two types of plagiarism - accidental plagiarism and deliberate plagiarism.

Accidental plagiarism occurs when a student attempts to cite their sources, but does so improperly or incompletely. Nash Community College treats accidental plagiarism as poor work, and it will be graded as such.

Deliberate plagiarism occurs when a student copies the work of others or purposefully uses information from sources with no attempt to document it and presents it as their own. Nash Community College treats deliberate plagiarism as academic dishonesty.

Academic dishonesty is dealt with as follows:

1. For a first offense within a course, the student will receive a zero for the work in question. The student will be counseled by the instructor. An Academic Dishonesty Report form will be forwarded to the Associate Vice President for Curriculum and Chief Program Officer and maintained on file.
2. For a second offense within a course, the student will receive an F for the course. An Academic Dishonesty Report form will be forwarded to the Associate Vice President for Curriculum and Chief Program Officer and maintained on file.
3. Repeated offenses may lead to the recommendation of additional actions and penalties, including suspension or expulsion from the College in accordance with the Student Dismissal, Suspension, or Expulsion Authority procedure.

Student Conduct Statement:

Students at Nash Community College are expected to conduct themselves as responsible adults in accordance with generally accepted standards of morality and decency at all times. The conduct code is printed in the NCC catalog and the NCC student calendar. A violation of any of the listed behaviors will warrant immediate disciplinary action and may result in suspension from the College.

STUDENT ACCIDENT INSURANCE

The NCC College Catalog states that all students registered in “curriculum classes are insured for accidental injuries which may occur in class or on college property.” This includes practicum education experiences for the CUL/HRM program. Injuries during commute to and from the campus or practicum field experience sites are not included.

If a student is injured during the practicum field experience, the instructor and student should notify the program director. An incident report must be filed immediately and forwarded to the program director. All incident reports will be forwarded to the Campus Safety Director and Dean of Student and Enrollment Services. The student is responsible to maintain and provide all documents needed that relate to services and costs for care received as a result of an injury.

Information regarding detailed coverage of this policy may be obtained from the Student and Enrollment Services Office or by visiting the College website at www.nashcc.edu/studentaccident.

STUDENT HEALTH INSURANCE

Nash Community College is pleased that students have an opportunity to purchase medical, vision, and dental insurance coverage through a group plan designed for community college students and their families. The Community College Student Insurance medical plan and vision plan are offered by United Healthcare and the dental plan is offered by Humana. United Healthcare and Humana are responsible for enrollment, eligibility verification, benefits administration, and premium collection for the plans. The program requires a minimum of 3 credit hours per semester. It is important to note that NCC does not specifically endorse this plan or these providers. The plan is a voluntary option for our students. Interested students should contact the plan provider to directly enroll or compare with other plans. For additional information, please call the plan provider at 1-800-509-6988 or visit www.studentccsi.com.

CAMPUS SAFETY

Nash Community College is committed to providing a healthy, safe, and secure environment for all members of the campus community. Faculty, staff, and students should review the campus Emergency Plan for Nash CC posted in each classroom. The Emergency Plan may also be accessed on the College website by clicking on About NCC, Visit NCC, NCC Police Department or you can [click here](#). Students are encouraged to email any safety and security concerns to NashCCSafety@nashcc.edu or contact the Campus Security & Safety Director at 252-451-8313.

Students are strongly encouraged to sign up for the College’s free text alert system. Information and registration is available at www.nashcc.edu/alerts. You will need your student email and follow all instructions

WORK BASED LEARNING EXPERIENCES

Work based learning experiences allow students to “develop the knowledge, skills and professional dispositions necessary to promote the development and learning of young children.”

The Culinary Arts and Hospitality Management program partners with other programs and schools in the community to provide the highest quality experiences possible. Settings for field experiences and mentor teachers are chosen to enable our students to observe and work with experienced professionals who model

appropriate practices. Students will also have the opportunity to practice the skills and apply knowledge learned in curriculum classes under the guidance of these mentor teachers.

As a student of the College, the NCC Student Code of Conduct also applies when students are in off-campus settings that are associated with NCC courses.

Work Based Learning Potential Employers:

Barton College, Benvenue C.C., Wakefield CC, Rose Hill Conference Center. Hampton Inn, Quality Inn, Ichiban Restaurant, Lou Reda, Dunn Center, Prime Smokehouse, Hampton Inn, Courtyard, Residence Inn, Hilton Garden Inn, Holiday Inn Express, Midway Café, Outback Steakhouse, Rocky Mount Mills, Tru Hotel, Doubletree Hotel, Wende Jackson Cakes, Barley and Burger, Larema Coffee House, multiple caterers.