

OVERVIEW OF APPRENTICESHIP PROGRAM

The American Culinary Federation South Bend Chapter Apprenticeship Program is a three year, 6000 hour traditional apprenticeship program with students accepted into the program throughout the year. The program has been approved by the U.S. Department of Labor and the American Culinary Federation. The months of September through May are a highly organized, structured, and regimented system of theoretical and practical application classes. The Apprenticeship program is governed by the ACF South Bend Chefs and Cooks Association and administered and facilitated by both the Chapter and Ivy Tech Community College. Selection of apprentices will be done on a completely non-discriminatory basis with consideration of qualifications only.

GRADUATION

The graduation requirements for the apprentices must meet the following standards:

- " Satisfactory completion of all theoretical and practical application classes.
- " Completed logbook, including 150 entries with appropriate signature.
- " Minimum recorded participation in three chapter extra curricular activities (one per year) TBA
- " Satisfactory completion of the Final Written and Practical Exam as administered by the American Culinary Federation. In addition to minimum satisfaction of each of the 12 work processes as well as the individual tasks in each work process.

ETHICS AND CULINARIAN'S CODE

It is expected that all apprentices show courtesy and respect for each other and for all supervisors, instructors, and fellow employees. The apprentice must always govern himself/herself according to the guidelines of the "Culinarian's Code."

ASSOCIATION ACTIVITIES

One of the requirements in the apprenticeship program is membership.

Once an individual is accepted into the program, he/she must apply for junior membership. The apprentice will be required to show proof of membership for his/her full term of apprenticeship. Attendance is required at the monthly meetings. This attendance will help keep the apprentice informed of local and national activities. Educational seminars and guest speakers as well as social and general business are topics of the meetings.

Another very important requirement to the successful Apprentice is that they take part in chapter activities, which have both professional and community involvement.

LOGBOOK

An important part of your training is recording the work tasks that are performed during your apprenticeship. It is necessary to submit your logbook to your supervising chef for evaluation. This can and should be logged at the same time the chef is reviewing your recipe entry, once a week. The committee recommends that you and your chef perform this task on the same day each week to maintain a consistency in the process, and at that time you and your Chef meet and discuss the past week's activities. *The committee feels this is a very important part of the program.*

Special attention should be given to the LOGBOOK which serves as permanent records of your training. The completion of this book is necessary to be eligible for the final practical examination.

At least one entry per week should be made by the apprentice. Completed entries should total 150 at the completion of the program. Acceptable entries include recipes or methods of operation for the current work area. *It is the responsibility of the apprentice to have the supervisory chef sign and date the entry.*

The signing and dating of the logbook entry should be completed once the apprentice has proven to the supervising chef that he/she can perform the task. We recommend that this be achieved on a weekly basis.

PROBATION

The first five hundred (500) hours of apprenticeship shall be a period of probation. During that time either party may terminate the agreement of apprenticeship by notifying the other. After this period the apprenticeship agreement may be cancelled for cause. The Registration Agency shall be notified of all terminations and the reasons thereof.

A THOUGHT

"We may live without poetry, music and art;
We may live without conscience; and live without heart;
We may live without friends;
We may live without books;
But civilized man cannot live without cooks."

PURPOSE OF THE PROGRAM

The purpose of the American Culinary Federation Apprenticeship Program is to provide a basic training and educational program for apprentice cooks.

This will be achieved through offering students the following opportunities:

- " Develop a personal sense of pride and professionalism necessary for success in the hospitality industry.
- " Achieve knowledge of the history, evolution, and international diversity of the culinary arts.
- " Develop basic supervisory and management skills so that human and physical resources can be utilized efficiently.
- " Understand the principles of food identification and preparation.
- " Understand the basic principles of nutrition, dietetics, and food and beverage composition.
- " Understand the requirements for proper sanitation in the food service industry.
- " Gain a proficient understanding in the use and maintenance of food service equipment.
- " Become acquainted with the organization of professional kitchens and bakeshops, and effectively practice basic and advance skills in food preparation within those kitchens.
- " Develop a professional work ethic through a commitment to the ACFSB Culinary Apprenticeship Program.
- " Develop a personal philosophical base to build the ideals for the student's continuing career.

IVY TECH COMMUNITY COLLEGE APPRENTICE CURRICULUM

COURSE NO.	COURSE TITLE	CREDITS
<u>First Semester (Fall)</u>		
HOS 101	Sanitation and First Aid	3
HOS 114	Introduction to Hospitality	3
IND 204-H1B	Chef Apprentice Internship I	2
<u>Second Semester (Spring)</u>		
HOS 102	Basic Food Theory and Skills	3
HOS 204	Food and Beverage Cost Control	2
IND 204-H2B	Chef Apprentice Internship II	2
<u>Third Semester (Summer)</u>		
ENG 111	English Composition	3
MAT 111	Intermediate Algebra	3
	OR	
MAT 112	Functional Mathematics	3
<u>Fourth Semester (Fall)</u>		
HOS 108	Table Service	3
HOS 202	Garde Manger	3
IND 204-H3B	Chef Apprentice Internship III	2
<u>Fifth Semester (Spring)</u>		
HOS 104	Nutrition	3
HOS 203	Menu, Design and Layout	2
IND 204-H4B	Chef Apprentice Internship IV	2
<u>Sixth Semester (Summer)</u>		
COM 101	Fundamentals of Public Speaking	3
SOC XXX	Social Science Elective	3
<u>Seventh Semester (Fall)</u>		
HOS 105	Introduction to Baking	3
HOS 109	Hospitality Purchasing	2
IND 204-H5B	Chef Apprentice Internship V	2
<u>Eighth Semester (Spring)</u>		
HOS 201	Hospitality Organization and Human Resources Management	3
CUL 207	Supervisory Skills/Human Relations	3
IND 204-H6B	Advanced Food Preparation	2
<u>Ninth Semester (Summer)</u>		
ECN XXX	Economics Elective	3
SCI XXX	Life Science Elective	3
Total Program Curriculum Credits	Certified Culinarian	42 Credits
	Associates Degree	63 Credits

Include the courses blocked in grey to earn an Associate Degree in Hospitality Administration/Culinary Arts in addition to your Certified Culinarian Degree or journeyman card; these courses may be omitted to earn your journeyman card only. Transfer of IND credits to the associate degree program is dependent upon the program chair's approval through Prior Learning Assessment.

APPRENTICE WORK PROCESSES

STATIONS OF THE KITCHEN _____ REQUIRED HOURS

1. Steward320 hours = 8 weeks
 2. Breakfast Cook.....480 hours = 12 weeks
 3. Vegetable Cook960 hours = 24 weeks
 4. Butcher160 hours = 4 weeks
 5. Broiler Cook800 hours = 20 weeks
 6. Soup and Sauce Cook.....640 hours = 16 weeks
 7. Pantry Cook and
Garde Manger.....960 hours = 24 weeks
 8. Saute Cook.....960 hours = 24 weeks
 9. Baker and Pastry Cook.....320 hours = 8 weeks
 10. Lead Cook.....400 hours = 10 weeks
- TOTAL HOURS6000 hours = 150 weeks**

ATTIRE AND HYGIENE STANDARDS

- " Proper attire for apprentices includes chef's coat and pants, neckerchief, apron, and chef's hat. Years of service are designated by the color of neckerchief worn by the apprentice. First year is red, second year is blue, and the third year is green. Shoes must be rubber-soled work shoes.
- " Attire must be clean and pressed.
- " Neatness and cleanliness are imperative.
- " Nails are to be manicured, no nailpolish is to be worn.
- " Mustaches and beards are to be neat and trimmed.
- " Bracelets, necklaces, large earrings, watches, and jewelry are not to be worn.
- " Hands must always be washed before beginning to work and as necessary thereafter.

SCHOLARSHIPS

There are excellent scholarships available to those apprentices who have the persistence to pursue them.

Scholarships are available through the American Culinary Federation, the American Academy of Chefs, Kraft Food Service, The National Restaurant Association, and other related trade organizations. Ivy Tech Community College also has a scholarship program and a financial assistance program.

CURRICULUM

Objective

The basic philosophy of the Apprenticeship program is to expose the students to as much hands-on cooking and work experience as possible (6000 hours) and augmenting the hands-on experience with up to 576 hours of theoretical application classes through Ivy Tech Community College. The goal of the program is to graduate students with a basic yet comprehensive education in the culinary arts, which will later enable the student to meet the growing needs of the food service industry.

Instructional Program

The instruction aspect has been designed to expose the student to every facet of the culinary arts and related subjects. All phases of the program must be completed in order to be eligible for graduation. The goal of the instructional schedule will be to ensure that every student progresses from basic to advanced subject matter. The program schedule is divided into (6) semester sequences over a 3 year span.

Apprenticeship Chairperson

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