



Dubrule International Culinary Arts

The Art Institute of Vancouver™

Campus Guide

Welcome to the Art Institute of Vancouver – Dubrule International Culinary Arts!

As a new student, you probably have many questions about what services are available to you and how you can utilize them. This Campus Guide is designed to inform you of these services and of the policies you will need to know to get you started. This Guide is intended as a supplement to your Academic Calendar. It covers information that is unique to the Culinary campus. For complete details concerning policies, procedures and the resources available, please refer to the Academic Calendar.

Campus Hours

Monday to Thursday 7:00am - 10:00pm
Friday 7:00am – 6:00pm
Saturday 9:00am – 5:30pm
Sunday closed

Reception hours

Monday - Thursday 8:00 am - 8:00 pm
Friday - 8:00 am - 5:00 pm
Saturday 9:00am - 5:30pm
Sunday closed

Winter 2007 Quarter Dates

- **1st Day of Instruction:** Tuesday, January 2, 2007
- **Last Day of Instruction:** Saturday, March 17, 2007
- **Quarter Break:** Sunday, March 18 to Sunday, April 1, 2007
- **First day of classes in Winter 07 quarter:** Monday, April 2, 2007

Statutory Holidays

- Monday, January 1, 2007

All buildings are closed on statutory holidays and re-open at 8:00am the day after the holiday. Please note that we follow British Columbia Student Loan policies with regards to rescheduling classes. A class will be rescheduled only if the same class on the same day/time has already had one cancellation.

Important Deadlines

Schedule & Course Section Changes

Section changes will be allowed from **noon, December 28, 2006 until 4:00 pm January 5, 2007**. No changes will be accepted after **4:00 pm on January 5, 2007**.

Section change forms are available at the Registrar's Office on the 6th floor of 1090 W. Georgia Street. Students will be notified through the provided contact information as to whether your change was possible or not.

No class "hopping" is allowed as we must keep track of each student's attendance for their scheduled classes. For example, if you are scheduled for ASM200 Section B, you cannot attend Section C because you like that time slot better.

Withdrawal Deadline

- The deadline for withdrawing from a class without having the course appear on your transcript is **Friday January 5, 2007** .
- The deadline for withdrawing from a class without having a grade appear on your transcript (W will appear and not factor in GPA calculation) is **March 3, 2007**.

NOTE: Withdrawing from a course may mean withdrawing from your program, which has financial implications as outlined in the PCITA (Private Career Training Institution's Agency of British Columbia, formerly PPSEC) directive within your Student Enrollment Agreement. This can include 'taking a break' from your studies. If you are making any change to your studies, you need to contact your Academic Director to discuss the implications which could include refunds or withdrawal penalties.

Services (Please check your Academic Calendar for additional information)

Student Affairs (aivstudentaffairs@aii.edu, <http://studentaffairs.artschool.com>)

Student Affairs coordinates events and also serves as a liaison to the various departments at the school, so don't hesitate to contact us if you have any questions or suggestions. The Student Affairs Coordinator's office is located in the Administration offices on the third floor.

Student Financial Services (studentfinance@aii.edu)

Our Student Financial Services department will help guide you through the maze of financial options available to you. They will assist you in completing the various student aid forms and put together a financial plan that's right for you. To make an appointment with SFS you can visit the Reception desk.

Student Accounting (studentaccounting@aii.edu)

If you need to make a payment to the school, contact Student Accounting. Visit Reception for details.

Registrar

If you have any questions or business pertaining to transcripts, confirmation of enrollment or matters of attendance, visit the Registrar's office on the 6th floor of 1090 West Georgia.

Career Services (careerservices@aii.edu)

Our Career Services department offers students employment assistance while enrolled and after graduation. They may also be involved in helping students to secure a practicum opportunity. We encourage you to meet with your Advisor early into your education in order to gain information that can keep you focused on your career goals. The Career Service Advisor's office is located in the Administration offices on the third floor.

The Career Services department is also home to the Student Employment Advisor, who works with current students to find part time work while they are attending the school. The SEA can also assist students with resume writing and interviewing etiquette. You can email the Student Employment Advisor at rarmstrong@aii.edu

Students may work part-time during the program, but due to the intensity of the course, it is suggested that no more than 20 - 24 hours per week be attempted. If possible, work should be scheduled primarily for weekends, with limited shifts during the week. Part-time work should not affect your attendance, your performance in class, or your home study time.

Counseling Services

All students have access to free counseling services provided by a trained clinical counselor. The counselor is available to students at all campus locations and provides services to students dealing with a variety of issues. Common areas of focus in counseling are: stress, anxiety, relationship issues, depression, anger management, time management, procrastination, sexual orientation and gender issues, balancing school/work/family demands and self-harming behaviors. To make an appointment, please contact the Reception desk at your campus or email the counselor directly at counselor@aii.edu.

Other Important Info

Lost & Found Articles

All lost & found articles should be turned in to the Receptionist.

Student Volunteers and Clubs

The Art Institute of Vancouver encourages students to get involved in contributing to the development of the school culture. There are a number of clubs that you can be involved in and/or you can contribute ideas for new clubs. For more details see the Student Affairs Website (<http://studentaffairs.artschool.com>)

Communication to students

The Art Institute of Vancouver utilizes a number of systems to communicate important daily announcements to students.

Student Affairs Website <http://studentaffairs.artschool.com> – this is the main source of information for students and should be **checked daily**.

School Email Account – School email accounts are also used extensively to communicate with students and should be **checked daily**. To access your email, go to: <http://stu.aii.edu/> and log in using the username and password provided in your Online Services System (OLS) letter that you received along with your schedule.

Campus Resources Website <http://cr.artschool.com> – this is where you can manage your account plus technical notes are available.

Bulletin Boards – there are a number of bulletin boards throughout the campus that should be checked on a regular basis for important announcements.

Theft

Any student taking any item from the premises of The Art Institute of Vancouver - Dubrulle International Culinary Arts without the prior approval of an Instructor will be immediately dismissed.

Smoking

The Art Institute of Vancouver – Dubrulle International Culinary Arts is a non-smoking building at all times. No smoking is permitted in the building, in the stairwell, in the changing rooms, or within the boundaries of the building lobby.

Guidelines for Acceptable Use of The Art Institute of Vancouver Campus Resources

Use all computers and communications resources in a manner consistent with the ethical principles set forth by The Art Institute and with accepted community standards. All files stored on The Art Institute computer systems are subject to review at any time.

- Respect the privacy of others.
Do not seek information, obtain copies of, or modify files, media or passwords belonging to others.
- Respect the rights of others.
Comply with all The Art Institute policies regarding sexual, racial or other forms of harassment. Do not engage in any behavior that violates any of our policies, or that would interfere with the proper use of The Art Institute resources by others.
- Respect the legal protection provided by copyright and licensing of programs, data and other sources of information.
Do not distribute or make copies of software without the permission of the copyright

holder. Do not download or install any software on The Art Institute computers or networks.

- Respect the intended use of computing resources.
Use all computing and communications facilities only for the purposes for which they are intended. The Art Institute computing resources may only be used for educational purposes.
- Respect the integrity of computer systems, networks and facilities.
Do not use programs, transactions, data or processes that infiltrate computer systems or damage or alter their software, data components or configurations. Do not alter the configuration of any Art Institute computer.
- Respect the need for system and network security.
Do not attempt to infiltrate or bypass security arrangements, or The Art Institute unauthorized access to facilities, resources, systems or networks.
- Respect the intended usage of systems for electronic information exchange, including the internet.

The user bears the responsibility for any material he or she chooses to access, send or display. Internet access provided by The Art Institute may not be used in any way that violates The Art Institute policies, or federal, provincial and local laws or statutes. All student use of the Internet must be in support of the written curriculum. Do not use the Internet for entertainment purposes, including but not limited to chatting, checking your e-mail during class, downloading software, music or other files, viewing pornography or other unsuitable material.

Internet Access & Appropriate Use

Internet access is provided at The Art Institute for the sole purpose of supporting the written curriculum. Students may access the Internet in the computer labs only for course-related work and in compliance with the guidelines set forth in this manual.

- Internet access in the computer labs is not to be used for chatting or recreational web surfing.
- Students may not use The Art Institute of Vancouver Internet access to download software or to view or download pornography.
- All Internet access is subject to monitoring at any time

Student Lounge / Food & Drink Policy

There are vending machines located in the Student Lounge on the third floor. All food and drink are to remain in the Student Lounge. No alcoholic beverages are to be consumed on the school's premises unless they are specifically part of the curriculum. A student should not consume alcohol before attending class. When off school premises, students are not permitted to consume alcohol while in Chef's uniform.

Washrooms

Men and Ladies' washrooms are located on the 3rd floor. The washrooms labeled "Faculty" are for Staff only.

Fire and Safety

The Art Institute of Vancouver has several First Aid Attendants. In case of fire or emergency, bells will sound and you will be instructed by the fire wardens of the necessary procedures. Please follow the instructions of the wardens.

Telephone Calls

The Art Institute of Vancouver – Dubrulle International Culinary Arts cannot take any personal calls for the students, with the exception of emergency calls which are taken and immediately given to the student. The office telephones are not available for students' use.

Photocopying

No photocopying will be done for students unless the photocopying is a part of an assignment and has the Instructor's approval.

Medical Insurance

Students are responsible to ensure that they have medical coverage valid for treatment in B.C. and that they are registered with a local doctor for the period of their training program. A photocopy of your Medical Insurance Card will be kept in your personal file for reference and must be on file for the first day of class. The Art Institute of Vancouver – Dubrulle International Culinary Arts reserves the right for a student to be sent home from class at the discretion of the Instructor if the Instructor feels that the student is not fit to continue for that day, due to the effects of medication, or for other health or safety reasons.

International students are required to maintain appropriate and sufficient health insurance.

International Student Visas

International students are responsible for ensuring that a copy of their Student Visa Authorization is submitted to The Art Institute of Vancouver – Dubrulle International Culinary Arts to be kept on file.

Out of Town Students

If you are attending from out of town, please provide our administration staff with your local (Vancouver) address on the first day of class. If you change your address at any time over the course of your training program, please inform the administration staff of your new address and telephone number if applicable. It is very important that a record of your current address and telephone number be kept on file.

General Class and Conduct Policies

These policies are **in addition** to those listed in the Academic Calendar, and are not intended to replace any policy established by The Art Institute of Vancouver.

Attendance Policy and Tardiness

The Culinary/Pastry Arts laboratories are hands-on, skill-oriented learning experiences. The daily exercises in each laboratory include exposure to foods, equipment and procedures that are unique and not repeated. Since hands-on training requires consistent student presence in the classroom, the attendance policy for lab sessions requires maximum student participation. All absences, regardless of reason, are recorded and will affect your overall evaluation.

All students are expected to attend each meeting of every class on time and for the entire class meeting time and report to class fully prepared with textbooks and other required materials. The administration and faculty mandate that each student attend every class to maximize their educational opportunities. Any tardiness beyond 15 minutes for laboratory classes and 15 minutes for academic classes will be considered excessive and may result in punitive action taken by the course instructor (see course syllabus given out by your instructor). If a second tardiness occurs, it will be at the discretion of the instructor whether or not late students will be admitted to class and credited with attendance for that day (see course syllabus given out by your instructor).

Failure to meet attendance requirements may result in rescheduling, may jeopardize academic standing and enrollment status, which may impact financial aid, as well as your graduation date.

Although some absences are unavoidable because of illness or emergency, due to the nature of the program there are no excused absences. Cultivation of desirable work habits is as important as the development of cooking skills. Students should train themselves to be present and on time for all classes. Development of these important habits while in school makes it considerably easier to satisfy the employer who demands regular and punctual attendance when students become employed. Daily attendance is maintained for this purpose.

Culinary Labs

- Labs that meet one day a week: maximum absences allowed: 12.5 hours
- Two days a week: maximum absences allowed: 17.5 hours
- A la Carte Kitchen: maximum absence allowed: 21 hours

Lecture classes

- Maximum absents allowed: 9 hours

A student may/will be dropped from a course after they have reached the maximum hours allowed.

Late Assignments/Make-up Assignments: Assignments are due at the start of class. Quizzes are traditionally administered at the start of class. Any assignment or quiz missed at the start of class cannot be made up unless extenuating circumstances caused the late arrival. There is no make-up for the class time missed. It will be the student's responsibility to see the Chef/Instructor for material covered on that day, in addition to the regular class reading and homework.

Classroom Management Philosophy:

- Students will conduct themselves as respectful and considerate adults
- Cell phones must be turned off during class
- Any student who disrupts the learning environment of a classroom will be asked to leave and may be marked absent for the day. The student has the right to organize his/her personal life and behavior as long as he/she does not interfere with the rights of others or with the educational process. The Academic Calendar provides a detailed description of the Student Code of Conduct. The Culinary Arts Academic Director is available to help students determine appropriate classroom behavior.

Culinary Kitchens

- Students may not bring any other materials or personal belongings into a lab, except those required for the day's production. Jackets, coats, bags, backpacks, etc. must be left in the change rooms.
- Students must inform the Chef/Instructor or a tablemate before leaving the kitchen.
- Students must leave their aprons and towels in the kitchen if they leave the room.

Dress Code

Lecture Class: Students are expected to be neatly groomed and presentable at all times. Business casual attire is suggested.

Culinary Kitchen Uniform: Students must report to class in full uniform and remain in full uniform at all times until they leave the premises. Students not in full uniform will be dismissed or not admitted to class. Students must have their tools, as well as all other required materials with them when reporting to a laboratory class.

- **Shoes:** cleaned and polished, compliant with WCB (Workers' Compensation Board). Color must be black and no shoe may have a heel higher than 2 inches. Must be a closed toe shoe. Oil-Resistant/Slip-Resistant soles – neoprene oil resistant sole and heel preferred and water-repellent material uppers. Oil-tanned water-repellent leather preferred.
- **Socks:** plain black or white socks. No ankle socks, stripes or emblems.
- **Pants:** Clean, pressed, hemmed check pants (standard issue only).
- **T-shirt:** white, no lettering, design, or insignia.
- **Neckerchief:** worn outside the uniform, close to the neckline.
- **Chef's jacket:** clean, pressed chef's jacket (standard issue only). The monogrammed uniform is the proper uniform. No logo uniform from another culinary school other than Art Institute schools or any business will be permitted.
- **Chef's hat:** (toque, standard issue only), all hair should be contained beneath the hat, including bangs. A student's hat must completely cover their hair. If this is not possible, they must first cover their hair with a hair net before wearing the hat. Hair must be and remain neutral in color.
- **Apron:** clean, standard issue.
- **Towels:** minimum two (2) school issued white side towels
- **Hair Restraint:** To prevent the contamination of food or food-contact surfaces, an effective hair restraint is required to be worn while in a culinary production kitchen class. The use of effective hair restraints shall also apply to any exposed scalp or facial hair, where there is the potential for contamination of food or food-contact surfaces. An effective hair restraint shall also be used in the partial or complete absence of scalp hair to preclude touching of the scalp and returning to food handling without hand washing. Facial hair restraints will not be required when facial hair is well groomed and trimmed evenly no longer than 1/8th inch long. It is the policy of The Art Institute of Vancouver – Dubrulle International Culinary Arts that men may not add facial hair such as beards, mustaches or long sideburns after they have started at the college; all male students must be clean-shaven daily. In case of skin conditions, the student must provide proper medical documentation.
- **Jewelry:** No jewelry except for a plain wedding band. All hand and facial jewelry is to be removed by any student wearing his or her uniform before entering The Art Institute.
- **Fingernails:** Fingernails must be kept short and immaculately clean at all times. Nail polish and/or fake nails are not allowed.
- **Perfume:** Students may not use perfume or cologne, as people may have an allergic reaction.

Clean and ironed uniforms are expected daily. Students are provided with permanent press chef uniforms. As part of their culinary education, students are responsible for the maintenance of their uniforms.

Line-Up Policy: Kitchen

At the start of every kitchen lab class the students will stand for "Line-Up", as to the Chef/Instructors direction. "Line-Up" is to ensure all students are in compliance with the uniform policy and prepared for class.

Food Consumption

Because eating is an essential component of every culinary student's experience, students are encouraged to sample every recipe completed in each quarter. Students will be allowed to consume prepared products on premises with the permission of the instructor of record (the instructor teaching the class). Designated time and place will be specified. Each culinary kitchen is a food production environment and must be in accordance with governments, municipalities or regional health authorities. In accordance with policy, students are not allowed to remove prepared food products from the kitchen, (i.e., doggie bags, leftovers, etc.). Adherence to the policy will prepare the student for desirable work ethics and standards as they enter the industry.

Procedure for tasting product:

- * all production of product is completed
- * the environment is organized, neat and clean
- * the Chef/Instructor completes the critique of the product
- * the product may be released for students to sample
- * no student may be eating in the same environment as the production of product.

Classroom/Lab Cleanliness

Being capable of respect is almost as rare as being worthy of it. "Be Clean-Think Clean-Live Clean," and you will earn the respect of those closest to you; at the same time you will contribute to the vital cause of food sanitation and personal hygiene. Your personal responsibility extends itself to the cleanliness and upkeep of your working surroundings, utensils, tools and equipment. There is never any slack time when you are in the kitchen! The job of cleanliness and sanitation is a never-ending, constantly vigilant war against dirt, filth, and disease.

Keep your work area clean. Be aware of debris that may be on the floor. Help keep dishes stacked and organized. Your goal is to make your station look like you are not working in it.

Leave each lab cleaner than when the class started.

Clean-As-You-Go

Clean-as-you-go is not just school policy; it is the law. We are obliged by law to provide our guests safe food that is free from harmful bacteria. To do this, everyone must maintain a clean working environment.

Our standard for cleanliness at The Art Institute of Vancouver – Dubrulle International Culinary Arts is clean at all times. Our definition of clean is "like new" condition, detailed from top to bottom and side-to-side.

Clean as you go means continually cleaning your work area. If you spill something, wipe it up immediately. If you drop something, pick it up. If you make a mess, clean up after yourself. Clean-as-you-go will save you time and will make your job easier. It takes you longer to perform your duties if your area is dirty and unkempt. A dirty work area is also dangerous. Dirty floors could easily cause slips and falls. Working in a dirty area causes cross-contamination. Contamination of food occurs when harmful bacteria comes in contact with "clean" food. Bacteria travels from one food to another and can cause disease. Dirty utensils, uniforms, towels, cutting boards, and unclean hands result in breeding of harmful bacteria.

Clean-as-you-go must be part of your job routine. There is always time to clean. If you don't have time to clean, you need to ask for help. Be proud of your work, good at your job, and always clean.

Be proud of your profession so your profession can be proud of you.

General Conduct Policies and Notices:

- Students are reminded that the refrigerator in the student lounge will be cleared out every night, and all content will be discarded.
- The lockers are supplied for the duration of each class, and must be cleaned out after the class. No personal belongings may be left overnight.
- Students are reminded to conduct themselves in a professional and courteous manner to all fellow students, faculty and staff, as well as other tenants in the building. In particular, students are reminded that, by wearing the school uniform, they represent the school, their fellow students, faculty and staff to the outside world. Their conduct will reflect directly on all others involved with the school.

A few words about your time at this school:

The rules and policies listed in this paper may seem very strict and unreasonable to you, but consider why you are here: do you strive to be the best you can be? Do you want to be proud to graduate from an excellent school? Do you have a lot of financial and personal resources invested in your education? If your answer is yes, then you must surely understand the need for these rules. This school can only be as good as its students, and each student is a reflection of the collective reputation of the school. You surely seek good value for your investment, and the best value is the reputation for excellence you will carry with you when you go to work in the industry. You will not be just *any graduate*; you will be a *graduate from The Art Institute of Vancouver – Dubrulle International Culinary Arts*. If you follow the “bees”, you are well on your way to a successful career:

- be on time
- be organized, focused, and ready
- be interested, alert, and inquisitive
- be eager to do more than is required
- be friendly
- be happy

The faculty and staff at the Art Institute of Vancouver are here to help you succeed, but in the end... **you will get out of this what you expect to.**