

NEW ENGLAND CULINARY INSTITUTE®

Where you learn by living it.



ACADEMIC CATALOG

2011-2012

*Food ~ Chef Paul Sorgule
VP of Culinary Education*

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WELCOME



When we opened New England Culinary Institute (NECI) in 1980, we wanted to create a learning environment where students were asked to perform at the highest level possible from the very first day of school. Our culinary classrooms are not practice kitchens, but high-profile restaurants, bakeries and retail outlets. This model did not exist when we began, we invented it.

But what also sets us apart is NECI's size. We are small by design. We have to be. In our minds, great hands-on learning does not take place in a lecture hall or demo kitchen for thirty students.

And then there is the location of the school. Vermont is at the forefront of a farm to table revolution. Farmers, artisan cheese makers, brewers, wine makers, composters, organic seed producers, managers of CSAs, distributors, members of the Vermont Fresh Network and the Vermont Chapter of the Slow Food Movement, the chef members of the Vermont Chapter of the American Culinary Federation, the staff at the Vermont Agency of Agriculture – these folks and many others are part of a growing community of food activists changing the way food is produced, distributed and consumed in the state and beyond. Together they provide a unique learning environment for NECI students who, through field trips and work opportunities arranged by the school, experience firsthand the exciting changes taking place and learn skills not easily attained anywhere else.

Finally, there is the internship. Every resident program at NECI includes an internship in the industry that shapes the distinctive character of the school as much as it defines a student's future career. Through internships, NECI's unique approach to learning is put to the test. NECI interns demonstrate the skills, knowledge, and exceptional hands-on ability they have acquired here, and build lasting relationships and connections. We can't think of a better way to get you started in your chosen profession.

So, if you are passionate about food and you are excited about having a career at the forefront of the rapidly evolving food and beverage industry, then New England Culinary Institute is the place for you. We are committed to your success and look forward to welcoming you to the NECI family.

A handwritten signature in black ink, which reads "Francis Voigt". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Francis Voigt
CEO/Founder
New England Culinary Institute

OUR MISSION, PURPOSE, AND VALUES

The mission of New England Culinary Institute is to be the recognized leader in delivering hands-on, standards-based education for the food and beverage industry.

New England Culinary Institute is dedicated to providing a high quality, student-centered, and career-focused education, which is grounded in Culinary Arts, Baking and Pastry Arts, and Hospitality and Restaurant Management. By actively participating in NECI's reality-based curriculum, engaging with working food and beverage operations, and completing extensive internships, students are prepared for professional advancement in a dynamic world. Through NECI's varied learning methodologies, students develop a broad range of skills and the flexibility that will help them adapt to the diverse opportunities in a quickly-evolving food and beverage industry. Toward that end, NECI embraces four Cornerstones of Distinction: small classes that promote active learning; strong reliance on learning by doing and real-life experience; an emphasis on interdisciplinary learning that supports NECI's concept of the educated person; and a focus on promoting excellence in professional conduct and ethics.

Purposes of New England Culinary Institute

New England Culinary Institute is dedicated to the principle that all students should be recognized as individuals who have a right to learn and develop academically and personally in a supportive environment. To accomplish this, New England Culinary Institute has established the following principles:

- Promote the measurable development of skills in technical and liberal studies through a standards-based educational model.
- Encourage progressive, personal, and intellectual development through varied and challenging experiences (curricular, co-curricular, and internship).
- Prepare students for career advancement in a dynamic industry and a changing world through a focus on professional skills, communication, teamwork, problem solving and critical thinking.

- Support students in understanding their role in society by embracing diversity, encouraging community involvement, and promoting global awareness.
- Model best practices in the food and beverage industry by maintaining market-driven and guest-focused food outlets as learning laboratories.
- Expose students to a diversity of career pathways in the food and beverage industry.
- Promote greater understanding and appreciation of food, wine, and the dining experience through outreach to guests, the local community and society as a whole.
- Value our connection with the state of Vermont, the environment, and the agricultural community by embracing local and sustainable cuisine, promoting the chef-farmer connection and modeling environmentally sensitive business practices.
- Maintain strong relationships within the food and beverage industry to ensure a current and appropriate curriculum, to enhance internship and employment opportunities, and to promote graduate success.
- Develop opportunities for faculty and staff to model both life-long learning and outreach to the professional and greater community.
- Promote pride in the institution and foster professional networking through ongoing communication with alumni.

Values of New England Culinary Institute

New England Culinary Institute's success depends on the success of each individual engaged with the organization. The following values guide us in our work and in our pursuit of New England Culinary Institute's mission: Commitment, Positive Attitude, Teamwork, Dedication, Flexibility, Integrity, Loyalty, Passion for NECI and Service Excellence.

SCHOOL HISTORY

In the fall of 1978, Francis Voigt and John Dranow began investigating the need for a chefs' school in northern New England. On July 26, 1979, a parent corporation, Vermont Hospitality Management, Inc., registered with the State of Vermont. On June 15, 1980, the first class of seven students was enrolled to receive training in the culinary arts at New England Culinary Institute.

In 1994, to answer a demand for multifaceted food service professionals, NECI created a bachelor's degree program in Hospitality and Restaurant Management. This program satisfies the hospitality professional's need to master management and entrepreneurial skills, understand all aspects of industry operations, and think critically and creatively about the complex and changing world in which he or she lives. The program grants a bachelor's degree after 15 intensive months of education beyond an associate degree.

In 1995, to meet the need for basic skills development and to provide trained cooks for the rapidly developing contract food service component of the industry, NECI developed the Certificate in Professional Cooking program.

In 2002, NECI enrolled the first class in an associate degree program in Hospitality and Restaurant Management. This program was created to help train students for the demands of front-of-the-house careers.

In 2004, an associate degree program in Baking and Pastry Arts was added, along with certificate programs in each of these highly specialized and sought-after areas.

In 2006, the Bachelor of Arts in Hospitality and Restaurant Management was complemented by the addition of a fully online version of the program. For the first time, students could pursue this highly regarded NECI degree from anywhere in the world.

In 2007, in response to the expanding breadth of opportunities in the food and beverage industry, NECI began offering a Bachelor of Arts in Culinary Arts. In this program, students take their culinary skills to the next level by practicing product development, and nutritional, sustainable, and international cooking and advanced kitchen management; and by honing the business and critical thinking skills necessary for today's culinary leaders.

In this same year, NECI responded to requests from alumni and industry professionals by offering the Bachelor of Arts in Hospitality and Restaurant Management in a fully online version. Tapping into the exciting educational technologies available today, students could enhance their education without needing to relocate to Vermont.

Most recently, in September 2008, NECI began offering specialization options within both bachelor level programs. This unique option provides students with the opportunity to concentrate areas of their program on topics of special interest in the contemporary food and beverage industry.

Since its inception, NECI has grown from seven to over 500 students, from one program offering to eight, and from one restaurant to multiple outlets that serve a variety of customers and provide numerous educational opportunities for our students. Throughout this time, the school's dedication to providing small classes, intense education, and a caring learning environment has remained the same.

ADMISSIONS AND FINANCIAL AID

General Admissions Policy

New England Culinary Institute has a rolling admissions policy. Applicants are admitted to NECI when they demonstrate to the Admissions Committee an attitude and aptitude for success. At New England Culinary Institute, we seek to enroll individuals who have a passion for hospitality and the culinary arts and a desire to succeed in the dynamic food service industry. In our classes, students are actively engaged and each student's skills, interests and unique background add significantly to the learning experience.

All complete applications are reviewed and rated by NECI's Review Committee. Each of NECI's programs has specific requirements for admission and an applicant's abilities are assessed according to those requirements. Applicants are asked to submit an application form and must submit secondary school and college transcripts from an accredited agency or institution. The Admissions Committee reserves the right to require further information, such as letters of recommendation, a personal statement, a personal interview,

submission of SAT/ACT test scores, an additional writing sample, or other materials from which to gauge the applicant's eligibility. Applicants may wish to voluntarily submit such supplemental materials to enhance their application. A tour of NECI's facilities and campus is always strongly recommended. In some programs, submission of a current resume documenting food and beverage industry experience is required. Please see Program Admissions Requirements for detailed information.

Because NECI's enrollment is limited, applicants are strongly urged to submit all required materials as far in advance as possible to ensure entrance requirement completion and term selection.

Applications and supporting materials may be submitted online at <https://student.neci.edu/> or in print to:

Application Processing
Admissions Office
New England Culinary Institute
56 College Street
Montpelier, VT 05602.

Diversity and Support within the Student Population

NECI values diversity in its student body and believes that the creation and encouragement of a diverse learning environment is essential to achieving NECI's educational mission. At NECI, we are committed to providing a supportive educational environment in which the dignity and rights of each individual are respected. We encourage positive interactions among faculty, staff, and students, and value all individuals, regardless of personal differences.

NECI is dedicated to supporting each individual student, as well as a variety of student organizations, programs, and services which promote acceptance within our student population and the greater NECI community. NECI also encourages students to engage in and promote student-run activities, outings, and groups; we strive to provide inclusive opportunities and environments that foster an appreciation for diversity. Additionally, we focus on the understanding of diversity and how it affects our student body through a seminar in which all students participate during their first residency.

Students at NECI share a strong desire to succeed in the exciting food and beverage industry. There are some 500 students enrolled in its programs at any given time at NECI, with representation from all 50 states and more than 15 foreign countries. The student body is approximately 60% male and 40% female, with ages ranging from 18 to well over 40. NECI has a range of loan and scholarship opportunities for students with demonstrable financial need. About half of our students are first-time college students. Others come to NECI with previous college experience and degrees (ranging from associate to doctoral levels), and the desire to pursue a career in the diverse and exciting hospitality industry. While some students are completely new to the industry, others bring recent hospitality experience to our classrooms and kitchens. All students find that their educational experience at NECI is current and industry relevant as well as challenging.

NECI's programs and facilities are generally accessible to persons with learning challenges and physical disabilities. Applicants should review the Essential Program Eligibility Requirements, outlined in the sections following for each degree and program. Students needing special services should contact the Learning Services Coordinator, who serves as NECI's disability coordinator, or the Human Resources Director, who acts as the grievance coordinator. Both are committed to working with students to arrive at workable solutions for their particular needs. It is important for students who will need specific services, such as sign language interpreters, to discuss their needs with the Learning Services so that there is adequate time to put the services in place. Students should refer to the Academic Adjustments for Students with Disabilities section under Academic Practices and Policies.

NECI embraces a diverse student body and does not discriminate on the basis of race, creed, color, national origin, age, gender, sexual orientation, or disability.

Under the Higher Education Opportunity Act (2008), New England Culinary Institute must provide information about the student body diversity, including the percentage of enrolled, full-time students in the following categories: gender, self identified members of a major racial or ethnic group, Federal Pell Grant recipients. These statistics and other information regarding NECI's policies

regarding diversity and harassment are available at NECI.edu or through the Registrar's Office at registrar@neci.edu.

International Students

NECI is authorized by the United States Immigration and Naturalization Service to enroll international students. International students wishing to enroll must meet the same requirements as other applicants. International (non-US citizen) students who do not speak English as their first language need to demonstrate English language proficiency.

International students applying for the Bachelor of Arts or the Associate of Occupational Studies in Hospitality and Restaurant Management and the Bachelor of Arts in Culinary Arts (on ground or online) are required to earn a minimum score of 550 paper-based, 79-80 internet-based, or 213 computer-based on the TOEFL exam; or a recommended minimum score of 6 on the IELTS; or an equivalent proficiency exam. Students applying for the Associate of Occupational Studies in Culinary Arts, or Baking and Pastry Arts, or the certificate programs, are required to earn a minimum score of 500 paper-based, 61 internet based, or 173 computer-based on the TOEFL exam; or a recommended minimum score of 5 on the IELTS; or equivalent proficiency exam. International applicants must provide official English translation/educational evaluations for all international transcripts and evaluations must be from an educational service approved by the National Association of Credential Evaluation Services. For a list of all of NACES® members, visit: naces.org.

All international students (non-US citizens) must submit an Affidavit of Support (INS Form I-134), notarized at a bank by a notary public, as a statement of financial responsibility. When formally accepted, the Admissions department will issue the forms required to apply for the appropriate Visa.

Program Admissions Requirements

The requirements for all programs are:

- a completed online or paper NECI application
- the [NECI Application Signature Page](#) (for applications submitted online)

- Official high school, high school equivalency (GED), or college transcripts from an accredited school or agency (see [The Application Process](#) for requirements specific to each NECI program)
- As outlined below, certain programs may have additional specific requirements

Additional materials may be submitted to enhance your application as outlined under Supplemental Information. Additional information may include a resume documenting work experience, a [written or video personal statement](#), SAT/ACT scores, or letters of recommendation.

The Review Committee will evaluate transcripts based on curriculum taken, grade point average, and class Rank. As stated above, the Admissions Committee reserves the right to request additional information or to require a personal interview. Interviews may be conducted over the telephone or in person.

International students should refer to the International Students section of this catalog for additional requirements.

Bachelor of Arts in Hospitality and Restaurant Management

Students wishing to enroll in NECI's Bachelor of Arts in Hospitality and Restaurant Management program are expected to have appropriate culinary and food service industry knowledge. Appropriate culinary and industry knowledge is assessed through a review of practical work experience, prior education and interviews. It is recommended that students submit a resume with their application materials.

Online Bachelor of Arts in Hospitality and Restaurant Management

Students wishing to enroll in NECI's online Bachelor of Arts in Hospitality and Restaurant Management should refer to NECI.edu. Since this program does not include an internship requirement students will be required – as a condition of admission to the program – to be actively employed or have appropriate work experience in an industry-related position. A current resume must be submitted with the application.

In addition to the admissions requirements listed below, students applying to this program must have access to adequate resources. Please refer to the [Computer Requirements](#) section of the Online BA HRM program description in this catalog for specific requirements. This information is also available online at NECI.edu.

Financial Aid

New England Culinary Institute has a range of loan and scholarship opportunities for students with demonstrable financial need. The Admissions department can provide applicants with information about scholarships, sponsorships and employment opportunities while attending school. No applicant should hesitate to apply for admission because of financial circumstances alone.

Eligibility for financial aid will be determined from information provided by the student on the Free Application for Federal Student Aid (FAFSA). Application forms for financial aid and complete instructions are available from the Admissions department.

Because of the ongoing changes in federal legislation, NECI does not include financial aid details in this catalog. For the most up-to-date information, you may consult the Financial Aid Fact Booklet. For a copy of the Financial Aid Fact Booklet, please call 877.223.6324, visit NECI.edu, email admissions@neci.edu or write to:

Admissions Department
New England Culinary Institute
56 College Street
Montpelier, VT 05602

Veterans' Educational Benefits: All degree and certificate programs at NECI are approved by the Vermont State Approving Agency for veteran educational benefits. For eligibility determination, contact your local Veterans Administration Regional Office.

State Aid: NECI is certified by the Vermont State Board of Education as a bona fide institution of higher learning. Instate students may apply for financial aid made available by the state.

The Application Process

You can begin the application process online at <https://student.neci.edu/> or you can request an application by contacting the Admissions department at 877.223.6324. Please indicate the program for which you are applying.

Completed applications can be mailed to:

Admissions
New England Culinary Institute
56 College Street
Montpelier, VT 05602.

Materials submitted as part of the application process are not returned to the applicant; please retain a duplicate copy of all information sent out as part of the admissions process.

Transcripts and Records

Contact the schools you have listed on your application (high school, vocational school, college) and ask that official transcripts of your grades/credentials earned be sent to the NECI Admissions Office. If you hold a GED, contact your official GED Testing Center to request an official certificate indicating your scores, completion and completion date to be sent to the NECI Admissions Office.

Photocopies or transcripts received from the applicant are not considered to be official documentation. Official transcripts must be sent in a sealed envelope from the awarding school, college or GED Testing Center to the following address:

Admissions
New England Culinary Institute
56 College Street
Montpelier, VT 05602

All acceptance decisions for NECI are conditional until official copies of GED certificates or high school and college transcripts are received by the Admissions Office.

Transcript Requirements by Program

Educational requirements vary by program. Please submit official transcripts as outlined in the following pages.

Certificate and AOS programs

- An official high school transcript from an accredited school or agency indicating receipt of a high school diploma or an official high school equivalency certificate (GED).
- Note: if you are currently in high school, an official transcript is needed for the application review and a second official transcript indicating high school graduation is required.
- In addition to the High School / GED transcripts above, if you have attended any postsecondary school, you are expected to submit official college transcripts as well, whether a degree has been earned or not.

Bachelor of Arts in Culinary Arts

- An official high school transcript from an accredited school or agency indicating receipt of a high school diploma or an official high school equivalency certificate (GED).
- Note: if you are currently in high school, an official transcript is needed for the application review and a second official transcript indicating high school graduation is required.
- a "C" average in core curriculum courses is required.
- If submitting a General Educational Development (GED) diploma, student must have attained a standard score of at least 450 on each of the five parts of the GED test.
- In addition to the High School / GED transcripts above, if you have attended any postsecondary school, you are expected to submit official college transcripts as well, whether a degree has been earned or not.

Bachelor of Arts in Hospitality and Restaurant Management

- An official transcript from an accredited postsecondary institute or college indicating receipt of an associate level degree or higher in a related field, or a minimum of 60 college semester credits.
- Note: if you are currently enrolled in classes, an official transcript is needed for the application review and a second official transcript indicating graduation or course completion is required.
- In addition to the transcripts above, if you have attended any additional postsecondary schools, you are expected to submit official transcripts from these colleges as well, whether a degree has been earned or not.

- Note: Students applying to the BA in Hospitality and Restaurant Management program must also demonstrate appropriate food and beverage industry knowledge and must possess the minimum computer requirements as outlined below. Students applying to the fully online BA in Hospitality and Restaurant Management program must also demonstrate food and beverage work experience and must possess the minimum computer requirements as outlined below.

In cases in which a student possesses a post-secondary degree, an official college transcript from an accredited institution will be accepted in lieu of a high school transcript. The Review Committee may recommend that some applicants enroll initially in the Associate of Occupational Studies in Culinary Arts. These applicants will be accepted into the bachelor's degree program upon successful completion of the first year of the associate program.

Supplemental Information

The admissions staff always recommends that prospective students take a tour of the NECI campus and may request additional interviews or information. Applicants may also be asked to spend some time in a NECI class environment with instructors, take a written assessment test in English and mathematics to demonstrate the ability to succeed in the program, or submit a supplemental essay in response to specific academic questions.

NECI may require a personal interview, either by phone or in person. Prospective students may choose to submit supplemental materials to strengthen their application.

Supplemental materials may include:

- SAT/ACT scores
- Resume detailing work experience
- Letters of Recommendation
Submit recommendations from hospitality professionals, employers or teachers are preferred. Letters from persons related to you will not be accepted. Multiple letters of recommendation are certainly encouraged.
- Personal Statement
Produce a written statement addressing your reasons for applying to NECI, what

special qualities you bring to the program, and how you hope to contribute to the future of the food and beverage industry. Please feel free to add any information to help us learn about you as a NECI student - your plans for the program, as well as your ability to think, write critically and be creative.

- **Video Personal Statement**
Create a two to three minute video addressing the topics listed under Personal Statement. Upload the video to an easily accessible website (i.e. YouTube, privacy setting recommended), and send the URL and password to admissions@neci.edu or your admissions rep.

Do not arrange for another person to write your statement or produce your video. This could jeopardize your acceptance.

Campus Tour

A tour of the campus is strongly recommended. Please contact the Admissions department to arrange a tour.

Enrollment Procedures

At the time of acceptance (or 135 days before a student is scheduled to register for classes, should this date be later), a student will be sent a Student Enrollment Agreement. This is a signed contract between the enrolling student and the school. It specifically states the rights and obligations of the student and the school.

NECI's [Student Handbook](#) can be viewed at NECI.edu and describes the student evaluation process, student records, and student life. Every student should read the handbook carefully before signing and returning the Student Enrollment Agreement.

The [Student Handbook](#) and the Student Enrollment Agreement serve as addenda to this Catalog. If there are any inconsistencies between the terms of the Student Enrollment Agreement and the [Student Handbook](#) or this Catalog, the terms of the Student Enrollment Agreement shall control. If there is an inconsistency between this Catalog and the Student Handbook, the Student Handbook shall control.

Specialized Admissions Criteria

Prospective students with previous education or significant life experience may be eligible for specialized admissions consideration or may be eligible to transfer credit into NECI's degree programs. Please contact the Admissions Office for information on the programs outlined below. Students wishing to transfer credit from other institutions should refer to NECI's Transfer of Credit policy in this catalog or at NECI.edu.

Guaranteed Admission

Students enrolled in NECI's Associate of Occupational Studies in Culinary Arts and Baking & Pastry Arts programs are guaranteed admission to the Bachelor of Arts in Culinary Arts upon successful completion of their associate degree program requirements.

Students enrolled in NECI's associate degree programs are guaranteed admission to the Bachelor of Arts in Hospitality and Restaurant Management upon successful completion of the associate degree program requirements.

Advanced Placement - Associate of Occupational Studies in Culinary Arts and Associate of Occupational Studies in Baking and Pastry Arts

Highly qualified applicants with significant (at least three years) related experience in quality dining operations may apply for advanced placement in the Culinary Arts or the Baking and Pastry Arts degree programs. A student enrolled through advanced placement completes a modified curriculum from the first residency and has the first internship requirement waived. Upon completion of first year requirements, the student immediately enrolls in the second year residency.

The modified first year is an individualized program based on the candidate's previous experience and knowledge, and is structured in the form of an Academic Plan (AP) developed by the Academic Advising Office. The AP outlines a schedule of coursework that the student will complete by attending partial or full courses, participating in guided study, transfer of credit, or Assessment of Prior Learning (APL). Credit will not be awarded for completion of partial courses. Determinations regarding transfer credit and APL must be made prior to the student beginning classes, except in extenuating circumstances.

In order to qualify for this program, candidates must meet all the requirements outlined for admission to the associate degree program and pass a written and practical exam. The cost of testing (which may be waived) is \$250, if taken at the school and \$350 if taken elsewhere. The applicant's writing skills are also assessed. Applicants interested in preparing for the written test will be sent a list of suggested readings.

For the Associate of Occupational Studies in Culinary Arts, the practical portion of the advanced placement test involves kitchen work and includes general taste, touch, and timing skills as demonstrated through knife work, soup and sauce preparation, and mise en place. Applicants are asked to prepare several dishes demonstrating knowledge of classical preparation techniques during the test. The written test covers general culinary history and math knowledge.

For the Associate of Occupational Studies in Baking and Pastry Arts, the practical portion of the advanced placement test involves kitchen work and includes general taste, touch, and timing skills as demonstrated through bread making, lamination, pastry and dessert preparation, and mise en place. Applicants are asked to prepare several dishes demonstrating knowledge of classical preparation techniques during the test. The written test covers general understanding of baking and pastry terminology and math knowledge.

Advanced Standing: Bachelor of Arts in Culinary Arts

Graduates from schools other than New England Culinary Institute who hold an associate degree in Culinary Arts or a related field may apply for advanced standing in the Bachelor of Arts in Culinary Arts. Applicants may petition for advanced standing by submitting an official transcript of associate degree work completed, indicating successful graduation and graduation date, to the Academic Advising Office. Additional information in the form of school catalogs, course descriptions or syllabi may be required.

Students enrolled with advanced standing will receive transfer credit for first and second year courses and/or have program requirements waived to enroll directly into the third year residency. Advanced standing students may be required to take additional course work to meet curriculum

distribution and/or credit hour requirements of the bachelor's degree program in Culinary Arts.

Bachelor of Arts in Hospitality and Restaurant Management Preparation

Some otherwise strong candidates for the Bachelor of Arts in Hospitality and Restaurant Management may be missing the practical culinary and service skills required to enroll in the program. These applicants may have an associate degree in Restaurant Management from a community college, an associate degree in another field, credits from college courses, or other educational and practical experience that makes the bachelor's degree program otherwise ideal for them. The bachelor's degree preparation program is designed to serve these applicants.

Through participation in associate or certificate level classes, students gain knowledge in areas such as baking, cooking theory, table service, culinary history, culinary terminology, wines, industry-related math or technology. To qualify to participate in this preparation program, applicants must meet all requirements for admission into NECI's associate degree programs and must have completed the application process for the bachelor's degree.

The bachelor's degree preparation program is an individualized program structured in the form of an Academic Plan (AP) developed for the candidate by the Academic Advising Office. The AP outlines a plan for directed study and/or a schedule for coursework that the student will complete either by attending partial or full NECI courses. Courses may be offered online or on campus. Credit will be awarded for bachelor's degree preparation work only when the student is enrolled in, and completes an entire culinary arts course, as a part of the AP.

THE CAMPUS

New England Culinary Institute's campus is located in the Vermont state capital of Montpelier. A quintessential New England town of about eight thousand people, Montpelier has many charming shops, restaurants, and parks. NECI housing and educational facilities are spread throughout the town. NECI educational facilities include classrooms, library, computer access, and kitchen laboratories, as well as restaurants serving the

public—including a farm-to-table themed restaurant, a casual restaurant for more informal dining, a bakeshop, two cafeterias, and banquet and catering facilities.

Program administration offices, classrooms, a library, wireless computer access and learning labs are all located within walking distance of one another. Student support services, including learning services, student services, career services, and academic advising, are centrally located at 7 School Street. The executive offices, admissions, registrar, and student financial services are located in Harris Hall at 56 College Street.

Student housing is available in the residence halls located at the Vermont College campus or within the Montpelier community. The student cafeteria is also located at Vermont College. Wireless Internet services are provided in all dorms, classrooms and Dewey Hall. Health club memberships are provided for all students at a local fitness center.

Many students find it convenient to bring their cars to Montpelier. It can, however, be difficult to locate adequate parking, especially during the winter. Limited parking is available for resident students only at some residence halls. Parking is generally not provided at classroom or kitchen buildings; students are expected to abide by the Montpelier community parking regulations.

NECI Restaurants and Food Services

Chef's Table

118 Main Street
Montpelier, Vermont
802.229.9202

Chef's Table offers regional ingredients, innovative cuisine, and gracious service for special events and banquets. The restaurant kitchen is equipped with range/ovens, salamander, gas grill, deep fryer, refrigerated prep tables, stainless worktables, refrigerated pastry case, sinks, dish and pot washing area, and other equipment needed for serving between 30 and 100 meals at dinner.

NECI on Main

118 Main Street
Montpelier, Vermont
802.223.3188

NECI on Main features local and regional cuisine with a farm-to-table theme and a contemporary

dining experience. Additionally, the restaurant lounge menu offers a small-plate concept focused on foods of the Mediterranean.

The restaurant kitchen is equipped with range/ovens, a griddle, salamander, standard gas grill and charcoal grill, standard deep fryer and an induction deep fryer, convection oven, combi-steamer, stockpot range, refrigerated prep tables, sinks, stainless worktables, refrigerated pastry case, refrigerated lettuce dispensers, walk-in refrigeration, dish and pot washing area, and other equipment needed for serving between 50 and 300 meals at breakfast, lunch, and dinner.

La Brioche Bakery & Café

89 Main Street
Montpelier, Vermont
802.229.0443

La Brioche is a European-style café specializing in baked goods, pastries, and artisan breads.

The bakeshop has a classroom, and three kitchen areas equipped with mixers of various sizes, worktables, convection and deck ovens, walk-in and reach-in refrigerators, two proofers, walk-in freezers, sinks, an ice cream freezer, a sheeter, dough divider, and other equipment needed for the production of baked goods described in the curriculum.

Vermont College of Fine Arts

Dewey Dining Hall

Montpelier, Vermont
802.828.8850

Classic college dining hall service offered to Vermont College students, NECI students, and the public. This large kitchen is designed to handle two production classes and is equipped with ranges, a clamshell broiler, deep fryers, a salamander, griddle, a combi-oven steamer, food warmer, bain marie wells, work counters, steam kettle, tilt skillet, reach-in refrigerators, meat slicer, convection ovens, pot wash area, refrigeration prep counter, and other production and instructional equipment.

NECI's meat fabrication kitchen is also located at Vermont College. This Vermont State Inspected production facility is equipped with grinding, mixing and sausage-stuffing machines, a cryovac machine, a digital label-printing scale, hot and cold smoke cabinets and a cook and hold oven.

The National Life Group

National Life Drive
Montpelier, Vermont
802.229.3397

An open servery operation meeting the breakfast and lunch needs of employees of the financial services company and the State of Vermont.

Serving 500 to 700 customers a day between breakfast and lunch, this kitchen and servery is equipped with walk-in and reach-in refrigeration, steam jacketed kettles, tilting skillet, combi-steamers, convection ovens, deck ovens, ranges, fryolators, broiler, mixers, slicers, hot line and salad bar.

EDUCATIONAL PROGRAMS

All programs at NECI offer a standards-based approach to education that measures the mastery of skills. The educational standards outline the skills and knowledge that all students are expected to demonstrate before graduating. These standards represent the wide range of skills needed for success in the food and beverage industry, and span the domains of applied science, critical and creative thinking, personal and professional development, culinary arts, service arts, baking and pastry arts, and business management. Within each domain, NECI faculty has determined the standards that every student is expected to meet. In each class, students engage in projects, activities, discussions, lectures, and hands-on practice in NECI's food service operations, building on the required skills until they are able to produce evidence that the standard has been met.

NECI educational standards differ from program to program, emphasizing the particular skills needed by students preparing to enter each avenue in the hospitality industry. Within each program, the standards ensure that students learn the skills they need, although they may be practicing these skills within different outlets or classes. Specific courses may vary in number or length to provide students the best learning experience at each time of year. The curriculum outlined in this Catalog represents the breadth of material and the related credits awarded in each program. A final course listing for each program matriculation is included in the student's final, term-specific Enrollment Agreement, signed during registration.

In an effort to prepare our students for the modern technology based aspects of the industry, many courses have online and/or technology based course material. Courses may be offered in face-to-face settings, fully online, or as hybrids, with technology supporting on-ground instruction. All internships are supported through online course participation. Students will receive information about the school's online learning platform at Orientation.

Bachelor of Arts in Culinary Arts

The bachelor's (Bachelor of Arts) degree in Culinary Arts is a 39-month program that includes three 6-month residencies of classroom work, intensive hands-on learning in the kitchens and food services of NECI; two 700-hour internships; and a 9-month nonresident period (3 academic terms) that includes an additional 700-hour internship and additional course work. Class size is a maximum of 10 students per instructor in kitchen and dining room classes, and a maximum of 30 students per instructor in traditional classrooms. Maximum class size in the first term of any program may exceed these ratios by one to two students. Occasionally, other situations may arise which cause class size to temporarily exceed these ratios by one to two students.

The Bachelor of Arts in Culinary Arts is designed to prepare qualified students for professional level careers in the contemporary culinary industry. Upon completion of the program, graduates are able to perform effectively as professional cooks in à la carte and other commercial kitchen settings or in entry level kitchen management positions, including: assistant kitchen manager, sous chef, or chef in a small restaurant. Students in this program are also exposed to specialized industry professions such as food writer, research and development chef, personal chef, or chef de cuisine in a specialized kitchen, and graduates are prepared to pursue further education in advanced culinary topics.

Educational Objectives

In order to optimally prepare students for professional positions in the industry, NECI has established the following educational goals for the Bachelor of Arts in Culinary Arts program:

- To provide intensive practical training and refinement of cooking skills, including specialized and regional cuisines
- To help students develop the attributes of a professional cook
- To explore the theory of food, including food science, nutritional cooking, sustainability, menu development, taste and flavor, gastronomy, artistic presentation, food and wine pairing.
- To build a foundation in the business aspects of the culinary industry, including purchasing, safety, cost control, financial and human resource management
- To develop the personal and professional skills needed to succeed, including professional communications, time management, business etiquette, self-awareness, community relations, and team creation
- To improve critical and creative thinking skills, such as problem solving, information literacy, and quantitative reasoning
- To expand student awareness of history, art, science, and language.

These educational objectives influence all facets of the program, from the curriculum and teaching techniques, to the code of student conduct in the classroom, and serve as important guidelines for all those in the program.

Specialization Options

NECI offers three specialization options within the Bachelor of Arts in Culinary Arts that allow students to enhance their learning and enter the industry with stronger skills in the following areas: Wine and Beverage Studies; Sustainability; Baking and Pastry Arts.

These unique specializations allow students to concentrate parts of their program on topics of special interest to them within the contemporary food and beverage industry.

Students choosing to select a specialization may design assignments and projects during their residency to support their specialization, as well as completing a minimum of three focused elective courses (9 credits) and an internship (15 credits) tailored to this area of study.

Wine and Beverage Studies Specialization

This specialization is for students who seek to broaden their understanding of the role that wines and beverages play in the culinary field. The specialization emphasizes developing a comprehensive understanding of viticulture, wine making, distillation and brewing processes; an appreciation for the many cultural influences on wine from different countries and regions; and the ability to assess fine beverages. Internships focus on establishments with value-added beverage programs or tasting menus, such as wineries, breweries, or fine dining restaurants.

Sustainability Specialization

Sustainability awareness and practical considerations are essential to culinary leadership. Students in this specialization will learn how to source local foods, work in an environmentally conscious manner, and address food access concerns while operating a successful small business. Internships range from creative local kitchens, to national and international organizations devoted to the future of food. Graduates with a sustainability specialization have broad career opportunities, ranging from progressive restaurants and food service businesses to advanced education in law, the environment, agriculture, and food policy.

Baking and Pastry Arts Specialization

The baking and pastry specialization is designed for students holding an Associate of Occupational Studies in Baking & Pastry. Students in this specialization will examine menu development, kitchen management, international cuisines, and contemporary recipe development from the perspective of the pastry chef. Students will focus on advanced garnishing techniques, large-scale production, artisan breads, dessert and wine pairing, and decorative arts such as chocolate, sugar, or pastillage. Internships might include opportunities in fine dining pastry kitchens, resort pastry departments, or in refined bakery and wedding cake operations.

Required Subject Matter

First Residency

MOD 1

| Course Code | Course Description | Academic Term 1 Credits |
|-------------|---|----------------------------|
| CMOR1100 | Orientation | 0.0 |
| CMAS1102 | <u>Cooking Theory & Food Science</u> | 2.0 |
| CMBM1603 | <u>Information Technology</u> | 3.0 |
| CMPD1302 | <u>Professional Development</u> | 1.0 |
| CMCT1400 | <u>College Math</u> | 3.0 |
| BMCA1603 | <u>Baking I</u> | 2.0 |
| CMSA1102 | <u>Table Service & Intro to Wines</u> | 2.0 |
| CMAS1400 | <u>Sanitation & Food Safety</u> | 1.0 |
| CMCT1000 | <u>Writing Fundamentals</u> | 0.0 |
| CMCS1000 | <u>Service Learning 1</u> | 0.0 |

MOD 2

| Course Code | Course Description | Academic Term 2 Credits |
|-------------|---|----------------------------|
| CMCA1502 | <u>Introduction to Meat Fabrication</u> | 1.0 |
| CMCT1902 | <u>French Classic Cuisine</u> | 2.0 |
| CMCA1300 | <u>Culinary Basics & the Production Kitchen</u> | 3.0 |
| CMCT1951 | <u>History & Culture</u> | 1.0 |
| CMCT1203 | <u>Written Expression</u> | 3.0 |
| CMCA1205 | <u>Intro to A La Carte Cooking: Lunch</u> | 3.0 |
| CMPD1300 | <u>Professional Development</u> | 0.5 |
| CMCS1000 | <u>Service Learning 1</u> | 0.0 |

Internship 1

| Course Code | Course Description | Academic Terms 3 and 4 Credits |
|-------------|--|-----------------------------------|
| CMCA1008 | <u>Internship & Online Career Analysis 1</u> | 7.5 |
| CMCA1009 | <u>Internship & Online Career Analysis 2</u> | 7.5 |

Second Residency

MOD 3

| Course Code | Course Description | Academic Term 5 Credits |
|-------------|-------------------------------------|----------------------------|
| CMOR2000 | Orientation | 0.0 |
| CECA2307 | <u>Catering & Banquets PM</u> | 3.0 |
| CMCT2900 | <u>The Art of Cuisine</u> | 2.5 |
| CMAS2520 | <u>Flavors of the Mediterranean</u> | 3.0 |
| CEAS2501 | <u>Taste & Flavor</u> | 2.5 |
| CESA2201 | <u>Taste & Flavor: Wines</u> | 1.0 |
| DECT2800 | <u>Physiology & Perception</u> | 0.5 |
| CMCS2000 | <u>Service Learning 2</u> | 0.0 |

MOD 4

| Course Code | Course Description | Academic Term 6 Credits |
|-------------|--|----------------------------|
| CMCA2903 | <u>Advanced Culinary Techniques: Farm to Table</u> | 4.0 |
| CECA2702 | <u>Pastries, Confections & Plated Desserts</u> | 3.0 |
| HEAS2301 | <u>Nutrition</u> | 3.0 |
| CMCA2503 | <u>Meat Fabrication & Charcuterie</u> | 2.0 |
| CEBM2100 | <u>Financial Analysis</u> | 1.5 |
| CEBM2600 | <u>Operations Management: Excel Lab</u> | 1.0 |
| CMCA2402 | <u>Economics: Sustainable Communities</u> | 1.0 |
| CEPD2301 | <u>Professional Development 2</u> | 0.5 |
| CMCS2000 | <u>Service Learning 2</u> | 0.0 |

Internship 2

| Course Code | Course Description | Academic Terms 7 and 8 Credits |
|-------------|--|-----------------------------------|
| CMCA2006 | <u>Internship & Online Career Analysis 1</u> | 7.5 |
| CMCA2007 | <u>Internship & Online Career Analysis 2</u> | 0.0 |

Third Residency

MOD 5

| Course Code | Course Description | Academic Term 9 Credits |
|-------------|---|----------------------------|
| DEELXXXX | Culinary Elective #1 | 3.0 |
| DEAS3100 | <u>Chemistry & the Scientific Method</u> | 1.0 |
| DECT2610 | <u>Spanish I</u> | 1.0 |
| DECT2620 | <u>Spanish II</u> | 1.0 |
| DEAS4102 | <u>Product Development: Entrepreneurship</u> | 1.0 |
| DEAS3500 | <u>Culture & Cuisine: International Flavors</u> | 2.0 |
| DECT3900 | <u>History & Culture: Seminar</u> | 1.0 |
| DECS3000 | <u>Service Learning 3</u> | 2.0 |

MOD 6

| Course Code | Course Description | Academic Term 10 Credits |
|-------------|---|-----------------------------|
| DEELXXXX | Culinary Elective #2 | 3.0 |
| DECA3900 | <u>Contemporary Cuisine/Menu Development</u> | 1.0 |
| DECT3601 | <u>Spanish III</u> | 1.0 |
| DECT3641 | <u>Spanish IV</u> | 1.0 |
| DEBM3801 | <u>Kitchen Management</u> | 2.0 |
| DEBM3100 | <u>Financial Management</u> | 4.0 |
| DECT3200 | <u>Critical Issues, Reading, Research and Writing</u> | 3.0 |
| DEBM3400 | <u>Extending the Season: Sustainability in Action</u> | 1.0 |
| DMAS4100 | <u>Non Resident Term Prep Course</u> | 0.0 |

Non Resident Period

| Academic Terms 11, 12 and 13 | | |
|------------------------------|--|---------|
| Course Code | Course Description | Credits |
| DECA4003 | <u>Internship & Online Career Analysis 1</u> | 5.0 |
| DECA4004 | <u>Internship & Online Career Analysis 2</u> | 5.0 |
| DECA4005 | <u>Internship & Online Career Analysis 3</u> | 5.0 |
| HMCT3100 | <u>Critical Issues in Leadership</u> | 3.0 |
| DMCT3300 | <u>Concepts in Natural Systems</u> | 3.0 |
| DMCT3400 | <u>Capstone</u> | 3.0 |

Credit Hour Requirements

Total minimum credit hours for the 39-month program are 138 credits. In each year, 15 semester credit hours are accrued during internship. In the final non-resident terms, 9 semester credit hours are offered online. As outlined in the Program Graduation section of this catalog, students transferring between terms or programs, students receiving advanced placement, or students who, upon approval of the Academic Advising Office, receive a waiver of any program requirement, may graduate with fewer than 138 semester credit hours.

Associate of Occupational Studies in Culinary Arts

The associate (Associate of Occupational Studies) degree program in Culinary Arts is a 24-month program that includes two 6-month residencies of classroom work, intensive hands-on learning in the kitchens and food services of NECI, and two 6-month, 700-hour internships. Class size is a maximum of 10 students per instructor in kitchen and dining room classes, and a maximum of 30 students per instructor in traditional classrooms. Maximum class size in the first term of any program may exceed these ratios by one to two students. Occasionally, other situations may arise which cause class size to temporarily exceed these ratios by one to two students.

The Associate of Occupational Studies in Culinary Arts is designed to prepare qualified students to become skilled culinary and kitchen professionals. Graduates are able to perform effectively in key positions in commercial kitchens, including: à la carte cook, baker, banquet cook, rounds cook, assistant garde manger chef, sous chef, and for

highly dedicated and disciplined graduates, chef in a small restaurant.

Educational Objectives

To achieve its primary objective of training skilled cooks, NECI has established the following educational goals for the associate degree program:

- To impart to students a basic theoretical knowledge of cooking
- To provide a good practical training in cooking skills
- To help students develop the attributes of a good cook, including speed, stamina, dexterity, hand-eye coordination, timing, the ability to work with others, stressing always the aesthetics of food preparation and presentation
- To test for and strengthen each student's general education in the relevant areas of English, math, food science, and culinary history
- To provide students with the rudiments of modern business management practices in the context of the food service industry
- To secure internships that assess the nature and quality of each student's training

These educational objectives influence all facets of the program, from the curriculum and teaching techniques to the code of student conduct in the classroom, and serve as important guidelines for all those who study at NECI.

Required Subject Matter

First Residency

| MOD 1 | | Academic Term 1 |
|-------------|---|-----------------|
| Course Code | Course Description | Credits |
| CMOR1100 | Orientation | 0.0 |
| CMAS1102 | <u>Cooking Theory & Food Science</u> | 2.0 |
| CMBM1603 | <u>Information Technology</u> | 3.0 |
| CMPD1302 | <u>Professional Development</u> | 1.5 |
| CMCT1400 | <u>College Math</u> | 3.0 |
| BMCA1603 | <u>Baking I</u> | 2.0 |
| CMSA1102 | <u>Table Service & Intro to Wines</u> | 2.0 |
| CMAS1400 | <u>Sanitation & Food Safety</u> | 1.0 |
| CMCT1000 | <u>Writing Fundamentals</u> | 0.0 |
| CMCS1000 | <u>Service Learning 1</u> | 0.0 |

| MOD 2 | | Academic Term 2 |
|--------------|---|-----------------|
| Course Code | Course Description | Credits |
| CMCA1502 | <u>Introduction to Meat Fabrication</u> | 1.0 |
| CMCT1902 | <u>French Classic Cuisine</u> | 2.0 |
| CMCA1300 | <u>Culinary Basics & the Production Kitchen</u> | 3.0 |
| CMCT1951 | <u>History & Culture</u> | 1.0 |
| CMCT1203 | <u>Written Expression</u> | 3.0 |
| CMCA1205 | <u>Intro to A La Carte Cooking: Lunch</u> | 3.0 |
| CMCS1000 | <u>Service Learning 1</u> | 0.0 |

| Internship 1 | | Academic Terms 3 and 4 |
|---------------------|--|------------------------|
| Course Code | Course Description | Credits |
| CMCA1008 | <u>Internship & Online Career Analysis 1</u> | 7.5 |
| CMCA1009 | <u>Internship & Online Career Analysis 2</u> | 0.0 |

Second Residency

| MOD 3 | | Academic Term 5 |
|--------------|---|-----------------|
| Course Code | Course Description | Credits |
| CMOR2000 | Orientation | 0.0 |
| CECA2307 | <u>Catering & Banquets PM</u> | 3.0 |
| CMCT2900 | <u>The Art of Cuisine</u> | 2.5 |
| CMAS2520 | <u>Flavors of the Mediterranean</u> | 3.0 |
| CEAS2501 | <u>Taste & Flavor</u> | 2.5 |
| CESA2201 | <u>Taste & Flavor: Wines</u> | 1.0 |
| DECT2800 | <u>Physiology & Perception</u> | 0.5 |
| CMCS2000 | <u>Service Learning 2</u> | 0.0 |

| MOD 4 | | Academic Term 6 |
|--------------|--|-----------------|
| Course Code | Course Description | Credits |
| CMCA2903 | <u>Advanced Culinary Techniques: Farm to Table</u> | 4.0 |
| CECA2702 | <u>Pastries, Confections & Plated Desserts</u> | 3.0 |
| HEAS2301 | <u>Nutrition</u> | 3.0 |
| CMCA2503 | <u>Meat Fabrication & Charcuterie</u> | 2.0 |
| CEBM2100 | <u>Financial Analysis</u> | 1.5 |
| CEBM2600 | <u>Operations Management: Excel Lab</u> | 1.0 |
| CMCA2402 | <u>Economics: Sustainable Communities</u> | 1.0 |
| CEPD2301 | <u>Professional Development 2</u> | 0.5 |
| CMCS2000 | <u>Service Learning 2</u> | 0.0 |

| Internship 2 | | Academic Terms 7 and 8 |
|---------------------|--|------------------------|
| Course Code | Course Description | Credits |
| CMCA2006 | <u>Internship & Online Career Analysis 1</u> | 7.5 |
| CMCA2007 | <u>Internship & Online Career Analysis 2</u> | 0.0 |

Credit Hour Requirements

Total minimum credit hours for the two-year program are 86 credits. Each year, 15 semester credit hours are accrued during internship. As outlined in the Program Graduation section of this catalog, students transferring between terms or programs, students receiving advanced placement, or students who, upon approval of the Academic Advising Office, receive a waiver of any program requirement, may graduate with fewer than 86 semester credit hours.

Bachelor of Arts in Hospitality and Restaurant Management

The bachelor's (Bachelor of Arts) degree in Hospitality & Restaurant Management is a 15-month degree program (beyond the associate degree or other qualifying educational credits and industry experience) that includes 6 months (two academic terms) of intensive classroom work and project-based learning, and one 9-month non-resident period (3 academic terms). The non-resident term includes online coursework and one 700-hour internship. Class size is a maximum of 10 students per instructor in kitchen and dining room classes, and a maximum of 30 students per instructor in traditional classrooms. Maximum class size in the first term of any program may exceed these ratios by one to two students. Occasionally, other situations may arise which cause class size to temporarily exceed these ratios by one to two students.

This program is designed for students seeking to further advance their careers in the business and management aspects of the hospitality field. Upon completing the program, graduates are able to perform effectively in entry-level management positions in the hospitality industry, such as assistant kitchen manager, banquet or events director, manager in a small restaurant, or assistant food and beverage manager.

Educational Objectives

To best prepare students for work in business and management positions in the industry, NECI has established the following educational goals:

- To focus on the business aspects of the hospitality industry, including purchasing, safety, beverage management, cash control, community relations, training, marketing, teamwork, accounting, business writing, and entrepreneurship
- To develop the personal and professional skills needed to succeed, including negotiation, motivation, time management, business etiquette, self-awareness, and team creation
- To improve critical and creative thinking skills
- To develop conversational skills in Spanish—the second most-used language in the industry

These educational objectives influence all facets of the program, from the curriculum and teaching techniques to the code of student conduct in the classroom, and serve as important guidelines for all those in the program.

Specialization Options

NECI offers three specialization options within the Bachelor of Arts in Hospitality and Restaurant Management that allow students to enhance their learning and enter the industry with stronger skills in the following areas: Wine and Beverage Studies; Sustainability; Baking and Pastry Arts.

These unique specializations allow students to focus aspects of their program on topics of special interest to them within the contemporary management and hospitality industry.

Students choosing to select a specialization may design assignments and projects during their residency to support their specialization, as well as completing a minimum of three focused elective courses (9 credits) and an internship (15 credits) tailored to this area of study.

Wine and Beverage Studies Specialization

Effective management in the hospitality industry often requires advanced knowledge of the role that beverages play in the menu, from both an aesthetic and business perspective. This specialization emphasizes the development of a broad understanding of viticulture, wine-making, distillation and brewing processes; a refined ability to assess fine beverages;

an appreciation for the varietal, cultural, historic and societal influences on the wines of different countries; a solid aptitude for pairing beverages to a wide range of cuisines; and comprehensive knowledge of marketing and distribution within the alcoholic beverage industry. Internships include positions in the fast-growing alcoholic beverage industry as winery marketing representatives, importers, wholesale sales managers, or at retail outlets.

Sustainability Specialization

The future success of restaurants, hotels and larger-scale hospitality enterprises depend upon professionals who have experience and expertise in sustainability practices. Sustainability awareness and practical considerations are essential to culinary leadership. Students in this specialization will learn how to source local foods, work in an environmentally conscious manner, and make decisions in a global marketplace. Internships range from leading multi-site hotels and restaurant corporations, to third party certifying organizations and national/international organizations devoted to the future of food. The sustainability specialization prepares students for broad range of careers within the field of food service and hospitality, as well as for advanced education in law, the environment, agriculture, and food policy.

Baking and Pastry Arts Specialization

The baking and pastry specialization is designed for students holding an Associate of Occupational Studies in Baking & Pastry. The baking and pastry specialization will prepare students to act as managers or pastry chefs in bakeries, cafés, pastry shops, or other large-scale outlets. This specialization is also ideal for those preparing for business ownership in the baking and pastry field. Students will use the lens of bakery operations as they develop their business, leadership, and entrepreneurial skills in the areas of staffing, cost control, and management. This specialization emphasizes the development of advanced skills in artisan breads and pastries, plated desserts, and decorative arts such as chocolate, sugar, or pastillage. Internships might include managing the pastry department in a hotel, assistant manager in a bakery, recipe development, or dessert catering.

Required Subject Matter

(60 prior college credits are required for entry into this program)

| MOD 5 | | Academic Term 1 |
|-------------|---|-----------------|
| Course Code | Course Description | Credits |
| HMOR3000 | Orientation | 0.0 |
| HECT2610 | <u>Spanish I</u> | 1.0 |
| HECT2620 | <u>Spanish II</u> | 1.0 |
| DECT3200 | <u>Critical Issues, Reading, Research & Writing</u> | 3.0 |
| HMBM3101 | <u>Fundamentals of Accounting</u> | 3.0 |
| HMBM3900 | <u>Business Concept Development</u> | 1.0 |
| HMBM3801 | <u>Financial Management</u> | 4.0 |
| HMBM3200 | <u>Beverage & Wine Management</u> | 3.0 |
| HMBM3500 | <u>Human Resource Management</u> | 3.0 |
| DEELXXXX | Elective 1 | 3.0 |

| MOD 1 | | Academic Term 2 |
|-------------|---|-----------------|
| Course Code | Course Description | Credits |
| DECT3601 | <u>Spanish III</u> | 1.0 |
| DECT3641 | <u>Spanish IV</u> | 1.0 |
| HMBM4801 | <u>Strategic Management</u> | 3.0 |
| HMCT4150 | <u>Ethical Decision Making</u> | 3.0 |
| HMBM3850 | <u>Operations Management</u> | 4.0 |
| HMCT3750 | <u>Business & Technical Writing</u> | 3.0 |
| DEELXXXX | Elective 2 | 3.0 |
| CMAS1400 | <u>Sanitation & Food Safety</u> | 1.0 |

Non Resident Period

| | | Academic Terms 3, 4 and 5 |
|-------------|---|---------------------------|
| Course Code | Course Description | Credits |
| HMBM4002 | <u>BAHRM Internship/Career Analysis 1</u> | 5.0 |
| HMBM4003 | <u>BAHRM Internship/Career Analysis 2</u> | 5.0 |
| HMBM4004 | <u>BAHRM Internship/Career Analysis 3</u> | 5.0 |
| HMBM4352 | <u>Innovation & Creativity</u> (online) | 3.0 |
| HMCT3100 | <u>Critical Issues in Leadership</u> (online) | 3.0 |
| HMCT3400 | <u>Capstone Course</u> (online) | 3.0 |

Credit Hour Requirements

Total minimum credits for the 15-month program are 68. 15 semester credit hours are earned for the internship. 9 semester credit hours are offered online during the non-resident term. As outlined in the Program Graduation section of this catalog, students transferring between terms or programs, students receiving advanced placement, or students

who, upon approval of Academic Advising Office, receive a waiver of any program requirement, may graduate with fewer than 68 semester hour credits.

Online Bachelor of Arts in Hospitality and Restaurant Management

The Bachelor of Arts in Hospitality and Restaurant Management is also offered in a fully online format. The program consists of 72 weeks of instructional time (beyond the associate degree or other qualifying educational credits and industry experience); due to scheduled breaks between classes, the program can generally be completed within 24 months.

The program is offered in 12 six-week online course segments, which are available on a revolving carousel schedule. This timeframe allows students to matriculate into the program at any point in the year. Successful participation in each course requires minimum of 20 hours per week. (This includes time involved in online content and discussion boards, and time spent in reading, research, and completion of assignments.)

To successfully complete the program, students must complete all 12 courses and must complete a general education requirement and sanitation certification requirement, as outlined under Graduation Requirements outlined below.

The online Bachelor of Arts in Hospitality and Restaurant management does not include an internship requirement. Instead, as a condition of admission to the program, students are required to be actively employed in an industry-related position or have appropriate experience in the food and beverage industry. This requirement allows instructors to more fully integrate the online learner's concurrent education and work experiences, and to draw heavily from industry practice.

This program is designed for students seeking to further advance their careers in the business, management, and entrepreneurial aspects of the hospitality field.

Upon completing the program, graduates are able to perform effectively in key positions in the hospitality industry, such as kitchen manager, banquet or events director, restaurant manager, assistant food and beverage manager, or assistant general manager.

Educational Objectives

To best prepare students for work in business and management positions in the industry, NECI has established the following educational goals:

- To focus on the business aspects of the hospitality industry, including purchasing, safety, beverage management, cash control, community relations, training, marketing, teamwork, accounting, business writing, and entrepreneurship.
- To develop the personal and professional skills needed to succeed, including negotiation, motivation, time management, business etiquette, self-awareness, and team creation
- To improve critical thinking skills

These educational objectives influence all facets of the program, from the curriculum and teaching techniques to the code of student conduct in the online classroom, and serve as important guidelines for all those in the program.

Required Subject Matter

(courses are offered on a revolving carousel schedule, entry point will determine sequence of courses)

| Course Code | Course Description | Credits |
|-------------|--|---------|
| HOBM3800 | <u>Financial Management</u> | 5.0 |
| HOAS3400 | <u>Food Systems, Inventory Control, & Sanitation</u> | 5.0 |
| HOBM3700 | <u>Marketing Theory & Research</u> | 5.0 |
| HOBM3100 | <u>Accounting & Financial Analysis</u> | 5.0 |
| HOBM4800 | <u>Operations Management</u> | 5.0 |
| HOBM3500 | <u>Human Resources in the Food Service Industry</u> | 5.0 |
| HOCT4600 | <u>Ethical & Legal Decision Making</u> | 5.0 |
| HOBM4300 | <u>Strategic Management</u> | 5.0 |
| HOBM4100 | <u>Corporate Purchasing & Finance</u> | 5.0 |
| HOCT4100 | <u>Critical Issues in Leadership</u> | 5.0 |
| HOCT4400 | <u>Innovation & Creativity</u> | 5.0 |
| HOBM4200 | <u>Beverage Management</u> | 5.0 |

Computer Requirements

Students in the fully online version of the Bachelor of Arts in Hospitality and Restaurant Management

are required to have appropriate technology and internet capability. These requirements include:

Required Laptop Computer Specifications

| | |
|----------------|--|
| Hardware/OS | Pentium 4 processor with Windows XP SP3, Windows Vista or Windows 7 |
| Capacity | <ul style="list-style-type: none"> • <u>Memory</u>: at least 1 GB RAM • <u>Hard Drive</u>: at least 40 GB • CD-ROM/DVD drive |
| Communications | <ul style="list-style-type: none"> • WPA-2 capable wireless network adapter • Sound card |
| Software | <ul style="list-style-type: none"> • Microsoft Office 2007 Professional or higher - includes Word, Excel, PowerPoint, Outlook, Publisher • Virus scanning software |
| Browser | Microsoft Internet Explorer 7 or 8 |
| Printer | Color Printer, toner, paper and associated cables. |

Optional Components

| | |
|------------------|--|
| Surge protection | <ul style="list-style-type: none"> • Surge protector • UPS |
|------------------|--|

*For students preferring an Apple computer, a laptop with equivalent specifications may be used. Examples are the Apple 13" MacBook or Apple 15" MacBook Pro. Note that a small percentage of the applications used at the institution do not integrate efficiently with all aspects of the OSX platform.

Graduation Requirements

Beyond completion of the courses outlined above, students must complete the following requirements prior to graduation:

- 8.0 semester credits of general education/liberal studies at the 300 or 400 level
- ServSafe Sanitation Certification

Coursework to support completion of these requirements may be completed at New England Culinary Institute or may be completed externally with official documentation.

General education courses include foreign language, college level writing, math, science, social sciences, arts, humanities, history or other liberal studies topics. If these courses are taken at

another accredited college or university, students are required to submit official transcripts documenting completion of 8.0 semester credits of upper level (300 and 400 level) liberal studies course work. Students must have a grade of "C" or better in order to transfer the course.

Credit Hour Requirements

Minimum credit hours for the 72-week online program are 60. In addition to completing the required 60-credit online curriculum, students must complete the 8 semester credit general education requirement outlined above prior to graduation. Total credit hours required for graduation from the Bachelor of Arts in Hospitality and Restaurant Management are 68 semester credit hours.

Associate of Occupational Studies in Hospitality and Restaurant Management

The associate (Associate of Occupational Studies) degree in Hospitality & Restaurant Management is a 15-month program that includes nine months of classroom work, intensive hands-on learning in the public restaurants and operations of NECI, and a 700-hour internship. Class size is a maximum of 10 students per instructor in kitchen and dining room classes, and a maximum of 30 students per instructor in traditional classrooms. Maximum class size in the first term of any program may exceed these ratios by one to two students. Occasionally, other situations may arise which cause class size to temporarily exceed these ratios by one to two students.

The Associate of Occupational Studies in Hospitality and Restaurant Management is designed to prepare qualified students to become skilled front-of-the house professionals.

Students develop an understanding of management theory as applied to the food and beverage industry, while studying the culture and trends of the hospitality field in general. Using skills learned in this program, graduates are able to perform effectively in front-of-the-house service as dining room supervisors, events managers, and reservationists. Graduates of this program are encouraged to consider the Bachelor of Arts in Hospitality and Restaurant Management, which is designed to further refine skills and to enhance professional opportunities in this field.

Educational Objectives

To achieve its primary objective of training skilled front-of-the-house professionals, NECI has established the following educational goals:

- To impart to students a basic theoretical knowledge of cooking
- To provide basic practical training in cooking skills
- To promote the development of strong managerial attributes
- To expand student's knowledge of kitchen operations, financial and human resource management, customer service, beverage management, as well as skills in writing, public speaking and presenting, dress, and demeanor.

These educational objectives influence all facets of the program, from the curriculum and teaching techniques to the code of student conduct in the classroom, and serve as important guidelines for all those who study at NECI.

Required Subject Matter

First Residency

| MOD 1 | | Academic Term 1 |
|-------------|---|-----------------|
| Course Code | Course Description | Credits |
| CMOR1000 | Orientation | 0.0 |
| CMAS1102 | <u>Cooking Theory & Food Science</u> | 2.0 |
| CMBM1603 | <u>Information Technology</u> | 3.0 |
| CMPD1302 | <u>Professional Development</u> | 1.5 |
| CMCT1400 | <u>College Math</u> | 3.0 |
| BMCA1603 | <u>Baking I</u> | 2.0 |
| CMSA1102 | <u>Table Service & Intro to Wines</u> | 2.0 |
| CMAS1400 | <u>Sanitation and Food Safety</u> | 1.0 |
| CMCT1000 | <u>Writing Fundamentals</u> | 0.0 |
| CMCS1000 | <u>Service Learning</u> | 0.0 |

| MOD 2 | | Academic Term 2 |
|-------------|--|-----------------|
| Course Code | Course Description | Credits |
| DECT2610 | <u>Spanish I</u> | 1.0 |
| DECT2620 | <u>Spanish II</u> | 1.0 |
| CMCT1203 | <u>Written Expression</u> | 3.0 |
| HEAS2301 | <u>Nutrition</u> | 3.0 |
| HECA1900 | <u>Taste & Flavor: Beverages</u> | 1.8 |
| HEBM1702 | <u>Fundamentals of Marketing</u> | 1.0 |
| HEBM1900 | <u>Service Operations Management</u> | 1.8 |
| HECT1401 | <u>Interpersonal Communications</u> | 3.0 |
| HESA1152 | <u>Restaurant and Guest Management (Practicum)</u> | 4.0 |

| MOD 3 | | Academic Term 3 |
|-------------|--|-----------------|
| Course Code | Course Description | Credits |
| HECA2900 | <u>Menu Development: Food & Wine</u> | 1.6 |
| CMCA1206 | <u>A La Carte Cooking: Lunch</u> | 2.0 |
| HEBM2500 | <u>Intro to Human Resource Management</u> | 2.4 |
| HEBM2900 | <u>Management in the Service Industry</u> | 2.4 |
| HECT1501 | <u>Oral & Multimedia Presentations</u> | 3.0 |
| HESA2301 | <u>Events Management Practicum</u> | 4.0 |
| HECT2401 | <u>Capstone Course</u> | 1.6 |

| Internship 1 | | Academic Terms 4 and 5 |
|--------------|---|------------------------|
| Course Code | Course Description | Credits |
| HESA2008 | <u>AOS HRM Internship/ Online Career Analysis 1</u> | 7.5 |
| HESA2009 | <u>AOS HRM Internship/ Online Career Analysis 2</u> | 7.5 |
| HESA2003 | <u>Internship Case Study (online)</u> | 1.0 |

Credit Hour Requirements

Total minimum credit hours of the 15-month program are 67 credits. The residency portion of the program delivers 51 semester credit hours; 16 semester credits are accrued during the internship term. As outlined in the Program Graduation section of this catalog, students transferring between terms or programs, students receiving advanced placement, or students who, upon approval of the Academic Advising Office, receive a waiver of any program requirement, may graduate with fewer than 67 semester credit hours.

Associate of Occupational Studies in Baking and Pastry Arts

The AOS (Associate of Occupational Studies) degree in Baking and Pastry Arts is a 24-month program that includes two 6-month residencies of classroom work, intensive hands-on learning in the kitchens and food services of NECI, and two 6-month, 700-hour internships. Class size is a maximum of 10 students per instructor in kitchen and dining room classes, and a maximum of 30 students per instructor in traditional classrooms. Maximum class size in the first term of any program may exceed these ratios by one to two students. Occasionally, other situations may arise which cause class size to temporarily exceed these ratios by one to two students.

The Associate of Occupational Studies in Baking and Pastry Arts is designed to prepare qualified students to become skilled culinary professionals specializing in the area of baking and pastry. Focusing on training in the pastry kitchen, this program also includes components in the savory kitchen, business management and general education, and provides students with a comprehensive framework of general skills needed to perform effectively in any food service operation.

As culinary specialists, graduates are able to perform effectively in commercial kitchens, restaurants, hotels, resorts, bakeshops, and pastry shops in such positions as baker, pastry cook, or assistant pastry chef. Highly dedicated and disciplined graduates might perform the responsibilities of head baker or pastry chef.

Educational Objectives

To achieve its primary objective of training skilled bakers and pastry cooks, NECI has established the following educational goals:

- To impart to students a basic theoretical knowledge of baking, pastry, and culinary arts
- To provide a solid practical training in baking, pastry, and fundamental culinary skills
- To help students develop the attributes of a good cook, such as speed, stamina, dexterity, hand-eye coordination, timing, and the ability to work with others, while emphasizing the aesthetics of food preparation and presentation
- To evaluate and strengthen each student's general education in the relevant areas of English, math, food science, and culinary history
- To provide students with the rudiments of modern business management practices in the context of the food service industry
- To secure internships that will assess the nature and quality of each student's training.

These educational objectives influence all facets of the program, from the curriculum and teaching techniques to the code of student conduct in the classroom, and serve as important guidelines for all those who study at NECI.

Required Subject Matter

First Residency

| MOD 1 | | Academic Term 1 |
|-------------|---|-----------------|
| Course Code | Course Description | Credits |
| CMOR1100 | Orientation | 0.0 |
| CMAS1102 | <u>Cooking Theory & Food Science</u> | 2.0 |
| CMBM1603 | <u>Information Technology</u> | 3.0 |
| CMPD1302 | <u>Professional Development</u> | 1.0 |
| CMCT1400 | <u>College Math</u> | 3.0 |
| BMCA1603 | <u>Baking I</u> | 2.0 |
| CMSA1102 | <u>Table Service & Intro to Wines</u> | 2.0 |
| CMAS1400 | <u>Sanitation & Food Safety</u> | 1.0 |
| CMCT1000 | <u>Writing Fundamentals</u> | 0.0 |
| CMCS1000 | <u>Service Learning 1</u> | 0.0 |

| MOD 2 | | Academic Term 2 |
|-------------|--|-----------------|
| Course Code | Course Description | Credits |
| CMCT1203 | <u>Written Expression</u> | 3.0 |
| CMPD1300 | <u>Professional Development</u> | 0.5 |
| CMCT1951 | <u>History & Culture</u> | 1.0 |
| HEAS2301 | <u>Nutrition</u> | 3.0 |
| BMBP1301 | <u>Introduction to Artisan Breads</u> | 2.0 |
| BMBP1503 | <u>Introduction to Basic Pastries</u> | 4.0 |
| BMBP2513 | <u>Plated Desserts & The Art of Plate Presentation</u> | 2.0 |
| CMCS1000 | <u>Service Learning 1</u> | 0.0 |

| Internship 1 | | Academic Terms 3 and 4 |
|--------------|--|------------------------|
| Course Code | Course Description | Credits |
| BMBP1006 | <u>Internship & Online Career Analysis 1</u> | 7.5 |
| BMBP1007 | <u>Internship & Online Career Analysis 2</u> | 7.5 |

Second Residency

| MOD 3 | | Academic Term 5 |
|-------------|--|-----------------|
| Course Code | Course Description | Credits |
| CMOR2000 | Orientation | 0.0 |
| BMBP2814 | Modern Pastry Design and Advanced Pastry Theory | 4.0 |
| CEPD2301 | <u>Professional Development 2</u> | 0.5 |
| DECT2753 | <u>Visual Art & Design</u> | 1.0 |
| BMSA2200 | <u>Understanding Taste, Flavor & Beverages</u> | 1.0 |
| CMAS2501 | <u>Taste & Flavor</u> | 0.5 |
| BMBP1401 | <u>Advanced Breakfast Pastries</u> | 2.0 |
| BMBP2501 | <u>Production</u> | 2.0 |
| CMCS2000 | <u>Service Learning 2</u> | 0.0 |

| MOD 4 | | Academic Term 6 |
|-------------|--|-----------------|
| Course Code | Course Description | Credits |
| BMBP2100 | <u>Contemporary Baking</u> | 2.0 |
| CEPD2301 | <u>Professional Development 2</u> | 0.5 |
| BMBM2301 | <u>Management & Leadership</u> | 3.0 |
| BMBP2815 | Advanced Chocolate & Sugar | 2.0 |
| BMBP_____ | Decorative Arts and Production with a Special Events Project | 4.0 |
| CMCS2000 | <u>Service Learning 2</u> | 0.0 |

| Internship 2 | | Academic Terms 7 and 8 |
|--------------|--|------------------------|
| Course Code | Course Description | Credits |
| BMBP2006 | <u>Internship & Online Career Analysis 1</u> | 7.5 |
| BMBP2007 | <u>Internship & Online Career Analysis 2</u> | 7.5 |

Credit Hour Requirements

Total minimum credit hours for the two-year program are 81 credits. Each year, 15 semester credit hours are accrued during internship. As outlined in the Program Graduation section of this catalog, students transferring between terms or programs, students receiving advanced placement, or students who, upon approval of the Academic Advising Office, receive a waiver of any program requirement, may graduate with fewer than 81 semester credit hours.

Certificate in Professional Cooking

Cooking and learning side-by-side with a NECI chef five days a week for 15 weeks in a production kitchen gives you the skills you need to perform with confidence. This intensive "learn by doing" program gets to the heart of day-to-day kitchen operations. The 15-week residency period is followed by 15 weeks of required internship.

The Certificate in Professional Cooking is a clock-hour program consisting of a 15-week residency and one 15-week, 450 hour internship. Class size is a maximum of 10 students per instructor in kitchen and dining room classes, and a maximum of 30 students per instructor in traditional classrooms. Maximum class size in the first term of any program may exceed these ratios by one to two students. Occasionally, other situations may arise which cause class size to temporarily exceed these ratios by one to two students.

The Certificate in Professional Cooking is designed to prepare students to become kitchen professionals and cooks. As skilled kitchen professionals, graduates will be able to perform effectively at one or more positions in commercial or contract food service kitchens, including preparation cooks, line cooks, and pantry cooks.

Educational Objectives

The Certificate in Professional cooking is designed to provide foundational training for those who desire to work in professional kitchens.

Students become familiar with kitchen equipment, food products, conversions and measurements, culinary terminology, sanitation and safety practices, knife skills, cooking theory, vegetable, starch soup/sauce, and protein cooking. Students are introduced to skills of a la carte cooking, meat fabrication and classic cuisines.

Required Subject Matter

| Course Code | Course Description | Clock Hours |
|-------------|--|-------------|
| BCOR1003 | Orientation | 1.0 |
| BCCA1304 | <u>Professional Cooking I</u> | 239.0 |
| BCCA1315 | <u>Professional Cooking II</u> | 245.0 |
| BCCA1323 | <u>Professional Cooking Unit III</u> | 120.0 |
| BCPD1301 | <u>Professional Development</u> | 10.0 |
| BCHW1003 | <u>Health & Wellness Requirement</u> | 15.0 |
| CMAC1401 | <u>Sanitation & Food Safety</u> | 16.0 |
| BCCS1001 | <u>Service Learning Requirement</u> | 6.0 |
| BCCA2302 | <u>Professional Cooking Internship</u> | 450.0 |

Clock Hour Requirements

Total minimum clock hours for the 30-week program are 1102 clock hours. 450 clock hours are accrued during internship.

Certificate in Professional Baking

Scaling, mixing, shaping and baking alongside a NECI chef is the perfect first step in developing the fundamental knowledge needed to transfer into our degree programs, or to work in professional bakeshops or as bakers in commercial kitchens. This intensive program will provide you with the skill and experience you will need to pursue your passion.

The Certificate in Professional Baking is a clock-hour program that includes hands-on learning in a bakeshop at NECI. The program consists of a 15-week residency and a 15-week, 450-hour internship. Class size is a maximum of 10 students per instructor in kitchen and dining room classes, and a maximum of 30 students per instructor in traditional classrooms. Maximum class size in the first term of any program may exceed these ratios by one to two students. Occasionally, other situations may arise which cause class size to temporarily exceed these ratios by one to two students.

The Certificate in Professional Baking is designed to prepare students to become bakers in bakeshops, restaurants, or other professional kitchens.

Educational Objectives

The Certificate in Professional Baking is designed to provide foundational training for those who desire to work in professional bakeshops.

Students become familiar with baker's tools and kitchen equipment, from oven peels to dough presses; baking skills and procedures used in creating breakfast pastries, breads, cookies, and basic desserts; and baking terminology; time and recipe management; and basic safety and sanitation.

Required Subject Matter

| Course Code | Course Description | Clock Hours |
|-------------|--|-------------|
| BCOR1003 | Orientation | 1.0 |
| BMBC1002 | <u>Fundamentals of Baking and Pastry</u> | 88.5 |
| BMBC1301 | <u>Introduction to Artisan Breads</u> | 88.5 |
| BMBC1201 | <u>Healthy Baking</u> | 49.0 |
| BMBC1402 | <u>Advanced Breakfast Pastries</u> | 88.5 |
| BMBC1503 | <u>Introduction to Basic Pastries</u> | 122.0 |
| BMSC1105 | <u>Customer Service</u> | 30.0 |
| CMAC1401 | <u>Sanitation and Food Safety</u> | 16.0 |
| CCPD1301 | <u>Professional Development</u> | 8.0 |
| BCCS1000 | <u>Service Learning Requirement</u> | 4.0 |
| BMBP1004 | <u>Internship – Certificate in Professional Baking or Pastry</u> | 450.0 |

Clock Hour Requirements

Total minimum clock hours for the 30-week program are 945 clock hours. 450 clock hours are accrued during internship.

Certificate in Professional Pastry

Producing and decorating classic and modern cakes, pastries and tarts hand-in-hand with a NECI chef is the ideal first step in preparing for a NECI degree program or to work in a pastry kitchen. The professional pastry certificate program will provide you with the skills and experiences needed to pursue your passion. The 15-week residency period is followed by 15 weeks of required internship.

The Certificate in Professional Pastry is a clock-hour program that includes hands-on learning in NECI's bakeshop and pastry kitchens. The program consists of a 15-week residency and a 15-week, 450-hour internship. Class size is a maximum of 10 students per instructor in kitchen and dining room classes, and a maximum of 30 students per instructor in traditional classrooms. Maximum class size in the first term of any program may exceed these ratios by one to two students. Occasionally, other situations may arise which cause class size to temporarily exceed these ratios by one to two students.

The Certificate in Professional Pastry is designed to prepare students to become pastry cooks in bakeshops, restaurants, or other professional kitchens.

Educational Objectives

The Certificate in Professional Pastry is designed to provide foundational training for those who desire to work in professional pastry shops. Students become familiar with the pastry chef's tools and kitchen equipment, including mixers, blenders and steam injection ovens; pastry skills and procedures used in creating decorated cakes; French pastries, and fine dining desserts; pastry terminology; time and recipe management; and basic safety and sanitation.

Required Subject Matter

| Course Code | Course Description | Clock Hours |
|-------------|--|-------------|
| BCOR1003 | Orientation | 1.0 |
| BMBC1102 | <u>Fundamentals of Baking & Pastry</u> | 88.5 |
| BMBC1503 | <u>Introduction to Basic Pastries</u> | 122.0 |
| BMBC2605 | <u>Pastry Unit 2</u> | 88.5 |
| BMBC2705 | <u>Pastry Unit 3</u> | 128 |
| BMSC1105 | <u>Customer Service</u> | 30.0 |
| CMAC1401 | <u>Sanitation & Food Safety</u> | 16.0 |
| CCPD1301 | <u>Professional Development</u> | 8.0 |
| BCCS1000 | <u>Service Learning Requirement</u> | 4.0 |
| BMBP2003 | <u>Internship – Certificate in Professional Baking or Pastry</u> | 450.0 |

Clock Hour Requirements

Total minimum clock hours for the 30-week program are 935 clock hours. 450 clock hours are accrued during internship.

COURSE DESCRIPTIONS: CERTIFICATE, ASSOCIATE OF OCCUPATIONAL STUDIES AND BACHELOR OF ARTS DEGREE PROGRAMS

Accounting and Financial Analysis

HOBM3100 – 5.0 credits

In this course students learn the essential steps of the accounting cycle from journal entries to end-of-month account reconciliation, and are introduced to both financial and managerial accounting basics. Financial topics include: income determination, asset valuation, liabilities, shareholders' equity, financial statement analysis, and cash flow analysis. Managerial topics include: fundamentals of cost accumulation and control, standard costing, incremental analysis, and budgeting. This course focuses on the details of sound fiscal performance in a hospitality context. Students explore effective budgeting practices and examine the impact of poor performance on short- and long-term growth.

Advanced Breakfast Pastries

BMBC1401 – 82.5 clock hours

BMBP1401 – 2.0 credits

The Breakfast Pastry Baking Practicum takes place in a hands-on production environment, allowing students to develop and refine their skills in the bakeshop and practically apply knowledge from the Baking Theory class. Areas of concentration within the kitchen allow students to focus on advanced breakfast pastries, laminated and rich dough. Students encounter the wide range of products currently produced in an artisan bakeshop, such as croissants, Danish pastries, and brioche. Students are involved in daily bakeshop planning and product marketing, as well as all stages of production from scaling and mixing through baking and decorating.

Advanced Culinary Techniques: Farm to Table
CMCA2903 — 4.0 credits

In this course students learn and practice advanced techniques that require a higher level of accuracy, attention, and refinement in method and procedure than in previous à la carte classes. Throughout the course students are challenged to recall and apply fundamental cooking skills with refinement and finesse. Emphasis is placed on the mastery of cooking methods, use of seasonal ingredients, organization, multi-tasking, timing, and menu planning. Using our mission of responsibility and sustainability as a guide, students are challenged to assume greater responsibility in preparing food to the exacting standards typical of fine dining with a farm to table theme.

Advanced Pastry Studies: Brunch
BMBP2402 — 1.5 credits

One of the culminating courses in the program, this practicum affords the opportunity for students to refine their production skills and to begin to learn the advanced skills associated with being a pastry chef. Building on the skills learned in the previous classes, this course is designed to expand students' pastry skills by introducing them to finer quality ingredients and more refined procedures and presentations. During this class, students will be challenged to assume greater responsibility in planning and preparing pastries for daily, special occasion, and holiday demand in the retail setting. Lessons include: development of menus, responsible use of seasonal ingredients, taste and flavor in pairing ingredients, and product presentation as well as more pastries and desserts for daily service.

Advanced Pastry Studies: Decorative Arts
BMBP2900 — 2.5 credits

(See Advanced Pastry Studies description below.)

Advanced Pastry Studies: Decorative Production
BMBP2800 — 2.5 credits

In this series of Advanced Pastry Studies courses, students practice and refine their production skills and begin to learn the specialized techniques associated with the pastry profession. Building on the skills learned in previous classes, students are introduced to finer quality ingredients and more refined procedures and presentations. Students are challenged to assume greater responsibility in

planning and preparing pastries for daily and special occasions, and holiday demand in the retail setting. Lessons in this series include: development of menus, use of seasonal ingredients, taste and flavor in pairing ingredients, product presentation, and production of more advanced cakes, pastries and desserts for daily service, catering/banquet preparation and service (including event coordination), buffet layouts, and decorative display. Students practice making fine chocolates, special occasion and wedding cakes, petit fours, and artistic showpieces. A variety of decorative media, such as chocolate, sugar (pulled, poured, and blown), marzipan, gum paste, modeling chocolate, and pastillage, are explored in both individual and group projects.

Baking I
BMCA1603 — 2.0 credits

Students are introduced to the science and theory of baking, including ingredient characteristics and functions, chemical and biological interactions, fermentation, and heat transfer. Students get hands-on practice in NECI's bakery outlets, including making such products as breads, breakfast pastries, pies, and cookies. Instruction also includes organizational skills, use of products and tools, application of mathematical principles such as conversions and weights and measures, mixing techniques, and vocabulary appropriate to bakeshop production.

Baking Theory
BMBC1104 — 32 clock hours

Baking Theory focuses on the foundations of baking and food science as it relates to the production of breads and a variety of baked goods. The course will provide students with a fundamental understanding of common bakeshop ingredients, mixing methodology of batters and doughs, fermentation techniques, and baking applications. Current issues in food service such as seasonality, sustainability, and the use of commercially available product will be explored. Further, the course will address recipe conversion, recipe costing, and production scheduling that is integral to the success of any bakeshop operation.

Beverage Management
HOBM4200 — 5.0 credits

This course is designed to provide students with a broader understanding of the bar and beverage industry, with a focus on the wine business. Students learn about the unique history and production methods of wine, beer, and spirits and study common marketing concepts and promotional schemes employed by wineries, distributors, retailers, national promotion boards, and the critical media. In addition, the course covers financial aspects of the wine business and considers progressive ideas for sales and wine list designs in retail environments. Product knowledge is developed through discussions and outside reading assignments about current trends. Students will develop a viable beverage program of their own.

Beverage and Wine Management
HMBM3200 — 3.0 credits

This course provides students with an increased understanding of the bar and beverage industry. Emphasis is placed on beer, wine, and spirits, as students learn about the unique history and production methods of these beverages. Product knowledge is developed through both in-class tastings and outside reading assignments. Current trends are a focus, including the strong evidence that today's consumers are "drinking less, but drinking better." The course allows students to develop a viable beverage program of their own.

Business and Technical Writing
HMCT3750 — 3.0 credits

In this course students broaden their writing abilities by critiquing the written work of others. In addition, students study the writing process and apply business-writing principles in a number of contexts, including internal and external communiqué. Students focus on writing for diverse audiences and honing their formal and professional communication skills.

Business Concept Development
HMBM3900 — 1.0 credit

In this course students develop a workable business concept and determine its feasibility by researching industry trends and successes. Through discussions, lectures, exercises, and small group activities students hone the ability to analyze a business concept for viability. This knowledge will

prepare students entering professional positions in Hospitality Management for evaluating the consistency of execution of a brand. This course also prepares students for the Operations Management Term II course, during which they will develop a business plan.

Business Writing and Presentations
HECT1450 — 3.0 credits

This course provides students with the tools to professionally present information, organize and support their ideas using language and to format appropriately for particular audiences. In this class, students develop the ability to express themselves both formally and informally in writing. Students work toward concise, descriptive writing free from grammatical, usage, and mechanical errors. The focus will be on memos, instructions and reports, and on formal letters and résumés. Students practice the skills needed to present themselves effectively both in print and electronic media. Students will produce professional writing including an e-portfolio and the corresponding materials.

Capstone Course
HECT2401 — 1.6 credits
DECT4400, HMCT3400— 3.0 credits

This course is designed to help students develop their ability to think critically and creatively about their leadership skills and the application to their professional future career. During the term, students will work on a project to research, implement and execute within the NECI community. This project will be chosen by the students to demonstrate their ability to be a catalyst for change and to positively impact an operation in a leadership manner. Throughout the term, students will discuss and write about their interests, skills, desires, values and the challenges they may face as they work to make an impact in the industry. Students will produce a project portfolio and presentation that reveals the project's scope and the process they will use to accomplish the goals they have set. This course builds upon the strengths students have gained in previous classes and helps to develop them into a cohesive professional and strong member of their industry.

Catering and Banquets PM

CECA2307 – 3.0 credits

Students learn about banquet preparation and event-coordinated cooking by preparing meals for guests of NECI. Successful catering and banquet preparation requires the combination of many important skill sets. In addition to basic business management skills, successful banquet chefs must have knowledge of menu development, current health and sanitation requirements, the need for precise timing, planning and sequencing, appropriate selection of equipment, and an understanding of the traditions and customs of entertaining. This class will also teach students the importance of flexibility, creative problem solving, and refined customer service skills. Instruction includes methods of preparation for banquet cooking, guest-centered management, event coordination, buffet layouts, decorative display, and logistical planning for on- and off-premise events.

Chemistry and the Scientific Method

DEAS3100 – 1.0 credit

Students investigate chemical processes using scientific inquiry and basic research methods in this lab-based course. Using a structured procedure, students practice setting up experiments and measuring the results of changing variables and interactions. Students explore solutions, concentrations, crystallization, heat transfer, and other chemical reactions.

College Math

CMCT1400 – 3.0 credits

As future professionals, students must develop the ability to utilize math skills, formulas, and quantitative vocabulary. This course prepares students to use and manipulate numbers in relation to production demands, and allows them to explore how mathematics directly contributes to quality, consistency, and profitability in a business environment.

Communications: Media (Elective)

DEEL3220 – 3.0 credits

Chefs and hospitality professionals are regularly called upon to present their skills on television media. With new digital media opening up, chefs have even more opportunities to present themselves as a brand. This course offers the

student the opportunity to get behind the scenes at the TV studio and learn how television production works. Students will participate in making their own cooking video- from production planning to running cameras and sound equipment, to presenting their recipe on video as well as a 4 minute news segment. Students will understand various types of video productions including interviewing, cooking segments, news stories, and product presentations.

Concepts in Natural Systems

DMCT3300 – 3.0 credits

The course traces historical trends and contemporary issues in natural systems with a focus on how human activity alters and shapes such arrangements. In turn, we investigate how changes in one system impact and influence change in another place or structure and human activity. Students will gain a broad, holistic perspective on the complimentary and contradictory ways in which systems function and a recognition that places, trends, and people are not isolated or islands when we consider food and cuisine. Students will develop a proficiency to recognize and analyze links within systems and create options to influence and shape its future. Such knowledge and proficiency can contribute to successful businesses and leadership in the agriculture, food, and culinary worlds.

Contemporary Baking

BMBP2100 – 1.5 credits

Through readings, projects, and production, students expand their knowledge of contemporary trends within the industry and connect these principles to personal experience and current health issues. Understanding the special needs for feeding populations with different dietary needs and restrictions is applied to cooking and baking issues. Students build on basic concepts and applications of nutrition gained from Nutrition, HEAS 2301, to all aspects of food service management to show how healthy and diet appropriate baked goods can be provided without sacrificing taste or appeal. Students will be expanding on effective planning, managing, and marketing from a nutritional and specialty product point of view and constructing menu items and recipe modifications to appeal to specific populations.

Using selected readings, projects, self-reflection, and web-based research, students will update their knowledge of specialized dietary needs of specific populations and current industry trends and build upon that knowledge. Students will use nutrition principles learned previously from Nutrition and through this course in personal applications, current issues, and in industry settings. The student will also begin to develop an understanding of the needs for feeding populations with specialized nutritional needs and will have the opportunity to utilize that knowledge in virtual cooking and baking applications.

Students will also explore basic food preservation techniques through fermenting, canning, drying, and/or pickling. The student will be able to determine the relationship cost in creating value-added products versus buying them.

Contemporary Cuisine and Menu Development **DECA3900 — 1.0 credit**

Today's chefs, restaurateurs, and kitchen managers face a wide-ranging clientele—from restaurant customers with specific dietary needs to sophisticated seniors in extended care facilities; from athletes to well-traveled college students. In this kitchen-based course, students focus on preparing food and menus for clientele with alternative diets—whether for reasons of choice, health, or ethics. Students gain an advanced understanding of developing nutritious, flavorful, and creatively presented menu items that meet these customer needs, while still maintaining the concept of the operation.

Cooking Theory and Food Science

CMAS1102 — 2.0 credits

CMAS1100 — 3.0 credits (dual enrollment)

This course blends classroom and lab instruction, with a focus on scientific principles. Using the experimental method, students explore the chemistry of food, and the heat transfer process. The course includes both theoretical and hands-on application of food science and a knife skills practice lab.

Corporate Purchasing and Finance

HMBM4102 — 3.0 credits

HOBM4100 — 5.0 credits (online BAHRM)

In this course students examine the many facets of corporate financial management, including purchasing, accounting, and control. Students examine the key business features of an organization within the industry and practice applying effective cost management strategies.

Critical Issues in Leadership

HMCT3100 — 3.0 credits

HOCT4100 — 5.0 credits (online BAHRM)

This course is designed to focus student thinking on critical issues facing leaders today. Leaders must make crucial decisions regarding employees, the business, and the surrounding community. This course gives students the opportunity to think deeply and constructively about whom they are currently as leaders and who they intend to be. Class discussions center on what leadership is, exploring leadership theory and lessons, organizational development, ethical decision making change processes, and preventing burnout. Leaders must learn to adapt to, adjust and overcome situations at work and within themselves to develop into the best leaders they can be. Understanding leadership is about understanding human behavior and how to motivate people to work effectively towards a common goal.

Critical Issues: Reading, Writing, & Research

DECT3200 — 3.0 credits

In this course students explore how reading, critical thinking, and writing are connected activities; how meaning is created; and how writing can be a powerful tool. Through fiction, nonfiction, and journal articles, students examine critical contemporary issues including immigration reform, global security, sustainability, and industrialization. Students investigate various types of writing, including narrative, memoir, research, self-reflection, reading reflections, and book reviews.

Culinary Basics and the Production Kitchen

CMCA1300 – 3.0 credits

This course is the first in a series of courses taught in a full production kitchen laboratory that provides meals for external customers. Instruction focuses on the basics of knife skills, cooking methods, soups and sauces, batch cooking skills, sanitation, station organization, recipe reading, and menu planning. Additional focus is placed on the organization of food production in a contract food service operation, and on an introduction to customer service. Students will rotate among stations, with assigned objectives and tasks.

Culinary Math

CMAS1201 – 1.0 credits

Culinary Math introduces students to many of the culinary math concepts and principles which they will use and practice further as they advance through their curriculum. By means of direct instruction, discussion, and practice students will have an introductory understanding and ability to work with conversions, yields, portions and more.

Culture and Cuisine: International Flavors

DEAS3500 – 2.0 credits

World cuisines continue to be an influential component of American cuisine. Ethnic restaurants account for a large percentage of American food sales annually. Recent changes in US relationships with Asia as well as the Middle East increases the need for food service professionals to develop a greater understanding of the cuisines of these areas of the globe. In this course, students will use traditional techniques to produce meals representative of Asia and the Middle East. Students will explore specific ingredients and essential characteristics of the selected cuisines to gain a better understanding of the foodways and flavor profiles indicative of Asian/Middle Eastern cultures. In addition to production, students will explore these cultures with field trips to local restaurants and markets. This course is integrated with History and Culture DECT3900.

Customer Service

BMSC1105 – 30 clock hours

The Customer Service Lab takes place in an environment that allows for direct interaction with guests in a retail bakery. Students will develop and practice guest service skills. Other areas of

concentration will include proper barista training and technique, and use of a point of sales system. Students will be involved in the creation of a daily front of the house safety and sanitation checklist.

Economics: Sustainable Communities

CMCA2402 – 1.0 credits

Students are introduced to fundamental economic principles and begin to explore how their own decisions have an impact on global and local communities. Through case studies, readings, and discussions, students examine how purchasing decisions, manufacturing techniques, transportation, environment, labor, and globalization influence today's economy. The course will explore various social and business models that can contribute to healthy economies, including supply contracts, consolidated transport, cooperatives, and community-based research and education centers.

Ethical and Legal Decision Making

HMCT4151 – 3.0 credits

HOCT4600 – 5.0 credits (online BAHM)

In this course students explore and discuss ethical dilemmas, current affairs, professional codes of conduct, a basic understanding of the law, and the ability to apply a manager's legal duties and obligations to guests, serving food and beverages, safety and security, and employment management. Through an exploration of Western culture, ethics, and legal theory, students develop a fundamental understanding of how they will be expected to assume responsibility for ethical and legal decisions, and to train and support staff in ethical and legal awareness. By the end of the class, students understand that, based on knowledge, facts, and action, they are expected to assume responsibility for ethical legal decisions, and to train and support staff in ethical and legal awareness.

European Wines (Elective)

DEEL3216 – 3.0 credits

Building on material covered in Introduction to Wine, Taste & Flavor: Wines and, to some degree, The Business of Wine, this course will offer a complete overview of the wines of Western Europe. The emphasis will be on France, with in-depth coverage of each of her six major wine regions, as well as emerging French wine regions. Also covered are Italy, Germany, Spain and Portugal. For each country, there will be background on history and quality control laws, and then discussion of important

regions of each country, with description of each region's terroir, and the style of its wines. We will also touch on the position of European wines in the international marketplace. The objective is to prepare BA students for the planning of wine programs, either on-premise, or at retail, that can incorporate an interesting selection of quality wines from all premier wine-producing countries.

Events Management Practicum

HESA2301 — 4.0 credits

Students are introduced to all aspects of catering service and execution in a hotel setting. Labs associated with the class include service, bartending, and banquet management for an event from setup to breakdown. These labs require students to apply information introduced in class, as well as the management skills they have learned throughout the program, to direct staff and lead a successful event. Students will be expected to keep a portfolio outlining all information necessary for the planning and execution of their event. This final practicum challenges students to apply the skills they have learned throughout the program in a comprehensive and real-life environment.

Extending the Season: Sustainability in Action

DEBM3400 — 1.0 credit

Preserving foods allows professional chefs to capture the quality of the season, support the local farming community and minimize the harmful environmental effects of transporting foods long distances. Experienced chefs know that by applying selected preservation methods to perishable food products they safeguard quality, minimize waste and maximize utilization. Cooking year round with locally produced foods can be a challenge, particularly in the harsh, temperate climate of northern New England. In this production based course, students will develop recipes using these foods and explore how to cost effectively incorporate them into contemporary menus year round. This course is integrated with Economics: Sustainable Communities.

Financial Analysis

CEBM2100 — 1.5 credits

Through lectures, project-based computer labs, and assignments, students are introduced to the fundamentals of business management and financial analysis. Students examine cost of goods and labor, vendor selection, sales mix, and income

statements as tools for monitoring and adjusting business practices. Using examples and projects typical of the food and beverage industry, students use Excel to analyze and understand how financial performance impacts business enterprise.

Financial Management

DEBM3100, HMBM3801— 4.0 credits

HOBM3800— 5.0 credits

Starting with the essential steps of the accounting cycle, students learn the basic concepts of financial and management accounting, including income determination, asset valuation, liabilities, shareholders equity, financial statements, cash flow analysis, cost control, and budgeting. Using an income statement as the basis for the class, students explore ways to manage revenue and expenses, adding systems, methods, and procedures to their foundation of knowledge. Building on this base, students will explore ways to manage revenue and expenses, adding systems, methods, and procedures that will aid them as they begin to build financial models.

Flavors of Mediterranean Cuisine

CMCA2520 — 3.0 Credits

In this production course, students apply the knowledge learned in History and Culture to examine the ingredients, tools and cooking methods of selected regional cuisines in and around the Mediterranean. The lab exposes students to related concepts of Mediterranean cuisines including "small plates" (tapas, merende, aperitivo, mezze). By defining the characteristics of cuisines, students develop a template on which to research future cuisines. By analyzing the cooking techniques, eating habits, flavors, and origins of ingredients, students gain a deeper understanding of the connection between cuisine and culture. This course also features discussions, presentations and demonstrations.

Food and Beverage Industry Refresher

HOCA2000 (offered fully online) — credits may vary

The food and beverage industry has matured to its highest degree in the past 20 years, and this course is oriented toward providing the student with an invigorated overview of the current food and beverage industry, as well as an overview of key concepts needed for successful completion of NECI's BA programs. This course examines and highlights a variety of career paths available within

the hospitality industry and the professional development skills associated with those options. As students participate in this course, they will have an opportunity to engage and study essential elements of the hospitality, beverage and culinary industry which are essential to successful completion of NECI's BA programs. These elements, which may include aspects of creative and technical writing, industry oriented math and computation, business and operations management, cooking and beverage theory, service management and effective communication, are selected for their potential to contribute both to the professional and intellectual development of students. Course topics may vary based on recognized industry demand and student needs. By design, the learning activities associated with this course introduce students to current and industry standard knowledge, theories and skills associated with successful food and beverage operations and managers.

Food Systems, Inventory Control, and Sanitation

HOAS3400 — 5.0 credits

This course examines two key challenges faced by managers in today's food service operations: sanitation and menu engineering. The course is divided into two sections accordingly. In the sanitation section, students focus on understanding and utilizing state regulations, training kitchen staff, conducting sanitation inspections, formulating applied solutions to identified issues, and presenting these results. In the menu engineering section, students develop an understanding of menu in the contexts of guest perception, the marketplace, cost/profit analysis, and logistical feasibility. Students use discussions, projects, and applied situations to strengthen their skills in problem solving, developing workable solutions, professional interaction, and team building.

French Classic Cuisine

CMCT1902 — 2.0 credits

In this production course, students will apply the knowledge learned in History and Culture to examine the evolution of food consumption in and around France, and to examine the character and substance of regional cuisines. The lab will expose students to the concept of French cuisine and will provide an introduction to traditional spices, herbs, products, and cooking techniques, as well as to the preparation of traditional dishes. In addition, students will be introduced to taste and flavor and the fundamentals of seasoning food.

Furthermore, by defining the characteristics of cuisine, students develop a template on which to research future cuisines. By analyzing the cooking technique, eating habits, flavors, and origins of ingredients students gain a deeper understanding of the connection between cuisine and culture. This course features discussion, research, readings, and a student portfolio.

Fundamentals of Accounting

HMBM3101 — 3.0 credits

HOBM3101 – 5.0 credits (online BAHM)

In this course students learn the essential steps of the accounting cycle, from journal entries to end-of-month account reconciliation. Students are introduced to basic concepts of financial and managerial accounting relevant to managers. Financial accounting topics include: income determination, asset valuation, liabilities, shareholders' equity, financial statement analysis, and cash flow analysis. Managerial accounting topics include: fundamentals of cost accumulation and control, standard costing, incremental analysis, and budgeting.

Fundamentals of Baking & Pastry

BMBC1102 – 88.5 clock hours

Fundamentals of Baking and Pastry is a three week course of Breads and Breakfast Pastries. Labs are held at the LaBrioche or National Life Bakeshop. During this course, students are introduced to the fundamentals of production baking. Through in-class assignments, lectures, discussions, and out of class assignments, students will learn the essentials for being successful production bakers. Course topics include bread, muffins, cookies and breakfast pastry production.

Fundamentals of Marketing

HEBM1702 – 1.0 credits

This course is an introduction to marketing concepts and their application to a variety of fields. Students conduct market research and develop a marketing strategy for a simple business concept. Primary areas of application are in internal marketing strategies—including merchandising and menu development, customer service, and guerrilla marketing tactics. These concepts will enable students to analyze marketing practices and make recommendations about how to more efficiently use resources and increase profits.

Health & Wellness

BCHW1003 – 15 clock hours

The goal of this class is to give students the knowledge and practice that will help maintain their health and well being in a sometimes-stressful industry. Students will spend class time discussing several facets of good health and the many possible ways to achieve and maintain it. Based on this knowledge, students will develop their own personal exercise and nutrition goals. The remainder of class time will be spent putting these plans into action. The Independent Study portion of this course will allow students to further develop their personal health and wellness goals by practicing and documenting an aerobic exercise regime.

Healthy Baking

BMBC1201 – 49 clock hours

Healthy Baking is taught in a hands-on production environment, allowing students to develop and refine their skills in the bakeshop and practically apply knowledge from the Baking Theory class. Areas of concentration within the kitchen allow students to focus on making the foods we currently make healthier as well as making foods for people with diseases and illnesses. Students encounter the wide range of products currently produced in the bakery including cookies, muffins and breakfast pastries. Students are involved in daily bakeshop planning and product marketing, as well as all stages of production from scaling and mixing through baking and decorating.

History and Culture

CMCT1951 – 1.0 credits

This course introduces the history of food and cuisine and the roles they play in society and culture. It emphasizes the periods from early hunter-gatherers and the rise of agricultural societies to the impact of the Columbian Exchange on world cuisines, the development of European and Mediterranean foodways, and the foods and eating habits of Americans. Through lectures, discussions, research assignments and videos we will explore the characteristics of selected cuisines. By analyzing eating habits, flavors, and origins of ingredients from selected European and Mediterranean cuisines students gain a deeper understanding of the connection between cuisine and culture.

History and Culture Seminar

DECT3900 – 1.0 credits

In this course students develop an understanding of some of the major regions and cultures in today's world. Students explore the foundations of various cultures through a study of their history, societal norms, and major religious and political movements, as well as influencing factors such as climate and geography.

Human Resource Management

HMBM3500 – 3.0 credits

HOBM3500 – 5.0 credits (online BAHM)

This course focuses on preparing students—both personally and professionally—for entering the industry as a manager. With an emphasis on personal, managerial, and human resources management skills students are prepared for applying these skills later in the program, and as they move into a business career. The course introduces students to both theories and skills, and provides opportunities to practice communication, presentations, and leadership. The course also covers the key employment and labor laws that will affect how students will manage and make decisions about issues involving discrimination, harassment, and disability policies and legislation.

Information Technology

CMBM1603 – 3.0 credits

Information Technology focuses on increasing students' skills in a variety of programs including Outlook, Word Publisher, PowerPoint and Excel. The class will include exercises that demonstrate key features of these programs and their uses, including formatting Word documents to create dynamic reports, letters, memos, menus, and papers; creating business cards and brochures in Publisher; using PowerPoint to create engaging presentations; and using Excel for producing reports, schedules, analyses, charts and graphs.

Innovation and Creativity

HMBM4352 – 3.0 credits

HOCT4400 – 5.0 credits (online BAHM)

Exploring the innovative and creative spirit associated with being both an entrepreneur and an intrapreneur is the foundation of this class. Utilizing classes such as Critical Issues and Strategic Management as a starting point, this class will continue exploring how other successful leaders

and managers have used their opportunity vision to create competitive advantages in their own business or as part of an organization. To quote Mark Twain, "I was seldom able to see an opportunity, until it ceased to be one." By studying how winning entrepreneurs and intrapreneurs think, act and perform, students can then begin to establish goals to practice emulating these actions, attitudes, habits and strategies. Through readings, on-line discussions and independent research, students will further enhance their ability to demonstrate innovative and creative thinking.

Inside the Farmer's Market (Elective)

DEEL3225 – 3.0 credits

Inside the Farmers Market is a 6-week class exploring all aspects of managing a farmers market. Areas of concentration include marketing, accounting, production, research, education and vendor relations. A strong focus on sustainability, community and local food will drive both online and in-house content as well as each markets theme. Students will gain a strong understanding of how to run a farmers market stand through the events they will visit and manage.

Internship and Online Career Analysis I, II & III

Associate of Occupational Science

CMCA1000 AOS Culinary – 15.00 credits

***CMCA1008, CMCA1009 AOS Culinary —
15.0 credits total***

***BMBP1006, BMBP1007 AOS BP —
15.0 credits total***

***HESA2008, HESA2009 AOS HRM —
15.0 credits total***

***CMCA2006, CMCA2007 AOS Culinary
Year 2 — 15.0 credits total***

***BMBP2006, BMBP2007 AOSBP
Year 2 — 15.0 credits total***

Bachelor of Arts

***DECA4003, DECA4004, DECA4005,
BA Culinary – 15 credits total***

***HMBM4002, HMBM4003, HMBM4004
BA HRM – 15 credits total***

Certificate in Professional Cooking

BCCA2302 – 450 clock hours

Certificate in Professional Baking

BMBP1004 – 450 clock hours

Certificate in Professional Pastry

BMBP2003 – 450 clock hours

The internship provides students with the opportunity to apply and practice the information and skills they acquired during residency. Students set learning goals prior to the start of their internship, reflect on their progress throughout the internship, and provide documentation of their learning experiences. NECI maintains a broad database of local, national, and international approved internship sites that are monitored and updated regularly. Students are strongly encouraged to pursue an internship at one of these pre-approved sites. All internships require 700 hours (450 hours for Certificate Programs) of work experience at an approved site. NECI staff monitors the internship through communication with the intern and the intern's supervisor. Students are required to maintain ongoing contact with the school during the internship term.

All students completing degree programs internships participate in an online Career Analysis program designed to allow students to reflect on their internship learning experience and to stay connected with Career Services, NECI instructors, and fellow students while away from campus and working at their internship site. This program is offered via distance education on the school's online learning platform. Students are required to log in regularly, participate in discussion boards, and submit appropriate assignments relating to their internship learning via the Internet.

Internship Case Study

HESA2003 – 1.0 credits

This class is a discussion based class that utilizes the process of strategic problem solving in a real-life applied situation of the internship. Through support from their peers, utilization of program content and additional resources, students will be asked to make recommendations on a critical issue that was chosen in conjunction with their supervisor. The intent of this case study is to further the skills and attributes that students developed as part of the program. Early on in this class, students will be asked to observe the norms and cultures of the site as well as take stock of those areas of their own education that they wish to further pursue.

Interpersonal Communications

HECT1401 – 3.0 credits

Students are introduced to the concepts and strategies that are critical to team management and group collaboration. Students explore the central tenets of group dynamics and oral communication, and practice the skills needed to be successful leaders, integral team members, and effective communicators. Focus is placed on organizational strategies, personality typing, problem solving, and team-building exercises, and on listening, analyzing, and navigating difficult situations. Students practice and incorporate these skills by taking on both leadership and team member roles within the classroom.

Introduction to À La Carte Cooking I: Lunch

CMCA1205 – 3.0 credits

This course is the first of three courses in the culinary program that instructs students in the skills needed to operate in an à la carte kitchen that features a static, seasonal menu suitable for popular priced restaurants. Recipes and techniques are standardized to ensure consistent learning opportunities and customer satisfaction. This course builds upon the foundational skills taught in Mod1.

À la Carte cooking may be the most challenging segment of the food service industry. Skills introduced in this class, and integral to every à la carte situation, include adaptability, ability to anticipate future needs, timing and sequencing, speed and accuracy of efforts, and responding with a suitable sense of urgency in unpredictable settings. The main lessons of this class all involve organization, efficiency, speed, and communication. Successful students demonstrate advanced preparation, proper attitude, personal responsibility, and teamwork. These skills can be translated into any aspect of the industry. At the end of this course students will be better prepared to face the demands of their first internship and their return to second year residency.

Introduction to Artisan Breads

BMBC1301 – 88.5 clock hours

BMBP1301 – 2.0 credits

The Artisan Bread Baking Practicum is in a hands-on production environment, allowing students to develop and refine their skills in the bakeshop and practically apply knowledge from the Baking

Theory class. In the Artisan Bread Baking Practicum students encounter a wide range of products currently produced in an artisan bakeshop, such as sourdough, old-world style breads, and decorative breads. Students also experience working with various types of pre-ferments. Students are involved in daily bakeshop planning and product marketing, as well as all stages of production from mixing, and shaping to baking.

Introduction to Basic Pastries

BMBP1503 – 4.0 credits

BMBC1503 – 122 clock hours

Introduction to Basic Pastries is a hands-on production environment, allowing students to develop and refine their skills in the bakeshop and to practically apply knowledge from their Baking I class. Areas of concentration within the kitchen allow students to focus on advanced cookies, basic desserts, and cake assembly. Students are involved in all stages of production from scaling and mixing through baking and decorating.

Introduction to Financial Analysis

BMBM1100 – 1.0 credit

This course provides students with a brief introduction to business management. Students are introduced to income statements, examine the cost of goods and labor, and learn about the importance of each as a tool for monitoring and adjusting business practices. Through classroom activities and project-based computer labs and assignments, students begin to explore basic Excel applications. Using examples and projects typical for the industry, students are introduced to financial performance as it impacts a business enterprise.

Introduction to Human Resource Management

HEBM2500 – 2.4 credits

This course focuses on the issues faced by a supervisor when managing employees. Lectures and role-playing help students to develop skills in applicant screening and interviewing, staff orientation and supervision, performance appraisals, and termination practices. Students explore the job search process from the applicant's perspective as a counterpart to the management perspective. They then create their own résumé and prepare cover letters to potential employers.

Introduction to Meat Fabrication

CMCA1502 — 1.0 credit

This course is designed to instruct students in the fundamentals of meat and poultry cutting. In addition, students may be introduced and exposed to some aspects of fish cutting, as well as the process of sausage making and preserving. Through lab assignments, demonstration, discussions and lectures, students will become familiar with the role of a butcher shop in a multi-unit food service operation. Studies will surround the anatomy and properties of meat and poultry and the systems in place in our country to protect these products' integrity and safety. We will also revisit basic culinary mathematics as we begin to use it in a practical form to price our products accurately, as well as for production planning purposes.

Meat, poultry and fish are still the center of the plate in most food establishments. It is therefore very important for any cook to understand the processes, economics, and sanitation surrounding these volatile products. By following the systems of our production kitchen; from receiving the product, through storage, fabrication, packaging, pricing, and eventual shipping; students will gain valuable hands-on experience in producing quality product under the strict sanitary conditions of our HACCP certified shop.

Introduction to Narrative & Descriptive Writing (Elective)

DEEL3110 — 3.0 credits

This course explores the fundamentals of writing and how reading, critical thinking and descriptive writing are connected activities. Students explore various types of writing including narrative, description, personal essay, and industry related reviews. The focus will be on developing skills and knowledge of effective writing including main ideas, organization, supporting information, tone of voice, as well as grammar, usage, and mechanics.

Kitchen Management

DEBM3801 — 2.0 credits

Through a combination of classroom and operation-based activities, students learn and practice the skills they will need to be a successful kitchen manager, chef, or sous chef. Students observe and practice the application of management principles including Planning, Organizing, Staffing, Coaching, Controlling Representing and Innovating.

Additionally, students are assigned projects that stem from the implementation of best practices in restaurant operation.

Management and Leadership

BMBM2301 — 3.0 credits

This course builds on students' practical and academic experiences to provide perspective on leadership, management, coaching methods, and professional development. Students are introduced to more advanced concepts critical to management and leadership, and to the basics of human resources and professional development. Students practice and critically reflect on management theory and produce professional writing including an e-portfolio and the corresponding materials.

Management in the Service Industry

HEBM2900 — 2.4 credits

This course provides students with a broad understanding of managerial issues in the operation of service organizations such as restaurants, bars and spas. The class examines basic management theory and then looks both internally, as well as externally through field trips and case studies, at application. The students will utilize previous program content as well as current term studies to shape the development of deliverables such as training manuals, handbooks and training plans that serve to create an applied perspective. Learning about management theory is essential but exploring application through the real life experiences will only serve to both reinforce class discussions as well as give context and meaning to much of the skills students have developed throughout the program.

Marketing Theory and Research

HMBM3702—3.0 credits

HOBM3700 — 5.0 credits (online BAHM)

This course is an introduction to marketing concepts and their application, and prepares students to evaluate and improve existing marketing practices for higher profitability, customer satisfaction, and efficient use of resources. Students examine the significance of a marketing plan, and how market research can help influence the various types marketing strategies management can use—from new product awareness, to market re-positioning. This course also gives students the opportunity to explore the world of marketing beyond the conventions of advertising and promotion.

Meat Fabrication and Charcuterie

CMCA2503 — 2.0 credits

This class builds on the foundation provided in Introduction to Meat Fabrication, and is designed to enhance the student's understanding of meat, fish, and poultry anatomy, and to reinforce the skills used in the fabrication of meats. Classroom and lab instruction include history, sanitation, meat identification, cutting, sausage making, hot and cold smoking, curing, and brining. Instruction includes a focus on business, as students are expected to understand how to analyze and improve the profitability of a food service establishment through proper portioning and yield testing, and purchasing of appropriate market forms.

Menu Development: Food and Wine

HECA2900 — 1.6 credits

It can be crucial and indispensable that a Front of the House Manager has the ability to make a suggested beverage pairing to a guest and have the ability to train service staff in those same skills. The ability to assess the flavor of a beverage and assess the flavor of foods is essential to understanding the theory of food and beverage pairing. What is good flavor? How does one create good flavor in food? In this class, students will approach this subject from three different perspectives: (1) How cooking techniques affect the finished flavor of foods, (2) How to develop and maintain good flavor, and (3) How to appropriately pair wines and other beverages with specific dishes.

Non-Resident Term Preparation

DMAS4100 — 0 credit

The non-resident term is a very important part of the NECI education. The purpose of this course is to prepare students to be a successful online learner while engaged in a demanding internship. Students will cover six units of study; Time Management, Study Skills, Online Discussion Skills, Personal Wellness, Stress Management and Personal Financial Management.

North American Wine Regions (Elective)

DEEL3203 – 3.0 credits

This course is designed to introduce students to the key wine regions, grape varieties and label laws of North America while expanding on the wine knowledge acquired during Introduction to Wine and Taste and Flavor Wine. The content presented

will allow students to gain a deeper perspective on winemaking regions located across North America, including those in many U.S. States as well as Southern Canada.

Nutrition

HEAS2301 — 3.0 credits

Through readings and projects, students expand their knowledge of basic human nutrition and connect these principles to personal experience and current issues. Understanding the special needs for feeding populations of different ages and nutritional limitations is applied to cooking issues. Students learn how to provide basic concepts and applications of nutrition to all aspects of food service management to show how healthy meals can be provided without sacrificing taste or appeal; to learn how to plan, manage, and market effectively from a nutritional point of view; and how to construct a menu and modify recipes. Students will also apply new nutritional information to readings from popular literature, advertisements, health and herbal

Operations Management

HMBM3850 — 4.0 credits

HOBM4800 — 5.0 credits (online BAHRM)

Students explore the day-to-day operations of a restaurant in this course. Through discussions, guest lectures, and hands-on projects, they develop the skills and insight needed for establishing a comprehensive operations plan for a business. The overriding objective of the class is to create a forum for students to think critically about the information presented, and to apply that information within the parameters of a business concept of their own.

Operations Management: Excel Lab

CEBM2600 — 1.0 credit

This lab is taken in conjunction with [Financial Analysis](#) and introduces students to the foundations of business management. Using Excel applications as a tool for financial analysis, students examine the cost of goods, labor cost, vendor selection, sales mix, and the income statement. Through lectures, projects and assignments, students use Excel applications to analyze scenarios and examples typical to the food and beverage industry, and develop a stronger understanding of how financial performance impacts a business enterprise.

Oral and Multimedia Presentations

HECT1501 – 3.0 credits

This course blends the themes of how to effectively present information with a diversity of multimedia tools and using persuasion skills. The course will give students the opportunity to refine their technology based information skills and persuasion abilities including the use of presentation using PowerPoint and other technologies.

Pastries, Confections, and Plated Desserts

CECA2702—3.0 credits

This course in pastry production continues the instruction students received in the first year Baking class. It is designed to prepare students to be successful in high volume, quality pastry shops, retail shops, popular-priced restaurants, fine dining restaurants and fine catering establishments. Students learn about the theories, procedures, and ingredients used in cakes, pastries, confections, ice creams and a la carte desserts.

Pastry Production

BMBP2501 – 2.0 credits

This intensive hands-on practicum provides students with the opportunity to apply the principles learned in Pastry Theory and Introduction to Business Management and Financial Analysis. Students participate in the daily planning, production, and marketing of pastries for retail and à la carte settings. Students focus on a variety of production skills, including batch mixing, baking and decorating, classic and modern cakes and tarts, French pastries, catering and banquets, as well as à la carte and fine dining desserts. Students participate in all phases of retail pastry production, building on the basics learned in the Bakeshop Practicum and incorporating the techniques studied in Pastry Theory. À la carte instruction will incorporate concepts of menu design and evaluation, as well as production and plating of desserts for popular-priced and fine dining restaurants. Decorative and garnishing techniques are emphasized along with production efficiency. To be successful in this setting, students must enhance their pastry skills with an understanding of speed, timing, sequencing, and communication skills.

Pastry Theory

BMBP2202 – 1.0 credits

Through lectures, demos, research and discussion, students in pastry theory will study the theoretical and scientific basis of pastry production from the basics of cake leavening through the fine textures of butter creams and mousse. Pastry depends on the chemistry behind ingredients such as sugar and eggs. In this course students investigate how and why baking techniques affect the quality of pastries. The intensive hands-on practicum provides the opportunity for students to apply the principles learned in pastry theory. During class, students will be challenged to assume greater responsibility in planning and developing menus and preparing pastries for daily, special occasion, and holiday demand in the retail setting. Lessons include: cakes, pastries, desserts, tarts, and garnishes for daily service. Decorative and garnishing techniques are emphasized along with production efficiency. To be successful in this setting, students must enhance their pastry skills with an understanding of speed, timing, sequencing and communication skills.

Pastry Unit 1 – Intro to Basic Pastries

BMBC1503 – 122 clock hours

Certificate in Pastry, Pastry Unit 1 is a hands-on production environment, allowing students to develop and refine their skills in the bakeshop and practically apply knowledge from the Baking Theory class. Areas of concentration within the kitchen allow students to focus on advanced cookies, basic desserts, and cake assembly. Students encounter the wide range of products currently produced in a bakeshop, such as cakes, cookies and bars.

Pastry Unit 2

BMBC2605 – 88.5 clock hours

Students will use the fundamental skills in pastries to build finished cakes and tarts. The class will focus on creating a selection of items that can be sold in a retail pastry operation and focus on finishing skills including cutting cake layers, building cakes with classic flavors, crumb coating and finishing cakes, lining and filling tarts, and piping and basic design.

Pastry Unit 3

BMBC2705 – 128 clock hours

Students will use the fundamental skills in pastries to build finished cakes, tarts and other individual items that can be sold in plated dessert outlets. A final project includes a blind basket plated dessert element that is evaluated by the class and other NECI peers. Skills include anglaise, coulis, chocolate and other sauces, plating design and execution, garnishes, knife skills, chocolate, tuiles, ice creams and frozen desserts, and custards.

Philosophy and Critical Thinking (Elective)

DEEL3201 – 3.0 credits

This course focuses on the role of food in the human experience through the lens of Philosophy, which is the study of questions of meaning. Through the ages, philosophers have pondered the meaning of life and human existence, yet curiously food and its role in the human experience is often absent in traditional philosophy courses. Socrates, perhaps the most famous philosopher in the world, asked six essential questions, they are: *What is virtue? What is justice? What is courage? What is good? What is Piety? What is moderation?* This course, specifically designed for culinary students, examines diverse philosophical issues that relate to food including the political, moral, or metaphysical questions. These six questions will serve as lenses to examine food and philosophy. Through the focus on food, we see how philosophy can bring fresh perspectives and a deeper understanding to everyday life issues while helping students develop their own philosophy on food, career and life.

Physiology and Perception

DECT2801 – 0.5 credits

How people receive and process information is not absolute. Perception is related to both biological makeup and to the way the brain receives and processes various stimuli. In this course students explore how physiology and perception play a role in what we understand about the world around us. Students apply psychological models and conduct experiments to see how our senses are generally sharp, but can be fooled. They will use this understanding to draw inferences about how information can be presented to others.

Plated Desserts & The Art of Plate Presentation

BMBP2513 – 2.0 credits

This course in pastry production continues the instruction students received in the first year Baking class. It is designed to prepare students to be successful in high volume, quality pastry shops, retail shops, popular-priced restaurants, fine dining restaurants and fine catering establishments. Students learn about the theories, procedures, and ingredients used in cakes, pastries, confections, ice creams and a la carte desserts.

Product Development: Entrepreneurship

DEAS4102 – 1.0 credit

The great American dream is to own your own business. Never have the opportunities to enter creative new markets been more exciting than right now, however, approached incorrectly the odds of failure are far greater than the chance of success. This course introduces the student to the entrepreneurial environment that exists in the current service experience economy, the challenges that surround the process of a business start-up, and the process to follow in an effort to minimize un-necessary risk. Using Guy Kawasaki's approach of: Causation, Articulation, Activation, Proliferation, and Obligation, the student will apply these steps to the design of a food business or product concept from ideation to business activation. The case study method used will allow students to critique other unique business concepts and apply, through comparison, what is learned from assessment in the design of a dynamic new business idea. Students, in teams, will pitch their concepts and implement them locally.

Professional Cooking I

BCCA1304 – 239 clock hours

Professional Cooking II

BCCA1315 – 245 clock hours

Professional Cooking III

BCCA1323 – 120 clock hours

The Certificate Program in Professional Cooking is designed to prepare students to become kitchen professionals and cooks. The program is divided into three five-week units. This first unit will include an introduction to the layout and production methods of a professional kitchen, as well as instruction in the care and use of knives, the basics of menu planning, and the fundamentals of batch cooking. Students will also

receive instruction in applied foodservice sanitation, and the principles of cooking. The initial five week session will culminate in specified units applying the learning of previous weeks to investigate how the principles discussed earlier apply directly to meats, vegetables and starches.

In the laboratory section of the class students will apply all topics covered in classroom instruction. Focusing on professionalism as a main objective, students will have the opportunity to use our skills as they develop, while preparing meals in the cafeteria. Students will visit each section of the daily menus while honing the practical skills necessary to find success in concurrent sections of the program and the industry at large.

Professional Development

BCPD1301 – 8 clock hours

CCPD1301 – 7.5 clock hours

CMPD1302 – 1.0 credits

In this course, students establish the fundamental skills needed for effectively pursuing opportunities in a professional setting. Students demonstrate the important skills of resume writing, goal setting, interviewing, and appropriate professional presentation. Through a combination of class time and a real-life job search to attain an internship, students practice the skills of networking, job search strategies, budgeting, and long-term career planning.

Professional Development II

CEPD2301 – 0.5 credits

In this course, students establish the essential skills needed for effectively beginning their career, including networking, financial budgeting, and professional planning. Through a combination of class discussion, research, and professional portfolio development, students practice long-term career enhancement strategies.

Restaurant and Guest Management Practicum

HESA1152 – 4.0 credits

This practicum is comprised of three experiences designed to instruct the student in the skills and attitudes needed to be a successful front-of-the house shift manager. Skill building labs and classes include exercises in service, hosting, bartending, food and wine pairing, guest management, liquor and spirits, and alcohol service training. Students

develop a proposal for change portfolio, which will include research, recommendations, and an implementation plan for a change to the restaurant. Students prepare and deliver a synopsis of their proposal at the end of the practicum to an audience of managers.

Sanitation and Food Safety

CMAC1401 – 16 clock hours

CMAS1400 – 1.0 credit

This course introduces students to important food safety and sanitation issues facing professionals of the food and beverage industry. The class serves as the foundation for the entire program by helping establish a thorough understanding and competence in foodservice sanitation, food borne illness prevention and kitchen safety. The course covers the principles of food microbiology; major food borne illnesses, standards enforced by regulatory agencies, and applied measures for keeping food safe. The end of the course will require the student be certified in sanitation standards through the National Restaurant Association's ServSafe exam. Certification is expected prior to the first internship, and is a requirement for graduation.

Service Learning I & II

CMCS1000 – 0.0 credits

CMCS2000 – 0.0 credits

In this course, students are encouraged to think critically about social issues, to become involved in the broader community, and to experience new ways of integrating the variety of skills they are learning at school. Each student is required to set learning objectives, to participate in an individual or group project benefiting the local community, and to reflect on the impact of their project. Students may plan and participate in projects that are related to the industry or may choose a project in an unrelated area of service. Sample activities include working at a local food bank or soup kitchen, coordinating events at nursing homes, teaching cooking classes to school children or to low-income families, or volunteering at a local park or sports event. Group activities are encouraged. A minimum of four hours of service must be completed to meet the requirement.

Service Learning III

HMCS3001 – 3.0 credits

DECS3000 – 2.0 credits

Service Learning III is designed to encourage students to think critically about the hospitality industry, the world in which they live, to explore social issues, to get involved in the local community, and to experience new ways in which they can have a positive impact during their professional lives. A key part of the class will be the service learning practicum that students execute with the help of our community partners. Students will plan, deliver, and reflect on their projects assessing the learning and success of their efforts. Social themes explored in the course include social, political and economic influences impacting notions of citizenship and democracy. This class will also focus on ethical dilemmas and ethical decision making. Students will apply these concepts by reviewing codes of conduct, strategies for ethical decision making, and creating their own professional code of ethics.

Service Operations Management

HEBM1900 – 1.8 credits

This course reinforces the formulas, concepts, and terminology used in the management of hospitality operations. Skills learned in this class will support the student in understanding how to effectively manage an operation based on financial indicators. Cost controls will be further analyzed through the study of purchasing and inventory management as it pertains to alcoholic beverages, dry goods, and soft goods.

Spanish I & II

HECT2610, DECT2610 – 1.0 credits

HECT2620, DECT2620 – 1.0 credits

Spanish language skills are essential to the success of professionals in American society today. This series of courses focuses on basic grammar and proper use of vocabulary. Students speak, write, and make presentations. Topics include human-interest issues, an introduction to Hispanic culture, and creative writing/short stories. Students will create portfolios in which samples of their work are presented. Assessments will be based on observation, portfolios and tests.

Spanish III

DECT3601 – 1.0 credit

This course continues to build on the Spanish language skills learned in previous courses. Students are immersed in the Spanish language with a continued focus on daily applications and an increasing expectation around the comfort, frequency, and complexity of language use. Students will speak, write, and conduct presentations in the imperfect and future tenses of the language. Students will create promotional materials and continue their research into the cultures and cuisines of various Spanish-speaking countries from around the world.

Spanish IV

DECT3641 – 1.0 credit

In this culminating class in the Spanish language series, students are totally immersed in the Spanish language and demonstrate an understanding of various Hispanic cultures. They are expected to have mastered the language well enough to maintain conversations in a variety of professional settings with practiced fluency and accuracy. Students will speak, write, and make presentations in the conditional and past perfect tenses, and will begin to use the subjunctive mode and imperative. Students will apply their Spanish skills in the development of training and occupational materials, and the presentation of a school-wide Spanish forum.

Strategic Management

HMBM4801 – 3.0 credits

HOBM4300 – 5.0 credits (online BAHRM)

A strategic vision allows industry professional to contribute to, and maintain, an organization's mission, long-term planning, and growth potential. In this project based course students become auditors, working closely with instructors and industry professionals to discover best practices for long-term success through application of analytical thinking. Students bring prerequisite knowledge of industry-related marketing strategies, human resource management, understanding of financial management, and analytical and creative thinking skills to this class. Students apply this prior knowledge to various strategic problem-solving situations and formulate solutions using a carefully formulated and guided process.

Sugarcraft: Advanced Floral Techniques (Elective)

DEEL3224 – 3.0 credits

Bakeries and cake decorating businesses today need to be more competitive than ever. As trends change in cake building techniques and styles, students need to be able to offer many options for today's increasingly discerning brides.

This course is designed to help students better understand sugar floral techniques required to decorate wedding/celebration cakes. The students will learn many bridal flowers and foliage that they will wire together to create beautiful bridal sprays and bouquets. Also covered in this course will be the use of fresh and silk flowers to achieve a simple but effective decoration.

Table Service and Introduction to Wines

CMSA1102 – 2.0 credits

This course explores the fundamentals of a la carte restaurant guest service. During this course, students will learn basic service techniques, order of service, and standards for service in the dining room of a busy, dynamic restaurant. In addition to the skills students receive in the dining room, they will also be introduced to the basics of wine and other alcoholic beverages and hosting.

If students of the culinary arts are to understand the industry completely, they must understand the guest from a number of perspectives. Training as a server will help students to more fully understand the challenges of guest satisfaction as they affect the employees of both the kitchen and dining room. Lessons learned in this course will be important to students as they prepare for a career in the food service industry.

Taste and Flavor

CMAS2501 – 0.5 credits

CEAS2501 – 2.5 credits

In the lab environment, students use experimentation and a variety of preparation methods and pairing combinations to investigate taste and flavor from three different perspectives: how cooking techniques affect finished flavor; how good flavor is developed and maintained; and how wines are paired appropriately with specific dishes. Students examine the relationship between cooking methods, flavor and the nutritional value, and participate in weekly comparisons of food and wine pairings to further their understanding of

palate. Students also examine the scientific basis for various cooking techniques and explore how these methods influence flavor, with a focus on the control of taste, aroma, and texture.

Taste and Flavor: Wines

CESA2201 – 1.0 credit

Taste and Flavor Wines is both a review and continuation of the study of enology and food and wine interactions begun in the first residency in Table Service and Introduction to Wine. The class is designed to expand the students' knowledge of traditional and modern viticultural and vinicultural procedures through lectures and discussions. In addition, students will work to develop their confidence in selecting appropriate beverages with foods based on simple taste, aroma and texture comparisons and contrasts through tastings. Many of the world's major wine producing regions will be outlined and discussed through this course.

Much of the tasting experience in this class should enable the student to think more clearly about possible taste interactions in work done on their plate projects with the Taste and Flavor Chef Instructor. It is essential that students in the culinary arts know how and why different approaches in the vineyard and winery create different flavors in wine and how beverages and foods might interact with each other favorably or negatively.

The Art of Cuisine

CMCT2900 – 2.5 credits

The impact of visual presentation of food cannot be overlooked within a contemporary kitchen. The full experience of eating should be a culmination of culinary and environmental stimuli that appeals to all of the human senses: sight, smell, sound, taste, and texture. The Art of Cuisine course brings focus on the process of allowing chefs to express themselves through the way the foods are planned, produced and presented with considerations of color, texture, height, plate design and layout. Throughout the course assignments will also reintroduce and highlight the importance of the character of ingredients, principles of professional cookery and the disciplines associated with fine dining cuisine. This course is designed to expose students to the theory, application, and critical thinking skills needed to effectively present food within the public realm using a variety of mediums.

The Kitchen Garden (Elective)

DEEL3204 – 3.0 credits

Once a phrase that brought images of a small herb based plot to mind, the contemporary kitchen garden has become more substantial and sustainable. The number of food service professionals “growing their own” is on the rise and many operations employ full time gardeners to tend their gardens and orchards. Savvy operators are developing relationships with local farmers in an increasing effort to control the quality of their product and support their communities. In addition, chef-gardeners gain a deeper appreciation and respect for the food that they grow. This new found respect for basic produce becomes evident in the marketing of these products on menus and in the quality of the finished plates. Whether you are trying to cut your produce bill, provide specialty garnishes, or “get away from it all” for an hour a day, creating a kitchen garden will inspire you to become a better chef.

Understanding Taste, Flavor, and Beverages

BMSA2200 – 1.0 credit

Building on Introduction to wines and in conjunction with Taste and Flavor, this class is designed to expand each student’s knowledge of a variety of beverages including wines, dessert wines, fortified wines, spirits, malt beverages as well as coffees, teas and non-alcoholic beverage. As a pastry chef, understanding how to pair an appropriate beverage with a dessert is an important skill. This course is designed to develop an understanding of food and beverage pairing and the theory that supports it. The objective is to develop each student’s knowledge and confidence in selecting appropriate beverages to enhance desserts and dessert menus.

Visual Art and Design I & II

DECT2753 – 1.0 credit

Students study a range of visual aesthetics, including the use of color, light, shapes, and textures. The primary focus of this course is the exploration of basic visual design concepts including layout and composition, and the application of successful design theory. Part I is a six-week exploration of sculpting, carving, and the use of negative space. Part II is a six-week exploration of line, form, and color.

Wines of the Southern Hemisphere (Elective)

DEEL3201 – 3.0 credits

This course is designed to introduce you to the key wine regions, grape varieties and label laws of Southern Hemisphere wine regions while expanding on the wine knowledge acquired during Introduction to Wine and Taste and Flavor Wine. The content presented will allow you to gain a deeper perspective on winemaking regions located across the Southern Hemisphere, including those in Australia, New Zealand, South Africa as well as South America.

Writing Fundamentals

CMCT1000 – 0.0 credits

New England Culinary Institute is committed to teaching critical and creative thinking through reading and writing, therefore, students in the associate and bachelor’s degree programs may place into Writing Fundamentals to review the writing processes surrounding invention, composing, and presenting. Throughout this course students will review and practice the conventions of standard written English and implement techniques to improve independent skills related to revision and editing.

Written Expression

CMCT1203 – 3.0 credits

Students learn how to select and limit a writing topic, determine purpose, evaluate audience, and develop and support a thesis statement. Utilizing the process of pre-writing, drafting, revising, and editing, students produce a writing portfolio that includes the following research-based essays: personal experience essay, description / definition essay, problem and solution essay, research essay, and chef profile. Students are also responsible for pre-writing/research and mechanics of writing assignments during and after class, relevant to the standards of the course.

Writing, Reading, Researching and Analytic Reasoning are significant skills required for success in any profession. Students will demonstrate their ability to think critically through their reading, research, as well as oral and written communication.

FACULTY PROFILES

NECI is proud of its diverse and distinguished faculty. In order to allow for regular updates of their educational and professional accomplishments, biographical information for our staff is available on our school's website at NECI.edu. You can also request a copy of this information from the Admissions department. Our executive faculty and department heads are profiled below.

Chef Paul Sorgule

Vice President, Culinary Arts

Education

Associate of Science - Hotel and Restaurant Management
Paul Smith's College

Bachelor of Science - Hospitality Management
SUNY-Empire State College
Plattsburg, New York

Master of Science - Hospitality Management
Rochester Institute of Technology
Rochester, New York

Experience

Executive Chef
Mirror Lake Inn and Resort
Lake Placid, New York

Dean of Culinary Arts and Hospitality Management
Paul Smith's College
Paul Smiths, New York

Director of Food & Beverage and Executive Chef
Culspar Corp
New York

Senior Manager
University of Buffalo Dining Services

Senior Manager
Buffalo State College Dining Services
Buffalo, New York

Sous Chef
Shore's Orchard Downs

Chef Michael Rhoads

Department Chair, Baking and Pastry Arts

Education

Associate of Occupational Studies –
Culinary Arts
New England Culinary Institute
Montpelier, Vermont

Experience

Owner
B&R Artisan Breads
Framingham, Massachusetts

Ex. Pastry Chef
Sel de la Terre
Boston, Massachusetts

The French Laundry
Chef de Partie
Yountville, California

Michelle Ford

Department Chair, School Hospitality and Restaurant Management

Education

Associate of Arts
Hospitality and Management University of New Hampshire
Durham, New Hampshire

Bachelor of Arts
New England Culinary Institute
Montpelier, Vermont

Certified Wine Specialist
Society of Wine Educators

Experience

Campus Food and Beverage Director
New England Culinary Institute
Montpelier, Vermont

General Manager
JP Founder's Restaurant & Bakery
Newberg, Oregon

Dining Room Manager
Shanty on the Shore
Burlington, Vermont

Kitchen Manager
Holderness Private School
Holderness, New Hampshire

Chef Adrian Westrope

Executive Pastry Chef Instructor

Education

Diplomas in Bakery and Pastry Studies, Design & Decoration of Flour Confectionary
Barking College of Technology, London, UK

Experience

Internationally Recognized Pastry Demonstrator,
Teacher and Consultant
working in Europe and worldwide, including:

Consultant
British Broadcasting Company

Director of R & D
Culpitt and Company

Demonstration Chef
Promodem, LTD

Adult Education Instructor
Essex County Council

Baking and Pastry Department Manager
Woods Bakery

Author / Co author:

Embroidery in Sugar, Merehurst Ltd, London
Chocolate Paste Cakes, Merehurst Ltd, London
Side Designs 1, Letters of London
Side Designs 2, Letters of London

Jennifer Reardon

Faculty Development Coordinator

Education

Bachelor of Arts
University of Massachusetts
Amherst, Massachusetts

Master of Education
Mansfield University of Pennsylvania
Mansfield, Pennsylvania

Experience

Teacher
Pennsylvania Public Schools
Rome, Pennsylvania

Teacher
May Center for Child Development
Chatham, Massachusetts

Guest Services
Red Jacket Resorts
Yarmouth, Massachusetts

Chef Lyndon M. Virkler

Faculty Development Coordinator

Education

Associate of Occupational Studies
The Culinary Institute of America
Hyde Park, New York

Bachelor of Arts
Middlebury College
Middlebury, Vermont

Master of Education
Vermont College of Union Institute and University
Montpelier, Vermont

Experience

Working Chef
Sam Ruperts Restaurant
Warren, Vermont

Sous Chef
The Metropolitan Club
Washington, D.C.

Saucier
La Bergerie
Old Towne Alexandria, Virginia

Line Cook
Le Bagatelle
Washington, D.C.

Chef Dan Tabor

Faculty Development Coordinator

Education

Associate of Occupational Studies, Baking & Pastry
Arts
Johnson & Wales University
Providence, Rhode Island

Bachelor of Science, Food Service Management
Johnson & Wales University
Providence, Rhode Island

Experience

Freelance Sugarcraft & Pastry Demonstrator

Pastry Chef
Marvelous Market
Silver Spring, Maryland

Assistant Pastry Chef
Hyatt Regency Washington
Washington, D.C.

Pastry Chef/Manager
Café Miltenberg
Middletown, New York

STUDENT LIFE

Fitness and Recreation

Full-time students are provided memberships to the local health and fitness center, First in Fitness, at no extra cost. With this membership students have full use of the athletic complex at First in Fitness locations in Montpelier and Berlin. Seasonal opportunities for outdoor recreational activities are also abundant in Montpelier and include hiking, biking, kayaking, canoeing, skiing, and snowboarding.

Students are encouraged to develop a plan for life-long maintenance of good health and overall well being, in part through a Nutrition/Health and Wellness component in all associate and certificate level programs.

Supplemental Programs

NECI provides an ongoing and varied series of speakers and guest lecturers. These visitors introduce students to new trends in the culinary and hospitality fields, and provide students with exposure to experts in all aspects of the food and beverage industry. Guest speakers have addressed a wide range of subjects, including entrepreneurship, butchering, ice carving, wine tasting, chocolate, nutrition, food service sanitation and safety, culinary history, and drug and alcohol abuse awareness.

Field trips to various locations are also scheduled as part of the curriculum. Students may visit local restaurants, farmers' markets, creameries, bakeries, fish and produce markets, a coffee-roasting plant, organic farms, and maple sugarhouses.

Special Activities

To encourage volunteerism and promote community involvement, NECI encourages students to participate in community service events. Students cook for soup kitchens, conduct demonstrations at local schools, assist at the local food bank, and participate in community sports. A Service Learning component in each program helps foster a culture of community involvement.

Students also participate in professional organizations such as the American Culinary Federation and SkillsUSA on campus, and have opportunities to explore organizations such as

Slow Food Vermont, the Vermont Fresh Network, Chef's Collaborative, the Bread Bakers' Guild, and Women Chefs and Restaurateurs.

Students have traveled to competitions, cooked at the James Beard House in New York City, participated in the Spinazzola Gala in Boston, and took part in a variety of culinary conferences. Students often organize group activities both on and off campus through Student Services. Activities include sporting events, cooking competitions, trips to local producers, visits to markets in nearby Montreal or Boston, wine tasting events, and movie or game clubs.

Computer Requirements, Information Technology, and Online Learning

The use of technology is widespread in the food and beverage industry and NECI is committed to preparing students to be comfortable and well versed in a variety of electronic resources, including electronic communication, software applications, online research, and accessing an online learning platform.

NECI provides computer and Internet access on campus. Students will receive a NECI email address, access to the school's student information portal, and access to the school's online learning platform, MOODLE. Students are expected to use their NECI email address for all communications with faculty and staff at the school.

While NECI offers some computer access, students in all degree programs are required to bring their own laptop and printer. This requirement allows students greater flexibility in completing assignments and supports student access while on internship. The Admissions department will provide a listing of minimum computer system hardware/software requirements.

Students enrolling in the fully online program version of the BA in Hospitality and Restaurant Management program must have access to adequate computer resources. Please see the Computer Requirements section of the Online BA HRM program description in this Catalog for specific requirements. This information is also available at NECI.edu.

Students will receive an introduction to the school's technological resources at orientation and will have class time devoted to the use various software applications. Online course work is a part of all programs at NECI, from projects, assignments,

electronic course materials, and discussions supplemental to residency work, to fully online class offerings in some programs. All students are expected to participate in an online Career Analysis course during their internship. This course includes regular electronic communication with the school. Internet access will be necessary while on internship.

Advising

At orientation students are introduced to the range of support services available during their time at NECI. The Department of Academic Services, through the Academic Advising, Academic Scheduling, and Registrar's Offices, provides ongoing advisement to students regarding all aspects of their academic studies, including academic progress reporting, scheduling, student records, and individual curricular advising. The Department of Student Services provides support services, including residential and NECI community life, career services, Learning Services and library. Students will be introduced to specific faculty and staff members associated with each of these services at orientation. Faculty members also act as mentors to students, providing support and guidance as students endeavor toward their career goals.

Learning Services provides comprehensive services to support students' academic success and is staffed by Learning Services Coordinator, the Tutorial Services Coordinator, and trained peer tutors. Support from Learning Services is available to all students. As part of the internship program, students participate in an online capstone course with a dedicated program faculty member for each class section. Faculty members are selected to participate in this course because of their familiarity with students and program curriculum, as well as their industry experience. Through this connection, students receive ongoing advice and input from their NECI instructors throughout their internship experience.

A Resident Life Coordinator and Resident Advisors are available in each student-housing unit. Resident Advisors are trained in group and interpersonal skills, alcohol and drug abuse, and referral sources and are available on a daily basis to discuss problems as they might arise. In addition to campus resources, support and advising resources outside of the school are also available to NECI students. More information on these resources is available in the [Student Handbook](#).

Student Conduct

All students are representatives of NECI and their behavior reflects on the image of NECI in the larger community. Any student whose anti-social or illegal behavior jeopardizes the welfare of her or himself, other students, NECI, or the community, will be subject to disciplinary action, up to and including possible suspension or dismissal. Students are expected to exhibit appropriate conduct while using electronic media and are subject to equivalent disciplinary sanctions for inappropriate behavior. Inappropriate or unlawful transmission of electronic materials, including copyrighted materials, is strictly prohibited and may be subject to civil and criminal penalties, as well as disciplinary action. Further details on NECI policies are in the [Student Handbook](#).

Student Safety and Security

NECI is committed to creating a safe and secure learning environment for all students, faculty, and staff. Montpelier is a small community with a relatively low crime rate, but is not crime free. Students are encouraged to practice routine safety procedures while at school. School security and local police monitor access to campus residence halls, offices and classrooms, as well as food service facilities.

Detailed information about NECI's security policy can be found in the [Student Handbook](#) or at [NECI.edu](#); the annual Campus Security and Campus Fire Reports can also be viewed at this link.

Emergency Response and Evacuation Procedures

Under the Higher Education Opportunity Act of 2008, NECI is required to establish policies and procedures for immediate response to significant emergencies or dangerous situations that involve an immediate threat at any campus location. In the event of an emergency situation or the need to evacuate all students, staff, and faculty will be notified in person and/or through telephone, email notification, and postings to the school's website. Students have the opportunity to sign up for emergency text message notifications. Emergency and evacuation procedures are updated and tested annually. The [Student Handbook](#) outlines policies and procedures more fully, or the complete plan can be viewed [NECI.edu](#).

Missing Persons Policy

Under the Higher Education Opportunity Act of 2008, NECI is required to establish missing person notification policy and procedures. This policy applies to students who reside on campus and are deemed missing or absent from the school for a period of more than 24 hours without any known reason or contrary to usual patterns of behavior. The student's designated emergency contacts will be notified by the school no more than 24 hours from the time the student is determined to be missing. For students under 18, parents or guardians will be notified at this time. Full details of this policy are available in the [Student Handbook](#) or [NECI.edu](#).

Alcohol and Drug Abuse Prevention Policy

Federal law requires all institutions receiving federal financial assistance to implement and enforce drug and alcohol prevention policies. NECI strongly supports this initiative. Any violation of drug and alcohol laws, even for a first offense, may result in penalties up to and including termination of enrollment. Further information is available in the [Student Handbook](#) or [NECI.edu](#).

Peer to Peer File Sharing and Copyright Policy

As outlined under the Student Conduct Policy above, students are subject to disciplinary action, up to and including possible suspension or dismissal, for anti-social or illegal behavior that jeopardizes the welfare of others. Students are expected to exhibit appropriate conduct while using electronic media and are subject to equivalent disciplinary sanctions for inappropriate behavior, including unauthorized peer-to-peer file sharing, illegal downloading, or unauthorized distribution of copyrighted materials using the institution's information technology system. Inappropriate or unlawful transmission of electronic materials, including unauthorized distribution of copyrighted materials, is strictly prohibited and may be subject to civil and criminal penalties, as well as disciplinary action. Further details on NECI policies are in the [Student Handbook](#) or [NECI.edu](#).

ACADEMIC PRACTICES AND POLICIES

Program Offerings

NECI offers the following degree-granting programs:

- Bachelor of Arts (bachelor's degree) in Culinary Arts
- Associate of Occupational Studies (associate degree) in Culinary Arts
- Bachelor of Arts (bachelor's degree) in Hospitality and Restaurant Management
- Associate of Occupational Studies (associate degree) in Hospitality and Restaurant Management
- Associate of Occupational Studies (associate degree) in Baking and Pastry Arts

In addition, NECI offers three certificate programs:

- Certificate in Professional Cooking
- Certificate in Professional Baking
- Certificate in Professional Pastry

Program Graduation Requirements

In order to graduate from NECI's certificate and associate level programs, students must receive a grade of Complete (Meets or Exceeds Standards) in all courses and internship requirements at the 1st and 2nd year level and must show evidence of meeting all standards for that program.

In order to graduate from NECI's bachelor's degree programs, students must receive a grade of Complete (Meets or Exceeds Standards or A, B, C) in all courses and internship requirements at the 1st and 2nd year level, and a grade of Complete (A, B, or C) in all courses and internship requirements at the 3rd and 4th year level and must show evidence of meeting all standards for that program.

In the specific documented situations (Transfers, Advanced Placement, Advanced Placement Preparation, Accelerated, Assessment of Prior Learning, Internship Waiver, or Advanced Standing) outlined below, students may have their schedule altered or certain program requirements waived and may graduate with a reduced number of credits. No student may graduate from any associate degree program with fewer than 60 semester credits, nor from any bachelor's degree program with fewer than 120 semester credits.

Associate of Occupational Studies in Culinary Arts

Students who complete the credit hour requirement of the culinary arts program are awarded the associate's degree (Associate of Occupational Studies) in Culinary Arts.

Associate's degree students who choose to enroll in NECI's bachelor's degree program may be permitted to waive the second year internship requirement of the associate's degree if they have successfully completed the first and second year residencies and first year internship credit hour requirements of the associate's degree.

Associate of Occupational Studies in Baking and Pastry Arts

Students who successfully complete the credit hour requirement of the Baking and Pastry Arts program are awarded the associate degree (Associate of Occupational Studies) in Baking and Pastry Arts.

Associate degree students who choose to enroll in NECI's bachelor's degree program may be permitted to waive the second year internship requirement of the associate degree if they have successfully completed the first and second year residencies and first year internship credit hour requirements of the associate degree.

Associate of Occupational Studies in Hospitality and Restaurant Management

Students who successfully complete all program requirements and successfully complete the credit hour requirement of the Hospitality and Restaurant Management associate degree program are awarded the associate degree (Associate of Occupational Studies) in Hospitality and Restaurant Management.

Associate degree students who choose to enroll in NECI's bachelor's degree program may be permitted to waive a portion of the internship requirement of the associate degree if they have successfully completed the first and second year residencies and initial 375 hours/7.5 credits of the internship requirements of the associate degree.

Bachelor of Arts in Culinary Arts

Students who successfully complete all program requirements and successfully complete the credit hour requirement of the Culinary Arts bachelor's degree program are awarded the bachelor's degree (Bachelor of Arts) in Culinary Arts.

Bachelor of Arts in Hospitality and Restaurant Management

Students who successfully complete all program requirements and successfully complete the credit hour requirement of the Hospitality and Restaurant Management bachelor's degree program are awarded the bachelor's degree (Bachelor of Arts) in Hospitality and Restaurant Management. Students in the online version of this program must also submit transcripts from an accredited postsecondary institution indicating completion of 8.0 semester credits in upper division general education/liberal studies credits to qualify for graduation. Associate degree students who have distinguished themselves in the first- and second-year residencies and first-year internship may petition the Academic Advising Office to waive the second-year internship requirement and enroll directly into one of NECI's Bachelor of Arts programs.

Certificate in Professional Cooking

Students who successfully complete all program requirements and successfully complete the clock-hour requirement of the professional cooking program are awarded the Certificate in Professional Cooking.

Certificate in Professional Baking

Students who successfully complete all program requirements and successfully complete the clock-hour requirement of the professional baking program are awarded the Certificate in Professional Baking.

Certificate in Professional Pastry

Students who successfully complete all program requirements and successfully complete the clock-hour requirement of the professional pastry program are awarded the Certificate in Professional Pastry.

Financial Status

All student balances must be current in order to graduate.

Qualified Degree Program Variations

Advanced Placement

Associate of Occupational Studies in Culinary Arts, Associate of Occupational Studies in Baking and Pastry Arts, Bachelor of Arts in Culinary Arts.

Advanced placement culinary arts students are awarded the associate degree (Associate of Occupational Studies) if they a) complete a directed study in first-year courses, or the equivalent as identified by the Academic Advising Office, and b) successfully complete the second-year residency and internship credit hour requirements. The advanced placement student's transcript will reflect a reduction in the number of total credits awarded as compared to students who complete the full two-year program.

Accelerated Program

Associate of Occupational Studies in Culinary Arts, Associate of Occupational Studies in Baking and Pastry Arts, Bachelor of Arts in Culinary Arts.

Students who excel in their first year residency and who have significant prior restaurant industry experience may qualify for the accelerated program. In this case, students continue directly into a second-year residency and bypass the first internship. Students accepted into the second year residency as part of the accelerated program are eligible to receive the associate degree (Associate of Occupational Studies) upon successful completion of their first- and second-year residency and second-year internship credit hour requirements. Each student's transcript will reflect a reduction in the number of total credits awarded as compared to students who complete the full two-year program.

Internship Waiver

Bachelor of Arts in Hospitality and Restaurant Management, Bachelor of Arts in Culinary Arts

Associate degree students who have distinguished themselves in first year and or second year residencies may petition the Academic Advising Office to waive the first or second internship

requirement and or enroll directly into one of NECI's resident Bachelor of Arts programs.

This waiver will be granted only when students are complete in all attempted first-year credits and, if in their second year, a minimum 80% of their attempted associate course work for the program, except under extenuating circumstances.

Students may be awarded the associate degree upon completion of the bachelor's degree program requirements, only if the two degrees represent separate areas of study. The student's transcript will reflect a reduction in total credits awarded as compared to those who complete the full program.

A student who must withdraw from the bachelor's degree program may petition the Academic Advising Office to be awarded the associate degree. In such instances, the student will be required to complete an internship experience equivalent to that waived. The associate degree may be awarded only if the student has successfully completed all program and credit hour requirements of the associate degree.

Advanced Standing

Bachelor of Arts in Culinary Arts.

Graduates from accredited postsecondary schools that hold an Associate of Occupational Studies in Culinary Arts or a related field may apply for advanced standing in the Bachelor of Arts in Culinary Arts. Applicants may petition the Academic Advising Office for advanced standing by submitting an official transcript of associate degree work completed, indicating graduation and graduation date. Additional information in the form of school catalogs, course descriptions, or syllabi may be required. Students enrolled with advanced standing will have the 1st and 2nd year program requirements waived, and enroll directly into the third year residency. Advanced standing students may be required to take additional course work to meet curriculum distribution and/or credit hour requirements of the Bachelor of Arts in Culinary Arts program. The student's transcript may reflect a reduction in the number of total credits awarded as compared to students who complete the full four-year program.

Transfer Credit From Other Institutions

In general, NECI policy requires students to attend all required courses in a program curriculum. Exceptions to this requirement may be granted as part of the admissions requirements for the Advanced Placement, Advanced Standing, and Accelerated programs described in this catalog. Additionally, students may request transfer of college credits earned at other accredited postsecondary institutions to meet specific curriculum requirements as outlined below:

Applicants may request transfer of credits earned at accredited postsecondary institutions for comparable NECI required courses. Transfer credit is generally only accepted if the transferred courses were completed with a grade of C or better within the last 10 years. Grades of Pass (P) are also considered if credit was awarded. Credits earned in developmental and remedial courses or Continuing Education Units (CEU's) are not transferable. Transfer credit can only be awarded for classes at a comparable level or higher than the program required. For example, upper division (courses 3000 or higher) credit cannot be awarded for lower transferred courses. Course content and content distribution of program requirements also impact the transferability of courses/credits. In addition, credit may be transferred under the auspices of articulation agreements between NECI and other post-secondary institution. Maximum credit transfer will not be more than 50% of the program total.

Transfer applicants must submit official transcripts, including worksheets or grades from all colleges they attended. International applicants must submit official transcripts with official English translations. Whenever possible, course descriptions, catalogs, and/or syllabi should be provided.

Transfer credit requests are considered by the Academic Advising Office in consultation with the program chair/dean.

Transfer credit may or may not be awarded based on:

- Core curriculum course content
- Distribution of program requirements
- Equivalent level, content, and duration to NECI courses

Determinations regarding transfer credit and courses required for degree completion must be made prior to matriculation, except in extenuating circumstances. Transfer credit will be noted on the. Official transcripts from originating institutions must be received by the NECI Registrar prior to processing of transfer credit. Students who receive transfer credit may be required to participate in embedded course instruction and/or specific course-guided study and activities. Exceptions regarding tuition adjustments may apply when transfer credit is 25% or greater of the program total.

Requests for credit by examination, Assessment of Prior Learning, and other recognized alternative sources of college level credit are considered a form of transfer credit. All such requests must be accompanied by official documentation and appropriate descriptions. Credit awarded is considered in form of transfer credit and must be no more than 50% of program total.

AP (Advanced Placement Program) Credit

Under the same guidelines and conditions that apply to the acceptance of transfer credit from other accredited institutions, NECI may also grant academic credit for participation in the College Board's AP (Advanced Placement) program, when students have received a minimum AP exam score of 3, and the Academic Advising Office has determined the AP course content meets a NECI curriculum requirement.

Students or applicants who apply for AP credit must arrange to have their AP examination records sent directly from the College Board to the NECI Admissions Office.

Continuing Education

Students may take approved credit-bearing courses through NECI's continuing education division prior to enrolling in a degree program as non-matriculated students. No more than 50% of the total degree program credits may be earned in this manner.

Assessment of Prior Learning

New England Culinary Institute recognizes that individuals may develop skills and knowledge through work experience and related training. In order to validate this knowledge, NECI may award limited credit upon the completion of an Assessment of Prior Learning (APL) portfolio. The

APL portfolio must be developed under the guidance of the Academic Advising Office and must provide appropriate documentation of significant knowledge in the specified subject area. A fee of \$250 is charged for portfolio assessment.

Credit awarded through Assessment of Prior Learning is considered a form of transfer credit; maximum credit awarded through transfer allowed will not be more than 50% of the program credit total. Determinations regarding APL credit and courses required for degree completion must be made prior to student beginning classes, except in extenuating circumstances. Requests for transfer credit by examination, Assessment of Prior Learning, and other recognized alternative sources of college level credit must be accompanied by official documentation and appropriate descriptions.

Students who receive APL credit may be required to participate in embedded course instruction, and may be required to participate in specific course guided study and activities. APL credit will be noted on the transcript but not used in computing grade average. Credit toward tuition and fees at NECI does not apply to students completing the APL portfolio.

The Grading System

In most programs, NECI has a standards-based evaluation system that departs from traditional A-B-C grades. The goal of this system is to ensure that students possess the skills and knowledge needed to be successful in attaining their career goals. When students finish a block of instruction, they must meet all required standards to be graded. Grades of Meets Standards or Exceeds Standards are considered complete grades. If, at the end of a block of instruction, students have not met the required standards, they are graded Incomplete. See Policy Relating to Make-up Work for more information. If the instructor feels that make up work will not be sufficient for the student to demonstrate mastery of the standards, the instructor may grade the student as a Retake. Students with Retake grades must reschedule the entire class at a later date through the Academic Advising Office. No course credit or clock hours are awarded for Incomplete or Retake grades; once the student has achieved a Meets or Exceeds Standards grade for the course, credit or clock hours will be awarded.

In academic classes, evaluations cover class participation, test results, results of class projects, reports, special assignments, and class notebooks. In lab-based classes, the evaluations cover assimilation of textbook materials and demonstration of the skills and professional behavior required by the course standards.

Because of the rigorous academic nature of the upper level bachelor's degree programs, and the Hospitality and Restaurant Management programs, an alternative grading system is used. Grades include A, B, C, and Incomplete. This grading system is still standards based and requires that students meet all required standards associated with each course. Students must receive a C grade or above or they are considered Incomplete in the class. See Policy Relating to Make-up Work for more information. Retake grades have the same meaning as outlined above; students will not receive credit for Incomplete or Retake grades.

Transcript Requests

Official transcripts are available to all students upon request and in accordance with the school's policy.

Written requests should be directed to the Registrar's Office via US mail or fax, or can be scanned and emailed to registrar@neci.edu via NECI student email. A transcript request form may be downloaded from NECI.edu. Transcript requests must contain a signature and will be subject to a processing fee. Please see the [Student Handbook](#) for detailed information.

Transcripts will not be issued for alumni with unpaid student accounts or for any student on financial probation.

Policy Relating to Make-Up Work

If, at the end of a block of instruction, a student has not met all standards for the class, he or she is graded Incomplete. In order to make up incomplete class work, an Educational Plan (EP) is developed by the instructor or a program administrator. This EP identifies the steps required to become complete in the class. The EP may include make-up work, tutoring, or additional experience. When the EP is successfully completed, the student is graded Complete and the Incomplete is removed from his/her record. See the Fee Schedule for possible costs associated with make-up work. Students who are falling behind in

technical skills and academic course work may be required to step out of class for up to three weeks and participate in a remedial course work. Students may then be required to extend their residency to complete all outstanding course work or classes. Fees may apply for housing as well as tuition.

Attendance

Because NECI offers rigorous and intensive technical and professional training, students are expected to report to every class on time. In the event that students do miss class, they must schedule a make-up class or alternative make-up work with the instructor. This work may involve completing a missed written examination, making up missed class time, submitting a written paper, or demonstrating improved hands-on skills. Make-up work for time lost is scheduled at the discretion of the instructor. See the Fee Schedule for possible costs associated with make-up work. Students who have repeated unexcused absences or patterns of poor attendance may be subject to disciplinary action, up to and including dismissal from the college. Further information on the attendance policy is available in the [Student Handbook](#).

Attendance – Online Classes

NECI courses are intensive and fast-paced. To be successful in the online environment, students are required to participate actively throughout the duration of each course. Active participation includes completion of assignments, frequent and meaningful participation in discussions, and completion of tests, quizzes or other class exercises; merely logging into a class or adding an insignificant post is not considered active participation. Students who are not actively participating will be considered absent and will be withdrawn from the online class as outlined below:

| Type of Course | Withdrawal from course |
|---------------------------------|---|
| Wholly Online Course (6 weeks) | After 7 calendar days of inactivity |
| Wholly Online Course (12 weeks) | After 14 calendar days of inactivity |
| Hybrid Course | If student doesn't satisfy outlined requirements of course or is absent from on-ground instruction. |

Credit Load and Enrollment Status

Students must be enrolled and actively participating in their on-ground classes, online classes, or internship to maintain an active enrollment status as outlined below. Credit load and enrollment status for each term have an impact on financial aid eligibility. Students should be aware that excused absences, leaves, or withdrawal from any class or internship may impact credit load.

| | |
|----------------------|----------------------------|
| Full-time: | 8 semester credits or more |
| $\frac{3}{4}$ -time: | 6 – 7.9 semester credits |
| Half-time: | 4 – 5.9 semester credits |
| Less than half-time: | 0 – 3.9 semester credits |

Academic Years and Financial Aid Eligibility

Academic programs at NECI run on an accelerated year-round schedule. As a result, students may progress through an academic year in 39 calendar weeks. In order to maintain eligibility for federal financial aid students must have earned a minimum of:

| | |
|------------------------------|-----------------------------------|
| <i>Second Academic Year:</i> | <i>30 semester credits earned</i> |
| <i>Third Academic Year:</i> | <i>60 semester credits earned</i> |
| <i>Fourth Academic Year:</i> | <i>90 semester credits earned</i> |

Students who are deemed at risk of not meeting these credit hour requirements will be placed on Academic Intervention as outlined in the [Student Handbook](#). Students in this situation will be notified by the Academic Advising Office. While on Academic Intervention, students will be required to meet with an Academic Advisor to develop a plan for making up incomplete work. Academic Intervention plans may include weekly meetings with Learning Services or required study sessions; students on Academic Intervention may be withheld from classes and are ineligible to begin internship except in extenuating circumstances.

Standards For Satisfactory Academic Progress (SAP)

All NECI programs have a required curriculum. The schedule of classes is predetermined. With the exception of elective courses, students are not required to sign up for individual courses. Remedial assistance is available but it is not credit bearing. In order to earn semester credits for any course, a student must achieve a Meets Standard,

Exceeds Standard, A, B, or C grade. Credits are not awarded for Incomplete grades until the student demonstrates attainment of all course standards; credits are not awarded for Retake or Not Taken grades until the course is rescheduled and the student demonstrates attainment of all course standards. Transfer credit is included in the calculation of Satisfactory Academic Progress (as both attempted and completed credits), but is not used in the calculation of grade average.

Students are required to complete a predetermined number of semester credit hours or clock hours within a specific time period, and must work toward program completion within the maximum time frame calculated from the first day of enrollment. In order to remain enrolled, students must complete the program at the following rate:

Associate of Occupational Studies in Culinary Arts

Week 26: Complete in 50% of attempted credits

Week 52: Complete in 70% of attempted credits

Associate of Occupational Studies in Baking and Pastry Arts

Week 26: Complete in 50% of attempted credits

Week 52: Complete in 70% of attempted credits

Associate of Occupational Studies in Hospitality and Restaurant Management

Week 15: Complete in 50% of attempted credits

Week 30: Complete in 70% of attempted credits

Bachelor of Arts in Culinary Arts

Week 26: Complete in 50% of attempted credits

Week 52: Complete in 70% of attempted credits

Week 78: Complete in 70% of attempted credits

Week 130: Complete in 70% of attempted credits

Bachelor of Arts in Hospitality and Restaurant Management

Week 15: Complete in 50% of attempted credits

Week 30: Complete in 70% of attempted credits

Bachelor of Arts in Hospitality and Restaurant Management (Online Program)

Week 18 (instructional time):

Complete in 50% of attempted credits

Week 36 (instructional time):

Complete in 70% of attempted credits

Certificate in Professional Cooking

Week 15: Complete in 50% of attempted clock hours

Certificate in Professional Baking

Week 15: Complete in 50% of attempted clock hours

Certificate in Professional Pastry

Week 15: Complete in 50% of attempted clock hours

Students who do not complete the required percentage within 30 days will be placed on Academic Probation. Academic probation can last for up to four weeks. While on academic probation, students may be prohibited from attending regular classes and be required to work exclusively on an Academic Plan focusing on incomplete coursework. Students must attain academic progress as documented above within four weeks. Students who do not achieve the required level of satisfactory academic progress within the specified time will have their enrollment terminated as prescribed by school and federal guidelines.

Reinstatement of enrollment is solely at the school's discretion and according to the reinstatement policy outlined in the [Student Handbook](#).

Students who have not met satisfactory academic progress are not eligible for federal or state financial aid. Any student who has lost federal or state financial aid due to unsatisfactory academic progress has the opportunity to appeal. Documentation of medical or other unusual circumstances must be provided. All appeals are considered on a case-by-case basis and should be directed in written form to:

Director of Financial Aid Services
NECI
56 College Street
Montpelier, VT 05602

Students who have appealed may be placed on Financial Aid Probation for one payment period. Students placed on Financial Aid Probation must be able to meet SAP by the end of the next payment period and will be placed on an Academic Plan ensuring they will meet SAP by a designated point in time. Academic Plans may include being withheld from courses or internship to focus on making up incomplete work, mandated sessions with Learning Services, having a reduced course load and/or retaking of courses. If SAP is not

achieved, the student will be ineligible for further federal or state financial aid, and will have their enrollment terminated.

Time Allowed for Completion of Studies

Students must complete their studies within one-and-one half times the length of the program (not including time withdrawn from the program, leaves of absence, or suspension from the school). The maximum timeframe for completion of studies may not exceed 150% of the published length of the educational program in credit hours or in clock hours. The maximum timeframe allowed for completion of each program is:

- Associate of Occupational Studies in Culinary Arts: 36 months/129 semester credits
- Associate of Occupational Studies in Baking and Pastry Arts: 36 months/121.5 semester credits
- Associate of Occupational Studies in Hospitality and Restaurant Management: 22.5 months/100.5 semester credits
- Bachelor of Arts in Culinary Arts: 58 months/207 semester credits
- Bachelor of Arts in Hospitality and Restaurant Management: 22.5 months/102 semester credits
- Bachelor of Arts in Hospitality and Restaurant Management (online): 36 months/108 weeks instructional time/102 semester credits
- Certificate in Professional Cooking: 45 weeks
- Certificate in Professional Baking: 45 weeks
- Certificate in Professional Pastry: 45 weeks

Termination of Enrollment

Federal guidelines and NECI policy as described in this Catalog and the [Student Handbook](#) outline the possible reasons for termination of student enrollment. If a student is withdrawn from the school for any reason, whether it is because he or she chooses to withdraw or because the school dismisses the student, that student may not be eligible to receive any further financial aid (loans or grants). Federal loan program applications cannot be certified after a student's last date of attendance. Financial aid and loan repayment are generally impacted by any termination of enrollment. Questions about loan repayment and grace periods on loans after program withdrawal should be forwarded to Student Financial Services at NECI and student loan lenders. The student health insurance plan is terminated as of the student's last day of attendance in the program.

Reinstatement Policy

Reinstatement of enrollment is solely at NECI's discretion. Withdrawn students who request reinstatement must receive approval from the Department of Academic Services and Director of Student Financial Services. The Department of Academic Services must develop a documented Education Plan. Readmission for withdrawn students is on a space-available basis and may include fees for make-up work, room, board, and a \$250 reinstatement fee. As educational content in classes changes over time to reflect industry best practices, requests for reinstatement will generally be denied if submitted more than seven years after withdrawal. Veterans who leave NECI to perform military service will generally be reinstated at the same academic status as that which they had achieved when last in attendance, and without fees. Further details are available in the [Student Handbook](#).

Career Services – Internship and Placement

All NECI residence programs require at least one internship in the food and beverage industry. Support is provided to all students as they pursue their internship(s), but students are responsible for managing the site selection process and securing employment. All internship selections must be pre-approved by the Internship Committee. Due to liability concerns, internships at sites that do not pay interns will not be approved.

The Internship Committee will help the student determine the best internship sites based on ability, career goals, finances, and geographic preferences. Career Services provides a variety of resources and support to assist students in their selection, including a career seminar in all residence programs. NECI maintains a list of approved and preferred internship sites, from which students are strongly encouraged to select. Due to liability concerns, internships at sites that do not pay interns will generally not be approved.

All alumni have ongoing support for continued employment from NECI through Career Services. Graduates have access to a national employment database on the NECI alumni website, NECIalumni.com.

New England Culinary Institute will assist students and graduates in finding employment by making available information about professional possibilities; however, employment during the internship period or after graduation is not guaranteed.

Definition of Clock Hours and Credit Hours

Academic credit is awarded based on a formula provided by the Accrediting Commission of Career Schools and Colleges. One semester credit is awarded for each 15 clock hours of lecture, 30 clock hours of laboratory experience, and 45 hours of internship. To fully support their educational experience, students are expected to supplement their in-class instruction with external academic preparation as follows: two hours of academic preparation work for every one hour of lecture; one hour of academic preparation for every two hours of lab. For online courses, one semester credit is awarded for a minimum of 15 clock hours of online instructional time or a minimum of 30 clock hours of supporting academic preparation time (reading, study, project work, or assignments to support online work). A clock hour is equal to 60 minutes.

Academic Adjustments for Students with Disabilities

NECI facilities are generally accessible to persons with physical disabilities. NECI is committed to maintaining a nondiscriminatory environment and to providing reasonable equal access to all its services, benefits, and facilities. We encourage prospective students to review the Essential Program Eligibility.

Students needing services or support should contact the Learning Services Coordinator, who coordinates accommodations and services for individuals with disabilities. Should challenges arise, students are encouraged to contact the Director of Student Services to address any grievances. These individuals are committed to working with students to arrive at workable solutions to support their particular needs. It is critical for students needing certain services, such as sign language interpreters to discuss their needs with the Learning Services Coordinator as soon as they make their decision to attend NECI, so that there is adequate time to develop and implement appropriate services.

NECI complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the requirements of the State of Vermont. NECI is committed to working with students to arrive at reasonable, appropriate accommodations for their needs. Accommodations cannot fundamentally alter the nature of a specific program, place an undue financial or administrative burden on NECI, give a student an unfair advantage over non-accommodated students, or render qualified an otherwise unqualified student.

A student who requires or requests accommodations must provide, at his/her own expense, recent documentation (preferably no more than two years old) of an assessment/evaluation prepared by a licensed psychologist, psychiatrist, learning disabilities specialist or neuropsychologist. This assessment/evaluation will identify and review the specifics of his/ her learning disability, psychological conditions, or attention disorder, and provide recommendations for specific accommodations and support. The documentation must include testing/assessment in the following areas, as applicable: intelligence, reading, mathematics, spelling, written language, language processing, cognitive processing skills, and self-regulation.

Upon acceptance, all students will receive a Learning Needs Survey form, which needs to be completed and returned to the Learning Services Coordinator in order to provide preliminary identification of any requested support. In addition, students with particular learning concerns and/or documented learning issues are encouraged to contact the Learning Services Coordinator at least two months prior to matriculating at NECI to discuss possible accommodations. The Learning Services Coordinator is committed to providing all students with the support they need to be successful in NECI's programs. It is the student's responsibility to initiate the process of reviewing accommodation options with the Learning Services Coordinator at the earliest possible time after deciding to attend NECI. Please refer to the [Student Handbook](#), Section: "Policies and Procedures for Students with Disabilities" for further details.

Essential Program Eligibility Requirements for:

Bachelor of Arts in Culinary Arts

Associate of Occupational Studies in Culinary Arts

Associate of Occupational Studies in Baking and Pastry Arts

Certificate in Professional Baking

Certificate in Professional Pastry

Program Goals

NECI's primary objective within each program (listed above) is to prepare qualified students to become skilled culinary, baking, and pastry professionals. As skilled professionals, graduates should be able to perform effectively at one or more key positions in commercial kitchens, restaurants, and bakeshops.

Essential Program Eligibility Requirements

The following skill sets and abilities are essential eligibility requirements. These requirements are designed to foster a student's successful participation in, and completion of your educational program at NECI.

It is the responsibility of a student with a disability to communicate with the Learning Services Coordinator to identify his/her needs for accommodations in order to execute the essential functions described below.

Physical and Motor Skills

- Ability to execute the movements and skills required to safely handle cooking and kitchen equipment and materials.
- Ability to move effectively between multiple stations.
- Ability to visually assess significant elements in the production setting.
- Ability to maintain an upright position for the length of class. Most production classes require that students be upright and moving for 90% of the time. Production classes can extend for up to 10 hours.
- Ability to move or position food and equipment, which can involve lifting, carrying, pulling, and guiding weights up to 50 lbs.
- Ability to handle, taste, and smell appropriately a wide variety of foods and beverages.

Cognitive and Academic Skills

- Ability and flexibility to adjust to changing situations and uncertainty in production settings.
- Ability to carry out multiple tasks in a timely manner.
- Ability to retain and follow written and verbal instructions and procedures.
- Ability to process basic math concepts; to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percents.
- Ability to read at the level of competency necessary to complete, comprehend, and retain information from assigned academic and production materials.
- Ability to retain and apply theory, information, and methodology from text and other academic materials to the production setting.
- Ability to learn and use basic computer skills and applications.

Interpersonal, Communication, and Behavioral Skills

- Ability to communicate effectively in writing and speaking, and to do so in an appropriate, professional manner in all communications with NECI faculty and staff.
- Ability to maintain a degree of emotional self-regulation appropriate for a career in a professional industry.
- Ability to attend all scheduled appointments with NECI faculty/staff on time.
- Ability to communicate, cooperate, and effectively work toward a common goal with classmates and instructors under stressful conditions.
- Ability to work effectively in a stressful and/or fast-paced environment.
- Ability to attend virtually all academic and production classes.
- Ability to arrive at class and other scheduled events on time. Classes can begin as early as 4:00 a.m.
- Ability to maintain professional standards of personal hygiene, dress, and demeanor.
- Ability to follow and comply with academic policies and guidelines as outlined by the institution, including on-campus housing requirements.

Associate of Occupational Studies in Hospitality and Restaurant Management

Program Goals

NECI's primary objective in the Associate of Occupational Studies in Hospitality and Restaurant Management program is to prepare qualified students to become skilled supervisors. Graduates of NECI's Associate of Occupational Studies in Hospitality and Restaurant Management program should be able to perform effectively in a variety of hospitality venues, including restaurants, hotels, and resorts.

Essential Program Eligibility Requirements

The following skill sets and abilities are essential eligibility requirements. These requirements are designed to foster a student's successful participation in and completion of NECI's Associate of Occupational Studies in Hospitality and Restaurant Management program.

It is the responsibility of a student with a disability to communicate with the Learning Services Coordinator to identify his/her need for accommodations in order to execute the essential functions described below.

Physical and Motor Skills

- Ability to execute the movements and skills required to safely handle cooking and kitchen equipment and materials.
- Ability to move effectively within a wide range of hotel and food service operations.
- Ability to visually assess significant elements in the production setting.
- Ability to maintain an upright position for the length of class/shift. Most classes require that students remain upright and moving for 90% of the time. Production classes can be up to 10 hours.
- Ability to move or position food and equipment, which can involve lifting, carrying, pulling, and guiding weights up to 50 lbs.
- Ability to handle, taste, and smell appropriately a wide variety of foods and beverages.

Cognitive and Academic Skills

- Ability and flexibility to adjust to changing situations and uncertainty in production settings.
- Ability to carry out multiple tasks in a timely manner.

- Ability to retain and follow written and verbal instructions and procedures.
- Ability to read at the level of competency necessary to complete assigned academic and production materials.
- Ability to retain and apply theory, information, and methodology from text and other academic materials to the production setting.
- Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, textbooks, and/or government regulations.
- Ability to process basic math concepts; to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percents.
- Ability to read and interpret business financial statements, and to use concepts such as fractions, percentages, ratios, and proportions in solving problems.
- Ability to calculate and interpret food costs, payroll costs, and other food service accounting reports.
- Ability to compose complex essays and responses regarding critical issues.
- Ability to effectively present information in one-on-one, small group, and large group situations.
- Ability to analyze and propose solutions for problems involving several concrete variables, both in standard and in more complex, changing situations.
- Ability to study and learn a foreign language.
- Ability to use appropriate computer programs, such as Excel, Word, and PowerPoint, to complete assignments efficiently and effectively.

Interpersonal, Communication, and Behavioral Skills

- Ability to communicate effectively in writing and speaking, and to do so in an appropriate, professional manner in all communications with NECI faculty and staff.
- Ability to maintain a degree of emotional self-regulation appropriate for a career in a professional industry.
- Ability to attend all scheduled appointments with NECI faculty/staff on time.
- Ability to communicate, cooperate, and work effectively toward a common goal with classmates and instructors under stressful conditions.
- Ability to lead others effectively to a common goal, and to take on a leadership role in a variety of settings.

- Ability to work effectively in a stressful and/or fast-paced environment.
- Ability to arrive at class and other scheduled events on time.
- Ability to attend virtually all academic and production classes.
- Ability to maintain professional standards of personal hygiene, dress, and demeanor.
- Ability to follow and comply with academic policies and guidelines as outlined by the institution, including on campus housing requirements.

Certificate in Professional Cooking Program

Program Goals

NECI's primary objective in the certificate in professional cooking program is to prepare qualified students to become kitchen professionals and cooks. As skilled kitchen professionals, graduates should be able to perform effectively in one or more positions in commercial or contract food service kitchens, including: preparation cooks, line cooks, and pantry cooks.

Essential Program Eligibility Requirements

The following skill sets and abilities are essential eligibility requirements for this program. These requirements are designed to foster a student's successful participation in and completion of NECI's certificate in professional cooking program.

It is the responsibility of a student with a disability to communicate with the Learning Services Coordinator to identify his/her needs for accommodations in order to execute the essential functions described.

Physical and Motor Skills

- Ability to execute the movements and skills required to safely handle cooking and kitchen equipment and materials.
- Ability to maintain an upright position for the length of class. Most production classes require that students be upright and moving for 90% of the time. Production classes can be up to nine hours.
- Ability to move or position food and equipment, which can involve lifting, carrying, pulling, and guiding weights up to 50 lbs.
- Ability to handle, taste, and smell appropriately a wide variety of foods and beverages.
- Ability to visually assess significant elements in a production setting.

Cognitive and Academic Skills

- Ability and flexibility to adjust to changing situations and uncertainty in production settings.
- Ability to carry out multiple tasks in a timely manner.
- Ability to follow written and verbal instructions and procedures.
- Ability to process and use basic math concepts; to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percents.
- Ability to read at the level of competency necessary to complete, comprehend, and retain information from assigned academic and production materials.

Interpersonal, Communication, and Behavioral Skills

- Ability to communicate effectively verbally, and to do so in an appropriate professional manner in all communications with NECI faculty and staff.
- Ability to maintain a degree of emotional self-regulation appropriate for a career in a professional industry.
- Ability to attend all scheduled appointments with NECI faculty/staff on time.
- Ability to work effectively in a stressful and/or fast-paced environment.
- Ability to communicate, cooperate, and work effectively toward a common goal with classmates and instructors under stressful conditions.
- Ability to arrive at class and other scheduled events on time.
- Ability to attend virtually all academic and production classes.
- Ability to maintain professional standards of personal hygiene, dress, and demeanor.
- Ability to follow and comply with academic policies and guidelines as outlined by the institution, including on campus housing requirements.

Bachelor of Arts in Hospitality and Restaurant Management

Program Goals

NECI's primary objective in the Bachelor of Arts in Hospitality and Restaurant Management is to prepare qualified students to become skilled managers. Graduates should be able to perform effectively in a variety of hospitality venues, including restaurants, hotels, and resorts.

Essential Program Eligibility Requirements

The following skill sets and abilities are essential eligibility requirements. These requirements are designed to foster a student's successful participation in and completion of NECI's Bachelor of Arts in Hospitality and Restaurant Management program.

It is the responsibility of a student with a disability to communicate with the Learning Services Coordinator to identify his/her needs for accommodations in order to execute the essential functions described.

Physical and Motor Skills

- Ability to move effectively within a wide range of hotel and food service operations.
- Ability to communicate effectively in writing and speaking, and to do so in an appropriate, professional manner in all communications with NECI faculty and staff.
- Ability to maintain a degree of emotional self-regulation appropriate for a career in a professional industry.
- Ability to attend all scheduled appointments with NECI faculty/staff on time.
- Ability to visually assess significant elements in a hospitality or production setting.
- Ability to move or position trays and plates, which can involve lifting, carrying, pulling, and guiding weights up to 50 lbs.
- Ability to handle, taste, and smell appropriately a wide variety of foods and beverages.
- for students required to do a culinary preparatory
- Ability to execute the movements and skills required to safely handle cooking and kitchen equipment and materials.
- Ability to move effectively between multiple stations.
- Ability to maintain an upright position for the length of class. Most production classes require that students be upright and moving for 90% of the time. Classes can be up to 10 hours.

Cognitive and Academic Skills

- Ability to carry out multiple tasks in a timely manner, meeting several deadlines that may occur at approximately the same time.
- Ability to retain and follow written and verbal instructions and procedures.
- Ability to read and interpret business financial statements, and to use concepts such as fractions,

percentages, ratios, and proportions in solving problems.

- Ability to calculate and interpret food costs, payroll costs, and other accounting reports.
- Ability to read, analyze, and interpret upper college level texts, business periodicals, professional journals, technical procedures, and government regulations.
- Ability to retain and apply theory, information, and methodology from text and other academic materials to the classroom and lab setting.
- Ability to compose complex essays and responses addressing critical issues.
- Ability to effectively present information in one-on-one, small group, and large group situations.
- Ability to analyze and propose solutions for problems involving several concrete variables, both in standard and in more complex, changing situations.
- Ability to learn and use a foreign language.
- Ability to use the appropriate computer program, such as Excel, Word, and PowerPoint, to complete assignments efficiently and effectively.

Interpersonal, Behavioral and Communication Skills

- Ability and flexibility to adjust to changing situations and uncertainty in group settings.
- Ability to communicate effectively both verbally and in writing.
- Ability to communicate, cooperate, and work effectively toward a common goal with classmates and instructors under occasionally stressful conditions.
- Ability to lead others effectively toward a stated and agreed-upon objective and to take on a leadership role in a variety of settings.
- Ability to work effectively in a stressful and/or fast-paced environment.
- Ability to attend virtually all academic and production classes.
- Ability to arrive at class and other scheduled events on time.
- Ability to follow and comply with academic policies and guidelines as outlined by the institution, including on campus housing requirements.
- Ability to maintain professional standards of personal hygiene, dress, and demeanor.

GENERAL INFORMATION

Refund Policy

The Refund Policy below applies to all students signing enrollment agreements for terms beginning October 2011 and beyond. Students who have signed enrollment agreements for term starts prior to September 30, 2011 should refer to their enrollment agreement or the 2010-2011 academic catalog for the Refund Policy applicable to their enrollment.

New England Culinary Institute offers a refund to the student who withdraws from an educational program, or to the sources from which the student's prepaid fees came, according to the schedule outlined below. This refund schedule is applied to the tuition, room, board, and fees (for those students living on campus) or tuition, required board, and fees (for those living off campus) charged for the resident term. While students earn credits or clock hours during the internship, there is a separately identified smaller tuition charge for the internship and the same refund policy applies based on the start date of the internship. Students enrolled in online or elective courses during a non-resident term will be charged a tuition fee for these courses, and may incur additional room and board fees. A separate Refund Schedule applies to online courses as set forth below.

Any student wishing to voluntarily withdraw should complete and sign a Notice to Withdraw form and deliver it to the Director of Academic Services. For all refund calculations, the effective termination date will be the last date of documented attendance.

The timing of the refund payment will be based on the effective determination date of the withdrawal. In the case of a student who has provided notice of withdraw to the school (whether in writing or otherwise), the timing of refund payment shall be based on the date actual notice is received by the school. Whereas, for any student who is withdrawn without filing a completed Notice of Withdraw form or otherwise expressly notifying the school of said student's decision to withdraw, the timing of refund payment will be based on the determination date of the withdrawal by the school.

Students who have not visited the school facilities prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at regularly scheduled orientation, or following a tour of the school facilities and inspection of equipment, even if they have signed an Enrollment Agreement.

The refund schedule for resident programs and internships is as follows (based on the effective termination date):

- a. All monies paid will be refunded if requested within three days after signing an Enrollment Agreement and making an initial payment.
- b. As of four days after signing an Enrollment Agreement, but before registration day, all monies paid minus \$150 of the enrollment deposit will be refunded.
- c. From the registration day through the next 14 calendar days, 75% of the room, meal plan, tuition, and fees will be refunded.
- d. After 14 calendar days from the registration day through the next 14 calendar days, 50% of the room, meal plan, tuition, and fees will be refunded.
- e. After 28 calendar days from the registration day, no refund will be available to the student.
- f. An exception to this policy for extenuating circumstances may be requested, in writing, to:

Financial Services
New England Culinary Institute
56 College Street
Montpelier, VT 05602

Federal Financial Aid

Federal financial aid (Federal Stafford Loan, Federal PLUS Loan, Federal Perkins Loan, Federal Pell Grant, Federal Academic Competitiveness Grant, or Federal SEOG Grant) is earned based on the percentage of the enrollment period the student has completed.

For credit hour programs, the percentage of the enrollment period completed is determined based on the number of days the student was enrolled and the number of days in the enrollment period. Specifically, the applicable enrollment period is based on a 13-week term for on-ground students and a 6-week term for students in the fully online BA program.

For clock-hour programs, the percentage of the enrollment period completed is based on the number of scheduled clock hours completed in the period as of the withdrawal date divided by the total number of clock hours in the entire enrollment period.

If the student completes more than 60% of the enrollment period, the school retains the full amount of aid for the enrollment period. If the student completed 60% or less of the enrollment period and has unearned federal aid (the difference between earned aid and disbursed aid), the unearned aid will be returned to the Title IV programs from which the student received assistance in the following order:

- Unsubsidized Federal Stafford Loan
- Federal Stafford Loan
- Federal Perkins Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal Academic Competitiveness Grant
- Federal Supplemental Educational Opportunity Grant

For more information please contact the Director of Financial Aid.

Scholarship, Discounts and Institutional Loans

All scholarships and discounts granted by NECI are subject to revocation in full upon the withdrawal of a student from a program. NECI institutional loans (also known as NECI Opportunity Loans) shall be governed by the express terms of the loans, which generally provide for the full acceleration of the loan amount at the time a student withdraws from a program. NECI scholarships, discounts and loans are applied at the completion of residency and verification of internship or continuation in a NECI degree program.

Cancellation and Withdrawal Policy for an Online Bachelor of Arts Program

New England Culinary Institute offers a refund to the student who withdraws from an online program, or to the sources from which the student's prepaid fees came, according to the schedule outlined below. This refund schedule is based on the tuition and required fees charged for the program.

Any student wishing to voluntarily withdraw may complete and sign a Notice to Withdraw form and deliver it to the Director of Academic Services. For all refund calculations, the effective termination date will be the last date of documented attendance.

The timing of the refund payment will be based on the effective determination date of the withdrawal. In the case of a student who has provided notice of withdrawal to the school (whether in writing or otherwise), the timing of refund payment shall be based on the date actual notice is received by the school. For any student who is withdrawn without filing a completed Notice of Withdraw form or otherwise expressly notifying the school of said student's decision to withdraw, the timing of refund payment will be based on the determination date of the withdrawal by the school.

Students in online classes have the opportunity to withdraw without tuition charges within three days following the signing of the Enrollment Agreement.

The refund schedule is as follows:

- a. All monies paid will be refunded if requested within three days after signing an Enrollment Agreement and making an initial payment.
- b. Four days after signing an Enrollment Agreement, but before the initial class day, all monies paid minus the \$150 enrollment deposit will be refunded.
- c. After attending the 2nd class session there will be no refund (the 2nd class session being marked as the commencement of the second week for a 6-week class or the commencement of the third week of a 12-week class).
- d. In online courses, if no activity is logged within the first 5 days of each scheduled class, NECI reserves the right to withdraw the student for non-participation; monies will be refunded according to the refund schedule outlined above.
- e. Federal Financial Aid follows refund policy listed above.

Student Balances

Students are responsible for paying their loans and the entire balances due on their NECI student accounts after the school's refund policy has been applied. Students considering withdrawing from NECI are strongly encouraged to first contact Student Financial Services and, if they are financial aid recipients, the Director of Financial Aid, to determine the impact of their withdrawal on their student account and their financial aid.

Special Circumstances

In the case of prolonged illness, accident, death in the family or other circumstances that make it impractical for a student to complete the program, New England Culinary Institute will make a settlement, which is reasonable and fair to both parties.

Timing of Refunds

Any monies due will be refunded to the payee within 45 days of the date of determination of the student's withdrawal. Any tuition refund due to financial aid overpayments will be refunded after all aid is received, up to 45 days after the end of the term.

Student Complaint/Grievance Procedure

The educational mission of NECI includes fostering an open learning and work environment. Occasionally, students have a concern that needs to be addressed. Students are encouraged to discuss their concerns directly with the individuals involved, or with faculty, the Student Services Department, or any staff member, following the progressive Grievance procedures outlined in the [Student Handbook](#) or [Online Education Student Handbook](#). NECI's faculty and staff are required to maintain confidentiality and must hold student identity in strict confidence, unless the health or safety of any individual in the NECI community is at risk.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career
Schools and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
703.247.4212

A copy of the Commission's complaint form is available at the school and may be obtained by contacting the Department of Student Services.

Consumer Information for Prospective and Current Students and the Public

(Higher Education Opportunity Act Disclosures)

Under the Higher Education Opportunity Act and other Federal regulations, NECI is required to make disclosures to students, employees, prospective students and the public. Information regarding these disclosure requirements can be obtained by contacting the Director of Academic Services.

The following Consumer Disclosure Information for New England Culinary Institute can be found at NECI.edu/about/disclosure-info:

Accreditation

Alcohol and Drug Abuse Prevention Policy

- [Penalties](#)
- [State Penalties](#)
- [Education and Counseling](#)

Articulation Agreements

Campus Security

- [Crimes Reported](#)
- [Security and Safety](#)
- [Campus Security - Reporting Criminal Actions](#)
- [Emergency Numbers](#)
- [Emergency Response, Evacuation Procedures, and Recovery Plan](#)
- [Security and Access to NECI Buildings](#)
- [Missing Persons Policy](#)
- [Sexual Offenders Registry](#)
- [Crime Statistics Notification Policy](#)

Consumer Information on College Navigator Website

Diversity and Harassment

Emergency Response, Evacuation Procedures, and Recovery Plan

- [Pandemic Flu](#)

Facilities for Students with Disabilities

Gainful Employment

- [On-time Graduation Rate](#)
- [Placement Rates](#)
- [Tuition and Fees](#)
- [Occupational Opportunities](#)
- [Median Loan Debt](#)

Our Faculty

Fire Report

Graduation, Retention, Employment, and Further Education Information

Peer to Peer File Sharing and Copyright Policy

Price of Attendance

Privacy and Student Records

Refund Policy

Satisfactory Academic Progress

Student Financial Aid Disclosure Information

- [Student Loan Information](#)
- [New England Culinary Institute Aid](#)
- [Federal Financial Aid](#)
- [State Grant Assistance](#)
- [Information for Veterans](#)
- [Scholarships](#)
- [Private Loans](#)
- [Code of Conduct for Education Loans](#)
- [Penalties for Drug Law Violations](#)
- [Contact Information](#)

Textbooks

Transfer Credit

- [Transfer Credits to NECI](#)
- [Transfer NECI Credits to Other Institutions](#)

Voter Registration

Complete copies of Consumer Information reports can be obtained by contacting:

Registrar's Office
New England Culinary Institute
56 College Street
Montpelier, VT 05602

Transferability of Credits Earned at New England Culinary Institute

Credits earned in any NECI program may not necessarily be transferable to another college or university. Acceptance of credit is solely at the discretion of the receiving institution.

Legal Notice

All information contained herein reflects, as accurately as possible, the current curriculum, policies, procedures, tuition, fees, and requirements for admission to and participation in programs of NECI as of the date of printing (September 2011). Since this catalog must be prepared well in advance of the time period it covers, changes in fees, program offerings, requirements for admission, and policies may occur. Programs, courses, student-to-teacher ratio, fees, admission requirements, and policies are subject to change or cancellation at the discretion of NECI with reasonable notice. Whenever possible, this information is included in addenda to this Catalog. The official print version of the 2011-2012 Academic Catalog, along with any addenda, is available at http://www.neci.edu/assets/files/documents/NECI_academic_catalog.pdf. Any questions regarding changes to this Catalog should be directed to the Registrar's Office at NECI.

This Catalog is not intended to, and should not be understood to constitute a contract between NECI and its students, either collectively or individually. It is the responsibility of the prospective student to inform herself or himself of all policies, whether educational, behavioral, or financial, by the time of enrollment in NECI. It is the responsibility of the enrolled student to keep informed of changes in curriculum or policy throughout the term of enrollment.

Program Advisory Committee

NECI receives regular feedback on its educational programs and input on changes in the industry from its Program Advisory Committee. The Committee is made up of the following successful professionals representing other higher educational venues and different segments of the food and beverage industry.

Donna Boss

Principal
Boss Enterprises
New York City, New York

Tracey Caponera

Director of Inter-Institutional Programs
SUNY Delhi Schenectady County Community College
Schenectady, New York

Melissa Close

Executive Chef
Palladio Restaurant
Charlottesville, Virginia

Michael Geldart

Head Baker
Sportello, Menton
Boston, Massachusetts

Paul Lynch

Executive Chef
Fire Lake Grill House at the Radisson Hotel
Minneapolis, Minnesota

Peter Mihajlov

Partner
Parasole Restaurant Holdings, Inc.
Edina, Minnesota

Eric Sakai

Dean of Academic Technology
Community College of Vermont
Montpelier, Vermont

Robert Sargent

Chef/Owner
Flora
Arlington, Massachusetts

Helen S. Wechsler

Director of Dining Services
Boston College
Boston, Massachusetts

Accreditation and Degree Granting Authority

NECI is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The ACCSC is listed by the United States Department of Education as a nationally recognized accrediting agency.

NECI is certified by the Vermont Board of Education as a bona fide institution of higher learning. All degree and certificate programs at NECI are approved by the Vermont State Approving Agency for veterans training under the G.I. Bill of Rights and the Veterans Education Assistance Programs, and for international students under the rules and regulations of the Immigration and Nationalization Service.

NECI and/or its staff maintain membership with the following professional organizations:

- National Restaurant Association
- American Institute of Wine and Food
- American Culinary Federation
- Career College Association
- International Association of Culinary Professionals
- Bread Bakers Guild
- Women Chefs and Restaurateurs
- Careers through Culinary Arts Programs
- Chef's Collaborative
- SkillsUSA
- DECA Inc.

Comparable information related to tuition and program length of other schools with similar program offerings is available by contacting the

Accrediting Commission of Career Schools
and Colleges
2101 Wilson Boulevard
Suite 302
Arlington, VA 22201

or by calling 703.247.4212.

Statement of Ownership

Vermont Hospitality Management, Inc., a Vermont corporation, operates New England Culinary Institute, located in Montpelier, Vermont. The corporate offices are located at 56 College Street, Montpelier, VT 05602.

PROGRAM OVERVIEW

| Programs | Bachelor of Arts in Culinary Arts | Bachelor of Arts in Hospitality and Restaurant Management | Bachelor of Arts in Hospitality and Restaurant Management Online Program Offering |
|-----------------------------------|---|---|--|
| Course Focus | Culinary Arts (Advanced) | Hospitality and Restaurant Management (for top of house) | Hospitality and Restaurant Management (for top of house) |
| Length of Program | 39 Months | 15 Months (beyond associate degree) | 24 Months (72 weeks of instruction) |
| Length of Internship | Three 700-hour internships | One 700-hour internship | No internship required, students must have appropriate experience to be accepted into the program. |
| Maximum Student-to-Teacher Ratio* | 10 to 1 in production kitchen 30 to 1 in classroom | 10 to 1 in laboratories 30 to 1 in classroom | 10 to 1 class section |
| Hands-on Training | Yes | Yes | Fully Online |
| Financial Aid Available | Yes | Yes | Yes |

* In rare circumstances, situations may arise which cause class size to temporarily exceed these ratios by one to two students.

| Programs | Associate of Occupational Studies in Culinary Arts | Associate of Occupational Studies in Baking & Pastry Arts | Associate of Occupational Studies in Hospitality and Restaurant Management |
|-----------------------------------|---|---|--|
| Course Focus | Culinary Arts | Baking & Pastry Arts | Hospitality and Restaurant Management (for front of house) |
| Length of Program | 24 Months | 24 Months | 15 Months |
| Length of Internship | Two 700-hour internships | Two 700-hour internships | One 700-hour internship |
| Maximum Student-to-Teacher Ratio* | 10 to 1 in production kitchen 30 to 1 in classroom | 10 to 1 in production kitchen 30 to 1 in classroom | 10 to 1 in production kitchen 30 to 1 in classroom |
| Hands-on Training | Yes | Yes | Yes |
| Financial Aid Available | Yes | Yes | Yes |

* In rare circumstances, situations may arise which cause class size to temporarily exceed these ratios by one to two students.

| Programs | Certificate in Professional Cooking | Certificate in Professional Baking | Certificate in Professional Pastry |
|-----------------------------------|---|---|---|
| Course Focus | Culinary Skills | Baking Skills | Pastry Skills |
| Length of Program | 8 Months | 8 Months | 8 Months |
| Length of Internship | One 450-hour internship | One 450-hour internship | One 450-hour internship |
| Maximum Student-to-Teacher Ratio* | 10 to 1 in production kitchen 30 to 1 in classroom | 10 to 1 in production kitchen 30 to 1 in classroom | 10 to 1 in production kitchen 30 to 1 in classroom |
| Hands-on Training | Yes | Yes | Yes |
| Financial Aid Available | Yes | Yes | Yes |

* In rare circumstances, situations may arise which cause class size to temporarily exceed these ratios by one to two students.

ACADEMIC CALENDAR

Associate and Bachelor Degree Program Calendar

July 2011 Term

July 4 - October 2, 2011

Holiday:

Classes begin for Returning Students (All programs - Terms/Mods 2,4,6):

Registration/Orientation for Returning Students (Mods 3,5):

Registration/Orientation for New Students (Mod 1):

In-Service for Students and Faculty: (no regular classes)

Holiday:

Academic Completion Week/Term Break Holiday:

Last day of term:

Monday, July 4, 2011 (Independence Day)

Tuesday, July 5, 2011

Tuesday, July 5, 2011

Wednesday, July 6, 2011

Monday, August 8, 2011

Monday, September 5, 2011 (Labor Day)

Monday – Sunday, September 26 - October 2, 2011

Sunday, October 2, 2011

October 2011 Term

October 3, 2011 - January 1, 2012

Classes begin for Returning Students (All programs – Terms/Mods 2,4,6):

Registration/Orientation for Returning Students (Mods 3,5):

Registration/Orientation for New Students (Mod 1):

In-Service for Students and Faculty: (no regular classes)

Holiday:

Holiday:

Academic Completion Week/Term Break Holiday:

Last day of term:

Monday, October 3, 2011

Monday, October 3, 2011

Tuesday, October 4, 2011

Monday, November 7, 2011

Thursday – Sunday, November 24, 25, 26, 27, 2011

Saturday – Monday, December 24, 25, 26, 2011

Monday – Sunday, December 26, 2011 - January 1, 2012

Sunday, January 1, 2012

January 2012 Term

January 2 - April 1, 2012

Holiday:

Classes begin for Returning Students (All programs – Terms/Mods 2,4,6):

Registration/Orientation for Returning Students (Mods 3,5):

Registration/Orientation for New Students (Mod 1):

In-Service for Faculty, Career Fair (required) for Students
(no regular classes):

Academic Completion Week/Term Break Holiday:

Last day of term:

Monday, January 2, 2012 (New Year's Day)

Tuesday, January 3, 2012

Tuesday, January 3, 2012

Wednesday, January 4, 2012

Monday, February 6, 2012

Monday – Sunday, March 26 - April 1, 2012

Sunday, April 1, 2012

April 2012 Term

April 2 – July 1, 2012

Classes begin for Returning Students (All Programs – Terms/Mods 2,4,6):

Registration/Orientation for Returning Students (Mods 3, 5):

Registration/Orientation for New Students (Mod 1):

In-Service for Students and Faculty: (no regular classes)

Holiday:

Academic Completion Week/Term Break Holiday:

Last Day of term:

Monday, April 2, 2012

Monday, April 2, 2012

Tuesday, April 3, 2012

Monday, May 7, 2012

Monday, May 28, 2012 (Memorial Day)

Monday – Sunday, June 25 – July 1, 2012

July 1, 2012

July 2012 Term

July 2 – September 30, 2012

Classes begin for Returning Students (All programs - Terms/Mods 2,4,6):

Registration/Orientation for Returning Students (Mods 3,5):

Registration/Orientation for New Students (Mod 1):

Holiday:

In-Service for Students and Faculty: (no regular classes)

Holiday:

Academic Completion Week/Term Break Holiday:

Last day of term:

Monday, July 2, 2012

Monday, July 2, 2012

Thursday, July 5, 2012

Wednesday, July 4, 2012 (Independence Day)

Monday, August 6, 2012

Monday, September 3, 2012 (Labor Day)

Monday – Sunday, September 24 – 30, 2012

Sunday, September 30, 2012

October 2012 Term (Tentative)

October 1, 2012 – December 30, 2012

| | |
|---|--|
| Classes begin for Returning Students (All programs – Terms/Mods 2,4,6): | Monday, October 1, 2012 |
| Registration/Orientation for Returning Students (Mods 3,5): | Monday, October 1, 2012 |
| Registration/Orientation for New Students (Mod 1): | Tuesday, October 2, 2012 |
| In-Service for Students and Faculty: (no regular classes) | Monday, November 5, 2012 |
| Holiday: | Thursday – Sunday, November 22, 23, 24, 25, 2012 |
| Holiday: | Monday – Wednesday, December 24, 25, 26, 2012 |
| Academic Completion Week/Term Break Holiday: | Monday – Sunday, December 24 – 30, 2012 |
| Last day of term: | Sunday, December 30, 2012 |

January 2013 Term (Tentative)

December 31, 2012 - March 31, 2013

| | |
|---|---|
| Holiday: | Tuesday, January 1, 2013 (New Year's Day) |
| Classes begin for Returning Students (All programs – Terms/Mods 2,4,6): | Wednesday, January 2, 2013 |
| Registration/Orientation for Returning Students (Mods 3,5): | Wednesday, January 2, 2013 |
| Registration/Orientation for New Students (Mod 1): | Thursday, January 3, 2013 |
| In-Service for Students and Faculty: (no regular classes) | Monday, February 4, 2013 |
| Academic Completion Week/Term Break Holiday: | Monday – Sunday, March 25 - 31, 2013 |
| Last day of term: | Sunday, March 31, 2013 |

April 2013 Term (Tentative)

April 1 – June 30, 2013

| | |
|---|-------------------------------------|
| Classes begin for Returning Students (All Programs – Terms/Mods 2,4,6): | Monday, April 1, 2013 |
| Registration/Orientation for Returning Students (Mods 3, 5): | Monday, April 1, 2013 |
| Registration/Orientation for New Students (Mod 1): | Tuesday, April 2, 2013 |
| In-Service for Students and Faculty: (no regular classes) | Monday, May 6, 2013 |
| Holiday: | Monday, May 27, 2013 (Memorial Day) |
| Academic Completion Week/Term Break Holiday: | Monday – Sunday, June 24 – 30, 2013 |
| Last Day of term: | Sunday, June 30, 2013 |

July 2013 Term (Tentative)

July 1 – September 29, 2013

| | |
|---|---|
| Classes begin for Returning Students (All programs - Terms/Mods 2,4,6): | Monday, July 1, 2013 |
| Registration/Orientation for Returning Students (Mods 3,5): | Monday, July 1, 2013 |
| Registration/Orientation for New Students (Mod 1): | Tuesday, July 2, 2013 |
| Holiday: | Thursday, July 4, 2013 (Independence Day) |
| In-Service for Students and Faculty: (no regular classes) | Monday, August 5, 2013 |
| Holiday: | Monday, September 2, 2013 (Labor Day) |
| Academic Completion Week/Term Break Holiday: | Monday – Sunday, September 23 – 29, 2013 |
| Last day of term: | Sunday, September 29, 2013 |

Certificate Program Calendar

July 2011 Term

July 6, 2011 - January 31, 2012

Registration/Orientation for New Students:

Residency:

In-Service for Students and Faculty: (no regular classes)

Holiday:

Internship:

Wednesday, July 6, 2011

Wednesday, July 6 – Tuesday, October 18, 2011

Monday, August 8, 2011

Monday, September 5, 2011 (Labor Day)

Monday, October 19, 2011 – Sunday, January 31, 2012

October 2011 Term

October 4, 2011 - April 30, 2012

Registration/Orientation for New Students:

Residency:

In-Service for Students and Faculty (no regular classes):

Holiday:

Holiday:

Holiday:

Internship:

Tuesday, October 4, 2011

Tuesday, October 4, 2011 – Monday, January 16, 2012

Monday, November 7, 2011

Thursday – Sunday, November 24, 25, 26, 27, 2011

Saturday – Monday, December 24, 25, 26, 2011

Sunday, January 1 & Monday, January 2, 2012

Tuesday, January 17 – Sunday, April 30, 2012

January 2012 Term

January 4, 2012 - July 31, 2012

Registration/Orientation for New Students:

Residency:

In-Service for Faculty, Career Fair (required) for Students
(no regular classes):

Internship:

Wednesday, January 4, 2012

Wednesday, January 4 – Tuesday, April 17, 2012

Monday, February 6, 2012

Wednesday, April 18, 2012 – Tuesday, July 31, 2012

April 2012 Term

April 3, 2012 – October 29, 2012

Registration/Orientation for New Students:

Residency:

In-Service for Students and Faculty: (no regular classes)

Holiday:

Holiday:

Internship:

Tuesday, April 3, 2012

Tuesday, April 3, 2012 – Monday, July 16, 2012

Monday, May 7, 2012

Monday, May 28, 2012 (Memorial Day)

Wednesday, July 4, 2012 (Independence Day)

Tuesday, July 17, 2012 – Monday, October 29, 2012

July 2012 Term

July 3, 2012 – January 28, 2013

Registration/Orientation for New Students:

Residency:

Holiday:

In-Service for Students and Faculty: (no regular classes)

Holiday:

Internship:

Tuesday, July 5, 2012

Tuesday, July 5 – Monday, October 15, 2012

Wednesday, July 4, 2013 (Independence Day)

Monday, August 6, 2012

Monday, September 3, 2012 (Labor Day)

Tuesday, October 16, 2012 – Monday, January 28, 2013

October 2012 Term (Tentative)

October 2, 2012 – April 29, 2013

Registration/Orientation for New Students:

Residency:

In-Service for Students and Faculty: (no regular classes)

Holiday:

Holiday:

Holiday:

Internship:

Tuesday, October 2, 2012

Tuesday, October 2 – Monday, January 14, 2013

Monday, November 5, 2012

Thursday – Sunday, November 22, 23, 24, 25, 2012

Monday – Wednesday, December 24 – 26, 2012 (

Tuesday, January 1, 2013 (New Year's Day)

Tuesday, January 15, 2013 – Monday, April 29, 2013

COMMENCEMENT CEREMONY AND DEGREE CONFERRAL

Annual Commencement Ceremony

June 2, 2012

Please visit NECI.edu/graduation for additional information and graduation application

Degree Conferral

October 28, 2011

January 27, 2012

July 27, 2012

Students who complete all degree requirements at various times throughout the year will be awarded diplomas on these dates.

Official transcripts may be requested through the Registrar's Office or at NECI.edu/academics/registrar.

Transcript requests must contain a signature and will be subject to a \$5.00 processing fee.