**Table of Contents**

- Campus Maps ........................................................................................................ 4
- GMTA – Montpelier Circulator, for Local Service ................................................ 6
- Quick Telephone Reference .................................................................................. 7
- NECI Housing Phone Numbers: ........................................................................... 7
- Outlet, Staff, Faculty & Administration Contact Information ................................... 8
- NECI Student Health Insurance Information ....................................................... 10
- Student Financial Services .................................................................................... 11
- Federal Work Study: ............................................................................................ 12
- Payroll .................................................................................................................. 13
- Information Technology ...................................................................................... 14
- Career Services .................................................................................................... 16
- Learning Services: Resources for Student Success ............................................... 18
- Academic Program Recognition ......................................................................... 20
- Student Services Department ............................................................................. 21
- Registrar’s Office ................................................................................................ 22
- Academic Advising .............................................................................................. 23
- Student Meal Plan ................................................................................................ 24
- Student Uniforms & Dress Code ......................................................................... 26
- Dorm Room Checklist .......................................................................................... 30
- Campus Information ............................................................................................ 34
- Community Service/Service Learning .................................................................. 37
- NOTES .................................................................................................................. 44
Welcome to New England Culinary Institute. You are an integral part of the success of the school and the student experience. All of our successful students have followed three key principles: Work hard in your individual programs, get involved with student activities and organizations on campus and respect for others.

The New England Culinary Institute has an outstanding reputation for placing trained, skilled and passionate students in the hospitality industry. Graduates from our programs are in high demand. You will have every opportunity to learn, explore and be exposed to knowledge. You must take responsibility to focus on your classes, academic and lab work and seek help when you need it. Working hard will pay off.

Get involved with New England Culinary Institute: Student organizations include Student Council, Food and Beverage Clubs, Student Activities and Community Service. Involvement is essential to your success at NECI. Students who are engaged in healthy activities outside of the rigor of their classroom and kitchen work do well.

Lastly, it is important to understand that NECI is founded on respect for others, appreciation for diverse perspectives and individual responsibility. The heart of the school lies with these beliefs and is part of a healthy learning environment. You, too, are responsible for upholding these beliefs.

Welcome to NECI. Faculty and Administration will do their best to provide a great learning environment for you here. We ask for your partnership in this endeavor and will you much success in the term ahead.

Sincerely,
The Admissions and Student Services Departments
Walking Tour Map - Montpelier Campus

Main Street/Bar & Grill:
Our Montpelier Restaurant - Culinary & Table service classes are held here.

La Briche:
Our French Bakery - Baking & Pastry classes & Baking for Culinary Arts are held here.

Deney Hall:
Next to Cafeteria - Meat fabrication kitchen; Culinary classes are held here. Cafeteria services are open for all NERI students & staff.

Harris Hall:
Administration building for NERI including admissions & financial aid.

7 School Street
Academic offices for Montpelier Campus. Also classrooms & Library & computer room.
Indicates orientation check-in location
GMTA – Montpelier Circulator, for Local Service

Montpelier Circulator

MONDAY – FRIDAY

Loop 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Montpelier Shaw’s</th>
<th>Elm St./Spring St.</th>
<th>Pool &amp; Rec Field/CCV</th>
<th>Summer St.</th>
<th>WCMH</th>
<th>Haven Woods</th>
<th>College Green</th>
<th>Hunger Mtn. Co-op</th>
<th>Senior Center</th>
<th>Montpelier Shaw’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>6:50</td>
<td>6:53</td>
<td>6:58</td>
<td>7:03</td>
<td>7:07</td>
<td>7:10</td>
<td>7:17</td>
<td>7:27</td>
<td>7:30</td>
<td>7:30</td>
</tr>
<tr>
<td>Tues</td>
<td>7:50</td>
<td>7:53</td>
<td>7:58</td>
<td>8:03</td>
<td>8:07</td>
<td>8:10</td>
<td>8:17</td>
<td>8:27</td>
<td>8:30</td>
<td>8:30</td>
</tr>
<tr>
<td>Thurs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Loop 2

<table>
<thead>
<tr>
<th>Time</th>
<th>Montpelier Shaw’s</th>
<th>3 Prospect</th>
<th>Freedom Drive</th>
<th>People’s United Bank</th>
<th>Montpelier Shaw’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>7:30</td>
<td>R</td>
<td>7:34</td>
<td>7:38</td>
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</tr>
<tr>
<td>Tues</td>
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<td>8:38</td>
<td>8:43</td>
</tr>
<tr>
<td>Wed</td>
<td>9:30</td>
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<td>9:46</td>
<td>9:50</td>
<td>9:50</td>
</tr>
<tr>
<td>Thurs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This route offers on-board and same day call in deviation requests up to 1/2 mile!

One Circulator bus runs both loops: Make sure to board the correct one! Stops 1 – 8 leave Shaw’s at :50 past the hour; Stops 9 – 12 leave Shaw’s at :30 past the hour. Please ask the driver if you are unsure which loop you are on.

SATURDAY

Loop 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Montpelier Shaw’s</th>
<th>Elm St./Spring St.</th>
<th>Pool &amp; Rec Field/CCV</th>
<th>Summer St.</th>
<th>WCMH</th>
<th>Haven Woods</th>
<th>College Green</th>
<th>Hunger Mtn. Co-op</th>
<th>Senior Center</th>
<th>Montpelier Shaw’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:50</td>
<td>12:53</td>
<td>12:58</td>
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<td>1:10</td>
<td>1:17</td>
<td>1:27</td>
<td>1:30</td>
<td>1:30</td>
<td>1:30</td>
</tr>
</tbody>
</table>

Loop 2

<table>
<thead>
<tr>
<th>Time</th>
<th>Montpelier Shaw’s</th>
<th>3 Prospect</th>
<th>Freedom Drive</th>
<th>People’s United Bank</th>
<th>Montpelier Shaw’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30</td>
<td>9:31</td>
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<td></td>
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<tr>
<td>10:30</td>
<td>10:31</td>
<td>10:46</td>
<td>10:50</td>
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<td></td>
</tr>
<tr>
<td>11:30</td>
<td>11:31</td>
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<td>12:30</td>
<td>12:31</td>
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<td>12:50</td>
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</tr>
<tr>
<td>1:30</td>
<td>1:31</td>
<td>1:46</td>
<td>1:50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Available Monday-Friday by request. Call 223-7287 for pick-up service. Saturday service is provided with no request needed.

Bus will pull into Cummings Street Apts. at 6:54 a.m. on school days by phone-in request only. To request a pick-up, please call 223-7287 by 6:45 a.m.

On this route only, passengers may request a deviation from the driver, up to 1/2 a mile off the fixed route.

This route offers connections to the Montpelier Hospital Hill, City Commuter, City Route Mid-Day, Waterbury Commuter, LINK Express and US 2 Commuter.
## Quick Telephone Reference

### Quick Reference Telephone Directory Montpelier Campus

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRE / POLICE / AMBULANCE</strong></td>
<td><strong>911</strong></td>
</tr>
<tr>
<td>Substance Abuse Services</td>
<td>802-223-4156 (24 hours)</td>
</tr>
<tr>
<td>Suicide Emergency</td>
<td>802-229-0591 (24 hours)</td>
</tr>
<tr>
<td>Central VT Medical Center Walk-in, Urgent Care &amp; Hospital – Berlin, VT</td>
<td>802-371-4100</td>
</tr>
<tr>
<td>Concentra Urgent Care (call first to verify insurance info)</td>
<td>802-223-7499</td>
</tr>
<tr>
<td>NECI Maintenance - Non Emergency</td>
<td>802-225-3239 (M-F, 8:30 – 4)</td>
</tr>
<tr>
<td>NECI Maintenance - Emergency Pager</td>
<td>866-747-1303 (stay by phone)</td>
</tr>
<tr>
<td>Vermont State Police</td>
<td>802-229-9191</td>
</tr>
<tr>
<td>Non-Emergency Police</td>
<td>802-223-3445</td>
</tr>
<tr>
<td>Non-Emergency Fire</td>
<td>802-229-4913</td>
</tr>
<tr>
<td>Poison Center</td>
<td>802-658-3456</td>
</tr>
<tr>
<td>Sexual Assault Team</td>
<td>802-223-7755 (24 hours)</td>
</tr>
<tr>
<td>Alcoholic’s Anonymous</td>
<td>802-229-5100 or 800-203-3602</td>
</tr>
<tr>
<td>Central VT Substance Abuse Services</td>
<td>802-223-4156</td>
</tr>
<tr>
<td>Berlin Family Health</td>
<td>802-225-7000</td>
</tr>
<tr>
<td>NECI Front Desk</td>
<td>802-225-3336</td>
</tr>
<tr>
<td>Snow Emergency – Call for closing information Or listen to WVMT 620AM</td>
<td>802-764-1464</td>
</tr>
</tbody>
</table>

### NECI Housing Phone Numbers:

**Bishop-Hatch Hall**

- Floor 1 802-828-8856
- Floor 2 802-828-8857
- Floor 3 802-828-8858

**Dewey Hall**

- Floor 3 802-828-8873

* Dial "9" to reach a local outside line. You must have a calling card to make long distance calls.*

In the evenings you may contact a Resident Assistant or the Coordinator of Residence Life on duty for questions and concerns. For other questions, concerns and feedback regarding NECI housing please e-mail: [Housing@neci.edu](mailto:Housing@neci.edu)
Outlet, Staff, Faculty & Administration Contact Information

Montpelier Campus Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration (Harris Hall) Main Office</td>
<td>802-225-3200</td>
</tr>
<tr>
<td>118 Main Street, Front Kitchen</td>
<td>802-225-3307</td>
</tr>
<tr>
<td>118 Main Street, Back Kitchen</td>
<td>802-225-3320</td>
</tr>
<tr>
<td>La Brioche (Front of House)</td>
<td>802-225-3380</td>
</tr>
<tr>
<td>La Brioche (Kitchen)</td>
<td>802-225-3385</td>
</tr>
<tr>
<td>National Life</td>
<td>802-229-3397</td>
</tr>
<tr>
<td>NECI on Main</td>
<td>802-225-3310</td>
</tr>
<tr>
<td>Vermont College (Dewey Cafeteria)</td>
<td>802-828-8847</td>
</tr>
</tbody>
</table>

**Note:** All NECI employees can be reached by e-mail at: firstname.lastname@neci.edu
Example: Doe, Chef John = john.doe@neci.edu
Please refer to the following list for the proper spelling of first and last name

- Allard, Patrick Faculty 802-225-3344
- Archibald, Neil General Manager of NECI on Main 802-225-3314
- Bales, Chef Joni Chef Instructor/Faculty 802-225-3307
- Benjamin, Darryl Faculty 802-225-3253
- Birmingham, Chef Jim Chef Instructor/Faculty 802-225-3335
- Boggs, Melanie Coordinator of Student Services 802-225-3346
- Bornstein, Rachel Library Specialist 802-225-3318
- Bower, Greg Controller 802-225-3251
- Burnier, Chef Andre Chef Instructor/Faculty 802-225-3309
- Buswell, Chef Michelle Chef Instructor/Faculty 802-225-3385
- Coenye, Sven Network Technician 802-225-3238
- Colgan, Will Director, Facilities 802-225-3239
- Connor, Anne Coordinator, Learning Services 802-225-3327
- Cross, Dwight Director, Admissions 802-225-3211
- Cutler, Chef Emma Chef Instructor/Faculty 802-229-3397
- Entrott, Michael Application Systems Administrator 802-225-3247
- Ford, Michelle Department Chair, HRM Programs 802-238-8651
- Franklin, Chef Martha Chef Instructor/Faculty 802-225-3304
- Gallo, Shanon Senior Admissions Advisor 802-225-3245
- Gauthier, Chef Laureen Director of Academic Services 802-225-3324
- Gerin, Chef Jean-Louis Executive Chef, VP of Culinary Operations 802-225-3336
- IT Helpdesk Located in Harris Hall 802-225-3238
- Human Resources Located in Harris Hall 802-225-3221
- Jordan, Eunice Coordinator, Career Services 802-225-3317
- Kessler, Chef Kat Dept. Chair, B&P, Chef Instructor/Faculty 802-225-3320
- Kluberspies, Chef Nancy Chef Instructor/Faculty 802-225-3383
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Livingston, Jennifer</td>
<td>Coordinator, Student Programs</td>
<td>802-917-3924</td>
</tr>
<tr>
<td>Lussier, Cory</td>
<td>Senior Admissions Advisor</td>
<td>802-225-3248</td>
</tr>
<tr>
<td>MacDonald, Gail</td>
<td>Registrar</td>
<td>802-225-3261</td>
</tr>
<tr>
<td>Melincoff, Terri</td>
<td>Faculty</td>
<td>802-225-3209</td>
</tr>
<tr>
<td>Miles, Chef David</td>
<td>Chef Instructor/Faculty</td>
<td>802-828-8811</td>
</tr>
<tr>
<td>Mumbauer, Katie</td>
<td>Coordinator, Student Accounts</td>
<td>802-225-3216</td>
</tr>
<tr>
<td>Novetti, Corinne</td>
<td>Senior Academic Advisor</td>
<td>802-225-3345</td>
</tr>
<tr>
<td>O'Malley, Chef Ryan</td>
<td>Chef Instructor/Faculty</td>
<td>802-225-3307</td>
</tr>
<tr>
<td>Parson, Chef David</td>
<td>Chef Instructor/Faculty</td>
<td>802-225-3307</td>
</tr>
<tr>
<td>Payroll</td>
<td>Located in Harris Hall</td>
<td>802-225-3214</td>
</tr>
<tr>
<td>Perkoski, Chef Steve</td>
<td>Chef Instructor/Faculty</td>
<td>802-229-3347</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>Located in Harris Hall</td>
<td>802-225-3262</td>
</tr>
<tr>
<td>Riley, Erin</td>
<td>Academic Advisor</td>
<td>802-225-3315</td>
</tr>
<tr>
<td>Roberts, Jeff</td>
<td>Faculty</td>
<td>802-225-3385</td>
</tr>
<tr>
<td>Rosholt, Mary</td>
<td>Faculty</td>
<td>802-225-3316</td>
</tr>
<tr>
<td>Rousseau, Chef Matt</td>
<td>Chef Instructor/Faculty</td>
<td>802-225-3385</td>
</tr>
<tr>
<td>Schwarze, Sigrun</td>
<td>Admissions Counselor/Administrative Asst.</td>
<td>802-225-3250</td>
</tr>
<tr>
<td>Tabor, Chef Dan</td>
<td>Chef Instructor/Faculty</td>
<td>802-229-3397</td>
</tr>
<tr>
<td>Virkler, Chef Lyndon</td>
<td>Program Director &amp; Dept. Chair, Culinary Arts</td>
<td>802-225-3326</td>
</tr>
<tr>
<td>Vogel, Chef Anne</td>
<td>Chef Instructor/Faculty</td>
<td>802-229-3411</td>
</tr>
<tr>
<td>Walker, Garth</td>
<td>Manager, Career Services</td>
<td>802-225-3306</td>
</tr>
<tr>
<td>Werner, Marianne</td>
<td>Associate Director, Financial Aid</td>
<td>802-225-3220</td>
</tr>
<tr>
<td>Westrope, Chef Adrian</td>
<td>Executive Pastry Chef, Chef Instructor/Faculty</td>
<td>802-225-3382</td>
</tr>
<tr>
<td>Whittington, Nicholas</td>
<td>Coordinator, Residence Life</td>
<td>802-225-3291</td>
</tr>
<tr>
<td>Wilkinson, Charles</td>
<td>Purchasing</td>
<td>802-225-3324</td>
</tr>
<tr>
<td>Williams, Adonica</td>
<td>Associate Director, Admissions</td>
<td>802-225-3210</td>
</tr>
<tr>
<td>Wingensiefen, Christoph</td>
<td>Chef Instructor/Faculty</td>
<td>802-225-3307</td>
</tr>
<tr>
<td>Zetarski, Jennifer</td>
<td>Director, Human Resources</td>
<td>802-225-3230</td>
</tr>
</tbody>
</table>
NECI Student Health Insurance Information

In order to enroll in classes at NECI, all students must present valid health insurance information. Each student at NECI is required to have healthcare coverage.

NECI offers a student medical plan to students from all states that will not be covered under a private health insurance plan during their enrollment. Coverage is provided through Consolidated Health Plans (CHP). Plan information, including a waiver/enrollment form, plan brochure, and provider directory, can be found at https://consolidatedhealthplan.com/group/84/home. CHP insurance will cover actively enrolled students during both residency and internship. Coverage terminates on the last day of the month in which your student status ends.

If you are not interested in the health insurance plan offered by NECI, below are options for you to procure health insurance prior to enrollment.

Vermont residents: May eligible to purchase Health Insurance through Vermont Health Connect. Go to https://portal.healthconnect.vermont.gov/VTHBELand/welcome.action for information regarding healthcare plans.

Residents of all states: Go to http://www.ehealthinsurance.com to view options for purchasing a private insurance plan.

If you have additional questions, please call 802-225-3214.
NECI understands your commitment to a culinary education involves a significant investment of time and financial resources. During the admissions process you were in contact with Financial Aid and/or Student Accounts. Both departments are available and able to assist you. In order to provide the best service possible, initial inquiries should be submitted to the central departmental email accounts:

Financial Aid:  financialaid@neci.edu
Financial Planning and NECI Scholarship information:  planner@neci.edu

**Financial Aid**

Associate Director, Financial Aid
Marianne Werner  
Marianne.Werner@neci.edu  
802-225-3220

Financial Coordinator
Sue Hackney  
Susan.Hackney@neci.edu  
802-225-3244

**Student Accounts**

Coordinator, Student Accounts
Katie Mumbauer  
Katie.Mumbauer@neci.edu  
802-225-3216

Financial Aid and Student Accounts are both located in Harris Hall. While office hours may vary according to financial aid and planning needs throughout the term, the offices are open Monday through Friday 10:00 AM – 4:00 PM. When possible, we recommend contacting us to schedule an appointment via telephone or email.
Working for NECI while in School?

Federal Work Study:
It is New England Culinary Institute’s policy that if a position is Federal Work-Study (FWS) eligible, then the supervisor should fill the job with a FWS eligible student. IF you are interested in learning more about Federal Work-Study (FWS), you will need to set up a meeting with the Coordinator of Student Services:

Eligibility Requirements:
- You must have a complete financial aid file. This includes all required forms and documents in addition to completing and submitting a FAFSA; a second year student must be academically complete (70%) of first year.
- Must also have completed and filed a valid I-9 and W-4 with the Human Resources Payroll Department.
- Must complete an application for FWS eligibility with the Coordinator of Student Services (at 7 School Street).
- When eligible you and your supervisor must communicate all new hires with the Coordinator of Student Services.

The following is a sample of FWS jobs. Jobs are available once students are on campus. Available positions are communicated via student e-mail:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Pay Rate/Hr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Bank Volunteer</td>
<td>$ 10.00</td>
</tr>
<tr>
<td>Library Assistant</td>
<td>$ 8.73</td>
</tr>
<tr>
<td>Office Assistant</td>
<td>$ 8.73</td>
</tr>
<tr>
<td>Peer Tutor</td>
<td>$ 8.73</td>
</tr>
<tr>
<td>Resident Advisor</td>
<td>$ 10.00</td>
</tr>
<tr>
<td>Student Activities Assistant</td>
<td>$ 8.73</td>
</tr>
</tbody>
</table>

After you have arrived on campus and you are enrolled as a NECI student you may inquire to determine whether or not you are Federal Work Study eligible. If you are interested in learning more about FWS positions please contact the Coordinator of Student Services by e-mail at Student.Services@neci.edu
Payroll

If you choose to work at NECI, you will be required, as any NECI employee, to complete all payroll forms required by law.

- **W-4 Form - Employee's Withholding Allowance Certificate.** This form is simple yet necessary! This must be completed before you may work for New England Culinary Institute.
- **I-9 Form - Employment Eligibility Verification.** This form will be completed only if you have acceptable documents as described on the reverse of the form. You will need to have two forms of identification that establish identity and employment eligibility. This must be completed before you may work for New England Culinary Institute.

Time and Attendance Record Keeping - When working at NECI you are required to punch in on the ADP System. All students must clock in and clock out in order to account for their hours. Students that don’t clock in and out with ADP will not be paid for their time. If you don’t know your login information, please contact payroll@neci.edu. Any additional questions may be directed as follows:

If you work for: Please check with:
NECI on Main Kitchen/VT College Chef David Parson
NECI on Main Table Service Neil Archibald
Catering - Service Fawn Maxwell
La Brioche - Kitchen Chef Kat Kessler
La Brioche – Service Fawn Maxwell
Facilities Will Colgan
VC Dewey Cafeteria Chef Martha Franklin

Thank you for your cooperation. If all procedures are followed, there will be no problems getting your paycheck correct and on time! A great experience for all!

Remember - you cannot work at NECI until you have completed your W-4 and I-9 forms!
Information Technology

In order to access your class information, every student must log into their portal account at http://www.neci.edu and click on Student Login or you may go directly to the student portal at http://student.neci.edu. **Before your first class**, please log into the portal and ensure you’re able to access every function.

Please submit a service request by going to http://servicedesk.neci.edu for any questions or problems with account access, wireless, or any other NECI technology. All requests for services must be received by submitting a request or emailing helpdesk@neci.edu. Please include your name, callback number, best time to reach you and the nature of your problem. Our helpdesk will respond to your submission within one business day.

Wireless internet is available at the following locations:
- Residence Halls: Bishop, Dewey, and Dewey Hall cafeteria
- Public spaces: 7 School Street and LaBrioché

All student wireless access points start with **NECI (location)** and require a password for internet access, which is **neciwaps**

---

You are provided five accounts during your NECI education: (1) E-mail (2) Portal (3) Online Learning Platform (**Moodle**) (4) Student Evaluations (5) **ServiceDesk**. All systems can be accessed from within the portal but require a login to each system.

Your username (login name) for email is **firstname.lastname@student.neci.edu**

Your username for the student portal, student evaluation system, online learning platform, and **ServiceDesk** will be **firstname.lastname**

(1) **E-mail login**: Your username is **firstname.lastname@student.neci.edu**

(2) **Portal login**: Your username is **firstname.lastname**

(3) **Online learning platform (**Moodle**) login**: Your username is **firstname.lastname**

(4) **Student Evaluations login**: Your username is **firstname.lastname**

(5) **ServiceDesk login**: Your username is **firstname.lastname**

Password - Your initial password is created using your uppercase first initial of first name, lowercase first initial of last name and your six digit birth date (MMDDYY).
*Passwords must have at least one upper case letter, at least one lowercase letter, at least one number and be at least 8 characters long.*
Internships are a highly rewarding experience for our students. Career Services is here as your primary resource for information, guidance and support as you research and secure your internship. We have information on many properties and opportunities in all facets of the food service and hospitality industries. We are open every weekday and you are encouraged to set up appointments or just stop by to talk about your internship options. During the first 3 months, you will learn more about the internship process in Professional Development classes. You will gain career experience through job searches, interviewing techniques and resume writing, all of which are incorporated into the class. The class will introduce Internship Parameters and Requirements and Internship Process Guidelines/Timelines will be discussed.

Basic Information Regarding Internship (for AOS & BA students):

Accreditation standards require that students work a minimum of 700 hours during the six-month internship. 700 hours can easily be accumulated in approximately 4 1/2 months of full time work (40 hours/week).

You may need to be flexible regarding geographic location. Due to economic and seasonal variations, certain areas are not appropriate for internship at different times of the year. We will advise you regarding availability and seasonality.

We highly encourage you to focus your research on our list of approved internship sites. These sites have a positive track record with NECI, and have proven to be progressive educational experiences. The approved sites vary greatly in terms of experiences.

Career Services knows these sites and can help you to look into sites that are a personal fit for you and your needs. Additionally, you should utilize the tremendous people resources at NECI: faculty, administrators, classmates and other students.

You must arrange for your own travel to your internship site and housing for that six-month period. Housing is not often provided by internship sites. Some sites do offer housing and when it is offered, there is usually a modest fee which may be taken out of your paycheck or your rate of pay may be lessened.

We look forward to meeting and working with you to secure a rewarding internship.
The Library

Library Specialist
Rachel Bornstein
Rachel.Bornstein@neci.edu
802.225.3318

The NECI Library collection is located at 7 School Street in Montpelier. The library includes books, electronic databases, magazines, CDs and DVDs. Books may be checked out for two weeks and other materials for one week; items may be renewed in most cases. Students can obtain resources from other libraries through inter-library loan with the assistance of the NECI Librarian. All library materials must be returned before the last day of the term.

The library website is - http://library.neci.edu

Help with research or using the electronic databases is always available. Library Staff are available to answer questions in person, over the phone or via email.

Library Hours
Monday – Thursday 9:00 am – 9:00 pm
Friday 9:00 am – 4:00 pm
Saturday & Sunday 1:00 pm – 6:00 pm

Students may also check out materials from Montpelier’s Kellogg-Hubbard Library. A $10 dollar deposit and NECI ID are required for borrowing privileges. The deposit will be refunded when all materials are returned. Individuals are responsible for any fines and fees.

In addition, there are two other libraries that are available to students as resources: The Vermont State Library, located at 109 State Street, Montpelier (near the State Capitol Building), and The Vermont Historical Society, located at 60 Washington Street in Barre. The Historical Society has a collection of old cookbooks related to New England cooking.

As a courtesy, overdue notices will be sent to your student email address. Failure to receive a notice does not exempt you from fines. It is the patrons’ responsibility to return or renew all items on or before the date on which they are due. Prior to graduation, all materials must be returned and any fines paid in full.

Fines:
Overdue fines are charged for books not returned on time. Fines are $1.00 per day per item with a maximum fine of $150 (once the replacement cost of the book is equal to the fine, the student’s account will be billed for the replacement cost of the book).

If an item is not returned after 30 days or prior to when the student leaves campus, a $100 replacement fee will be charged to your student financial account per item. If a book is returned after charges have been made, a $25 fee per item will remain on your student account.

Payment:
Library fines can be paid in cash at the Library to the Librarian or student assistant. Lost or replacement charges can be paid through Student Accounts.

Refunds:
Library materials that have been billed and paid and subsequently returned will be credited to your account (minus a $25 fee). This applies to lost or replacement charges and not overdue fines.
Learning Services: Resources for Student Success

Learning Services Coordinator
Anne Connor
Anne.Connor@neci.edu
802.225.3327

Need help studying for a test? Doing your math homework? Writing papers? Help is available!

What can we do for you? We can provide individualized support planning for your specific needs & requests, which can include (but not limited to):

- One on one/small group review of course material.
- Materials that reflect your learning style.
- Help you with homework assignments.
- Assistance with writing assignments.
- Work with you to review and improve your math skills.
- Study Skill Support to help you get the most out of your time & effort.
- Manage test retakes for various courses, including the ServSafe Exam.
  - review sessions
  - study guides
  - practice tests
- Help you work towards completion for incomplete courses.
- Coordinate classroom & test-taking accommodations.
- Provide a quiet work space with computers and a wide range of reference materials.
- Coordinate kitchen and production skills practice and review, under the guidance of a peer tutor.

Where Can You Find Us?
- Learning Services is at 7 School Street, next to the library!

When Can I Come by?
- Whenever you need to! (You’re encouraged to make an appointment by calling/emailing ahead of time).
- Learning Services is open most days from 9:00am – 5:00pm

- Evening study sessions, staffed by peer tutors, are also scheduled weekly, both in the School Street Learning Center and in the Lounge at Glover Hall.
  - Check the schedules posted at each Learning Center for the days and times of the evening hours.
- Peer tutors are available to work with you at times when the Learning Centers are not open.
**Who will work with you?**

Anne Connor, the Learning Services Coordinator, is often found at her desk at School Street.

We also have a staff of **peer tutors** available to work with students. Peer tutors are students who have been recommended by faculty and trained by the Learning Center staff to provide assistance with course content and projects.

**How do you take advantage of the Learning Center resources?**

Stop by the Learning Services office at School St. If Anne isn’t there, just ask around, chances are, she isn’t far away.

If the staff is busy when you stop by, you can make an appointment for a later time. Or you can make an appointment ahead of time to save yourself a trip down to School St.

You can also call or email us to
  - ask a question
  - see when we are available
  - make an appointment

**Use these valuable resources to get the most out of your NECI education!**
**Academic Program Recognition**

**Graduation with Distinction**

Graduation with Distinction was created to recognize students who have chosen to challenge themselves beyond the requirements of an already rigorous program. Students who qualify will enhance their own education, and will contribute to the NECI community and the professional community by organizing and participating in a variety of events. This award is designed to recognize exceptional performance in the production lab and dining room as well as in the classroom.

While New England Culinary Institute is committed to maintaining a cooperative learning environment, each student is responsible for his or her personal achievement and the standards for successful completion of the Graduation with Distinction program are intended to be very high. The Institute also wants to encourage and recognize exceptional student effort and demonstrated leadership capability.

Students who earn Graduation with Distinction will receive recognition at the graduation ceremonies, a special distinction emblem on his/her diploma, and a notation on his/her transcript.

This Graduation with Distinction Packet contains instructions on minimum requirements and outlines procedures to follow in order to receive the Graduation with Distinction honor.

It is the student’s responsibility to request a Graduation with Distinction packet following a discussion of the program during orientation and to follow the guidelines and requirements discussed within the Packet. Students are encouraged to discuss their involvement in the Graduation with Distinction program with instructors and program administrators, and to seek ongoing guidance on their projects from the Dean of Students & Faculty and/or the Department Chair of their program.

If you're interested in learning more about Graduation with Distinction, please contact: AcademicAdvising@neci.edu
Student Services Department

Student.Services@neci.edu

Coordinator, Student Services
Melanie Boggs
Melanie.Boggs@neci.edu
802-225-3346

Coordinator, Student Programs
Jennifer Livingston
Jennifer.Livingston@neci.edu
802-225-3316

Coordinator, Residence Life
Nicholas Whittington
Nicholas.Whittington@neci.edu
802-225-3291

WHO:
We are ready to assist every student as they weave their way through the maze of a residency at New England Culinary Institute.

WHEN:
Student Services is always here for you but specifically from 9:00 am to 5:00 pm, Monday through Friday at 7 School Street. Extended office hours are available – days and times vary.

WHY:
As a student at New England Culinary Institute, and especially during your first year, multiple procedures and policies will need to be learned, and finding your way within this complex system is crucial to your success. Your block mates are not getting along? Your instructor is getting on your case? Need outside counseling or a physician?

Want to participate in Student Activities? Looking for Community Service ideas or opportunities? Looking for a check? These are just some of the areas in which we can help in your daily student life.

The Student Services staff works consistently with the varied departments within the Institute to assure your satisfaction and to consistently improve our commitment and service to you and your career choice. Looking for support? YOU GOT IT!
Registrar’s Office

Registrar
Gail MacDonald
Gail.MacDonald@neci.edu
802-225-3261

If you’re not sure who to contact, please e-mail the Registrar’s office at: Registrar@neci.edu

WHEN:
The office is open from 9:00 a.m. – 5:00 p.m. If possible, please call or e-mail to set up an appointment.

WHY:
We are here to help you with enrollment verifications for student loans, insurance, good student driver discounts as well as transcript requests. We are the on-campus enrollment certifiers for VA students who receive GI Bill education benefits.
Academic Advising

Director of Academics
Laureen Gauthier
Laureen.Gauthier@neci.edu
802-225-3205 (Office is at Harris Hall)

Senior Academic Advisor
Corinne Novetti
Corinne.Novetti@neci.edu
802-225-3345

Academic Advisor
Erin Riley
Erin.Riley@neci.edu
802-225-3315

If you’re not sure who to contact, please e-mail the Academic Advising staff: AcademicAdvising@neci.edu

WHERE:
The office is located at 7 School Street, right next to the Servery.

WHEN:
The office is open from 9:00 a.m. – 5:00 p.m. If possible, please call or e-mail to set up an appointment.

WHY:
We are here to help you navigate questions and concerns with your academic classes, schedules, make up work, retakes, and changing programs. We will work with you to plan ahead and make the most of your academic success at NECI!


Student Meal Plan

The student meal plan is a user-friendly, declining balance system of individual transactions. **Students use their NECI Student ID to access each meal at all NECI outlets.** Meal plan funds may only be used to purchase meals.

Students have the option to access meals three times each day, Monday through Saturday at Dewey Cafeteria and Sunday when in class (with the exception of school/state/national holidays, campus closings and term breaks). As a reminder, NECI Residence Halls close for all term breaks.

Students may purchase additional items at National Life or La Brioche with cash, credit card, or their Experience NECI card. Students also have the option to add meals to their NECI Student ID, as needed. All additional meals can be purchased by credit card, check or cash at Harris Hall. Meal plans are based on term dates. Meals **DO NOT** roll over to another term. Unused meals are not reimbursed.

**All student meals are provided at Vermont College, Dewey Cafeteria.** Students who are scheduled for class at times that conflict with the Dewey Cafeteria hours of operation will dine at their course location; NECI instructors will schedule these specific meal times and locations.

**Students will need to present their student ID to the cashier prior to dining.**

**DEWEY HALL - cafeteria style (Monday-Saturday)**
Continental Breakfast: 7:00 – 7:30 am
Full Breakfast: 7:30 – 8:30 am
Lunch: 11:30 am – 1:00 pm
Dinner: 5:00 – 7:00 pm

*Saturday hours may vary, hours will be posted at Dewey Cafeteria*

**Additional outlets, days and hours of operation for meals designated by your instructor, at the course location, are listed below:**

**LA BROYCHE – package plan* (Monday-Saturday)**
Continental Breakfast: 7:00 – 10:00 am *(7:00 – 8:30 am if Dewey Hall Cafeteria is closed)*
Lunch: 11:00 am – 2:00 pm

**NATIONAL LIFE – package plan* (Monday-Friday)**
Continental Breakfast: 7:00 – 10:30 am
Lunch: 11:30 am – 1:30 pm

**SCHOOL STREET – family style (Tuesday-Saturday)**
Lunch: 11:00 am – 12:00 noon
Dinner: 4:30 – 5:30 pm

*package plans consist of predetermined items*
Experience NECI Dining Cards

The NECI Experience cards are issued to you as a privilege, for you to experience first hand dining in our restaurants. This will assist you in obtaining a fuller comprehension of the a la carte models, enable you to articulate the merits of our operation, and give you the opportunity to enjoy a couple of great meals.

With this privilege come a series of responsibilities that you must uphold by following a few simple guidelines:

- You must make a reservation. Please call well in advance (3 day minimum).
- Students are requested not to choose block days 1 and 2 to exercise their dining privilege.
- Students are requested to be mindful of holiday/high season business/weekend business. If you are unsure, please ask when placing your reservation.
- Parties of more than 4 people are permitted at the discretion of the outlet manager.
- Parties with students of under the legal drinking age must identify these students by name when making reservations.
- NECI Experience cards deduct the price of your meal, similar to a debit card. If you lose your NECI Experience card it is your responsibility to contact Office Services to request a replacement. A replacement fee will be required.
- Cards are not transferable between parties.
- Student cards include non-alcoholic beverages.
- Students’ cards are valid for a normal meal in outlets: i.e. Prix Fixe/three course dinner with non-alcoholic beverages.
- Parties of more than 4 people with alcohol checks will be given a single alcohol bill at the conclusion, however separate tendered payments for this are acceptable.
- Students should remember that they too will be in the kitchen and service roles during their tenure at NECI.
- Both positive and constructive feedback should be offered only through the appropriate channels, i.e. comment cards or direct communication with the Manager/Chef Instructor.
- Students enjoy the dining privilege and do so at the discretion of the outlet manager. Over indulgence is as unacceptable as with any dining party.
- NECI will cover the cost for gratuity. Please remember to treat your server with gratitude.

Upholding these guidelines and the spirit they represent will help maintain these meals as part of the NECI experience. Thank you. Bon Appétit!
Student Uniforms & Dress Code

Uniforms:
- Additional standard uniforms may be purchased from Office Services on the Garden Level at Harris Hall between the hours of 8:30 a.m. – 4 p.m., Monday – Friday.
- Please check the uniform regulations before purchasing uniforms on your own. Only certain styles are approved for use in the school's kitchens.

If you have questions or want to arrange purchase of items, please contact Sarah Quigley, Purchasing Coordinator: purchasing@neci.edu or 802-225-3213

Students in need of uniform alterations may contact:

Something Sew Right
35 Elm Street, Montpelier
802-223-1100
The Sewing Basket
325 N. Main St. Barre
802-476-8389

Name Tags:
Lost, broken, or additional nametags may be ordered through Maintenance or Student Services: will.colgan@neci.edu, melanie.boggs@neci.edu or jennifer.livingston@neci.edu

There is a $5.00 charge for lost and additional nametags. The time for replacement is approximately 48 hours. The fee for replacing a broken nametag will be waived ONLY if the broken nametag is presented.

Keeping your Whites White:

Many of your chefs will offer you suggestions on keeping your whites bright.

Here’s one idea:
1 cup powdered Cascade dishwashing soap
1 cup powdered Clorox II
Mix in a small amount of hot water and then fill with cold water.
Soak your whites in this before washing.

Here are more tips:

In an effort to impress your chef, try keeping your Brigade looking good from the beginning of the semester. With a bit of effort and some good hints you could be up for the Chef Michel “Shiny Shoe Award”! Here are some tried and true methods gleaned from chefs and students.
**ALWAYS SORT YOUR COLORS FROM YOUR WHITES**
I like to dedicate one white load to exclusively jackets hats and aprons. Remember don’t overload because if your uniform can move around it will definitely get cleaner.

**FEEL FREE TO PRE-TREAT**
I like the “Spray ’n Wash” Stain Stick as soon as I get home from a particularly gnarly day in the kitchen making veal stock, marinara sauce, and family meal at the same time! The other one I like is “Shout” Laundry Gel for Whites with BLEACH but you don’t put that on until 5 minutes before washing and believe me this stuff is strong! Be careful to not get this on any clothing that you value the color of other than white. I’ve been known to have been caught with “Shout” Wipes in their very own attractive plastic carrying case for those last minute unexpected splatters of sauce bordelaise across the “clean” side of my jacket. I also recommend unrolling your sleeves and pre-treating this often - neglected area.

**USE COLD WATER**
Now, I know your instincts may tell you to use hot water but if you are going to use BLEACH, as I highly recommend you do, then to allow the bleach to really work and not be rendered inert, use cold water. So, first put your detergent in the tub of the machine then add your clothes. Allow the machine to fill with cold water, and after about 5 minutes, add your bleach that has been diluted according to the directions on the label (it is one cup of bleach to three cups of water.) I personally enjoy the Clorox Rain Fresh because it doesn’t leave such a strong after scent. Continue the wash cycle and feel free to use high heat in the dryer.

**IRONING**
Tip – You should purchase Niagara Heavy Duty Spray Starch. Spray your items thoroughly and allow them to dry completely before ironing on the maximum setting of your iron. By doing this you avoid unsightly scorching and you will see excellent results!

There is always the problem of the dreaded black carbon stains we inevitably encounter in the kitchen. First of all, please use a towel to cover your shoulder if you are hoisting sheet pans to shoulder height to transport. The only handy hint I have for these particular stains is to make a paste of powdered Cascade automatic dishwashing detergent and liquid Pine Sol (again I enjoy the lemon scented variety). Use an old toothbrush to really work it into the effected area. Let it sit overnight and follow the regular washing procedure.
How to Look in the Kitchen

- Hat: Clean, crisp, not tucked in
- Hair: tied back, under your hat, off your collar, clean, natural color
- Face: clean-shaven
- Jewelry: no earrings, facial jewelry or tongue rings, one wedding band only
- T-Shirt: plain white, no printing, no turtlenecks
- Chef's Coat: pressed, wrinkle free, sparkling clean
- Nametag
- Pocket: Thermometer
  - Alcohol pad
  - Sanitation Card
  - Permanent Marker
- Hands: clean, nails trimmed, no nail polish
- Chef's Pants: clean, pressed, properly hemmed, 1/8” checks
- Apron: clean, pressed
- Shoes: black, polished, non-slip soles, no tennis shoes, no open backs or toes

READ YOUR HANDBOOK FOR SPECIFIC INFO!

ROSSANA DIAZ MÁRTO
How to Look in the Dining Room

- **Tie:** Simply-colored, long tie
- **Hair:** clean, neat, conventional styling only, long hair pulled back, off the collar
- **Jewelry:** one stud in each ear permitted, no necklaces, bracelets, tongue or facial jewelry
- **Face:** clean-shaven, SMILE!
- **Shirt:** clean and starched, white, button-down, long sleeve oxford shirt with collar, no logos or embroidery
- **Undergarments:** plain, white
- **Pants:** black dress pants, no jeans
- **Belt:** black belt for any pants with belt loops
- **Pocket:** 3 Retractable Pens
  - **Wine Opener**
- **Apron:** clean and pressed, white for backwaisting and expo, otherwise provided
- **Socks:** black
- **Shoes:** black, polished, lace-up, no open backs
- **Hygiene & Perfume:** good personal hygiene, no noticeable perfume/cologne, no colored nail polish

READ YOUR HANDBOOK FOR SPECIFIC INFO!
Residence Hall Room Checklist

Checklist of what to bring for your room

**Office/Desk Supplies**
- Laptop & Printer
- USB Flash Drive
- Headphones (laptop)
- Printer Paper
- Notebooks
- Folders w/ Pockets
- 3 x 5 note cards
- Ink Cartridge
- Surge Protector
- Extension Cord
- Camera
- Cell Phone
- Pens & Pencils
- Permanent Black Markers (fine)
- Bedside/Desk Lamp
- Alarm Clock
- Waste Basket (sm)
- Pocket Note Pads (sm)
- Box of *Sharpie’s* (magic marker)

**Toiletries**
- Towels
- Flip Flops
- Shower Tote
- Shampoo & Conditioner
- Bath & Face Soap
- Toothbrush
- Toothpaste
- Dental Floss
- Mouthwash
- Deodorant
- Aspirin or other pain relievers
- Benadryl
- Neosporin
- Burn Cream
- Band-Aids
- Cold Medicine
- Cough Drops
- Pepto-Bismol
- Thermometer
- Hydrogen Peroxide
- Tweezers
- Lotion/moisturizer
- Hair Brush/Comb
- Nail Clippers
- Hair Dryer
- Razor & Shaving Cream
- Q-Tips

**Table Service/ Brigade** (for more info please contact Admissions Department)
- Dress Tie (no clip on)
- Black Dress Pants
- White Dress shirt
- Black Dress Shoes
- White T-shirts
- Solid White Socks
- Solid Black Socks
- Chef Shoes ([www.shoesforcrews.com](http://www.shoesforcrews.com))

**Optional**
- TV & VCR/DVD
- Small Refrigerator

**Household & Kitchen Items**
- Paper Towels
- Trash Bags
- Tissues
- Shoe Polish Kit (Black Polish)
- Sewing Kit (sm)
- Dish Soap
- Bowl, Plate and Cup
- Knife, Fork and Spoon
- Travel Coffee Mug
- Plastic Food-Storage Containers
- All Purpose Cleaner
- Ziploc Bags
- Wet Wipes
Don’t Forget!!!!
☐ Driver’s License
☐ Health Insurance Info.
☐ Credit/Bank Card
☐ Social Security Card
☐ Birth Certificate
☐ Emergency #s

Linens/ Laundry Supplies
☐ Pillows
☐ Sheets & Pillow Cases
☐ Bed Sheets (twin size)
☐ Blankets
☐ Comforter/Bedsheet
☐ Mattress Pad
☐ Laundry Basket/Hamper
☐ Wash Tub (for soaking white uniforms)
☐ Iron (with auto shut-off)
☐ Ironing Board
☐ Bleach
☐ Laundry Detergent, Stain Remover, and Fabric Softeners
☐ Roll(s) of Quarters
☐ Starch
☐ Clothes Hangers (lots and lots)
☐ Clothing Drying Rack
Student Life & Activities

Students generate student activities and clubs during each term. Students should feel free to suggest activity or club ideas to the Coordinator of Student Programs. All activities and clubs must be preapproved prior to the date of the event. Some past or sample activities and clubs have included:

Activities & Events:

Apple/Berry Picking
Basketball
Bowling
Chili Cook-Off
Coffee & Games Night
Cooking Competitions
Discover Vermont Field Trips
Faculty vs. Student Athletic Games
Farmers Market trips
Food & Wine Field Trips
Hike for Hunger Fundraiser & Hike
Holiday Dances and Themed Events
Montreal and Boston Field Trips
Career/Internship Fair
Hiking/Biking/Rafting trips
Paintball
Recipe Contests
Ski/Snow Boarding Field Trips
Sunday “Family Meals”

Special Interest Groups:

ACF (American Culinary Federation)
Artisan Bread
Uncorked! (Wine Tasting)
NECI Alliance (Diversity)
Beer Brewing
Breakfast Club (Philosophy)
Say Cheese (production, tasting, etc)
CIRG (Culinary Interest Research Group & Demos)
Gardening
Gastronomy Tech
On Tap (Beer Tasting)
NECI SLOW Food (Sustainability)
Student Council (Student Government)
All student events are communicated via NECI e-mail and the NECI calendar of events. Please keep an eye out for activities and events of interest! Speak to the Coordinator of Student Programs to plan and execute a student event.

**Area Interests**

Here is a list of some popular places in and around Vermont including website addresses to go to for detailed information:

- Ben & Jerry’s Ice Cream Factory tours: [www.benjerry.com](http://www.benjerry.com)
- Boyden Valley Winery: [www.cabotcheese.com](http://www.cabotcheese.com)
- Fenway Park – Boston Red Sox: [www.redsox.com](http://www.redsox.com)
- Green Mountain Club: [www.greenmountainclub.org](http://www.greenmountainclub.org)
- Lake Champlain Ferry rides: [www.ferries.com](http://www.ferries.com)
- Magic Hat Brewery: [www.magichatbrewery.com](http://www.magichatbrewery.com)
- Mount Hunger: [www.gorp.com](http://www.gorp.com)
- Otter Creek Brewery: [www.ottercreekbrewing.com](http://www.ottercreekbrewing.com)
- Shelburne Farms – Cheese making: [www.shelburnefarms.org](http://www.shelburnefarms.org)
- Shelburne Museum: [www.shelburnemuseum.com](http://www.shelburnemuseum.com)
- Smuggler’s Notch Ski Area: [www.smuggs.com](http://www.smuggs.com)
- Snow Farm Winery: [www.snowfarm.com](http://www.snowfarm.com)
- Stowe Mountain Ski Area: [www.stowe.com](http://www.stowe.com)
- Sugarbush Ski Area: [www.sugarbush.com](http://www.sugarbush.com)
- Vermont State Parks: [www.state.vt.us/anr/fpr/parks/index.htm](http://www.state.vt.us/anr/fpr/parks/index.htm)
- VT Pub & Brewery: [www.vermontbrewery.com](http://www.vermontbrewery.com)
- Vermont Teddy Bear Factory: [www.vermontteddybear.com](http://www.vermontteddybear.com)
Campus Information

Student Mail:

For all students living on campus, your student mail address is:

Your Name
New England Culinary Institute
Student Mail
56 College Street
Montpelier, VT 05602

Fax: 802-225-3280 – On the cover page please indicate “student” next to the name

Each student that resides on campus has a mailbox at this address that must be checked on a regular basis.

Use this address for all of your correspondence. Do not use your resident hall address. Incoming mail is received Monday through Friday. When you leave NECI it is your responsibility to contact any senders with your new or forwarding address. NECI will otherwise return mail to sender.

Banking:

It is strongly recommended that you open a checking account locally or have access to your account through an ATM to avoid service fees for check cashing.

At VSECU (Vermont State Employees Credit Union), if you want a simple, basic checking account with no minimum balance and no monthly maintenance fee, become a member. To cash a check, students must have a photo ID.

Car Registration:

Department of Motor Vehicles
120 State Street
Montpelier, VT 05602
802-828-2000
  - Mon., Tues., Thurs., & Fri., 7:45am – 4:30pm
  - Wednesday – 7:45am – 6:00pm

Telephone:

There are phones located in each residence hall for student use. Long distance calls can be made with the use of a calling card. If you would like your own phone in your resident hall room, you will need to contact the Coordinator of Student Services upon your arrival to campus for the contact information.
MEDI CAL ATT ENTI ON

FIRE/POLICE/AMBULANCE 911

Hospital – VERMONT MEDICAL CENTER 802-371-4100
130 Fisher Road
Berlin, VT

Urgent Care – Concentra Medical Center 802-223-7499
654 Granger Road, Suite 1
Barre, VT 05641

SUBSTANCE ABUSE SERVICES Montpelier 802-223-4156 (24 hours)
SUICIDE EMERGENCY Montpelier 802-229-0591 (24 hours)

GENERAL PRACTITIONERS:
Dr. Carol Vassar Berlin Family Health
150 Main Street, Montpelier 130 Fisher Road, Berlin
802-223-1766 802-225-7000

AIDS Hotline 1-800-882-2437 Pregnancy Hotline 1-800-649-4357
Substance Abuse 1-800-479-4250 Sexual Abuse Team 1-802-223-7755
USA National Suicide Hotlines 1-800-784-2433 OR 1-800-273-8255 (24 hours/day)

DENTISTS:
Arlene Pearson DDS Montpelier Dental Group
Berlin, VT 2 Spring Street, Montpelier
802-229-0561 802-223-2971

Kenneth Kero, DDS Northern Vermont Oral Surgery
28 E. State Street, Montpelier 310 Fisher Road, Berlin
802-223-5220 802-223-2364

If students choose to obtain health care, counseling, or therapy on their own, you may contact Student Services for a local referral.
LOCAL SERVICES

Montpelier Police 802-223-3445
VT State Police 802-229-9191

Vermont Department of Motor Vehicles
120 State Street, Montpelier
United States Post Office
87 State Street, Montpelier

Comcast Cable Communications
802-777-6013
Green Mountain Transit Agency
www.gmtaride.org

Capital Cab
www.capitalcabvt.com
Greyhound Bus Lines
www.greyhound.com

Banks:
VSECU
One Bailey Avenue
802/800 371-5162

Citizens Bank
7 Main Street
802-223-9545

TD Bank
Corner of School Street & Main Street
802-223-5203
Chittenden Bank
45 State Street
802-223-3466

Auto/ Mechanic/ Wrecker:
Woodbury Auto 24 hour Towing
802-223-6283
Walker Motors
802-223-5201

Bob’s Sunoco
802-229-9742
Berlin Automotive Service
802-479-3292

Auto Craftsmen
802-223-2253

NECI STUDENT DISCOUNTS:
Shoe Horn at Onion River Sports 10%
(black shoes) 802-229-9409

Coffee Corner 15%
802-229-9060

Rivendell Books 15%
(off non-sale items) 802-223-3928

Incognito Salon 25%
802-229-9500

Capitol Stationers 10%
(off non-sale items) 802-223-2393

Kiss The Cook 10%
(off non-sale items) 802-863-4226
Community Service/Service Learning

Course: Community Service/Service Learning Independent Study

Instructor/Advisor: Coordinator of Student Programs

Rationale: This Independent Study is designed to increase students’ awareness of the social conditions in their local community, to make students aware of the importance of sharing in community affairs, and to provide the opportunity for students to work together cooperatively outside of the classroom and lab.

Independent Study Format: This independent study is designed to encourage students to work either individually or as groups to select, plan, and implement service projects. Students will complete a minimum of four hours of community service. The Coordinator of Student Programs will assist students in locating opportunities.

Service Learning/Community Service opportunities will be advertised on the NECI calendar of events and through e-mail; some possibilities would include working with local soup kitchens, teen centers or nursing homes, teaching cooking classes in schools, or volunteering at NECI sponsored events.

Objective: The student will gain experience in assisting others within the local community, and in the planning and implementing of service activities.

Standards/Evidence: In order to complete the course goals, the student must:
- Select and plan a Community Service Project, either individually or as a group.
- Complete a minimum of four hours of service.
- Document the service on the Service Learning Evaluation form.
- Submit the completed form to the Student Programs Coordinator for approval.

Approval of the service hours will complete the Service Learning requirement for the first residency.
SERVICE LEARNING EVALUATION

☐ CERT ☐ Year 1 B&P/Culinary ☐ Year 2 B&P/Culinary ☐ AOSHRM
☐ GRAD w/Distinction

Student Name: ________________________________________________________

Date of Service: ________________________________________________________

Number of Hours of Service Performed: ________________________________

COMMUNITY AGENCY/CONTACT SIGNATURE:
_____________________________________________________________________

AGENCY ADDRESS:
_____________________________________________________________________

TELEPHONE NUMBER:
_____________________________________________________________________

1. Briefly describe your project:

2. Briefly describe what your role in this service was:

3. Briefly describe what you learned by performing this service learning requirement:

***************************************** Do Not Write Below This Line *****************************************

Service Learning Advisor:

Student is: ☐ Complete ☐ Incomplete DATE: _____________

Action required for completion: __________________________________________

NECI ADVISOR APPROVAL: ____________________________________________
Health & Wellness

*Required for some CERT students, please check your enrollment agreement

New England Culinary Institute
Course: Health and Wellness

Rationale: This class and Independent Study are designed to increase the students' awareness of wellness and good health and its impact on their lives in this sometimes-stressful industry. It is meant to educate the student who has not previously allocated time in his/her daily routine for exercise. It is a way to explore and learn about wellness and begin an exercise program. In addition, stress relieving activities and coping techniques are emphasized. It is also a means for supporting the student who currently has exercise and stress management routines.

Independent Study Format: The goal-setting sheet will be an outline of activities and behaviors that the student wishes to accomplish during the first residency.

Objective: The student will have information and activities that will reduce stress and promote physical fitness.

Standards/Evidence: In order to complete the course goals, the student must:
- Submit completed goal sheets to the Dean of the program you are enrolled in.
- Document a minimum of 24 hours of activity on the provided log sheet based on the hourly stipulations. This must document 12 hours of healthy activity in addition to 12 hours of wellness activity for a total of 24 hours. The log sheets must be submitted to the Dean of the program you are enrolled in, before the end of the first residency.

Agenda for First Residency:
- Student Orientation - Introduction to the program and explanation of the First in Fitness facility.
- Students are encouraged to visit First in Fitness on a regular basis.
- Document activities at First in Fitness and outside activities. Complete Activity Log Sheet. (24 hours)

First in Fitness Racquet and Swim Club: All students are enrolled in the basic membership while in residency. This is a full service fitness facility and students are encouraged to utilize this facility to learn healthy outlets in dealing with stress, as well as gain an appreciation for physical fitness and wellness.
Goal Setting Worksheet

Name: ___________________________

The following are areas of potential improvement you may wish to attain for yourself. Please check those which apply (short and long term).

Stress Reduction
Reduce/Stop Smoking
Commitment to Regular Physical Fitness
Improve Physical Fitness
Weight Control/Reduction
Improved Nutrition
Self-Improvement
Eliminate or Reduce Alcohol Consumption
Eliminate Substance Consumption
Other (explain)

Make some short-term goals related to your health and mental well-being. Describe how you hope to attain them and when?

•
•
•

Using the above short-term goals, please list long-term goals for improving yourself.

•
•
•

For example, a long-term goal may be to increase stamina. You find that being on your feet in the kitchen for 10 hours is tiring. A short-term goal could be walking 30 minutes a day at a brisk pace to improve strength and move toward accomplishing the long-term goal. Document your walking on your Log Sheet.
AEROBIC FITNESS ACTIVITIES
Definition of an Aerobic Activity:
An "aerobic activity" is defined as an activity which elevates and maintains your heart rate for a minimum period of twenty minutes. The reason NECI requires aerobic activity for overall health and wellness is that this type of exercise is the only documented way to exercise and strengthen the heart.

To find your target heart rate range, complete the following formula:
220 minus your age multiplied by 0.6 and 0.8 = target heart rate.

Example: the student's age is 24.
220 - 24 = 196
196 x 0.6 = 118
196 x 0.8 = 157

For this 24-year-old student, the target heart rate is between 118 and 157 beats per minute.

To monitor your heart rate during aerobic activity, place your forefingers along the large arteries on either side of your neck. Count for ten seconds (watch a clock) and multiply the number of heartbeats by six. Compare this number to your formula number.

Examples of Aerobic Activities:
Power walking (at a fast pace)
Running
Aerobic dance/step aerobics
Swimming
Bicycling
Use of aerobic equipment; Rowing, life cycles, Nordic Track, Stair Master, treadmill, Versa-climber
Racquet ball (two players)
One on one basketball
Wally ball (two on a side)
Downhill skiing
Cross-country skiing
Hiking
Skating
Jousting

Examples of Group / Individual Activities
Softball
Football
Golf
Weights (Nautilus / free weights)
Volleyball
AA or NA Meeting
Yoga
Counseling / Therapy sessions
Tennis
Rock climbing
Martial Arts
Meditation
Soccer
Gardening
HEALTH AND WELLNESS ACTIVITY LOG

Name: ______________________________________________

Your Health and Wellness Log needs to meet a minimum of 24 hours per 13 week residency. **Twelve hours must document cardiovascular activities.** The second half of your required hours can be other wellness-related activities. These activities can include, but are not limited to meditation, yoga, gardening, fishing, etc.

**Twelve hours of cardiovascular activity:**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Type of Activity</th>
<th>Length Of Time</th>
<th>Notes, Heart Rate, Progression, Etc.</th>
<th>Dietary Comments</th>
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**TOTAL AEROBIC HOURS:**

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42
Twelve hours of other Health and Wellness related activities:

<table>
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<tr>
<th>Date</th>
<th>Type of Activity</th>
<th>Length of Time</th>
<th>Notes, Stress Relief, Etc.</th>
<th>Dietary Comments</th>
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TOTAL WELLNESS HOURS:

Notes (improved fitness, reduced stress, altered diet, other behavioral changes, etc.):

Program Chair:

_________________________________________ Date: __________