



**Lutheran Metropolitan Ministry**  
**Workforce Development Technical Education**  
**2024-2025 Catalog**

*Revised 9/11/2024*



**Registration No. 15-03-2063T**

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## Institutional Information

### Institutional Mission

Lutheran Metropolitan Ministry's Workforce Development branch aims to provide an avenue for employment by empowering individuals with a desire for education, with a priority for those who are oppressed, forgotten or hurting. Our educational programs focus on vocational, career and/or life skills training to prepare graduates for successful employment and career pathways.

### Location

4515 Superior Ave  
Cleveland, OH 44103  
216.696.2715

Lutheran Metropolitan Ministry's technical education programs are located at the Richard Sering Center, located at 4515 Superior Avenue, Cleveland, OH 44103. The Richard Sering Center consists of a twostory building which includes multiple classrooms, a media center, staff and faculty offices, and a commercial kitchen. There is also a large common area which serves as a lunchroom and event space.

### School Calendar

Lutheran Metropolitan Ministry operates from 9 AM to 5 PM, Monday through Friday, with the following exceptions:

- New Year's Eve
- New Year's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Eve
- Christmas Day

All classes except for Central Kitchen Work Experience will also be suspended during the following break weeks in 2024-2025:

- September 23-September 27, 2024
- November 27-29, 2024
- December 23, 2024 -January 3, 2025
- March 24-March 28, 2025
- June 23-June 27, 2025

Beginning and ending dates for each quarter in school year 2024-2025 are as follows:

- Summer quarter: July 1 – September 20, 2024
- Fall quarter: September 30 – December 20, 2024
- Winter quarter: January 6th - March 21, 2025
- Spring quarter: March 31 - June 20, 2025

### School Closures

Classroom instruction will follow the same "Snow Day" policies as the Cleveland Municipal School District. If Cleveland schools close due to inclement weather, "classroom" instruction will be cancelled for that day as well. This policy does not include scheduled work experience course hours (as part of program or not). It is the responsibility of the student to check if class is cancelled or not. Students are advised to utilize local news channels, the internet, or call centers.

## **Programs Offered**

The Culinary Arts Training Program is a six (6) month intensive culinary training program to prepare students for entry level employment in the culinary field. The program is designed to provide job skill training and work experience in the culinary arts, food delivery, and catering. The program incorporates formal culinary curriculum with work experience and job readiness instruction.

The Hospitality Training Program at Lutheran Metropolitan Ministry is a nine (9) month intensive hospitality training program that builds on the skills developed in the Culinary Arts certificate program to prepare students for entry level employment in other areas of the hospitality field or mid-level positions in the culinary field specifically. The Program is designed to provide job skill training and work experience in both food service and customer service. The program incorporates formal hospitality curriculum with work experience and job readiness instruction.

## **Admissions Policy**

The College uses a wholistic approach to identify students who will contribute to our community. The school does not discriminate based on age, race, sex, orientation, religion, ethnic origin, or disability. Acceptance is based on meeting the following requirements:

- Demonstrate appropriate grooming and hygiene practices.
- Be willing and able to follow dress code.
- Currently in housing or have plans to gain housing.
- Reliable transportation to the training location.
- Desire for employment.
- No outstanding warrants (however, assistance will be given to those who do on a case-by-case basis).

## **Transfer Policies**

### **TRANSFERRING CREDITS TO LMM**

LMM does not accept Transfer Credits from other programs or institutions at this time. All students are required to complete each LMM course in the program sequence, except for HOSP 102 – Safety and Sanitation. Students who already possess a valid and current ServSafe Manager Level 2 Certification will be exempted from this course requirement.

### **TRANSFERRING CREDITS AWAY FROM LMM**

LMM works hard to offer industry-standard courses that are widely accepted by other institutions. If a student wishes to continue to another institution, our Academic Programs Office will work individually

with the student to navigate the transference of maximum credits to the receiving institution. Because we are accredited as a Trade School, LMM credits are rarely accepted as transfers to traditional 4-year programs.

## **Enrollment and Orientation**

Diploma programs begin quarterly. Applications are accepted and interviews are conducted in the month prior to the beginning of each quarter, with class rosters finalized in the week prior to the new quarter.

Prospective students receive an initial orientation to the programs and services of the institution when they complete and submit applications with licensed clinical social workers. They then attend an orientation session prior to beginning classes, which covers the program structure and available activities and services. Students are encouraged to ask questions throughout the enrollment and orientation process and administrators are available to answer any questions. There are no information technology requirements for enrollment in any LMM programs.

## **Program Costs and Financial Assistance**

### **Tuition**

Tuition is calculated as follows:

- \$175 per credit hour from 1-12 credits.
- After 12 credits up until 16 credits, full time rate is capped at \$2100 per quarter.
- After 16 credits, full time rate applies with additional costs per credit hour added.

### **Tuition and Fees for Current Term:**

Registration Fee.....included in tuition

Book Fee.....borrowing privilege included in tuition; cost assigned for failure to return.

Laboratory Fee..... included in tuition

Full Time Tuition.....\$2100.00

Total Cost (Full Time Cap).... \$2100.00

Tuition and fee charges are subject to change at the school's discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.

### **Refund Policy**

Students are encouraged to work with our Financial Aid office in order to avoid incurring any financial obligations before, during, or after participating in vocational training programs. If a student fails to complete the program, they are required to return their uniform and remove all personal property from the premises.

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for books, supplies, and consumable fees ever applied shall be made in accordance with Ohio Administrative Code section 3332-1-10.1 If the student is not accepted into the training program, does not begin classes or withdraws on the first day of classes, all monies paid by the student shall be refunded within 45 days of the class start date. Refunds, when due, are made without requiring a request from the student. If any fee or tuition were ever to be collected, LMM follows the following provisions in accordance with Council on Occupational Education Standards and with the provisions established by Ohio Administrative Code section 3332-1-10:

(1) For programs of 12 months or less:

- a. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.
- b. A student who withdraws during the first 10% of the period of financial obligation shall be refunded at least 90% of their tuition.
- c. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fee plus the registration fee.
- d. A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- e. A student who starts class and withdraws after the academic term is 25% completed but before the academic term is 50% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- f. A student who starts class and withdraws after the academic term is 50% completed will not be entitled to a refund of the tuition and fees.

(2) For programs beyond 12 months:

- a. Students are not obligated to pay any fees beyond the 12 months if the student withdraws during the first 12 months
- b. Refunds are calculated as listed above.
- c. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal is calculated as listed above.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from the program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

### **Financial Assistance**

Financial aid at LMM is secured with the assistance of our financial aid staff. LMM works with each student individually to limit your out-of-pocket costs. By working with our financial aid advisors, students will have the opportunity to identify the financial aid options available to them in order to make an informed decision about how they will pay for education here at LMM. Each student's financial aid advisor will guide them through each step of the process, including applying for financial aid, to ensure they are taking advantage of all financial aid resources available to them.

## **Satisfactory Academic Progress policy (SAP)**

In accordance with the Higher Education Act of 1965, as amended by Congress, LMM has established a minimum Standards of Academic Progress (SAP) Policy. All federal, state, and institutional financial aid programs administered by Lutheran Metropolitan Ministry are covered by this policy.

In order to receive financial aid, you must make Satisfactory Academic Progress (SAP) as defined by the U.S. Department of Education. This includes all students that have completed a Free Application for Federal Student Aid (FAFSA), and wish to receive aid, whether or not they have in the past. These requirements apply to all credits attempted, for part-time and full-time students, for all semesters of enrollment within an academic year, including those semesters for which no financial aid was received. Review of SAP is conducted at the conclusion of each semester by the Financial Aid Office once grades are posted. This review looks at grades received, courses attempted, GPA and pace towards graduation.

Students are considered to be making satisfactory progress if they meet ALL of the following requirements. Failure to comply with any ONE may result in a loss of financial aid eligibility. Satisfactory Academic Progress is evaluated after the completion of each semester. The U.S. Department of Education measures SAP based on the following:

### **1. Grade Point Average (GPA):**

- Undergraduate Students: must maintain a minimum cumulative GPA of 2.0, and earn a term GPA of not less than 1.0.

### **2. Minimum Credit Hour Completion Percentage:**

- All students must complete at least 67% of their courses each semester.
- Grades of W, X, F and I will be counted as hours attempted but will not be counted as hours successfully passed.
- Students may receive financial aid for developmental classes as defined in the School catalog. Developmental courses are taken as no credit because they do not count toward graduation credits, but they do count in determining the percentage of credit hours attempted for SAP.

### **3. Maximum Time to Complete a Degree/Program (MTF):**

- When an undergraduate student's attempted hours reach 150% of the required hours for the degree (192 hours), the aid will be suspended unless the time frame is extended. This can be done by speaking with your advisor about a max time frame (MTF) plan. All transfer credits count towards the MTF. The act of adding majors or minors is not a plausible circumvention.
- Graduate degrees must be completed by the length of time standards established and monitored by Graduate Studies.

## **How Transfer Credit Affects SAP**

- From Another Institution: All transfer credit that is accepted towards a student's academic program will be counted as both credits attempted and credits earned for purposes of the rate of completion and maximum timeframe calculations. Grades for these transfer courses are not used to calculate CGPA.
- Internal Transfer (Change of Program): Every course a student takes at LMM remains on the transcript and is used to calculate the Cumulative GPA. In general, all courses attempted at LMM will count as both credits attempted and credits earned for the SAP calculation.

## **How Repeated Courses Affect SAP**

- Any repeated course that is designated as an "R", whether repeated because of a failed grade or to receive a better grade, will be counted as credits attempted for SAP calculations to determine rate of completion and maximum time frame calculations.
- Financial aid regulations permit students to repeat a course that has been passed (not an "F" grade) only once in order to earn a better grade. Any additional repeats of previously passed courses are not eligible for federal financial aid nor will they be used to calculate the student's enrollment status for determining federal financial aid eligibility.
- When a course is repeated, the grade of the most recent repeat will be used for the purposes of calculating CGPA. The "old" grade will remain on the transcript and will be followed by an "R". "R" grades are not used in calculating the CGPA.
- Repeating courses can have an adverse effect on the student's rate of completion and maximum timeframe calculations and may affect the student's ability to meet SAP requirements. For this reason, students that are receiving Financial Aid are strongly advised to work closely with their Academic Advisor and the LMM Financial Aid office in order to maintain their eligibility for loans under Title IV.

## **Financial Aid Warning**

Students who fail to meet Satisfactory Academic Progress (SAP) requirements will be placed on financial aid warning during their next semester of attendance. Students may still receive financial assistance while on financial aid warning; however, they must meet all Satisfactory Academic Progress requirements to receive financial assistance during subsequent semesters. Students who are placed on financial aid warning will be evaluated at the end of their warning semester. Failure to meet these SAP requirements will result in the student being placed on financial aid cancellation.

## **Financial Aid Cancellation**

A student's financial aid may be cancelled for any of the following reasons:



- Failure to make progress toward a 2.00 (3.00 for graduate students) Institutional and Overall Cumulative GPA
- Failure to meet the pace (completion rate) required
- Failure to meet the Satisfactory Academic Progress requirements during a warning semester
- Complete withdrawal from the school during a semester for which aid was received
- Failure to complete any credit hours attempted during the semester with a passing grade
- Failure to meet terms of the conditional admission status
- Exceeding the maximum time frame required for completion of your degree
- Being placed on academic suspension by the Office of Records and Registration
- Failure to meet stipulations as mandated by the Satisfactory Academic Progress Appeals Committee in the granting of your financial aid cancellation appeal

## **Refund Policy**

As a non-profit institution, LMM works hard to make sure that Students who are in need of financial assistance do not incur any financial obligations before, during, or after participating in vocational training programs. If a student fails to complete the program, they are required to return their books, uniforms, and remove all personal property from the premises.

Refunds for books, supplies, and consumable fees ever applied shall be made in accordance with Ohio Administrative Code section 3332-1-10.1 If the student is not accepted into the training program, does not begin classes or withdraws on the first day of classes, all monies paid by the student shall be refunded within 45 days of the class start date. Refunds, when due, are made without requiring a request from the student. If any fee or tuition were ever to be collected, LMM follows the following provisions in accordance with Council on Occupational Education Standards and with the provisions established by Ohio Administrative Code section 3332-1-10:

- For programs of 12 months or less:
  100. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.
  101. A student who withdraws during the first 10% of the period of financial obligation shall be refunded at least 90% of their tuition.
  102. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fee plus the registration fee.
  103. A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
  104. A student who starts class and withdraws after the academic term is 25% completed but before the academic term is 50% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.

105. A student who starts class and withdraws after the academic term is 50% completed will not be entitled to a refund of the tuition and fees.
- For programs beyond 12 months:
    100. Students are not obligated to pay any fees beyond the 12 months if the student withdraws during the first 12 months
    101. Refunds are calculated as listed above.
    102. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal is calculated as listed above.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from the program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

### **Appeal Procedures**

If a student fails to meet the requirements of financial aid warning and subsequently loses financial aid eligibility, he/she may file an appeal. All appeals must be made in writing. Students are strongly encouraged to work with the Academic Director to develop an academic plan that successfully meets the requirements of both their academic program and the satisfactory academic progress financial aid policy.

Students will have the option of attending/enrolling in classes when an appeal is necessary. However, financial aid eligibility will not be calculated and released unless the appeal is approved. If the appeal is denied, the student is responsible for any balance owed to LMM. The student must also meet all SAP requirements in order to be considered for future reinstatement.

Please refer to the SAP Appeals Process for more information.

### **SAP Appeals Process**

If a student did not meet the GPA standard, complete a minimum of 67% of their attempted courses in a semester, or registered for courses outside of their advisor's degree plan, they will no longer be authorized to receive aid until they have regained compliance.

If extenuating circumstances existed, then an SAP Petition can be completed and submitted to the Academic Director. These situations include, but are not limited to:

- Serious injury or illness of the student or immediate family member
- An emergency situation
- Death of an immediate family member

The student must explain in the appeal the circumstances that led them to not meeting SAP, as well as provide supporting documentation including, but not limited to:

- An obituary notification or death certificate
- Physician statement or medical documentation
- Corroborating statement from an academic advisor, a faculty member or a counselor

A Maximum Time Frame (MTF) appeal can be done through the academic director with an academic plan laying out the courses needed and the timeframe in which these courses are to be taken. After the completion of this plan, no changes can be made by either party. A change to this plan will lead to an SAP denial.

If a federal aid suspension is initiated and the student does not file an appeal or the appeal is denied:

- No further appeal is possible (for denials); the committee's decision is final.
- Students who wish to continue will be 100% out of pocket until requirements are met and eligibility is reestablished for future semesters.
- Your eligibility will automatically be reinstated for the next term of enrollment upon successful completion of a term of enrollment in which you meet the required SAP standards. No appeal for reinstatement is required.

## **Grading System**

- 90-100% = A = 4.00 Excellent
- 80-89% = B = 3.00 Good
- 70-79% = C = 2.00 Fair
- 60-69% = D = 1.00 Passing
- Less than 60% = F = 0.00 Failing

Instructors calculate grades using percentages. Grade Point Averages are calculated based on students' overall performance.

# Student Code of Conduct

## Attendance Expectations

Due to the intense nature of LMM's programs, it is imperative that you attend class every day on time. If you foresee an absence during your time in the program or know that you will be late, please give the instructor and/or kitchen manager at least one-week notice. If you become suddenly ill or there is an emergency and need to miss class, please utilize the **Culinary Call-off Line at least one hour before** your scheduled class so that arrangements can be made if necessary. Please also try to schedule any appointments (medical, court related) around class. Failure to do so will result in a no call/no show and you will receive a zero for the day.

- No Call/No Show to class will result in a zero for the day
- Excessive absences may result in failure to achieve a satisfactory passing grade for the class
- All participants must use the culinary call off line and state a valid reason for his/her absence or the call off will be unexcused and considered a No Call/No Show
- Tardiness (this includes being late to class, kitchen hours, or not returning from breaks on time) will result in a subtraction of your daily grade

Acceptable reasons to call off:

- A death. Each participant is given three days bereavement leave after a death.
- Personal illness (a doctor's note may be required upon return)
- Child illness (a doctor's note may be required upon return)
- Personal injury (doctor's note of release required)
- Medical emergency of self or immediate family (doctor's note of release required)

All other reasons will be reviewed by program staff and the program director to determine if it is excused.

**Five cumulative Unexcused Absences will result in suspension from the quarter.**

## Make-Up Expectations

Make-up exams are given at the discretion of the instructor. You may schedule a time with the instructor to discuss making up a quiz or test following an excused absence. Make-up quizzes and tests must generally be completed within a week or less after returning to class, as per instructor specifications. It is at the discretion of the Instructor and Program Director to decide if you are eligible to make up an exam or other course activity. Students whose absence is unexcused will not be able to make up any course activities.

## **Lutheran Metropolitan Ministry Drug Free Statement**

Lutheran Metropolitan Ministry believes that it is important to provide a healthful, safe and secure workplace and educational environment for all staff and program participants. LMM is taking steps to address the problem of substance use that negatively affects every workplace, including ours. LMM is concerned with the health and well-being of all staff and program participants.

Consistent with the spirit and intent of LMM's commitment to provide a safe and healthful workplace, we cannot condone and are not able to tolerate behaviors on the part of staff members and program participants that relate to the following substance use:

- Use of illegal drugs
- Misuse of alcohol
- Consumption of alcohol on LMM premises or worksites
- Sale, purchase, transfer, trafficking, use, or possession of any illegal drug
- Arrival or return to work under the influence of any drug (legal or illegal) or alcohol to the extent that job performance is affected
- Using prescribed drugs at other than prescribed doses

The consequences stated in the Workforce Development Drug Free Statement will apply to anyone who violates the above guidelines. LMM holds all staff and program participants accountable in the matter of substance use. Violations of the guidelines may result in any of the following:

- Referral to the Employee Assistance Plan (EAP)
- Referral to an accepted treatment plan
- Disciplinary Action Report
- Suspension from the program (may not return until an opening is available)
- Termination from the program

## **Student Behavior Expectations**

Students are expected to maintain the standards required for institution/program admission. In order to remain enrolled in their academic program, they must maintain a 2.0 GPA and work with the Career Development Specialist as expected to pursue employment opportunities.

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from the program. LMM is a place where all students should be able to learn unimpeded by their peers.

Additionally, general expectations for maintaining a positive learning environment include:

- No cell phones (emergency use only)
- No music players (i.e., iPods, MP3) or ear buds
- No eating/drinking unless approved

- No purses, bags, knife kits, backpacks or outerwear will be permitted in the classroom. All personal items must be secured in lockers or other designated storage spaces.

## **Academic Misconduct**

Academic integrity simply means being honest about your own work product. The work in this program is designed to develop the participant's potential for employment. This can only come about if participants complete their work with their own intellect and abilities.

This applies to:

- ALL Graded assignments including but not limited to:
- Tests/Exams
- Practical exams and quizzes

Academic misconduct is any action that affects the evaluation of a student's work in a class that does not come from structured review session, in class instruction or outside appointments with instructors.

Examples of academic misconduct include but are not limited to:

- Talking during a test to anyone but the instructor
- Sharing answers on graded assignments
- Completing another student's work

Instructor will determine the course of action that will be taken in instances of Academic Misconduct.

Possible consequences include but are not limited to:

- Grade reduction
- Suspension from the program
- Expulsion from the program

## **Student Rights**

### **Student Grievance Policy**

Student grievances may be brought to the attention of the Program Director in person or in writing at [awinfield@lutheranmetro.org](mailto:awinfield@lutheranmetro.org).

LMM is a licensed trade school registered with the Ohio State Board of Career Colleges and Schools Registration No.15- 03-2063T. Any person adversely affected by the actions of LMM may file a complaint with the State Board of Career Colleges and Schools. The complaint must be in writing and signed by the complainant and shall be filed with the board within six months after the violations allegedly were committed.

Ohio State Board of Career Colleges and Schools

30 East Broad Street, Suite 2481 Columbus,  
OH 43215  
<http://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx>  
Phone: (614) 466-2752  
Fax: (614) 466-2219  
Toll Free: (877) 275-4219

## **Student Data Collection and Access Procedures**

All student records, including personal data collected during the application process and confidential academic records, are stored in accordance with Lutheran Metropolitan Ministry's data security policies. Students may request academic records using the transcript request form.

Lutheran Metropolitan Ministry complies with the Federal Educational Rights and Privacy Act (FERPA). Students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies.

Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Official academic records will not be released to anyone other than the student except to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

## **Student Services**

### **Technology and Media Services**

There are no information technology requirements for enrollment in any LMM programs. The Culinary Library, available to all LMM students, contains a collection of alternative texts, occupational information, reference books and magazines. Students can access the Culinary Library Monday-Friday, 9

AM – 3 PM (upon request) and are encouraged to borrow and take home any texts in which they are interested using the posted check-out policy.

The Media Center contains 10 laptops available for in classroom use only. The Media Center is available to students upon request. Students requiring technical orientation or support may request assistance from their course instructors or the Academic Resource Coordinator. All LMM students have wireless access to the Internet on their own devices while on campus through the LMMGUEST network.

### **Counseling Services and Academic Advisement**

Prospective, enrolled, and completing students all have access to both case management and counseling services through Lutheran Metropolitan Ministry's Health and Wellness programs. Licensed clinical social workers have offices adjacent to the student computer lab and program staff can assist students in making appointments with licensed psychotherapists and psychologists also on staff. Additionally, academic counseling is available from administrative and instructional staff throughout the program in order to assist students in planning their course sequences and meeting learning objectives. Students will be provided with transcripts upon graduation and may request transcripts while enrolled.

### **Learning Resources and Accommodations**

Our facilities provide all the tools students need to succeed including study aids, computers and commercial grade equipment in the kitchen. In addition, Staff Partners are available for tutoring and career assistance throughout the day.

Students who may need assistance with a learning disability should alert the instructor immediately so that accommodations can be made.

### **Placement Assistance**

Workforce Development offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in student job searches, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

There are neither state or national requirements for entry, nor unique occupational requirements for career paths or for employment and advancement opportunities in the culinary arts and hospitality fields; however, the optional ServSafe certification is nationally recognized as a continuing education credential in the hospitality field. Restaurant and other hospitality employers recognize technical school certificates and diplomas, such as those offered by LMM, as an indication of advanced training in the field.



## **Program Information**

### **Culinary Arts Training Program**

#### **Program Description**

The Culinary Arts Training Program is a six (6) month intensive culinary training program to prepare students for entry level employment in the culinary field. The program is designed to provide job skill training and work experience in the culinary arts, food delivery, and catering fields. The program incorporates formal culinary curriculum with work experience and job readiness instruction.

The certificate you will earn upon successful completion of this program is validated by the Ohio State Board of Career Colleges and Schools. The Culinary Arts Training Program is recognized as a Quality Program by the American Culinary Federation Education Foundation. Lutheran Metropolitan Ministry is currently accredited by the Council on Occupational Education.

#### **Program Outcomes/Objectives**

The goal of the Culinary Arts Training Program is to prepare students for successful career pathways in the restaurant/hospitality industry by providing instruction in the culinary knowledge and skills and productive work habits and attitudes essential to success in the field.

The mission of LMM's Culinary Arts Training Program is to provide quality education, work experience and valuable skills training, helping students overcome their pasts, break down barriers to employment and ultimately become successful in the food service industry.

#### **Program Entrance Requirements**

Students must meet institutional admissions requirements. Students will be administered a baseline competency assessment in Math and English. This tool will not be used to grant or deny admission.

#### **Program Completion/Graduation Requirements**

All students are required to complete the required 34 credit hours through with a GPA of 2.0 or higher to be eligible for a certificate from the Culinary Arts Training Program. Students will typically take 6 months to complete the program. Students who secure employment prior to completion may be eligible to receive their Certificate early at the Director's discretion.

#### **Curriculum/Sequence of Instruction**

Quarter 1		Quarter 2	
HOSP 102	Safety & Sanitation	HOSP 105	Introduction to Culinary
MATH 100	Culinary Math	HOSP 110	Culinary Fundamentals
ENG 100	Composition 1	HOSP 100	Central Kitchen 2
HOSP 101	Job Readiness		
HOSP 100	Central Kitchen 1		

## **Dress Code, Uniform and Equipment Policy**

Each participant will be given a uniform on their first day of class. Clean uniforms will be worn at start of operation and changed during operation if they become heavily soiled or contaminated. It is your responsibility to maintain your uniform. Assigned head coverings (no outer wear) will be clean at start of operation and maintained in good condition. Personal pants must meet the following criteria; a) dark color (no prints, colors), b) full length (no shorts), c) loose fitting (no tights, no leggings, no sweatpants), d) must be secured around waist (no sagging). Shoes must meet the following criteria: a) leather/water resistant (no cloth), b) full covering (no open toe), c) must be non-slip. If a program participant is not in uniform, they will be asked to change or leave the kitchen in accordance with OSHA and safety standards and procedures.

All necessary equipment will be provided by the program. Students are not expected to supply their own equipment.

The CTP dress code also does not permit excessive jewelry (wedding bands and stud earrings only), excessive makeup (including false eyelashes, acrylic nails, nail polish, etc.). Facial piercings are to be covered or removed. These items are considered a safety hazard in accordance with OSHA and safety standards and procedures.

If a participant needs assistance with items required for the Dress Code and Uniform Policy, please see the Program Director.

## **Optional Training**

After successfully completing Culinary Job Readiness and Fundamentals of Culinary Arts, students may elect to participate in state-mandated training prior to taking the ServSafe exam for Food Safety Manager Certification. Participants must be passing the program and have zero no call/no shows in order to be eligible.

## **Hospitality Training Program**

### **Program Description**

The Hospitality Training Program at Lutheran Metropolitan Ministry is a nine (9) month intensive hospitality training program that builds on the skills developed in the Culinary Arts certificate program to prepare students for entry level employment in other areas of the hospitality field or mid-level positions in the culinary field specifically. The Program is designed to provide job skill training and work experience in both food service and customer service. The program incorporates formal hospitality curriculum with work experience and job readiness instruction.

The diploma you will earn upon successful completion of this program is validated by the Ohio State Board of Career Colleges and Schools. Lutheran Metropolitan Ministry is currently accredited by the Council on Occupational Education.

### **Program Outcomes/Objectives**

- Develop students' hospitality knowledge, professional communications skills and cultural competency in preparation for customer service and managerial positions in the hospitality industry.
- Prepare students with the knowledge, skills and productive work habits and attitudes in culinary arts and food safety and sanitation essential to success in the field

### **Program Entrance Requirements**

Students must meet institutional admissions requirements. Students will be administered a baseline competency assessment in Math and English. This tool will not be used to grant or deny admission.

### **Program Completion Requirements/Graduation Requirements**

All students are required to demonstrate proficiency in the program competencies by completing the requisite 52 credit hours in the program sequence with an average grade of 2.0 (70%) or better to be eligible for a certificate from the Hospitality Training Program. Students who transfer credits from the Culinary Arts Training Program will be required to complete an additional 18 credit hours. Students will typically take 9 months to complete the program.

### **Curriculum/Sequence of Instruction**

#### Quarter 3

HOSP 111	Front of House
HOSP 320	Pastry
HOSP 200	Café 1
HOSP 300	Central Kitchen 3
LIT 370	Public Speaking

## Course Descriptions

### **HOSP 100 Central Kitchen 1 (3 credit hours)**

Introduction to the production kitchen. Professional kitchen etiquette and basic knife skills taught and practiced. Students learn functions, cleaning and maintenance of all kitchen equipment, large and small. HOS 102 Safety and Sanitation instruction (corequisite) put into practice. Students experience production schedules and critical time management practices. Class time reinforces hands-on kitchen procedures and standards. Regular graded assessments.

*Prerequisite for HOS 105, 110 and 120*

### **HOSP 101 Job Readiness (4 credit hours)**

Job Readiness is designed to assist students with all the elements of job searching and personal preparation related to the successful conclusion of gaining stable employment. This includes intensive interview practice, resume-building, cover letters, communication skills, time management, company research, how to appropriately handle questions related to criminal background, application procedures, and keeping the job over time. Students have an opportunity to explore their own soft skills (traits, habits, attitudes) and how they can be important in their success in the program as well as in the workforce. In addition, students will learn a variety of skills such as study techniques, time management, decision making and communication.

### **HOSP 102 Safety and Sanitation (3 credit hours)**

In-depth examination of sanitation and safety practices in the food service industry including HACCP overview. This course follows the ServSafe manager curriculum and prepares students for nationally recognized, industry standard certification. Topics include food borne illness prevention, pest control, emergency preparedness and best practices in staff training. Upon completion of the course students must pass a national exam, which will provide State Health Department Certification.

### **HOSP 105 Introduction to Culinary (4 credit hours)**

This course introduces students to: the history of culinary; the brigade system; common culinary terminology; the system of weights and measures; proper knife techniques and cuts; the process for scaling recipes. Basic herbs and spices, the mother sauces, meats and poultry, egg cookery, plant-based ingredients are also covered. Evaluation of student progress through regular quizzes and examinations.

### **HOSP 110 Culinary Fundamentals (6 credit hours)**

Students will demonstrate what they learned in HOS 105 in a kitchen lab environment. They will be able to describe and execute basic food preparation and cooking techniques including the use of moist heat, dry heat, and dry heat with fat. They will use small and large kitchen equipment to produce plated meals for graded assessments. Demonstration of proper knife techniques and cuts. Observation of proper

temperatures and safe, sanitary cooking procedures. Students practice production and preparation schedules in a commercial kitchen setting. *Prerequisite: HOSP 105*

### **HOSP 111 Front of House Service (2 credit hours)**

Discussion and practice of exemplary guest service principles in the hospitality industry. Students are introduced to common styles of service, necessary equipment, menu vocabulary, and other topics in order to prepare for restaurant server and other customer service positions. Additional topics include an introduction to beverage and barista service. Instruction and evaluation are both classroom-based and hands-on.

### **HOSP 150 Central Kitchen 2 (6 credit hours)**

Students employ skills and knowledge acquired in culinary classes (HOS 105/110) and Central Kitchen 1. Hands-on experience prepping and cooking regular contract meals according to set production schedule. Includes prep and production assistance for external and internal caf  operations and catering events.

Students practice all professional applications of the production kitchen under supervised conditions. Regular graded assessments.

*Prerequisite: HOSP 100*

### **HOSP 200 Cafe 1 (6 credit hours)**

Introduction to a restaurant experience. Focus is on both Front of House and Back of House experiences. Students prep and cook caf  menu items. Weekly menus set by caf  students including costing food and ingredients. Introduction to ordering supplies and managing inventory. POS training and practice. Customer service skills reinforced from HOS 111. Regular graded assessments.

*Prerequisites: HOSP 110, HOSP 150*

### **HOSP 300 Central Kitchen 3 (5 credit hours)**

Students are prepared for supervisory roles in the culinary industry. They take the lead in preparing menus for contract meals and scheduling kitchen positions to accomplish weekly tasks. They work with the Executive Chef to place daily/weekly orders. Also work with Inventory Steward on par values, rotating stock, and general inventory management. Class time to reinforce methodology of kitchen management.

*Prerequisite: HOSP 120, 200, 250.*

**HOSP 320 Pastry (3 credit hours)**

In this 12-week course, students will spend 2 mornings a week focusing on the basics of pastry production and elevating their skills to fabricate professional-level breads, pastries, cookies, and cakes. They will learn the various mixing methods used in a pastry kitchen while also learning to assess the quality of baked goods as they are produced. Students will engage in one day of lecture and mise en place and one day of baking each week, following the outline later in this document. Creativity is allowed within reason for most assignments.

*Prerequisite: HOSP 105, 110*

**HOSP 400 Internship (5 credit hours)**

This course provides opportunities for real-life culinary industry experience in local professional restaurants, caterers or similar businesses. Previous learning and developed skills are tested in commercial establishments. Classroom hours to assess and maximize opportunity.

**ENG 100 Composition and Communication 1 (4 credit hours)**

This course is designed to develop and refine writing, reading and thinking skills for success on a college and professional level. Emphasis will be on grammar, sentence structure, and paragraph formation. What constitutes a well written, clear and logical essay? Weekly reading and writing assignments will enhance their skills. Students will focus on writing essays built on outlines, drafts and revisions.

**LIT 370 Public Speaking (2 credit hours)**

This course gives students the opportunity to learn techniques to successfully present material before an audience. Students develop speech preparation and presentation techniques, audience awareness and self-awareness. Objectives include reducing students' anxiety in public presentations with emphasis speech preparation; enhancing public speaking skills; and improving students' ability to evaluate their own performance and that of others.

**MATH 100 College Mathematics (4 credit hours)**

This course is designed to review basic mathematical functions including the use of decimals, fractions, ratios and proportions, percentages, basic statistics, and measurements and units. This is a skill-building course that enables the student to be confident in the competencies s/he will need for the employment world. This class reinforces the specific formulas needed for converting recipes and measurements pertinent to culinary procedures.

## Workforce Development Faculty and Staff Directory

Culinary Call-Off Line: 216-658-4633 (message to all areas)

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