



TK202 CATALOG

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A program by Communication
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csd.org

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PROGRAM INFORMATION AND POLICIES

Background Information

American with Disabilities Act & Civil Rights Policy

Teaching Kitchen 202 (TK202) is a program specifically designed for deaf and hard of hearing students. It provides accessible culinary education, practical application in a restaurant environment, and employment preparation for competitive careers in the culinary arts and food industry. While the program does not discriminate on the basis of sex, religion, race, color, nationality, or ethnic origin, its selection criteria prioritize deaf and hard of hearing individuals to ensure a tailored and inclusive learning experience through American Sign Language. TK202 is committed to providing equal opportunities and fostering the success of its deaf and hard of hearing students.

Licensing

Teaching Kitchen 202 (TK202), managed by the Communication Service for the Deaf (CSD), operates under a license from the Postsecondary School Regulations of the District of Columbia.

Accreditation

Our program's certifications are accredited by the American National Standards Institute (ANSI), located in 25 W 43rd Street, 4th Floor, New York, NY 10036, through National Restaurant Association ServSafe programs.

Teaching Kitchen 202 History & Partnerships

Teaching Kitchen 202 (TK202) came to fruition in 2024 through a collaborative effort to provide deaf and hard of hearing individuals with a comprehensive culinary education, hands-on training, and valuable industry insights to excel in the restaurant world. TK202 is operated by the Communication Service for the Deaf (CSD) and supported by the National Restaurant Association (NRA), and the National Restaurant Association Education Foundation (NRAEF), located at 2055 L St NW STE 700, Washington, D.C. 20036.

Facilities and Equipment

Through identified partnerships with restaurants or educational institutions, Teaching Kitchen 202 (TK202) utilizes their facilities and location to operate this program. The classrooms and kitchen facilities are located within a space that is thoughtfully designed to accommodate the unique needs of deaf and hard of hearing individuals, ensuring accessibility and inclusivity. The classrooms and culinary spaces are designed utilizing Universal Design, creating spaces that are usable by everyone, to the greatest extent possible, without the need for adaptation or specialized design. Universal Design focuses on accessibility and inclusivity from the outset, benefiting a wide range of users, not just those with disabilities. This approach benefits students with the inclusion of open visual lines, clear guidelines on communication within the culinary facilities. Equipped with state-of-the-art culinary tools and equipment, students can develop their culinary skills in a professional environment.

TK202 provides the courses, curriculum, and instructors who are highly skilled in culinary education. The instructors at TK202 have expertise in deaf culture and possess a deep understanding of the unique needs of deaf and hard of hearing individuals. They are proficient in American Sign Language (ASL) and experienced in providing instruction and support in both ASL and English.

Library

Teaching Kitchen 202 provides an online academic library to support faculty and students by offering unlimited access to digitized literature, materials, and resources to enhance student learning during enrollment. The topical database focusing on Hospitality and Tourism is integrated with curriculum-aligned content and is readily available at sign in through the student's online student account. Faculty will assist students with registration during orientation.

Students will have access to the Gallaudet University Library during their time at TK202. Gallaudet University Library upholds the University's academic mission by providing bilingual library services and scholarly resources within a culture of academic inquiry and knowledge sharing in physical and virtual spaces. Students can use their Gallaudet Student ID to access the University Library's repository of reading materials and reference services. Additionally, students may reserve study spaces and personal lockers for their storage needs. Their hours of operation are Monday-Thursday from 9 am to 10 pm, Friday from 9 am to 6 pm, and Sunday from 1 pm to 10 pm. The library is closed on Saturdays. To find out more information about the Gallaudet University Library, students and faculty may visit: <https://gallaudet.edu/library/>.

A Northeast Washington, D.C., Neighborhood Library, located at 330 7th Street NE, Washington, D.C 20002, welcomes all Teaching Kitchen 202 students and Faculty to use their repository of reading materials such as books, newspaper, teaching aids, audio-visual materials and other learning and reference resources accessible online and in-person. Their hours of operation are Monday-Wednesday from 9 am to 8 pm, Thursday from 12 pm to 8 pm, Friday and Saturday from 10 am to 6 pm, and Sunday from 1 pm to 5 pm Eastern Standard Time (EST). To become a member of the DC Public Library, Student and Faculty can register for a library card online: <https://www.dclibrary.org/get-a-card>.

Additional program-related materials for Teaching Kitchen 202 are shared in a designated page within the Canvas Learning Management System (LMS) to accommodate the learning process, accessible only to TK202 Students, Staff, and Faculty.

Technical Devices

Teaching Kitchen 202 (TK202) ensures that its students have ample access to modern technology and resources crucial for their culinary education. The school provides computers and various technical devices that are essential for the students to engage with the curriculum, conduct research, and complete their assignments effectively. These resources are accessible to students during school hours, fostering an environment conducive to learning and innovation.

To extend the availability of these tools beyond the classroom, TK202 offers a checkout system. Students interested in using devices outside school hours can do so by entering into an agreement with the school. This agreement outlines the terms of use, ensuring that both the institution's property is safeguarded and the students' needs for continuous learning are met. With this system, TK202 demonstrates its commitment to accommodating its students' educational needs and enhancing their learning experience through flexible access to technology.

Educational Objective

At Communication Service for the Deaf (CSD), our mission is to empower the deaf and hard of hearing community through accessible education and personal development opportunities. As part of this

commitment, we offer a specialized program, CSD Learns, focused on providing diverse learning experiences tailored to the unique needs of individuals who are deaf or hard of hearing.

Teaching Kitchen 202 (TK202), an integral part of our CSD Program Impact division, embodies our objectives by offering comprehensive culinary education and training. Led by experienced instructors, TK202 provides accessible culinary education, practical training in a restaurant environment, and thorough preparation for competitive careers in the culinary arts and food industry. Through this initiative, deaf and hard of hearing individuals gain hands-on experience, develop essential culinary skills, and cultivate the confidence needed to excel in the dynamic culinary industry. TK202 serves as a testament to our commitment to inclusivity, ensuring that deaf and hard of hearing individuals have equal opportunities to pursue their passion for food and achieve success in the culinary arts.

Mission

Teaching Kitchen 202 (TK202) is dedicated to empowering deaf and hard of hearing youth and adults through accessible and inclusive culinary education. Our mission is to provide them with the knowledge, practical experience, and employment skills necessary to thrive in today's job market and pursue competitive careers in the restaurant and food industry.

Vision

Teaching Kitchen 202 (TK202) envisions a world where deaf and hard of hearing individuals have equal access and opportunities in the culinary field. We strive to create a culinary training environment that nurtures talent, promotes inclusivity, and prepares our students to become successful professionals in the culinary arts and food industry.

Program Organization and Structure

Teaching Kitchen 202 (TK202) offers a specialized 15-week certification program tailored specifically for deaf and hard of hearing individuals in the metro area of Washington D.C. Our program is designed to provide comprehensive culinary education and training that prepares students for successful careers in the restaurant industry.

As part of our commitment to excellence, TK202 has partnered with the National Restaurant Association to ensure that our program meets industry standards and aligns with best practices. This collaboration allows us to offer a curriculum that reflects the latest trends and advancements in the culinary world, equipping students with the skills and knowledge needed to thrive in the restaurant industry.

Throughout the program, students will undergo a mandatory 400-hour training in restaurant practices. This immersive experience allows students to apply skills learned in the classroom to real-life scenarios, honing their skills and building confidence in a professional setting.

To ensure a flexible and accessible learning experience, our program offers self-paced learning materials delivered in both ASL and English through an online platform. This allows students to study at their own pace and access course materials at their convenience during the course of the 15-week program.

We offer the TK202 program three times a year, during the summer, fall, and spring, catering to both youth aged 14-24 and adults 25 and above. Regardless of students' age, we welcome them to join us at Teaching Kitchen 202 and embark on a transformative culinary journey. Together, we will equip them

with the skills, knowledge, and industry connections necessary for a successful career in the restaurant world.

Program Description:

Teaching Kitchen 202 is a comprehensive culinary and hospitality training program designed to equip aspiring chefs and restaurant professionals with the essential skills and knowledge required for success in the industry. The program combines a rigorous instructional component with an immersive practicum, providing both theoretical knowledge and hands-on experience in a state-of-the-art teaching kitchen environment.

Duration:

The program spans a total of 15 weeks per cohort, offered three times a year. Each cohort includes 255 clock hours divided into 60 instructional hours, focusing on culinary theory and restaurant management, and 195 lab hours dedicated to practical, hands-on learning. Following the instructional phase, participants engage in a 400-hour practicum, offering real-world experience in culinary operations and mentorship.

Modules:

- Instructional Component: Consists of carefully curated modules covering key areas such as food safety, culinary techniques, business operations, and customer service excellence. Modules are delivered weekly, with each focusing on specific competencies required for professional growth in the culinary field.
- Practicum: A 400-hour intensive application phase where students apply their learning in a professional setting, gaining invaluable experience and mentorship. TK202 will have a list of partnering restaurants for students to gain practicum hours. Should students wish to work at a specific location, TK202 will provide support in gaining the necessary approvals and permissions to conduct practicum hours at that location.

Clock Hours and Credits:

- Total Clock Hours: 655 hours (255 instructional and lab, 400 practicum).
- Course Credit Count: 31.725 credit hours (5.95 instructional, 9.775 lab, 16 practicum).

Seasonal Cohort Offered: Spring, Summer, and Fall cohorts to accommodate varying schedules and availability.

Teaching Kitchen 202 is designed for individuals seeking a deep dive into the culinary world, offering a blend of academic rigor and practical application. Graduates emerge fully prepared to enter the culinary industry, armed with both the technical skills and the professional competencies needed to excel.

A complete description of each module can be found on page 42.

Hours of Operation**Administration**

Teaching Kitchen 202 administrative offices are open 8:00am to 5:00pm Mondays through Friday Eastern Standard Time.

Scheduled appointments may be arranged outside of these hours by contacting our staff in advance. Please email us at Admin@TK202.org to get in touch.

Classroom Hours

The current classroom hours for TK202 will vary from each session and are offered within the time frame listed below:

- Day Classes:
 - Monday through Thursday: 9:00am to 4:00pm
 - Fridays: 9:00am to 12:00pm
 - Saturday, Sundays, and listed Holidays: Closed

Because Instructors are part-time, their hours available for student support may vary. Students are encouraged to schedule appointments with them outside of classroom hours.

For students completing the mandatory practicum of 400 work hours, the schedule will be determined in agreement with the supervisor and according to the program requirements.

Holidays

TK202 is open year-round to serve its students. However, please note that TK202 observes the following national holidays with limited coverage in the administrative offices and classrooms:

- Thanksgiving Day and the day after
- Christmas Day through New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day

A holiday that occurs on a Sunday is observed on the following Monday. Please check with TK202 staff for the hours of operation.

If a student observes a holiday that is not listed above and requests time off, they are required to communicate with a TK202 staff and/or administrator to make any arrangements prior to the student's absence. We are committed to providing support and assistance to our students throughout the year.

Educational Methodology

At Teaching Kitchen 202 (TK202), we are proud to offer an adaptive 15-week hands-on learning and training program tailored to provide a comprehensive culinary education for a diverse range of students, including those who are Deaf and Hard of Hearing. Our program is designed to respect and integrate Deaf culture and communication preferences, utilizing American Sign Language (ASL) for in-person instruction, while ensuring that our curriculum aligns with the industry's best practices.

Our training is facilitated by experienced instructors who are proficient in ASL, providing direct and personalized educational experiences during in-person sessions. This approach allows for real-time interaction and feedback, critical for developing the practical skills and nuanced understanding required for success in the culinary field.

The TK202 program spans over 15-week sessions, offered in the Fall, Spring, and Summer, enabling participants to fully immerse themselves in the learning process. The practical application of skills is emphasized in TK202's fully operational restaurant environment, where students can engage with every aspect of the culinary operation—from the kitchen to the dining room.

To ensure our curriculum remains cutting-edge and industry-relevant, it is closely aligned with the ServSafe Curriculum, a recognized standard for food safety and culinary education. While our in-person training focuses on delivering content through ASL, ServSafe materials provide an essential framework and support for the concepts taught, reinforcing learning, and ensuring a breadth of knowledge.

The inclusion of 400 practicum hours in our program is intentional, as it offers students valuable hands-on experience to apply their learning in real world culinary settings. These hours can be fulfilled either through self-arranged practicums or ideally through placements within our network of partner restaurants and organizations. While our goal is to place every student within our partner network, we understand that not all students may follow the same path. In such cases, students may complete their practicum hours in approved alternative settings that align with our program's learning objectives. These could include local restaurants, catering companies, community kitchens, or other culinary spaces.

All placements, whether through our network or externally sourced, are vetted to ensure they offer meaningful, skills-based experience and proper supervision. To ensure successful placement within our partner network, we work closely with CSD Works, which provides dedicated support in identifying and coordinating practicum opportunities based on each student's location, interests, and career goals. This collaborative approach allows us to maintain flexibility while ensuring that each student receives the professional exposure and mentorship needed to thrive. Ultimately, our priority is that every student completes their practicum in an environment that fosters skill development, confidence, and a pathway toward employment.

Our educational strategy extends beyond traditional teaching methods to include interactive sessions, practical exercises, and access to digital resources via our Learning Management System, Canvas. Students can access digital documents and a library of resources to complement their in-person learning, with support structures in place to facilitate knowledge retention and continual learning.

At TK202, student support is a priority. We offer a comprehensive suite of resources, including mentorship from culinary experts, modern kitchen facilities, and Canvas-hosted materials. Our support continues with online forums and Q&A sessions, ensuring that students have access to the guidance they need, when they need it.

Group interactions are structured to nurture communication skills and collaboration, with a focus on Deaf and Hard of Hearing students' needs. This empowers students to learn from each other and build a community of practice that extends beyond the classroom.

Our commitment is to provide an environment where students can flourish, equipping them with the culinary expertise, critical thinking skills, and professional network necessary to thrive in their future culinary careers.

Role of the Instructor

At Teaching Kitchen 202 (TK202), we recognize that the heart of our educational excellence lies in the hands of our instructors. Carefully selected for their innovative instructional methodologies, mastery of American Sign Language (ASL), and extensive experience in the culinary world, our instructors bring both passion and expertise to the kitchen and classroom. Through specialized training, they are equipped to deliver TK202's curriculum in a standardized yet dynamic manner, tailored to meet the needs of a diverse student body, including those who are Deaf or Hard of Hearing.

Our instructors play a crucial role in incorporating technology into our curriculum. Utilizing Canvas, our comprehensive digital platform, students have access to a variety of digital instructional materials that complement the in-person learning experience. This integrated approach ensures that all students, regardless of their preferred learning style, can engage with and master the course content.

In their mission to foster an inclusive and accessible learning environment, our instructors serve as advocates and ambassadors of Deaf culture. They provide instruction in ASL, creating a learning space where communication barriers are removed, and every student's educational needs are acknowledged and addressed.

The collaboration between TK202 and Gallaudet University is a testament to our commitment to hands-on, practical education. Our instructors guide students through immersive experiences in a real-world restaurant environment, facilitated by state-of-the-art facilities. This partnership allows for an enriched learning experience where the skills taught in the classroom are directly applied and honed in a professional setting.

Our partnership with Gallaudet University and their involvement in our program is instrumental. As a living laboratory for our students, these spaces offer a unique platform for them to learn industry-standard practices and gain insights into the operational aspects of the culinary industry. This collaboration ensures that our students are not only proficient in culinary techniques but also understand the business and entrepreneurial elements of running a successful culinary venture.

At TK202, our instructors are more than teachers—they are mentors, guides, and the bridge to a fulfilling career in the culinary arts. They are dedicated to nurturing the skills, confidence, and creativity necessary for students to excel in the fast-paced and ever-evolving culinary landscape.

Program Review Process

TK202, Program Review, Planning, and Development allows program instructors and staff (Program Coordinator and Case Manager) to lead a purposeful and continuous cycle of improvement through two related processes: Comprehensive Program Review and Annual Program Review. Both the comprehensive and annual processes are integral parts of an overall institutional evaluation, planning, and development process with the following goals to:

- Ensure that all programs remain focused on student success and serving the needs of the community;
- Increase coherence of program development and apply continuous quality improvement;
- Enhance the quality of all programs by assessing program strengths and challenges;

- Align program needs and campus priorities with the planning and budget process; and
- Ensure that program priorities are consistent with the TK202's mission and strategic plan.

Both the Comprehensive Program Review and the Annual Program Review begin with reflection of program data provided by the Director of Learns and Director of Employment Services. Programs are encouraged to include other relevant data as part of this reflection. In both processes, program instructors/staff write narrative components that include progress on action plans, significant Student Learning Outcomes assessment findings, external constituency and significant trends, and self-assessment of program vitality.

TRAINING PROGRAMS AND ADMISSIONS

Training Programs and Courses

At Teaching Kitchen 202 (TK202), we offer a specialized full-time 15-week training program exclusively designed for deaf and hard of hearing individuals in the Washington D.C. metro area. Our program encompasses a robust curriculum spread over 655 hours (255 instructional and lab, 400 practicum).of comprehensive culinary education and practical experience. The curriculum is meticulously crafted to include fundamental food safety with ServSafe® Food Handler in the first week, followed by a deep dive into vital topics such as unconscious bias in restaurants, sexual harassment prevention, front-of-the-house operations, and back-of-the-house preparation and production.

Each week is dedicated to a specific aspect of the culinary and hospitality industry, ensuring that students graduate with a rich and diversified skill set. Our program hours will total 17 hours per week of immersive training with built in lunch and breaks. This hands-on education is complemented by 60 total hours spent on program curriculum content, leading to mastery in both the practical and theoretical facets of the culinary world.

The structure of the TK202 program is sequential and immersive, necessitating that students complete the program in its entirety as scheduled. We offer three sessions annually—fall, spring, and summer—each encompassing a complete 15-week program. Our training is fortified with supplemental courses available through CSD Learns, covering topics from basic banking and budgeting to employment readiness, resume development, and interview skills.

We recognize that while the program demands a full-time commitment, it may not accommodate individuals with certain time constraints. However, there are no evening or weekend classes to adjust for those currently employed or with other obligations. The exceptional demands that may hinder full-time attendance could include, but are not limited to, family responsibilities, health issues, or significant work commitments.

Through CSD Learns, our broader educational platform, students also have access to an array of additional learning opportunities that extend beyond the kitchen, enriching their overall educational journey. To discover these opportunities and learn more about the courses offered, visit www.TK202.org.

Admissions Policies and Procedures

All applicants are required to complete an admissions application, a personal interview with an Admissions Advisor and take the American Sign Language Comprehension Test as part of the admissions process. During the Admission interview, we evaluate the individual's reasons for seeking training and assess their background, experience, and previous education or training. We educate the applicant about our method of training and the program that we offer. Based upon this exchange of information, a mutual decision is made if the program will best fill their educational need and help them achieve their career goals. The prospective student is informed of program costs (tuition and fees for all programs and certification testing fees), and all supplemental equipment and services provided by Teaching Kitchen 202. Additional admission requirements are below:

- Applicants enrolling into the program are not required to possess either a high school diploma, a state issued General Educational Development (GED) certificate, a certification of secondary school home school completion, or submit documented proof.
- Applicants are required to submit a hearing evaluation that demonstrates that they are deaf or hard of hearing.
- Applicants admitted to TK202 program must submit documentation, such as credentials, test scores, job experience, or verification of skill competencies by a third party for any course waivers.
- Applicants for admission are also required to pay a non-refundable registration fee of \$50 and complete an Enrollment Agreement. Applicants will be notified of their official acceptance within one week of completion of the above requirements.
- Accepted applicants who are novice signers or have no ASL experience have an opportunity to take ASL courses through CSD Learns. This is a free course with ripe opportunities to practice in the classroom and develop sign language skills. Please search for ASL courses under Remedial Courses through TK202's course offerings on www.TK202.org.

The Admissions Office is open five (5) days a week, Monday through Friday, from 8:00 a.m. to 5:00 p.m. and from 8:00 a.m. – 12:00 p.m. on Wednesdays. Individuals interested in learning more about the school and its training programs/courses should contact the school at (202) 921-1606 (VP) to schedule an appointment to meet with an Admissions Advisor. All deaf and hard of hearing applicants, including those who are physically challenged, are considered for acceptance according to TK202 admissions standards. For TK202 to assist students with disabilities under the provisions of the Americans with Disabilities Act (ADA), prospective students are required to notify their Admissions Advisor during the admissions interview regarding any requests for accommodations. Documentation of the disability is required. If, however, it is felt by TK202 administration that a disability might limit employment opportunities, the school will share its opinion in this regard with the applicant so that the applicant has full information with which to make the decision whether to pursue the training.

Applicants will be notified of their acceptance into the program after the admissions process, either in person or virtually through a video-phone call. Full acceptance is contingent on submission of all verified documentation.

Food Service Employee Training

Teaching Kitchen 202 (TK202) primarily offers culinary training for individuals. While our focus is on providing training to individuals, we are open to discussing potential agreements for food service

employee training. If students' company's employees have a need for culinary skills training or upgrading, they are encouraged to please contact our TK202 staff for more information and to explore possibilities.

Online Content

Teaching Kitchen 202 (TK202) offers two formats a face-to-face learning approach and an online program. Our in-person and online 15-week certification program incorporates mandatory online assignments. These assignments enable students to learn flexibly at their own pace, accessing course materials through our online platform. Our dedicated instructors employ diverse multimedia tools like discussion boards, lectures, and personalized sessions to deliver an effective curriculum. Online learners are held to the same performance standards as their campus-based counterparts, requiring internet access and a computer for participation.

Students will have the opportunity to request a loaned personal technology device for the duration of the program. While TK202 cannot guarantee a device for every participant, a limited number of devices are available and will be distributed on a first come, first served basis.

To request a loaned technology device, students will complete the TK202 Technology Request Form or contact our TK202 Administrative Team at admin@tk202.org.

To ensure a smooth and successful learning experience, students should also verify that their home setup includes a stable internet connection and a quiet, distraction free environment. The loaned devices meet all technical requirements for accessing course content, but individual preparation and a supportive workspace are key to staying engaged and on track.

- a processor with at least 1 GHz;
- 1 GB of RAM (for 32-bit) or 2 GB of RAM (for 64-bit);
- DirectX 9 graphics device with WDDM 1.0 or higher driver; and
- a USB 2.0 port.

It is recommended to have at least 16 GB (for 32-bit) or 20 GB (for 64-bit) of disk space and a USB drive with 512 MB capacity. These specifications will ensure optimal performance and functionality when accessing online content.

Veteran's Education Benefits

While Teaching Kitchen 202 (TK202) is working to incorporate Veteran's Education Benefits into the program, TK202 does not offer Veteran's Education Benefits at this time. Please check our website for updates.

CLASS AND CREDIT POLICIES

Class Starts

Teaching Kitchen 202 (TK202) follows a carefully structured schedule to ensure a smooth learning experience. Our program offers three cohorts per year, with classes starting in:

Fall 2025: August 25th, 2025, to December 12, 2025 (no classes: November 24th – 28th, 2025)

Spring 2026: January 5, 2026, to April 5, 2026 (no classes: March 16th – 20th, 2026)

Summer 2026: May 4, 2026, to August 17, 2026 (no classes: June 29th – July 3rd, 2026)

This allows students to join TK202 at regular intervals and begin their culinary journey with a supportive community of learners.

To provide personalized attention and effective instruction, we maintain a student-teacher ratio of 1:15. This ensures that each student receives the necessary guidance and mentorship from our experienced instructors.

Please note that the specific start dates and schedules for each program may vary. We recommend reaching out to our TK202 staff or representatives for the most up-to-date information regarding class start dates and program availability.

Transfer Credits

At Teaching Kitchen 202 (TK202), students with previous experience and/or training in any subject areas covered in their enrolled program may have the chance to show their competencies and receive advanced standing.

Transfer of Credits within TK202

The former TK202 students who are interested in re-enrolling in the program should submit a request to one of the TK202 staff members. An evaluation of the course content will be conducted to determine if the student possesses the necessary competencies for the new or continuing program. Only passing grades of C (70%) or better in addition to an attendance rate of 80% (where applicable) or higher will be considered for transfer credits.

Performance credit will be given for any course completed that is part of the new or continuing program. All courses attempted (plus equivalent transfer credits) that apply to the new or continuing program of study will be included in the calculation of the cumulative grade point average (CGPA), pace of completion, and maximum timeframe. The CGPA represents the average of all grades earned by the student throughout their performance journey.

For more information on the transfer of credits and the process of re-enrollment or program changes at TK202, please reach out to one of the TK202 staff members. They will provide students with the necessary guidance and support to facilitate their request.

Transfer of Credits to Outside Institutions

Tk202 offers occupational certificates rather than academic credits. As such, credits earned through Tk202 may not be transferable to other academic institutions. Transferability is solely at the discretion of

the receiving institution. Students are strongly encouraged to contact the registrar or academic advising office of the institution they are considering determining if any credits or prior learning experiences may be accepted.

Credit for Previous Training and Advanced Standing (Equivalent Transfer Credits)

At Teaching Kitchen 202 (TK202), we recognize the value of prior learning and certifications that our students bring to our specialized culinary program. As an institution licensed under the Postsecondary School Regulations of the District of Columbia, we offer a suite of occupational certificates designed to build specific competencies for immediate application within the culinary industry.

For students seeking to waive certain program requirements based on previously earned certificates or equivalent experiences, TK202 provides a structured process to review and recognize these qualifications:

- **Assessment of Certificates:** Students wishing to have specific program requirements waived must submit their certificates to TK202 administration. Our team will conduct a thorough review to determine the alignment of the certificate with our program competencies.
- **Case-by-Case Evaluation:** The determination of waiving requirements is handled on a case-by-case basis, ensuring that each student's educational and professional background is carefully considered.
- **Work Experience Consideration:** Accumulated work hours and experience in the culinary field will be factored into the assessment, recognizing the practical skills and knowledge our students have gained.
- **No Direct Credit Transfer:** As TK202 offers occupational certificates rather than traditional academic credits, the concept of credit transfer is not applicable. Instead, we focus on the waiving of requirements to avoid redundancy in learning and to accelerate our students' progress through the program.
- **Documentation Requirements:** Students may be required to provide detailed information about their previous educational and work experiences, including syllabi, certificates, and proof of work hours.
- **Timeframe and Relevance:** The recency and relevance of prior learning and work experience will be essential factors in the evaluation for waiving program requirements.

Transferred credits accepted by TK202 will be listed as *Credit Transfer* on their transcript.

TK202 is actively exploring collaborations with educational and industry partners to ensure that our certificates carry value beyond our program and into our students' future culinary careers. While our certificates are focused on occupational outcomes, we are committed to supporting our students' long-term professional development.

Should students wish to discuss the potential for waiving certain program requirements based on their existing qualifications, please do not hesitate to contact the TK202 administrative team for personalized guidance and support.

Attendance Policy

Regular and consistent attendance is crucial for the successful development of marketable skills at Teaching Kitchen 202 (TK202). All students, whether attending classes on campus or participating in online courses, are expected to adhere to the following attendance policy:

Program Schedule

Students must follow the program schedule provided by TK202, attending their training sessions as scheduled.

Active Participation in Online Courses

Although TK202 does not offer a full distance education program, students enrolled in the 15-week certification program will have online courses to complete. Active participation and timely completion of online course requirements are essential for successful progress.

Lockout and Dismissal

Students who do not maintain regular attendance may face consequences. Depending on the circumstances, students may be locked out of the computer system after 6 consecutive days of non-attendance. In the case of 6 consecutive calendar days of non-attendance, the student may be dismissed from the program.

Make Up Sessions

At Teaching Kitchen 202 (TK202), we recognize that life's obligations may occasionally prevent students from attending scheduled training sessions. In our commitment to supporting the successful development of our students' culinary skills, TK202 offers flexible make-up classes for all programs during the week and on scheduled Saturdays. These make-up sessions are designed to accommodate the busy lives of our students while ensuring they can complete their training without compromise.

- **Scheduling Make-Up Sessions:**
 - Make-up sessions are scheduled based on mutual flexibility between instructors and students, ensuring that missed classes can be recovered without undue stress.
 - Students are encouraged to consult with their instructors as soon as possible to arrange make-up hours, which can be conducted during the week and on specifically scheduled Saturdays.
- **Documentation and Attendance Record:**
 - Each make-up session is meticulously documented, with instructors recording the dates and hours completed. This process ensures accurate reflection of a student's attendance and participation in the program.
 - A Classroom Admit Slip will be issued for make-up sessions. Instructors initial this slip upon the student's arrival and once again after the session to confirm participation. It's crucial for students to return this slip to ensure their attendance is properly credited.
- **Guidance and Resources:**
 - Instructors will provide targeted guidance and resources, consulting with students on their attendance and hour documentation logs. This personalized support is aimed at maximizing the benefits of make-up sessions and ensuring students can seamlessly integrate missed content.
- **Limitations and Alternatives:**
 - While TK202 strives to accommodate make-up sessions, students should aim to minimize absences to ensure a cohesive learning experience. Should unique circumstances arise, alternative arrangements may be discussed with TK202 staff.

- **Attendance Policy:**
 - Consistent attendance is vital at TK202, where the cultivation of marketable culinary skills is our top priority. Students are required to adhere to the program schedule, actively participate in online courses, and maintain regular attendance to avoid consequences such as system lockout after 7 days of consecutive non-attendance or dismissal after 6 consecutive calendar days of non-attendance.
- **Active Participation in Online Courses:**
 - For students enrolled in our 15-week certification program, which includes online courses, active engagement and timely completion of assignments are critical. These requirements complement in-person training and are integral to the comprehensive learning experience at TK202.
- **Consequences for Non-Attendance:**
 - It is imperative that students understand the implications of non-attendance. TK202 has policies in place to address absences, including potential lockout from computer systems and, in severe cases, dismissal from the program.

By adhering to TK202's attendance policy and taking advantage of make-up sessions, when necessary, students can ensure their educational journey is uninterrupted and their skills development remains on track.

Tardiness and Early Departures

Teaching Kitchen 202 (TK202) values punctuality and expects students to be on time for all activities, appointments, and training sessions.

Timeliness

Students are encouraged to arrive promptly for their scheduled activities. Being more than 15 minutes late for a class will result in no attendance credit for that hour.

Early Departures

Students who need to leave before the scheduled end of a class or session will have their attendance hours adjusted accordingly.

Leave of Absence

Teaching Kitchen 202 (TK202) recognizes that there may be situations when a student needs to take a temporary break from their studies. The following guidelines apply to leave of absence requests:

Request Process

If a student needs to take a leave of absence, they must submit a written request to the TK202 administration. The request should include the effective date, anticipated return date, reason for the absence, and the student's signature.

Returning from Leave

It is important for students to return from their approved leave of absence on the anticipated return date. Failure to do so may result in dismissal from program.

Duration of Leave

Students enrolled in the comprehensive program may take a leave of absence for a minimum of two weeks and up to a maximum of 30 days. Otherwise, they would need to re-enroll in the following session once the leave of absence expires.

Financial Obligations

Students on an approved leave of absence must continue to fulfill their payments during this period.

Please note that the policies and procedures regarding leaves of absence are subject to change. It is important for students to refer to the most up-to-date information provided by TK202's staff or representatives.

Student Conduct

At Teaching Kitchen 202 (TK202), students are expected to adhere to a code of conduct that promotes professionalism, respect, and safety. TK202 will adhere to the Gallaudet Student Handbook policies and procedures regarding student professionalism and behavior during TK202 classes, practicum, and related activities. The following guidelines outline the expected behavior for students:

Professionalism

Students should dress and act in a professional manner at all times, whether attending classes, visiting the school, or participating in practicums. This includes following the dress code and maintaining a professional demeanor.

Prohibited Behaviors

TK202 administration reserves the right to dismiss students from school for any incident or repeated incidents involving the following behaviors:

- Being under the influence of drugs or alcohol while on school premises.
- Possession of drugs or alcohol on school premises.
- Possession of weapons on school premises.
- Engaging in behavior that creates a safety hazard for others at school.
- Displaying disobedient or disrespectful behavior towards students, TK202 staff, or instructors.
- Engaging in sexual harassment.
- Failing to adhere to building policies or any other stated or determined infractions of conduct.

Facility Policies

Students are expected to adhere to Gallaudet University's building policies, including but not limited to the following provisions:

- Using only the designated entrance to the school, as authorized.
- Restricting access to stairwells and other floors unless conducting business with a tenant on another floor.
- Prohibiting smoking within 25 feet of the building.
- Maintaining a business professional comportment inside and outside the building.

Please note that this is a general overview of the student conduct policy at TK202. For a comprehensive understanding of the conduct expectations, students should refer to the most up-to-date information provided by TK202 staff or representatives.

PERFORMANCE STANDARDS AND PROGRESS

Program Standards and Grading

At Teaching Kitchen 202 (TK202), students' performance is measured through the assignment of grades and grade points.

- **A:** 100% - 90%
- **B:** 89% - 80%
- **C:** 79% - 70%
- **D:** 69% - 60%
- **F:** Below 60%
- **P:** Passed
- **I:** Incomplete
- **IP:** Scheduled
- **W:** Withdrawal

Under exceptional circumstances, an "Incomplete" grade may be granted at the instructor's discretion. However, it is not the program's policy to grant incompletes under normal circumstances. In such cases, the student should make prior arrangements with the instructor to understand the required work to complete the course. Failure to satisfactorily complete the course requirements within one module of assignment of the "Incomplete" grade will result in it being changed to an "F" grade. Incomplete grades are not included in the grade point average but are counted in the credits attempted.

To avoid the possibility of earning a failing grade, students must submit all required coursework, homework, final exams, and discussion board responses (when applicable) to the instructor by the scheduled end date of the course. A grade of "F" indicates course failure. If the failed course is a requirement for the program, it must be repeated and passed to meet graduation requirements at TK202. It is important to note that the successful completion of the program, including achieving passing grades, is necessary to continue with the 400 work hours that are part of the program.

Scheduled (IP)

A grade of "IP" is generated when a student does not take a scheduled course.

Students should consult with TK202 staff or representatives for comprehensive details on grading policies, performance requirements, and the impact on their ability to continue the program and complete the 400 work hours.

Vocational Rehabilitation Standards for Satisfactory Performance Progress

At Teaching Kitchen 202 (TK202), while we do not provide Financial Aid, we adhere to federal regulations governing Vocational Rehabilitation, a financial aid program, to ensure students maintain satisfactory program performance and progress.

Standards for Satisfactory Program Progress

To continue receiving Vocational Rehabilitation funding, students must meet the institution's definition of "Satisfactory Performance Progress." This evaluation includes two components:

1. Qualitative Measure: Certification Completions
2. Quantitative Measure: Pace of Completion

TK202's Standards for Satisfactory Performance Progress

At TK202, we have established standards in the areas of certificate completions (qualitative) and pace of completion (quantitative) within an established timeframe to measure satisfactory progress.

Evaluation Schedule

The performance progress of students at TK202 is evaluated at weekly intervals throughout the program. These evaluation periods, known as term/payment periods, are typically 15 weeks in length.

At the end of each term/payment period, students will undergo an assessment to determine their progress in meeting the minimum requirements for satisfactory performance progress. This assessment includes an evaluation of the cumulative grade point average (CGPA) and pace of completion.

TK202 will communicate the specific evaluation schedule to students, providing them with clear information on when the evaluations will take place and what criteria will be used to assess their performance progress. Students will be notified in advance of the evaluation process and its implications.

Qualitative

To maintain good performance standing at Teaching Kitchen 202 (TK202), it is essential for students to successfully complete assessments and achieve a minimum attendance rate of 80%. This approach ensures that performance is gauged through practical engagement and the demonstration of culinary skills, rather than a traditional Cumulative Grade Point Average (CGPA). Our program emphasizes the importance of hands-on learning and active participation, with modules graded on a pass/fail basis to reflect the acquisition of competencies necessary for success in the culinary field.

Should a student's performance or attendance fall below these standards, TK202 is committed to providing personalized support to address these challenges. This includes specialized instruction from our team of trained instructors, who are not only experts in their culinary disciplines but are also proficient in American Sign Language (ASL) and equipped with strong teaching backgrounds. In the event that a student struggles to meet the program's requirements, they will receive direct communication from TK202, outlining the areas for improvement and the support available to help them regain good performance standing.

TK202 fosters an inclusive and supportive learning environment, ensuring every student has the opportunity to thrive and achieve their culinary ambitions. Our focus on practical skills, combined with comprehensive performance support, prepares students for success both within and beyond our program.

Quantitative – Pace of Completion

To maintain good performance standing at Teaching Kitchen 202 (TK202), students are required to meet specific performance metrics (reflected in the weekly modules and attendance logs during the first session, and weekly practicum logs during the second session) that reflect their dedication and progress within the program. Success at TK202 is measured through the completion of assessments and maintaining a minimum attendance rate of 80%. This approach ensures that students are actively engaged and acquiring the necessary skills and knowledge to excel in the culinary field. Our curriculum adopts a pass/fail grading system for certificate modules, emphasizing the importance of mastering course content over traditional letter grades.

Students' performance, including their pace of completion and assessment outcomes, is reviewed regularly to ensure they are on track to successfully complete their program within the designated timeframe. TK202 is committed to supporting each student's journey to success. As such, we provide a range of support services, including specialized instruction from highly qualified instructors who are not only fluent in American Sign Language (ASL) but also possess strong pedagogical backgrounds. These resources are designed to assist students in improving their performance and overcoming any challenges they may face.

Recognizing that students may encounter extenuating circumstances that impact their ability to meet the program's requirements, TK202 offers the opportunity to appeal decisions related to standing. Through this process with the review team, students can present evidence of their circumstances for consideration, ensuring that all students have a fair chance to maintain their standing and continue their education.

At TK202, we believe in creating an inclusive, supportive environment that recognizes the unique needs and potential of each student. By focusing on practical skill development, consistent engagement, and providing robust performance support, we strive to empower our students to achieve their culinary aspirations and maintain good performance standing throughout their program.

Maximum Timeframe

To ensure performance success and timely program completion at Teaching Kitchen 202 (TK202), students are required to finish their program within a maximum timeframe set at 150% of the published program length. At TK202, this translates to two sessions—comprising one session dedicated to the 15-week course study and another session for completing practicum hours. Progress towards this requirement is meticulously tracked through module completion and attendance logs, emphasizing both engagement and performance achievement. Recognizing the challenges that may arise, TK202 provides specialized instruction from experts both on-site and online, designed to support students in meeting their educational goals within this timeframe. Additionally, TK202 acknowledges unforeseen circumstances that might impede timely completion; therefore, students are afforded the opportunity to appeal for an extension to the maximum timeframe. Such appeals are reviewed thoroughly by a dedicated team, with considerations made according to students' individual communication preferences, ensuring that all students have equitable access to support and the possibility of program completion extension when necessary.

Maximum Timeframe Chart

Maximum Timeframe Chart	
Program Length	Time Frame

31.75 Credit Hours	47.625 Attempted Credit Hours
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POLICIES AND PROCEDURES

Procedure

The performance progress of students is monitored through several mechanisms:

- confirmation period
- identification of early warning signs
- tests and grades
- progress reviews

Confirmation Period

Teaching Kitchen 202 (TK202) is committed to the success of its students in achieving their culinary education and career goals. To ensure that students are fully committed to attending classes regularly, making performance progress, actively participating in culinary activities, and maintaining a positive attitude, a confirmation period is implemented. Throughout the first three weeks of enrollment, staff, instructors, and the Director of Learns and Development will review students' attendance, progress, and conduct. This period serves as an opportunity to assess students' dedication and their ability to fulfill the commitments of the TK202 program. At the end of the confirmation period, a decision will be made to either confirm or decline the students' enrollment. Confirmation is based on the students meeting specific benchmarks, including:

- a) Achieving a minimum GPA of 70%
- b) Maintaining an attendance rate of at least 80%
- c) Successfully completing 17 credit hours (equivalent to five (5) modules)
- d) Successfully acquiring ServSafe Food Handler Certificate

Students who do not meet these benchmarks may have their enrollment declined, resulting in immediate cessation of attendance. Reinstatement may be considered for students who have been declined, but they will be required to successfully complete another confirmation period to demonstrate their commitment to the program.

Identification of Early Warning Signs

Early identification of students facing difficulties is crucial for providing appropriate support and interventions. Instructors in the TK202 program are responsible for notifying the Director of Learns and Development about students who are experiencing challenges in their performance progress.

Common concerns include:

- irregular attendance;
- tardiness;
- slow progress in the course material;
- poor performance on quizzes or tests; and
- difficulty comprehending culinary concepts.

When these concerns arise, one of TK202 staff or representatives will follow up with the student, initiating contact to discuss the situation. The staff will explore potential underlying issues, such as family or developmental concerns, anxiety, depression, or other relevant factors. Depending on the circumstances, the advisor may refer the student to the appropriate Director of Learns and Development for further assistance. Continuous monitoring of the student's progress is essential to provide timely support and address any obstacles they may encounter.

Tests and Grades

Students in the TK202 program will undergo evaluations at the conclusion of each course. Grades will be awarded based on various factors, including performance in the final exam, classroom participation, completion of homework assignments, engagement in discussion boards, and attendance records. These assessments serve to gauge students' understanding of culinary concepts, their practical skills, and their overall performance achievement.

Performance Reviews

At the completion of each module, as well as at scheduled midpoint and end dates, all students enrolled in the TK202 program will undergo informal performance progress reviews. These reviews aim to assess students' development, identify areas for improvement, and provide guidance and support as needed. Regular performance reviews ensure that students are on track to meet the program's objectives and allow for timely interventions if required.

By implementing these procedures, the TK202 program ensures effective monitoring of students' performance progress, supports their culinary education journey, and helps them achieve success in their culinary careers.

Performance Records

All student records are stored in both hard copy and electronic format. These records include essential information such as enrollment details, grades, transcripts, and any relevant documentation related to performance progress. The student records are securely maintained and kept for an indefinite period. To request access to student records, students will need to submit a written request to an administrator of the TK202 program.

Probation

Students enrolled in Teaching Kitchen 202 (TK202) who have their VR funding denied due to unsatisfactory performance progress will be placed VR funding suspension status. During this period, the student is not considered to be making satisfactory performance progress, and as a result, no VR funding will be disbursed. However, students have the option to file an appeal and enter into a probation period by agreeing to a performance plan. If the student chooses not to file an appeal or if the appeal is unsuccessful, they may continue at TK202 without receiving VR funding for one term/payment period. It's important to note that students in a VR suspended status are responsible for paying their tuition charges and must make the necessary arrangements for payment. The VR probationary/suspension period will last for one term/payment period, and at the end of this period, the student's progress will be evaluated. If the student meets the standards of satisfactory performance progress, they will regain good performance standing. However, if the student does not meet the standards, they may be subject to dismissal. Students who do not achieve satisfactory performance progress will receive written notification of their status from the program coordinator.

The length of probation period and clearing probationary status will be determined at the discretion of the instructor, school administrator, and student.

Effect of Remedial Courses, Course Repetition, Incompletes, Withdrawals, and Equivalent Transfer Credits

Incompletes

In the event that students have not successfully completed the course requirements by the end of each scheduled module, they may receive a grade of "Incomplete." This grade indicates that they have not fulfilled all the necessary coursework within the designated timeframe. The "Incomplete" grade will be carried over to the next scheduled module, giving students an opportunity to complete the outstanding requirements. However, if the student fails to successfully complete the course requirements by the end of the subsequent module, the "Incomplete" grade will be converted to an "F" grade for that course. It's important to note that incomplete grades are not factored into the grade point average calculation but are considered as attempted credits for the purpose of calculating pace of completion. To support students who may receive an incomplete grade, course instructors will develop a plan of action with the student that outlines the incomplete work in addition to completion deadlines. Additional resources may be identified and secured by the instructor/program administrator. There will be a limit on the length of extension granted by incompletes in accordance with our maximum timeframe period.

To avoid receiving a failing grade, it is crucial for students to submit all required coursework and final exams to the instructor by the scheduled end date of the course. If a student receives an "F" grade, it indicates that they have failed the course. In the case where the failed course is a requirement to obtain the certificate, the student will be required to repeat and pass the course in order to meet the requirements for receiving the certificate.

Satisfactory Performance Progress Appeal Process

A student who believes there were mitigating circumstances (such as injury, illness, trauma, illness of a relative, death in the immediate family, or other special circumstances beyond their control) that adversely affected their performance progress may submit a written appeal with supporting documentation within one week (7 calendar days) of receiving notification of their VR funding suspension status. The postmark on the letter of notification sent to the student will be considered if no other date is provided. The written appeal should include an explanation of why the student failed to meet satisfactory performance progress and outline any changes in their situation that will enable them to demonstrate satisfactory performance progress during the next evaluation period. The supporting documentation should validate the mitigating circumstances that occurred during the term(s) in which the student did not meet the minimum standards of performance progress.

Appeals should be submitted to the Director of Learning and Development. A committee consisting of members of the organization administration and staff will review the appeal and make a decision. The committee will provide a response within 2 weeks of receiving the appeal.

If the appeal is approved by the committee, the student may be placed on VR funding probation. Additionally, the student may be required to meet with one of Teaching Kitchen 202 (TK202) staff or representative to develop a performance plan that extends beyond one probationary term/payment period. This plan, if successfully followed, will ensure that the student meets satisfactory performance

progress by a specific point in time. The student will be notified of the official decision. The committee's decision regarding a satisfactory performance progress appeal is final.

Reinstatement

A student in TK202 who is denied vocational rehabilitation funding due to unsatisfactory performance progress has the opportunity to regain VR funding eligibility. This can be achieved by satisfactorily completing, at their own expense, the courses required to achieve the minimum cumulative grade point average (CGPA) and successfully completing 70% of the total cumulative hours attempted at TK202, including equivalent transfer credits.

Credit Hours

Performance progress in TK202 is measured in quarter credit hours, and the credit values are determined based on specific ratios of clock hours to quarter credit hours. For lectures, the ratio is [10:1], for labs it is [20:1], and for work-based activities it is [25:1]. These ratios comply with the standards set by both the Council on Occupational Education (COE) and the Education Licensure Commission (ELC).

Course Withdrawal

Students enrolled in TK202 have the option to drop or withdraw from a core or remedial courses. To initiate this process, they must schedule a meeting with one of TK202 staff or representatives and submit a written request for course withdrawal. When a student successfully withdraws from an individual course, a grade of "W" (Dropped) will be assigned to that course.

In some cases, students may need to withdraw from a course due to an approved written request for a program change. If the dropped course is not a requirement of the new program, the withdrawal can be processed.

Grades of "W" do not result in any grade penalties, but the credits for the withdrawn course will still be considered as attempted credits for the purpose of determining the student's pace of completion.

Course Repetition

At Teaching Kitchen 202 (TK202), we understand the importance of mastering the skills and knowledge presented in our courses. To support our students in achieving their performance and professional goals, TK202 allows the repetition of courses to improve performance standing and mastery of course material.

- **How Course Repetition Works:**
 - Students may repeat any course as many times as necessary until a passing grade is achieved. This ensures that all students have the opportunity to fully grasp the course content and apply their skills effectively in their culinary careers.
 - If a student needs to repeat a course, enrollment will take place with the next available cohort, allowing for a fresh start and additional time to absorb the material.
- **Limitations on Course Repetition:**
 - While students are permitted to repeat courses as needed, it's important to plan carefully. Each attempt at a course will be recorded and considered in the calculation of the student's pace of completion, reflecting their progress through the program.
- **Impact on Credit Hours and GPA:**
 - Only completed courses with passing grades will be counted towards the student's total credit hours, ensuring that the focus remains on successful completion and accumulation of skills.

- For GPA calculation, the highest grade earned in a repeated course will be used. This policy is designed to encourage improvement and learning, recognizing the effort and growth of students who choose to revisit course material.
- The cumulative grade point average (CGPA) will also reflect the highest grade achieved in repeated courses, further supporting students in their performance improvement efforts.

TK202's course repetition policy is designed with student success in mind, offering flexibility and support to ensure that every student has the opportunity to excel. By allowing courses to be repeated as needed, we aim to foster an environment of continuous learning and improvement, where students feel empowered to achieve their best.

Non-Credit Remedial Courses

At Teaching Kitchen 202 (TK202), our commitment to student success transcends traditional learning barriers, eschewing non-credit remedial courses in favor of a robust, skill-centric curriculum tailored to the culinary arts. Recognizing the varied educational backgrounds and learning needs of our students, we empower them through direct, specialized support services led by our team of expert instructors. These dedicated professionals leverage their extensive knowledge and experience to provide personalized performance assistance, ensuring that every student has the support they need to excel. Our approach is rooted in the belief that effective instructional methods, combined with targeted support, are key to nurturing the skills and confidence our students require to achieve their culinary aspirations.

Change of Program

To re-enroll their program, students should submit a written request to the TK202 administration or designated contact person. Upon approval, a performance waiver will be granted for any completed courses that are part of the new or continuing program.

All courses attempted, including equivalent transfer credits, that apply to the new or continuing program of study will be taken into account when calculating the student's Cumulative Grade Point Average (CGPA), pace of completion, and maximum timeframe.

Extensions

TK202 students are expected to complete their curriculum within the designated number of scheduled hours for which they were initially enrolled. However, in cases of extenuating circumstances, students may be granted an extension. Extensions are subject to availability during the school's prescribed make-up hours and require approval from the TK202 administration or designated contact person.

It's important to note that students in extended enrollment status are not eligible to receive federal student/vocational rehabilitation funds during that period. However, if a student improves their course completion percentage to meet the minimum requirements while on extended enrollment, they may apply for reinstatement and regain eligibility for student aid funds.

Performance Integrity at Teaching TK202

At Teaching Kitchen 202, we hold performance integrity in the highest regard, recognizing it as a cornerstone of our educational ethos. We expect all students to uphold the utmost standards of honesty, ethical behavior, and professionalism throughout their participation in the program. This commitment to integrity extends to all aspects of their work, including assignments, practical lab work, and examinations.

Specific Guidelines on Performance Integrity:

TK202 has established clear and comprehensive guidelines on academic integrity to ensure all students understand the expectations and the importance of maintaining integrity in their instructional and practical work. These guidelines outline what constitutes dishonesty, including but not limited to cheating, plagiarism, misrepresentation of work, and unauthorized collaboration. These guidelines can be found on page.... X? (note for Christina, I put guidelines at the very end of the document)

Identification and Addressing Instances of Performance Dishonesty:

We employ a range of measures to identify instances of dishonesty, including the use of plagiarism detection software, careful review of student submissions by instructors, and monitoring during examinations. Any suspected case of dishonesty is thoroughly investigated, with students given the opportunity to respond to any allegations.

Resources and Support for Performance Integrity:

Understanding the challenges students may face, TK202 provides numerous resources and support mechanisms to educate and guide students on matters of performance integrity. This includes:

- *Integrity Workshops*: Sessions designed to clarify the principles of performance honesty and how to apply them.
- *Guidance Materials*: Comprehensive resources detailing the dos and don'ts of academic work, available both online and in print.
- *Advisory Support*: Access to academic advisors who can provide personalized advice on maintaining integrity in one's work.

Zero-Tolerance Policy:

TK202 maintains a zero-tolerance policy towards performance dishonesty. Any student found to be in violation of our integrity guidelines is subject to serious consequences, which may include immediate termination and expulsion from the program. We take these measures not only to uphold our standards but to foster a learning environment where ethical conduct and mutual respect prevail.

Commitment to Ethical Excellence:

By joining TK202, students embark on a journey of not just culinary excellence but ethical and professional growth. We believe that integrity in performance forms the foundation of a successful career in the culinary industry and beyond.

Termination, Appeal, and Reinstatement

Should a student wish to discontinue their training, they are required to meet with the TK202 staff to discuss their situation and submit written notification of their request. Termination of enrollment and will not be re-admitted can occur under different circumstances, including:

- Failure to attend classes for 6 consecutive calendar days.
- Failure to meet the minimum standards for performance progress.
- Failure to meet the minimum conduct standards of the school.
- Failure to fulfill financial obligations as per the agreement with the school.

Whether termination of enrollment is voluntary or involuntary, students need to understand that they remain obligated for the amount of tuition and fees according to the school's refund policy.

Students have the right to appeal dismissal decisions made by the school administration. To initiate an appeal, students must submit a written request to the Director of Learns and Development within three business days of being notified of the dismissal. The appeal should provide a detailed description of any mitigating circumstances or conditions that warrant special consideration. The appeal will be reviewed by a committee composed of members of the school administration and staff. A decision on the appeal will typically be made within ten business days of receipt.

If the appeal is accepted, the student may be reinstated under special terms and conditions determined by the program administration. However, if the appeal is denied or the student chooses not to appeal, they may have the option to submit a special application for reinstatement no earlier than ninety (90) days from the date of termination. The reinstatement process typically involves a 30-day confirmation period, during which the student's progress and adherence to the stipulated conditions are evaluated. In exceptional cases, with the prior approval of the Director of Learns and Development a student may be reinstated earlier under special conditions.

Graduation Requirements

The graduation requirements for Teaching Kitchen 202 (TK202) students are as follows:

1. Successful completion of all program requirements: Students must fulfill all the necessary coursework, assignments, and assessments as outlined in the program curriculum.
2. Minimum GPA requirement: Students must maintain a minimum Grade Point Average (GPA) of 2.0 or higher. The GPA is calculated based on the grades earned in all completed courses.
3. Teaching Kitchen 202 Certificate: Upon meeting the minimum requirements for graduation, students will receive a Teaching Kitchen 202 for successfully completing the TK202 program, including a passing score of 72% or above on the final exam.
4. Fulfillment of administrative obligations: Students must meet any administrative requirements or procedures specified by the TK202 administration or designated contact person. These may include submitting necessary paperwork, providing feedback, or completing any necessary documentation.

It is important for students to ensure that they have met all program requirements, maintained the required GPA, and fulfilled any administrative obligations to be eligible for graduation from TK202.

Credentials and Transcripts

Upon successful completion of the TK202 program, graduating students will be awarded Teaching Kitchen 202 certificate. This certificate recognizes their achievement and signifies the completion of the program.

TK202 will issue official transcripts and attendance records to students who have successfully completed the performance requirements of the program and have no outstanding tuition balance.

It is important for students to meet all the performance requirements, fulfill any outstanding financial obligations, and successfully complete their TK202 program in order to receive the Teaching Kitchen 202 certificate and official documents from TK202.

Practicum Policies

Practicums are a requirement for the Teaching Kitchen 202 (TK202) program's certification program. Upon completion of the required coursework, students will engage in a practicum experience consisting of 400 work hours under the purview of CSD Works. The practicum provides an opportunity for students to apply their performance knowledge in a real-world work environment. It also allows students to gain practical experience, understand the expectations of their chosen career field, and develop workplace etiquette. Successful completion of a practicum can provide students with valuable assets to discuss with potential employers.

During a practicum, the students' primary task is observation and documentation. While they will participate in the work in a limited way under the supervision of instructors and professionals, they should treat the practicum as an observational learning experience first and foremost. Concurrent with the practicum experience, students enroll in a practicum course which outlines goals and expectations and confers performance credit. The courses themselves augment this participation with assignments and follow-up discussion. Students connect their experiences during the program to the theories and concepts they have learned during the program.

Practicum Assignment

To qualify for a practicum placement, students must meet the following eligibility requirements:

- Successful completion of all courses and certifications.
- Overall attendance rate of 80% or higher during classroom studies
- Completion of the Practicum orientation.

TK202 reserves the right to refuse practicum placement to students who do not meet these criteria and to revoke practicum privileges for students who violate any of TK202's practicum policies. Students who do not meet the eligibility requirements may be considered for a practicum upon submission of written documentation explaining extenuating circumstances.

All students participating in the practicum program at TK202 will be supervised by approved onsite personnel. TK202 maintains professional liability insurance coverage for all students and faculty during practicum placements. A Practicum Affiliation Agreement is required, and the Practicum site will be responsible for documenting the student's attended hours. Additional requirements specific to the food industry and restaurant setting may be necessary, such as compliance with health and safety regulations, food handling certifications, and background checks.

Attendance and Tardiness

Students are expected to attend all scheduled hours and make up any missed hours. Punctuality is important, and students must notify the site and the program in advance of any anticipated absences. If a student is deemed unreliable by the site or the program, including excessive absences, they may be removed from the site and terminated from the program. TK202 course hours and breaks do not apply to

students during practicums. Students are responsible for providing the school with a timesheet signed by the site supervisor to document their practicum hours. Completion of all 400 practicum hours must be documented by the site supervisor. A student absent for more than 10% of their schedule may forfeit their practicum and may be required to repeat another class term and practicum. Each case will be evaluated independently. Upon satisfactory completion of the practicum and receipt of all original evaluations, the student will be processed as a graduate of the program.

Conduct

Students participating in the practicum program are expected to demonstrate mature and professional behavior suitable for the workplace. They must adhere to standards of conduct appropriate for a professional environment, including punctuality, reliability, and responsible behavior. Students are expected to maintain a professional image, demeanor, and personal hygiene throughout the practicum. Dress code requirements set by the site must be followed, and scrubs should be clean and well-presented. Students are required to comply with all rules and regulations of the practicum site and maintain the student dress code. The practicum site has the authority to remove any student who demonstrates disregard for program or site policies and procedures. Students may face probation, suspension, or termination from TK202 for violating the standards of professional conduct.

Professional Skills Development

The professional skills development component aims to equip students with the necessary knowledge, skills, and experience to succeed in their careers and be competitive in the job market.

This program aims to promote inclusivity and accessibility in education, providing a supportive environment for students. TK202 recognizes the significance of visual and interactive learning materials, as well as personalized support, which can be achieved through accessible communication.

TK202 offers valuable opportunities for students to develop their skills through its training, mentorship, and hands-on experience. The instructors and mentors are proficient in American Sign Language (ASL), which allows them to provide direct and prompt feedback to students coming from a supportive and inclusive pathway. This feedback can help students improve their performance and excel in their roles, ultimately leading to career advancement in this field. TK202 would be the only culinary arts program in the country that is taught entirely in American Sign Language (ASL).

The TK202 program is designed to equip students with the knowledge and practical experience required for various positions within the restaurant industry. Our well-rounded curriculum ensures that students are prepared with the skills necessary to succeed in their roles. The positions are as follows:

- Dishwasher: Responsibilities include cleaning dishes, utensils, and kitchen equipment as well as performing other cleaning tasks in accordance with restaurant regulations.
- Host/Hostess: A host greets and seats restaurant guests, takes reservations, and manages waiting lists. They may also take to-go orders and answer phone calls.
- Server: A server helps guests place orders, recommends meals, generates bills, clears tables, refills drinks, and communicates changes to the kitchen staff.
- Barista: A barista takes orders, prepares drinks, cleans equipment, sells baked goods, and monitors inventory.
- Bartender: Bartenders prepare drinks, verify age, take orders, monitor inventory, serve food, and keep the bar clean.

- Prep Cook: Prep cooks wash and chop ingredients, setup workstations, and partially cook food. They also prepare simple dishes like salads and sides.
- Line Cook: A line cook prepares meals, cuts fruits and vegetables, grills meat, prepares sauces and condiments, and assembles dishes on plates. They must follow recipes and cook according to the chef's specifications.
- Sous Chef: A sous chef assists the executive chef and oversees kitchen operations in their absence. They train team members, maintain food safety standards, and help create menus. Additionally, they can cover for other line cooks when necessary.
- Executive Chef: An executive chef manages the kitchen and employees, creates menu items, maintains cleanliness, handles inventory, establishes protocols, provides training, negotiates contracts, and ensures food safety.
- Restaurant Manager: A restaurant manager oversees daily operations, ensuring staff meet quality standards by monitoring food prep, temperature, scheduling shifts, and ordering supplies. They may also create menus and procedures.
- Catering Coordinator: A Catering Coordinator oversees catering services for a restaurant, including creating menus, selling to clients, scheduling staff, monitoring meal quality, and working with budgets. They also collaborate with marketing to advertise catering services.

The TK202 program provides comprehensive training that covers both technical and competency-based skills. Our program equips individuals with essential hard skills, empowering them to succeed in their careers. The hard skills include:

- Knife skills: Mastering the art of using knives proficiently and efficiently is crucial to achieving perfection in cooking techniques, food preparation, and presentation.
- Food safety and sanitation: Understanding and adherence to proper food safety practices, including personal hygiene, cross-contamination prevention, temperature control, pest control, allergen management, compliance with regulations, and sanitation procedures.
- Kitchen equipment operation: Proper training and familiarity with the operation of kitchen equipment are crucial to ensure food safety and maintain equipment functionality.
- Menu planning and recipe execution: Creating menus, portion control, cost analysis, and achieving desired flavors and presentations.
- Bartending skills: Proficiency in making cocktails and knowledge of different types of alcohol.
- Table setting and presentation: Ensuring proper table presentation by following restaurant standards when setting tables and serving dishes.
- Inventory management: Tracking and managing inventory levels.

Effective communication, teamwork, and positive interactions with customers and colleagues are critical soft skills in the restaurant industry as well as the broader hospitality industry. The main soft skills are as follows:

- Communication: It is crucial for team coordination, receiving feedback, and engaging with customers and suppliers. It plays a pivotal role in ensuring the restaurant runs efficiently.
- Collaboration: It involves working together as a team with chefs, kitchen staff, and front-of-house employees to create a seamless dining experience.

- **Adaptability:** Adapting quickly to changes is crucial in the fast-paced culinary industry, which can be unpredictable due to menu adjustments, ingredient shortages, or unexpected shifts like the COVID-19 pandemic.
- **Problem-solving:** It is a daily activity in the kitchen, including troubleshooting recipes, resolving conflicts, and addressing customer complaints.
- **Stress management:** Stress management is crucial for restaurant staff to maintain focus and composure in a fast-paced environment, especially during peak hours.
- **Customer Service:** Customer satisfaction is crucial in hospitality. Staff should deliver excellent service through quality food, attention to detail, and positive interactions.

Our students have unique perspectives, skills, and contributions that can enhance the cultural fabric of the restaurant industry while promoting diversity and inclusion. Their presence not only benefits individual restaurants but also contributes to a more equitable and inclusive culinary community. TK202 will provide a supportive and culturally affirming environment where students can feel a sense of belonging and pride in their identity. Being surrounded by a signing environment will boost students' self-esteem and confidence, as they feel validated and united in their learning environment. Offering hands-on training in the kitchen allows our instructors to provide valuable assessment and feedback, which is crucial given their understanding of how Deaf Culture can impact interactions in this environment.

Dress Code

Teaching Kitchen 202 (TK202)'s dress code emphasizes professionalism and appropriateness for the culinary industry. It is important for students to adhere to these standards to prepare for future employment opportunities.

The dress code guidelines are as follows:

- Specific attire is required for classes: white tops and black pants.
- Clothing should be clean, neat, well-maintained, and free of obvious logos.
- Avoid shorts and skirts.
- Avoid wearing tops that are too revealing, such as halters, midriffs, spaghetti straps, tube tops, one-shoulder straps, etc.
- Backless, strapless, and overly revealing formal or semi-formal dresses are not permitted.
- Revealing athletic attire is not suitable.
- Hats, skull caps, headgear, and headphones (unless issued by TK202) should not be worn.
- Shirts for all individuals should be covered and/or appropriately buttoned, avoiding the display of a bare chest or abs.
- Wear comfortable, flat, covered shoes.
- Refrain from wearing perfume, cologne, or strong oils and fragrance as some individuals may have an adverse reaction to the scent.

TK202 reserves the right to interpret and enforce the dress code policy based on professional expectations. Failure to comply with the dress code may result in disciplinary action.

Our Student Support and Engagement Policy

Any staff of Teaching Kitchen 202 (TK202) is available to students for private counseling. We value and encourage feedback from our students regarding policies, instruction, and curriculum. If students have any concerns or issues, TK202 staff are readily accessible to address them.

We are dedicated to supporting students throughout their journey at TK202 and celebrating their success when students secure suitable employment. Students' enthusiasm and excitement are shared by our team as they embark on their career path.

At TK202, we recognize that not all students feel equally empowered to seek help. Rather than relying on a traditional 'open door' approach, we practice a culture of *proactive support and intentional engagement*. This means our instructors and staff are committed to regularly checking in, creating safe and affirming spaces, and inviting open dialogue especially for students from historically marginalized communities. We don't wait for you to come to us; we come to you, with respect and care.

STUDENT SERVICES AND VOCATIONAL REHABILITATION

Student Records and Transcripts

Teaching Kitchen 202 (TK202) allows only authorized access to student records in accordance with the Family Educational Rights and Privacy Act of 1974. As part of their orientation, students are informed of TK202's student records policy, which describes their right to inspect and review educational records, defines directory information, and lists officials to whom educational records will be released with prior student permission. Students who wish to review their educational records should reach out to the designated contact person or the TK202 administration.

Performance transcripts are prepared at the scheduled completion dates of each evaluation period when grades and performance progress are formally reviewed for each TK202 student. Copies of the performance transcript are available to students upon request, at no charge. An official transcript will be mailed to students upon meeting the graduation requirements at no charge. TK202 may assess a fee for additional copies of the final transcript. The program reserves the right to deny a student's request for an official transcript if the student has not met their financial obligations to the program.

Drug and Counseling Referral Program

Teaching Kitchen 202 (TK202) is committed to maintaining a drug-free environment for both students and employees. As part of our dedication to fostering a safe and healthy learning and working environment, TK202 provides access to an alcohol and drug abuse prevention program by referring students and staff to local agencies. We distribute literature that highlights the dangers of drugs and alcohol and provide a comprehensive list of public and private organizations that offer professional counseling for drug addiction and rehabilitation. This information is made readily available to students and is reviewed during the orientation process. Student can consult with TK202 administrative staff for further information about this program.

Student Complaint Procedure

Most problems or complaints that students may have with Teaching Kitchen 202 (TK202) or its administration can be resolved through a personal meeting with the TK202 staff. If, however, this action does not bring the situation to a satisfactory resolution, students may submit a written complaint to Teaching Kitchen 202 at chopewellalbert@csd.org The written complaint should include:

1. a description of the problem(s);

2. approximate date(s) when the problem(s) occurred;
3. names of the individual(s) involved in the problem(s) - staff and/or other students;
4. copies of important information related to the problem(s);
5. evidence demonstrating that TK202's complaint procedure was followed prior to this point; and
6. the student's signature.

Students may also schedule an appointment with Dr. Christina Hopewell-Albert by emailing their office, if they prefer not to follow the written complaint procedure. Students who file a written complaint can generally expect to receive a written response within 10 business days.

If a problem arises, students should make every attempt to resolve it through the formal complaint procedure within the institution to find a fair and reasonable solution. Students will not face unfair action and/or treatment from any TK202 official as a result of initiating a complaint.

After exhausting TK202's complaint process without a satisfactory resolution, students may file a complaint with the District of Columbia Higher Education Licensure Commission, located at 1050 First Street, NE, 5th Floor, Washington D.C. 20002.

Vocational Rehabilitation

Teaching Kitchen 202 (TK202) does not maintain a Vocational Rehabilitation Office, however they are staffed with trained administrators to assist individual applicants in completing all necessary documents related vocational rehabilitation. TK202 does not actively participate in the Federal Financial Aid program, which means that students are not eligible for Federal Pell Grants, Stafford Subsidized and Unsubsidized loans, as well as Parent PLUS Loans. If students have any questions or concerns regarding financial aid or vocational rehabilitation, please contact Admin@TK202.org.

Vocational Rehabilitation Funding

In order to maintain their eligibility for vocational rehabilitation funding, students must maintain Satisfactory Performance Progress. Satisfactory Performance Progress is discussed in detail in this catalog. Please refer to this section for requirements.

Student Vocational Rehabilitation Rights and Responsibilities

Students have certain rights and responsibilities regarding financial assistance at Teaching Kitchen 202 (TK202):

Rights

- Students have the right to be informed about the financial assistance available, including details about Vocational Rehabilitation, and how it will be disbursed or applied to their account.
- Students have the right to know the payment schedule, disbursement dates, and the refund policy in the event of withdrawal.
- Students have the right to understand how TK202 determines Satisfactory Performance Progress (SAP) and the consequences if students fail to meet those requirements.
- Students have the right to receive comprehensive information about loan repayment terms, including typical repayment schedules.

Responsibilities

- It is students' responsibility to accurately and timely complete the Application for vocational rehabilitation funding and submit it to the appropriate office.
- Students must provide complete and accurate information and submit any requested documentation, corrections, or new information to the Vocational Rehabilitation Office or relevant agency.
- Inform TK202 of any changes in students' information, such as name or address, since the initial application for vocational rehabilitation.
- Read and understand all forms students are asked to sign and keep copies of their records.
- Attend any mandatory loan entrance and exit interview sessions.
- Repay student loans according to the agreed-upon terms.
- Maintain Satisfactory Performance Progress (SAP) to remain eligible for vocational rehabilitation.

Tuition Payment Methods

Teaching Kitchen 202 (TK202) accepts various forms of payment for tuition, books, and other fees. The accepted payment methods include cash, major credit cards, personal or company checks. This includes working with Vocational Rehabilitation (VR) programs to facilitate payment for eligible students.

TK202 also offers the flexibility of individual payment plans, which can be arranged on a case-by-case basis to accommodate students' needs. These plans allow for a more personalized payment schedule that aligns with the student's financial situation.

It is important to note that all outstanding student account balances remain the responsibility of the student and must be paid in full upon graduation or termination. Failure to fulfill the agreed-upon payment terms may result in the termination of a student's enrollment at TK202. In such cases, the account may be submitted to a collection agency for further processing.

Withdrawal

Official Withdrawal

To officially withdraw from Teaching Kitchen 202 (TK202), a student must provide formal notification of their intent to withdraw. This can be done by contacting the TK202 administration or designated contact person and completing the withdrawal form. It is recommended that the student personally submit the completed withdrawal form. If an in-person submission is not possible, students should request a withdrawal form and submit the completed form via email. Students who initially notify the TK202 administration or designated contact person verbally will be required to confirm the withdrawal in writing. The withdrawal date will be considered as the last date of attendance at program related activity. When a student officially withdraws from TK202 before the end of the term/course, grades of (W) will be recorded for all courses.

Unofficial Withdrawal

If a student decides to leave TK202 without completing the official withdrawal process, they will be considered as having unofficially withdrawn. The withdrawal date will be determined as the last date of

attendance at program related activity. An unofficial withdrawal may result in the recording of failing grades for the term/course.

Institutional Tuition Cancellation and Refund Policies

The terms and obligations related to tuition and cancellation are only binding once the applicant has been accepted for admission to Teaching Kitchen 202 (TK202).

Cancellation Policy

1. If the applicant is not accepted by TK202, all monies received will be refunded.
2. If the applicant requests cancellation of enrollment within three business days (72 hours - until midnight of the third day excluding Saturdays, Sundays, and legal holidays) of signing the enrollment agreement and prior to the first class session, TK202 will make a full refund of any portion of tuition or fees collected, except application fee.
3. If the applicant requests cancellation of enrollment after three business days but prior to the first class session, TK202 reserves the right to retain the registration fee not to exceed \$50.
4. Refunds due to the student's cancellation of enrollment or TK202's denial of admission will be made within thirty (30) days of the date of notification.

Following official enrollment, termination of a student's enrollment can be initiated by either the student or by Teaching Kitchen 202 (TK202). TK202 may terminate a student's enrollment for the following reasons:

- Failure to attend classes for 6 consecutive calendar days.
- Failure to meet minimum standards of performance progress.
- Failure to meet TK202's minimum conduct standards.
- Failure to fulfill financial obligations according to a written binding agreement with TK202.

Tuition Refund Policy

Students who begin training and then withdraw will be subject to the following refund policy:

1. Refund computations will be based on the scheduled program/course time of classes through the last documented day of a program related activity. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled classes.
2. The effective date of termination for refund purposes will be the student's last date of attendance.
3. If tuition and fees are collected in advance of the program/course start date, and if after the expiration of the 72 hours cancellation privilege, the student does not enter school, not more than \$50 in non-refundable enrollment or registration fees will be retained by TK202.
4. If the student begins instruction in a program/course of study and withdraws or their instruction is discontinued for any reason, TK202 may retain not more than \$50 in non-refundable enrollment or registration fees.
5. If the student begins instruction in a program/course of study and withdraws or their instruction is discontinued for any reason prior to the completion of sixty percent (60%) of the scheduled program/course, a pro-rata portion of tuition collected will be refunded. The prorated amount of refundable tuition shall be determined by the ratio of weeks completed to the total number of weeks in the scheduled program/course, rounded to the nearest 10%. Any portion of a week in attendance is considered a full week of attendance for this purpose. Withdrawal after completion

of 60% of the scheduled program/course will obligate the student for the entire amount of tuition. In all cases, refunds will be calculated based on the student's last date of attendance.

6. If a refund is due, it will be made within 30 days of receipt of written notification from the student or applicant or within 30 days from the date TK202 terminates the student. Refunds, when due, will be made without requiring a request from the student. Books and other materials issued for courses already taken are the property of the student. No additional books or materials will be issued after withdrawal.
7. Students enrolled in programs longer than 15 weeks and have a financial obligation longer than 15 weeks will be released from the obligation to pay beyond the 12 months if the student withdraws during the fifteen weeks.
8. The calculation for the refund of any unused portion of the first 15 weeks will be based on the procedures as outlined above in "Item 5".
9. If the student withdraws during any subsequent period following the first 15 weeks, the student's refund for the unused portion of the tuition applicable to the period of withdrawal will be based on the procedures as outlined above in "Item 5".

Changes to Course Content and Materials

At Teaching Kitchen 202 (TK202), we are committed to providing our students with the most relevant and current educational content. To this end, we reserve the right to make necessary modifications to course content, materials, and textbooks. All such changes will be communicated to students both in person and via our dedicated learning platform, Canvas, which features a push announcement system for timely updates. These adjustments are made with the aim of enhancing the educational experience, without imposing any additional charges on currently enrolled students.

Access to Digital Course Materials

Digital materials essential for coursework are accessible through Canvas, ensuring that students can readily obtain and interact with their required resources. While there are no restrictions on downloading these materials for personal study, limitations imposed by content partners, such as the DC Public Library, may apply. In the event of updates to digital course materials, TK202 will provide the revised materials directly on Canvas. Students will be notified of these updates and will have the opportunity to download the new materials for their use, ensuring they have access to the most up-to-date resources for their studies.

Refunds for Books and Materials

Once distributed, books and other physical materials become the property of the student. TK202 does not accept returns of these items and does not offer refunds once they have been received by students. This policy also extends to digital course materials; as such materials are provided via Canvas without additional charges, no refunds will be issued for these digital resources.

Support and Resources

To further support our students in adapting to changes in course content and materials, TK202 offers access to a variety of online resources and libraries, including courses available through CSD Learns. For more information about these additional educational opportunities, students are encouraged to visit csdlearns.com. Through these platforms, TK202 aims to provide comprehensive support and resources, ensuring students have the tools they need to succeed in their culinary education.

Non-Immigrant Students

Applicants are responsible for ensuring that their participation complies with their visa status and any applicable immigration laws in the United States. This institution does not provide visa sponsorship or legal advice regarding immigration matters. Prospective students should consult an immigration attorney or relevant authorities for guidance on their specific circumstances.

ONSITE POLICIES AND SUPPORT

Crime Reporting

Any student who witnesses or is the victim of a criminal act should immediately report the incident to the appropriate security personnel and a member of the Teaching Kitchen 202 staff. We prioritize the safety and well-being of our students, and prompt reporting helps us maintain a secure environment.

Inclement Weather/Emergency

In cases of inclement weather or emergencies, decisions regarding school closings or delays will be made by Dr. Christina Hopewell-Albert. In cases of inclement weather or emergencies that may result in school closings or delays, Teaching Kitchen 202 (TK202) will notify students through multiple channels. Announcements will be sent via email to all students, providing information about the closure or delay. Students can also contact us by email at Admin@TK202.org for further information and updates.

Extended Learning

At Teaching Kitchen 202 (TK202), we are committed to providing a long-lasting educational experience for our students. As part of our commitment, graduates who successfully complete their curriculum by their enrolled graduation date are invited to refresh their completed courses for up to one year from the graduation date. This complimentary access to review applies specifically to TK202 graduates and the courses and software versions reflected on their Enrollment Agreement that were successfully completed during their enrollment.

CSD Works and Teaching Kitchen 202 (TK202)

CSD Works

All students who attend TK202's certificate program are offered the opportunity to participate in the CSD Works Program and to utilize the resources of the department. In addition to the services provided by the department, students are expected to be active participants in the job search process and to work alongside a CSD Works staff member in their search for employment. While placement assistance is always available, TK202 cannot guarantee employment to any student.

CSD Works assistance usually begins after the student has completed all courses, obtained all mini-certificates, and attended the following workshops: Effective Written Communications, Interviewing Skills, and Building a Powerful Resume. At this time, students have the opportunity to meet one-on-one with a CSD Works staff member to receive counseling and assistance in preparing a resume, developing

effective interview skills, and implementing a successful job search strategy. The expansion of such skills increases the students' chances of moving into a position of more responsibility and prestige as they progress in their career.

In addition to individual career counseling, students are required to participate in informational and interactive Employment Skills Workshops. These seminars deal with topics such as cover letters, resume writing, interviewing techniques, how to target specific employers, internet searches, and job-hunting record keeping. Finally, to ensure that students are prepared to meet with employers, they can request a mock interview session with a CSD Works staff member. During this time, students are able to practice the interviewing process in a simulated environment. Any questions concerning CSD Works Program can be directed to a CSD Works staff member.

TK202 Student Services

Student Services at TK202 provides support services to students who need tutoring, referral to community services, and other related activities. From 8:00 AM until 4:00 PM, a representative is available to meet and/or speak with students. TK202 Student Services also oversees school-related activities that include Student Surveys from students. The surveys are used to solicit feedback from students and are reviewed at staff and Advisory Board meetings. Social media and other electronic venues are also used to communicate with students, including emails, Facebook, Instagram, Google Mail, and other forms of video conferencing. The TK202 community has a chance to evaluate and improve the curriculum and review school policies at the Annual Managers' Meetings.

Completion and Placement Rates

As a new program, Teaching Kitchen 202 (TK202) does not have historical completion and placement rates at this time. Since TK202's inception, we are dedicated to tracking and reporting accurate completion and placement data for our students. We are committed to providing transparent information about the success of our graduates and will update the completion and placement rates once sufficient data becomes available.

Annual Security Report

Teaching Kitchen 202 (TK202) is committed to providing a safe and secure environment to students, instructors, staff, and all members of the TK202 community. In October 2025, TK202 will publish its Annual Security Report online at: www.TK202.org that contains up-to-date information regarding campus safety and security.

The report includes statistics on reported crimes, if any, that occurred at TK202 and on public property within or immediately adjacent to and accessible from restaurants during the specified reporting period. It also provides important information regarding restaurant security and personal safety, crime prevention and awareness programming, disciplinary policies, emergency notification and response procedures, as well as other relevant safety measures in place.

At TK202, we continuously strive to enhance our security measures and promote a safe learning environment. We encourage all members of the TK202 community to review the Annual Security Report, familiarize themselves with the safety resources and procedures, and actively participate in maintaining a secure campus.

For any additional inquiries or to request a paper copy of the report, please contact us at Admin@TK202.org.

Transportation & Parking

Parking: Gallaudet University provides parking spaces for students, faculty, and administrative parking. All individuals who park on campus are required to pay the established parking fee. Parking for regularly-employed faculty, teachers, and staff and for full- or part-time students is allocated in zones designated as faculty/staff (including teachers) parking and as student parking. Zone parking is in effect Monday through Friday, from 7:30 a.m. to 3 p.m. Gallaudet University's Department of Public Safety (DPS) may announce a temporary lifting of zone restrictions at various times of the year.

Gallaudet Parking Permits and Vehicle Registration: Parking Permits must be displayed at all times while on campus. Permits are for the exclusive use of the registrant; they may not be sold, exchanged, or loaned. Parking fees are not refundable. Parking registration will not be provided unless all outstanding traffic/parking citations have been paid. Registration is not necessary for vehicles that are not required to have state license plates. Theft or unauthorized use of a Gallaudet parking permit will result in having parking privileges revoked.

Vehicle Registration Forms may be obtained at DPS located on the ground floor of Carlin Hall. Students will be required to provide the following information for registering their vehicle at the time of application:

- Registrant's name, local and home address, and telephone number;
- Registrant's driver's license number and expiration date;
- Vehicle identification number and owner's name and address;
- Vehicle identification information (e.g., color, make);
- Employment information (for employees).

Faculty, teachers, staff, and students (full or part-time, full or partial year) must register their vehicle, including motorcycles, with the Department of Public Safety to operate or park a motor vehicle on campus. Parking fees are as follows:

Parking Registration Type	Fee
Faculty, teachers, and staff (permanent status only) per year	\$156
Students – One semester (Fall or Spring)	\$54
Students – Two semesters (Fall and Spring)	\$108
Summer Semester	\$40

For persons married to a person that is required to live on campus, the parking fee will be dependent on their spouses' role. For example, if their spouse is a staff member, they'd pay the staff rate.

Students are required to register their vehicles at the beginning of the fall, spring, and summer semesters, or they may obtain a two semester (fall and spring) or two semesters plus summer permit.

Faculty, teachers, and staff are required to apply for a parking permit at the time of employment. Renewals to update registration information occur periodically. A vehicle brought to campus during the year must be registered immediately.

Registrants must inform DPS within seven days of any change from the original application, e.g., a new vehicle or a change from student to staff status.

For permits and additional, important information, visit their website at: <https://gallaudet.edu/public-safety/parking-and-traffic-information/>

Metro: The closest Metro station to Gallaudet University is the NoMa–Gallaudet U. This station is an elevated, island platformed station on the Washington Metropolitan Area Transit Authority's (WMATA) Metro system. It serves the Red Line and is situated between Union Station and Rhode Island Avenue–Brentwood stations. Please check their website for their schedule: <https://www.wmata.com/schedules/next-arrival/>

Bus: The closest bus lines to Gallaudet University are the 90 and 92 bus lines, which have a stop right in front of the campus's main entrance. The university also offers a free shuttle bus to Union Station. Please check the Washington Metropolitan Area Transit Authority website for the updated schedule: <https://buseta.wmata.com/m/index?q=X9>

Bicycle: DC is also known for its bicycle friendly paths. A Capital Bikeshare DC rack is mounted in front of Gallaudet University. Students can download the app to rent a bike. <https://capitalbikeshare.com/>

PROGRAM OVERVIEW

Program Description

Teaching Kitchen 202 is an immersive culinary and hospitality training program designed to equip aspiring professionals with the skills, knowledge, and ethics required for success in the industry. Combining rigorous instructional content with extensive hands-on practice, this program offers participants a deep dive into the culinary arts, complemented by a solid foundation in restaurant management and operational excellence.

Duration and Structure

The program is structured into three 15-week cohorts offered throughout the year, providing 255 clock hours divided between instructional learning and practical lab work, followed by a 400-hour practicum. This comprehensive approach ensures graduates are not only proficient in culinary techniques but also well-versed in the nuances of hospitality management. Each course is to be taken consecutively.

Course Code	Course Name	Topic	Instructional Hours	Lab Hours	Total Hours
TK200	ServSafe® Food Handler		15	36	51
TK103	Understanding Unconscious Bias in Restaurants		1.5	15.5	17

TK104	Sexual Harassment Prevention		1.5	15.5	17
TK202	Restaurant Professional Program	Front-of-the-House Service & Communication	3	14	17
TK203		Front-of-the-House Basic Operations	2.25	14.75	17
TK204		Back-of-the-House Pre-Production	3	14	17
TK205		Back-of-the-House Production	2.25	14.75	17
TK206		Basic Business Operations	2.25	14.75	17
TK301	ServSafe® Alcohol		1.5	15.5	17
TK302	ServSafe® Allergens		3	14	17
TK303	ServSafe® Allergens Essentials		1.5	15.5	17
	ServSafe Examination Preparation		22.75	11.25	17
		Total Hours	59.5	195.5	255

Each course will have an exam that will be given at the end for students to demonstrate comprehension and mastery on the topic area.

Practicum Overview:

The inclusion of 400 practicum hours in our program is intentional, as it offers students valuable hands-on experience to apply their learning in real world culinary settings. These hours can be fulfilled either through self-arranged practicums or ideally through placements within our network of partner restaurants and organizations. While our goal is to place every student within our partner network, we understand that not all students may follow the same path. In such cases, students may complete their practicum hours in approved alternative settings that align with our program's learning objectives. These could include local restaurants, catering companies, community kitchens, or other culinary spaces.

All placements, whether through our network or externally sourced, are vetted to ensure they offer meaningful, skills-based experience and proper supervision. To ensure successful placement within our partner network, we work closely with CSD Works, which provides dedicated support in identifying and coordinating practicum opportunities based on each student's location, interests, and career goals. This collaborative approach allows us to maintain flexibility while ensuring that each student receives the professional exposure and mentorship needed to thrive. Ultimately, our priority is that every student completes their practicum in an environment that fosters skill development, confidence, and a pathway toward employment.

Eligibility & Timing

Students become eligible to begin their practicum after successfully completing the 15-week instructional portion of the program and demonstrating readiness through coursework and instructor evaluation. The

practicum is a separate phase of the program, during which students complete 400 hours of hands-on experience in an approved culinary setting. These hours must be completed in full in order to receive the certificate of completion.

Or

If some practicum activities are allowed to begin during the instructional phase:

Students may begin their practicum during the instructional portion of the program if they have demonstrated sufficient readiness and secured an approved placement. However, most students will begin their practicum after completing the 15-week core curriculum. In all cases, students must complete a total of 400 supervised practicum hours to receive their certificate of completion.

This table outlines the specific instructional and lab hours allocated to each component of the Teaching Kitchen 202 program.

Course Descriptions

ServSafe® Food Handler (15 Instructional Hours + 36 Lab Hours)

Description: Introduction to fundamental food safety practices essential for all food service employees.

Learning Objectives:

- Understand the importance of personal hygiene in food safety.
- Learn cross-contamination prevention techniques.
- Grasp the basics of time and temperature control.

Understanding Unconscious Bias in Restaurants (1.5 Instructional Hours + 15.5 Lab Hours)

Description: Explore the impact of unconscious biases in the restaurant setting and strategies for creating an inclusive environment.

Learning Objectives:

- Identify types of unconscious bias and their effects on customer service.
- Develop strategies for minimizing bias and promoting inclusivity.

Sexual Harassment Prevention (1.5 Instructional Hours + 15.5 Lab Hours)

Description: Training on identifying, preventing, and responding to sexual harassment in the workplace.

Learning Objectives:

- Understand legal responsibilities regarding workplace harassment.
- Learn how to create and maintain a safe and respectful work environment.

Restaurant Professional Program*

Front-of-the-House Service & Communication (3 Instructional Hours + 14 Lab Hours)

Description: Mastering customer service and communication skills crucial for front-of-the-house staff.

Learning Objectives:

- Enhance verbal and non-verbal communication skills.

- Understand the role of teamwork in providing excellent service.

Front-of-the-House Basic Operations (2.25 Instructional Hours + 14.75 Lab Hours)

Description: Fundamentals of front-of-the-house operations including service styles, order taking, and payment processing.

Learning Objectives:

- Learn different service positions and their responsibilities.
- Master the process of taking reservations, orders, and handling payments.

Back-of-the-House Pre-Production (3 Instructional Hours + 14 Lab Hours)

Description: Introduction to kitchen roles, ingredient preparation, and safety protocols.

Learning Objectives:

- Identify kitchen roles and the importance of preparation.
- Understand food storage and safety practices.

Back-of-the-House Production (2.25 Instructional Hours + 14.75 Lab Hours)

Description: Exploring cooking methods, teamwork in the kitchen, and plating techniques.

Learning Objectives:

- Learn various cooking methods and their appropriate applications.
- Practice plating and presentation skills.

Basic Business Operations (2.25 Instructional Hours + 14.75 Lab Hours)

Description: Understanding the fundamentals of restaurant business operations including cost control and marketing.

Learning Objectives:

- Grasp the basics of cost control and profitability.
- Develop an understanding of marketing in the hospitality industry.

ServSafe® Alcohol (1.5 Instructional Hours + 15.5 Lab Hours)

Description: Training on responsible alcohol service, including recognizing intoxication and handling difficult situations.

Learning Objectives:

- Understand the laws and responsibilities related to alcohol service.
- Learn techniques for serving alcohol responsibly.

ServSafe® Allergens (3 Instructional Hours + 14 Lab Hours)

Description: Focus on managing food allergens within the restaurant to ensure guest safety.

Learning Objectives:

- Identify common food allergens and their management.
- Develop strategies for allergen communication and emergency response.

ServSafe® Allergens Essentials (1.5 Instructional Hours + 15.5 Lab Hours)

Description: Advanced training on allergen management in the restaurant setting.

Learning Objectives:

- Deepen understanding of kitchen practices to prevent cross-contact.
- Enhance communication strategies with staff and guests regarding allergens.

ServSafe Examination Preparation (22.75 Instructional Hours + 11.25 Lab Hours)

Description: Focused preparation for the ServSafe examinations with an emphasis on review sessions, practice tests, and exam strategies.

Learning Objectives:

- Master the content areas covered by the ServSafe examinations.
- Develop effective test-taking strategies.

Clock Hours and Credits

- Total Clock Hours: 655 hours (255 instructional and lab, 400 practicum).
- Course Credit Count: 31.725 credit hours (5.95 instructional, 9.775 lab, 16 practicum). *

* Performance progress in TK202 is measured in quarter credit hours, and the credit values are determined based on specific ratios of clock hours to quarter credit hours. For lectures, the ratio is [10:1], for labs it is [20:1], and for work-based activities it is [25:1]. These ratios comply with the standards set by both the Council on Occupational Education (COE) and the Education Licensure Commission (ELC).

Availability

Seasons Offered: Spring, Summer, and Fall.

Teaching Kitchen 202 prepares students for a successful career in the culinary world, emphasizing ethical practices, technical skills, and a profound understanding of the hospitality industry.

Non-Credit Remedial Courses

American Sign Language / Skill based		Course Hours	Quarter Credit Hours*
ASL I - OL	American Sign Language 1	10	1.5
ASL II -OL	American Sign Language 2	20	2
ASL III - OL	American Sign Language 3	20	2
ASL IV - OL	American Sign Language 4	20	2

Course Descriptions

Learning American Sign Language 1

In this introductory American Sign Language (ASL) course, students will embark on the foundational journey of learning ASL and understanding Deaf culture. The curriculum covers essential topics such as basic sign vocabulary, introducing oneself, and sharing personal experiences. Students will also gain proficiency in asking questions and discussing topics related to work and daily life. A special focus is

placed on developing an appreciation and understanding of the Deaf community and its cultural nuances. This course serves as an introduction, equipping students with the fundamental skills to communicate effectively and express themselves in ASL.

*Ideal for beginners

Learning American Sign Language 2

In this Level 2 American Sign Language (ASL) course, students will continue to build upon the foundational skills acquired in our introductory course. The course offers a comprehensive review of basic sign vocabulary, introductions, and personal sharing, while introducing new topics such as discussing where students live, leisure activities, and expressing opinions. Students will explore more advanced linguistic features like agreement verbs and will learn practical skills such as making requests, giving directions, and navigating job application processes. Additional emphasis will be placed on deepening students' understanding and appreciation of Deaf culture. This course aims to further equip students with the skills needed for nuanced communication and cultural competence in ASL.

Learning American Sign Language 3

Building on the skills and knowledge acquired in ASL 1 and 2, ASL 3 elevates learners' proficiency in American Sign Language through immersive exploration of complex conversational topics and cultural nuances. This course enriches students' vocabulary and understanding of intricate grammatical structures, enabling them to articulate more detailed narratives, discuss abstract concepts, and engage in extended discussions on various aspects of Deaf culture. Emphasis is placed on interactive communication, promoting fluency in expressing ideas, emotions, and opinions with confidence. ASL 3 aims to deepen learners' appreciation of Deaf culture while enhancing their ability to communicate effectively in ASL within diverse contexts.

Learning American Sign Language 4

ASL 4, the pinnacle of our American Sign Language series, challenges students to master advanced ASL and delve into specialized topics that demand a high level of linguistic and cultural understanding. This course offers an in-depth study of nuanced expressions, complex sentence structures, and specialized vocabulary, facilitating sophisticated dialogues, persuasive storytelling, and comprehensive discussions on contemporary issues. Through engaging lessons on topics such as home renovations, financial decisions, and civic engagement, students will refine their ASL skills to achieve a near-native fluency, preparing them for advanced interactions within the Deaf community and beyond. ASL 4 is dedicated to fostering an expert level of ASL competence and a profound connection to Deaf culture.

TUITION AND ORGANIZATION

Tuition and Fees

Teaching Kitchen 202 (TK202) charges student tuition for the program based on the individual session. The full cost of the TK202 program is listed on the enrollment agreement, and charges are broken down on the student ledger card by the session. Each session corresponds to a specific period, such as fall, spring, or summer.

Teaching Kitchen 202 – [session]	Payment Period	Number of Weeks in Payment Period
----------------------------------	----------------	-----------------------------------

Fall	TK202 Certificate – 15 weeks	PP1, PP2	3, 8
Spring	TK202 Certificate – 15 weeks	PP1, PP2	3, 8
Summer	TK202 Certificate – 15 weeks	PP1, PP2	3, 8

Please note that the tuition charges for TK202 for each session will not include registration fee and technology fee. The tuition fees will appear in the student ledger in week 3 and week 8.

The registration fee covers administrative costs associated with enrolling in the program. The technology fee grants students access to online resources, e-reference libraries, technical devices and other digital materials that enhance their learning experience in TK202. These charges will appear on the student ledger card prior to each session start date.

Program	Clock Hours	Quarter Credit Hours	Tuition	Registration Fee	Technology Fee	Total Tuition/Fees
Program Name Teaching Kitchen 202	655	31.725	\$10,695.00	\$50.00	\$1,105.00	\$11,850.00

**NOTE: Costs for certification testing are included in the tuition charges.*

Based on the program, students will be charged a \$1,105.00 technology fee. This fee is nonrefundable once the student starts program. The technology fee includes an online account, access to e-Reference Library, personal technology device, and other online resources.



Department Name or Role Category	Name of Position Holder
Chief Executive Officer	Christopher B. Soukup
Chief Financial Officer	Thomas Means
Chief Legal Officer	Maria Wilson
Human Resources	Eric Lima-Gomez
Legal & Compliance	Robert Seibert
Finance	Yan Liu Mark Montalette
Technology	Topher Myers
Marketing	Molly Miller Drew Warren Jeff Dobbins
Chief School Officer	Christina Hopewell-Albert, Ed.D.
Academic	Genelle Sanders, Ph.D.
Employment Services	Liann Osborne, Ed.D.
Accessibility	Jonathan Ferrer
Instructors	Vernon McNece Meagan Starks

Staff Credentials

Administration

Name	Position	Education	Experience
Soukup, Christopher B.	Chief Executive Officer	B.S. Business Administration	25 years Non-Profit Organization Leadership
Wilson, Maria	Chief Legal Officer	Juris Doctorate B.A., English	14 years Practicing Attorney 5 years Leadership
Means, Thomas	Chief Financial Officer	M.A., Professional Accounting B.S., Business Administration	18+ years Active CPA 10+ years Auditing Experience 5 years Leadership
Hopewell-Albert, Christina, Ed.D.	Chief School Officer and Vice President of Program Impact	Ed.D., Education; M.A., Linguistics, B.A., Linguistics/Deaf Studies	20+ years Teaching Experience, 11 years Education, 5 years Leadership
Siebert, Robert	Vice President of Contracts and Compliance	Master of Public Administration B.S., Business Administration	2-years Certified Compliance and Ethics Professional, 3+ years leadership
Sanders, Genelle, Ph.D.	Director of Learns and Development	Ph.D. Communications; MBA Management; M.A., Communications and Media; B.A., English/Rhetoric	13 years Teaching Experience, 7+ years Communications 6 years Leadership
Osborne, Liann, Ed.D	Director of Employment Services	Ed.D., Educational Leadership for Social Justice; M.S., Marriage and Family Therapy; M.A., Rehabilitation Counseling; B.A., Humanities	20+ years Employment Services, 13+ Teaching Experience, 15+ Leadership

Instructors

Name	Position	Education	Experience
McNece, Vernon	Instructor	M.S., Career & Technical Education and Leadership B.A.S., Culinary Science and Food Service Management B.S., Food & Nutrition in Business & Industry A.A.S., Culinary Arts: Chef Training and &	7+ years teaching experience 10+ years Professional Leadership

		Baking/Pastry Specialization	
Sparks, Meagan	Instructor	B.S., Graphic Design A.A., Graphic Design	7+ years in Restaurant Leadership, 2+ years in Teaching experience

Appendix A: TK202 Enrollment Agreement



ENROLLMENT AGREEMENT

Teaching Kitchen 202
202-921-1609 (Videophone)
www.TK202.org

Student Name: _____

Present Address: _____

Permanent Address: _____

Telephone (home): _____ (work) _____

(Cell) _____ Date of Birth: _____

Student I.D. No.: _____

E-mail: _____

PROGRAM INFORMATION:

Program: _____ Start Date: _____

Program Length: _____ (Specified in clock hours)

TUITION:

The total cost for the _____ program:

Tuition: \$ 10,695

Administration/Application Fee \$ 50.00

Technology Fee \$ 1,105.00

Total Program Costs \$11,850.00

Student Initial _____

TUITION PAYMENTS:

1. An initial payment of **\$50** is required at time of completing the enrollment agreement. The application fee is non- refundable.

2. A non-refundable payment of **\$1,105 (technology fee)** is due along with tuition. Tuition payment options are below.

3. Tuition payment options:

Option A: 50% of the tuition fee and technology fee in the amount of **\$5,900** is due no later than the **3rd week of the 15-week session**. 50% of the remaining tuition fee and technology fee in the amount of **\$5,900** is due no later than the **8th week of the 15-week session**. The tuition fee is payable by cash, check or credit card.

Option B: A down payment of **\$3,540 (30% of total tuition fee + technology fee)** is due **3** weeks prior to session start date, with the balance to be paid in **2** installments in the amounts of **\$4,130 each**. Tuition to be paid in full by the week 8 of the program.

4. These options are available to all students.

CANCELLATION AND REFUND POLICY:

If for any reason an applicant is not accepted by the school, the applicant is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid, except the application fee. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% tuition fee refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, minus the registration fee of \$50.

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
 - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Program Coordinator or to Admin@TK202.org. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
 - C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 6 days.
 - D. All refunds will be issued within 30 days of the determination of the withdrawal date.

2. Tuition charges/refunds:

- A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, minus the registration fee of \$50.
- B. After the commencement of classes, the tuition refund, minus the registration fee of \$50 **will** be determined as follows:

Student initial _____

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Holder in Due Course Statement:

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

THE STUDENT UNDERSTANDS:

1. The School may accept credit for previous education, training, work experience (experimental learning), or CLEP.
2. The School does not guarantee job placement to graduates upon program/course completion or upon graduation.
3. The School reserves the right to reschedule the program start date when the number of students scheduled is too small.
4. The School will not be responsible for any statement of policy or procedure that does not appear in the School catalog.
5. The School reserves the right to discontinue the student's training for unsatisfactory progress, nonpayment of tuition or failure to abide by School rules

6. Information concerning other Schools that may accept the School's credits toward their programs can be obtained by contacting the office of the Chief School Officer. It should not be assumed that any programs described in the School catalog could be transferred to another institution. The School does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.
7. This document does not constitute a binding agreement until accepted in writing by all parties.

Student initial _____

STUDENT ACKNOWLEDGEMENTS:

1. I hereby acknowledge receipt of the School's catalog dated _____, which contains information describing programs offered, and equipment/supplies provided. The School's _____ catalog is included as a part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.

_____ Student initials

2. Also, I have carefully read and received an exact copy of this enrollment agreement.

_____ Student initials

3. I understand that the School may terminate my enrollment if I fail to comply with attendance, academic and financial requirement or if I disrupt the normal activities of the School. While enrolled in the School. I understand that I must maintain Satisfactory Academic Progress as described in the School catalog and that my financial obligation to the School must be paid in full before a certificate may be awarded.

_____ Student initials

4. I also understand that this institution does not guarantee job placement to graduates upon program/course completion or upon graduation.

_____ Student's initials

CONTRACT ACCEPTANCE:

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by "*insert your school name here*".

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Signed this _____ day of _____ 20____

Signature of Student

Date

Signature of School Official

Date

Representative's certification: I hereby certify that _____ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

By: _____ Date: _____

Student initial _____

Appendix B: TK202 Integrity Guidelines



Teaching Kitchen 202 Integrity Guidelines

Introduction

At Teaching Kitchen 202 (TK202), we are committed to fostering a culture of integrity and professionalism. These guidelines are designed to uphold the highest standards of honesty among our students, ensuring a fair, respectful, and ethical learning environment.

Scope

These guidelines apply to all students enrolled in TK202, encompassing all aspects of work, including theoretical studies, practical lab work, examinations, and any other assignments.

Principles of Integrity

1. **Honesty:** All work submitted must be the student's own and accurately represent their efforts.
2. **Trust:** Students are expected to complete their work in a manner that is honest and trustworthy.
3. **Fairness:** Students must respect the principles of fairness, including adherence to established rules and guidelines.
4. **Respect:** All members of the TK202 community should show respect for one another's work and intellectual property.
5. **Responsibility:** Students are responsible for their actions and are expected to report any instances of dishonesty they observe.

Prohibited Behaviors

Cheating: Using unauthorized materials or receiving unauthorized assistance during examinations or in completing assignments.

Plagiarism: Submitting someone else's work as their own, without proper attribution.

Misrepresentation: Falsifying or inventing any information or citation in exercises.

Unauthorized Collaboration: Collaborating on projects or assignments without explicit permission from the instructor.

Reporting Mechanisms

Students and faculty are encouraged to report any suspected instances of dishonesty confidentially to the program administrators, ensuring that TK202 maintains its commitment to ethical excellence.

Conclusion

Adhering to these guidelines is essential for the integrity of students' educational journey and their future professional career. We at TK202 are dedicated to supporting students in this endeavor, providing the tools and resources necessary to succeed with integrity.