



# Institutional Catalog

## 2011-2012

San Juan Main Campus  
Mayagüez Branch Campus

[www.escuelahotelera.com](http://www.escuelahotelera.com)

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This catalog is current at its date of publication. Due to constant changes in the educational field, the school reserves the right to make reasonable modifications to program content, materials, schedules, costs and others, as necessary.

## MESSAGE FROM THE PRESIDENT

Dear Student:

Welcome to Escuela Hotelera de San Juan, a prestigious institution where you will acquire the knowledge and practical skills you need to succeed in the hotel industry.

Our institution promotes excellence through learning experiences suited for the job market, both in Puerto Rico and abroad. We provide quality educational services in accordance with three accreditations for Culinary Arts Programs, and International Bakery and Pastry, in comfortable and safe facilities tempered to the hotel industry. Our competent faculty and administrative staff are committed to give a personalized services to our students.

Escuela Hotelera de San Juan dedicates all its efforts to the search and promotion of excellence through four fundamental values: integrity, honesty, discipline, and enthusiasm, reason why so many of our graduates are an honor to our institution.

We congratulate you for accepting the challenge to begin taking advantage of this wonderful learning experience.

Good luck!

Sylvia Cestero León  
President

## GENERAL INFORMATION

Escuela Hotelera de San Juan services our community through occupational, technical, and highly skilled education, so that its graduates may efficiently and successfully make their way in the world of employment. We encourage our students to develop their fullest potential and creativity.

### Brief History

Escuela Hotelera de San Juan was founded upon the vision and initiative of Mrs. Sylvia Cestero León, who sought to create a prestigious training center in Puerto Rico with programs related to the hotel industry. Originally, it was a part of the Sylvia Cestero de Toyos Vocational Lyceum, a vocational and technical institution with over twenty years of service. Escuela Hotelera de San Juan grew and developed into an autonomous institution located on Mayagüez Street, with classrooms on Barbosa Avenue and 65th Infantry Avenue until year 2003, when it moved to its new facilities at 229 Guayama Street in Hato Rey.

For over a decade after its creation, Escuela Hotelera de San Juan has had a significant impact on the local hotel industry and the general community. This is shown by the uncountable activities it promotes the presence of former students in prestigious professional scenarios.

In August 2009, Escuela Hotelera de San Juan inaugurated its Mayagüez Campus, located at Road 114, Km. 0.4. Western Industrial Park, Guanajibo,, Mayagüez, Puerto Rico. This campus offers modern facilities to potential students seeking to fulfill a career as Specialist in Culinary Arts, International Bakery and Pastry.

### Educational Philosophy

Escuela Hotelera de San Juan considers education to be a continuous integral process, which can be undertaken at any stage in a human being's life. It grounds its educational philosophy on constructivism; a theory through which people may discover and construct knowledge by means of formal and informal education. It searches for the meaning of the educational experience that humans are exposed.

This institution sees education as an ongoing process whereby students incorporate their life experiences into their educational experiences. This process will allow them to fulfill their goals and develop the satisfaction of achievement.

This constructivist philosophy is our beacon, and we seek to integrate it in all the activities that take place in our educational community. We make our faculty, students, and personnel aware of this framework through orientations and displays in our publications and bulletin boards. We want everyone to be clear, from the beginning, on our mission, our school philosophy, and our goals and objectives.

Our philosophy is very closely related to the school's mission. The most meaningful examples and proof thereof are the students who have joined the country's work force and have become useful citizens and responsible employees. Another noteworthy example of this relationship is our institutional participation in real-work scenarios, either through culinary competitions in which our students participate or during their externship.

## Mission

In accordance with the constructivist philosophy, the mission of Escuela Hotelera de San Juan is:

- ❖ Prepare competent professionals for employment in the hotel industry, particularly in the disciplines of Culinary Arts, International Baking and Pastry, and Restaurant Service Attendant.

Escuela Hotelera de San Juan develops technical-occupational high-skill curriculum where learning is centered on the students; taking into account their motivation, learning styles and multiple intelligences that conjugate for make pertinent and avant-garde learning.

## Vision

As an avant guard institution that strives for educational excellence, Escuela Hotelera de San Juan has a vision to:

- ❖ Become the foremost institution in Puerto Rico and the Caribbean devoted to the professional education in the hotel service industry, particularly in Culinary Arts and International Baking and Pastry.

## Goals

- ❖ To provide learning experiences that promotes the development of skills and competency to obtain and retain employment in the service industry, particularly in the hotel industry.
- ❖ To work closely with the hotel industry through an Advisory Committee, a qualified and dedicated faculty, and practicum experiences in competitive scenarios.

## General Objectives

- ❖ To meet and exceed the qualitative criteria required by the local and national accreditation standards.
- ❖ To expand its facilities for a larger number of prospective students.
- ❖ To strengthen curricular content and relevance through an Advisory Committee.
- ❖ To promote an increased number of practicum centers and maintain formative experiences both in and out the educational scenario.
- ❖ To broaden student services through new physical structures, more kitchen equipment, more bibliographical reference, and more consumption material.
- ❖ To provide a qualified faculty with work experience and a mastery of scholastic skills directly related to adult education.
- ❖ To serve the community by offering culinary arts services and continued education seminars.

## Location, Facilities, Equipment, and Materials

The main campus of the Escuela Hotelera de San Juan is located in 229 Guayama Street in Hato Rey.

The institutional facilities consist of classroom/laboratories for the academic activities. In order to provide excellence services to school community, the institution has a Learning Resource Center, administrative offices and faculty room. All classroom/laboratories are outfitted with industrial-grade stoves with six (6) burners and oven, stainless steel work tables, kitchen utensil cleaning stations and all necessary materials for the culinary work. Classrooms also have industrial refrigerators and freezers, audiovisual (AV) equipment, extractors, air-conditioning, whiteboards and chairs.

In addition the school also has a room designed for the preparation of banquets, equipped with instruments that allow industry to prepare food for up to five thousand people.

The branch campus of the Escuela Hotelera de San Juan Mayagüez is located at Road 114, Km. 0.4. Western Industrial Park, Guanajibo, Mayagüez,

The institutional facilities consist of theory classroom and laboratories for the academic activities. In order to provide excellence services to school community, the institution has a Learning Resource Center, administrative offices and a rest space for the students. All laboratories are outfitted with industrial-grade stoves with six (6) burners and oven, stainless steel work tables, kitchen utensil cleaning stations and all necessary materials for the culinary work. Classrooms also have industrial refrigerators and freezers, extractors, air-conditioning, whiteboards and chairs.

Students may purchase uniforms, textbooks, and other materials at the school premises during the course of the study program. These are not included in the tuition fees. Tools, equipment and materials are available for use at the institution.

## Telephone Numbers

Main branch and Central Administration:

Telephone: (787) 766-0606, (787) 759-7599, (787) 751-4663, 1-800-981-7546

Fax: (787) 281-6855, (787) 751-0863

Mayaguez Campus:

Telephone: (787) 806-4200, (787) 806-1345

Fax: (787) 806-1344

## Licenses, Accreditations, and Memberships

- I. License to operate from the General Council of Education of Puerto Rico
- II. Accreditation from the Accrediting Commission of Educational Institutions (CADIE by its Spanish acronym) – Not available in Mayaguez Campus
- III. Accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC)
- IV. Accreditation from the General Council of Education of Puerto Rico – Not available in Mayaguez Campus
- V. Member of the Puerto Rico Hotel and Tourism Association
- VI. Member of the American Culinary Federation
- VII. Member of the Puerto Rico Chamber of Commerce
- VIII. Member of the Career College Association
- IX. Member of the National Restaurant Association.

## INSTITUTIONAL POLICIES

### Prohibition of Sexual Harassment

Sexual harassment constitutes a violation of several laws. Escuela Hotelera de San Juan abides by the legal provisions of the law to create a harassment-free environment. The institution discloses this policy in detail in its Rules and Procedures Manual and in a booklet titled, What is Sexual Harassment?

### Policy on the Use of Drugs, Alcohol, and Weapons

The policy on the use of drugs, alcohol, and weapons is fostered in accordance to the provisions of the Drug-Free Schools and Communities Act of 1989 (Public Law No. 101-226). The institution fully complies with the provisions of this act. Our policy is disclosed in the Rules and Procedures Manual, booklet titled, Regulation on Prevention and Abuse of Drug and Alcohol.

### No-Smoking Policy

In order to guarantee every one's health, Escuela Hotelera de San Juan prohibits the educational community (employees, students, and professors) to smoke in its facilities.

### Anti-Discrimination Policy

Escuela Hotelera de San Juan observes a non-discrimination policy in its admission rules, activities, and externships, in compliance with the government provisions. The institution does not discriminate against any person by reason of sex, age, color, physical disabilities, religion, or political ideology.

### Identity Theft Prevention Policy

#### Red Flag Rules

The Red Flag Rules requires the school to establish an "Identity Theft Prevention Protocol", with the reasonable policies and procedures to detect, identify, and mitigate the identity theft through its accounts. The school administration is responsible to develop and guarantee the adequate education of its

personnel with regard to the detection of signs of alarm and the measures to identify, prevent, and mitigate identity theft. This policy sets forth the measures established to protect our clients from identity theft or attempted theft.

#### Institutional Policy on Security in Campus (Campus Security Act)

Escuela Hotelera de San Juan acknowledges as a legitimate institutional interest to provide protection to the lives and safety of its member. Further, it is concerned with preventing the occurrence of criminal acts in the physical facilities of its educational system. This statement is made according to the provisions of the “Student Right to Know and Campus Security Act.”

#### Policy on the use of Students’ Social Security Number

In compliance with Act No. 186 of September 1, 2006, of the Commonwealth of Puerto Rico, public and private elementary, secondary, post-graduate, and graduate educational institutions may not use the students’ Social Security Number as identification number.

#### Institutional Policy on Harassment and Bullying

Escuela Hotelera de San Juan promotes a safe college environment with a positive approach on the student’s learning-teaching process and labor relations. The school understands that both students and staff are entitled to study and work harmoniously, without intimidation or physical and/or mental abuse caused by others.

Every member of the institution is responsible to assure that situations of intimidation or harassment do not take place at any level in the institution. The school community (employees, students, and professors), should be aware that said conduct and its effect in the dignity of a human being is unacceptable and requires disciplinary measures in order to be corrected.

## STUDENT DIRECT SERVICES

### Registrar Office

The Office of the Registrar is responsible for the whole registration, enrollment, withdrawal, and readmission processes. It keeps all the students' academic records; evaluates academic programs and establishes the approved credit; issues credit transcripts, study certifications, and graduation certifications on the student's petition. To request these documents, the student's financial balance must be up-to-date.

### Placement Coordination

Escuela Hotelera de San Juan provides an educational program so that students may seek employment. Our office does not guarantee placement of our graduates, but it does provide student training that enables them to develop their pre-employment skills, labor maturity, and job search techniques. The Placement Coordinator helps students to prepare a resume and refers and follows up on employment interviews.

Escuela Hotelera de San Juan has a follow-up program to keep its graduates abreast on job opportunities in the hotel industry.

### Externship Coordination

The institution provides field experiences to its students as a part of their education. The Externship Coordinator establishes contact with hotels, restaurants, and other related businesses to coordinate these experiences, which, in addition to proficiency in practical skills, evaluate the student's profile in terms of communication, leadership, problem-solving and human relations skills.

### Students Services

Escuela Hotelera de San Juan offers support services with regard to personal, academic, and/or vocational guidance and orientation, through its Student Services Coordinator. If necessary, students are referred to specialized services outside the institution.

### Learning Resource Center

The school Learning Resource Center has a wide selection of titles of books and magazines aimed at the foodservice industry. It also has high-tech audiovisual equipment and computer network access. Service time schedule are Monday through Thursday, from 7:00 a.m. to 9:00 p.m., and Fridays from 7:00 a.m. to 4:00 p.m.

### Transportation Service

The institution offers free transportation services to its students to the Urban Train Piñero Station: Morning hours from 7:00 a.m. to 7:30 a.m. Afternoon hours from 12:30 p.m. to 1:00 p.m. and from 6:00 p.m. to 6:30 p.m. These services are not available in Mayaguez Branch.

## ADMINISTRATIVE STAFF

President  
Vice President  
Vice President  
Comptroller  
Compliance Director  
San Juan Campus Director  
Mayaguez Campus Director  
Coordinator (Culinary Arts)  
Coordinator (International Baking Pastry)  
Fiscal Officer  
President's Assistant, **(SJ Campus)**  
President's Assistant, **(M Campus)**  
Hotelera

Sylvia Cestero León, CEO  
Sylvia Badía, BA, Pratt Institute, NY  
Hector Badía, BA (candidate), Universidad Interamericana PR  
Ramón Rodríguez, BBS, CPA, Universidad de PR  
Vanessa Santoni, MA Ed, Universidad Metropolitana PR  
Digna Rodríguez, Ed. D., Nova Southeastern University, FL  
Pilar vega, MA. Ed., Pontificia Universidad Católica de PR  
Carlos Yunes, CCA, BA, Univ. Católica, DR  
Ramón Maldonado, BA, MA in progress Universidad de PR  
Zenaida Rodríguez, BA, Universidad Interamericana, PR  
Devaliss Ortiz, BA, Universidad Interamericana, PR  
Nilda Mena BBA, Universidad Interamericana, CCA, Esc.

## DIRECT SERVICES STAFF

### Admissions

Admissions officer, **(SJ Campus)**  
PR  
Admissions officer, **(M Campus)**

Lynnette Carrero, BA (candidate) Universidad Interamericana,  
Norymar Ramos, BA Universidad Interamericana, PR

### Registrar

Registrar, **(SJ Campus)**  
Registrar Assistant  
Registrar, **(M Campus)**

Eugenia Calderón, MA, Universidad Interamericana, PR  
Linda N. Cestero, CCA, Escuela Hotelera de San Juan, PR  
Maylene Valentín, BA, Universidad Interamericana, PR

### Financial Aid

Director of Financial Aid  
Financial Aid Assistant, **(SJ Campus)**  
Financial Aid Assistant, **(M Campus)**

Lizzette Ortiz, BA, Univ. Sagrado Corazon, PR  
Raquel Marín, BA, Universidad de PR  
Edwin Vargas, BBA, Universidad Interamericana, PR

### Collector Office

Collector, **(SJ Campus)**  
Collector, **(M Campus)**

Catherine Pérez, BBA in progress, Univ. Interamericana, PR  
Ivette Soto, BA, Universidad de PR

### Library

Librarian, **(SJ Campus)**  
Librarian, **(M Campus)**  
Library Assistant **(M Campus)**

Marggie Vargas, MLS, Universidad Interamericana, PR  
Leonardo Fernandez, AA, ICPR Junior College

### Student Services

Student Services Coordinator, **(SJ Campus)**  
Student Services Coordinator **(M Campus)**

Alicia Calderón, MA Universidad de PR  
Aimé Marty, MA, Universidad del Este, PR

**Externship & Placement Coordinator**

Externship Coordinator, **(SJ Campus)**  
Placement Coordinator, **(SJ Campus)**  
Externship & Placement **(M Campus)**

Chef Luis Albornoz, CCA, Escuela Hotelera de San Juan, PR  
Paulette Cartagena, BA in progress, EDP Collage  
Jannette Pacheco, HS Diploma PR

**Grocery Storage**

Grocery Storage Manager, **(SJ Campus)**  
Grocery Storage Assistant, **(SJ Campus)**  
Grocery Storage Assistant, **(SJ Campus)**  
Grocery Storage Manager, **(M Campus)**  
Grocery Storage Assistant, **(M Campus)**

Epifanio Figueroa Rivera, HS Diploma, PR  
Liserys Smalls, CCA, Escuela Hotelera de San Juan  
Dairon Colón, CCA, (Candidate) Esc. Hotelera de San Juan  
Roberto De Jesús Flores, CCA, Escuela Hotelera de San Juan  
Samuel Cabasas, CCA, Escuela Hotelera de San Juan

**Warehouse & Requisition**

Equipment and Requisition Coordinator  
Equipment Warehouse Assistant **(SJ Campus)**  
Equipment Warehouse Assistant **(M Campus)**  
Equipment Warehouse Assistant **(M Campus)**  
Equipment Warehouse Assistant **(M Campus)**

Ingrid Rodríguez, CCA, Escuela Hotelera de San Juan, PR  
Jorge Rodríguez, CCA, Escuela Hotelera de San Juan, PR  
Osvaldo Marrero, CCA, Escuela Hotelera de San Juan, PR  
Leoraida Loperena, BA, Metropolitan University, PR  
Alexander Ruiz, CCA, Escuela Hotelera de San Juan, PR

**Reception**

Daytime Receptionist  
Evening Receptionist  
Daytime Receptionist  
Evening Receptionist  
Administrative Assistant  
Administrative Assistant

Militza Casillas, HS Diploma, PR  
Yessenia Rodríguez, BA, University of Puerto Rico  
Marielsa Roger, BA (Candidate) University of PR,  
Leoraida Loperena, BA, Metropolitan University, PR  
Liana Badia Acaron, AA, University Community College, TX  
Lourdes Mir, AA, Fashion Merchandising Institute, PR

**FACULTY**

Department of Culinary Arts

Chef Andrea Gancitano  
Chef Fernando Fernandez  
Chef Gerardo Lugo  
Chef Joe Dávila.....  
Chef Jorge Rivera  
Chef Ingrid Rodríguez  
Chef Orlando Torres  
Chef Rodney Otaño  
Chef Dámaso Chico  
Chef René Quintana  
Chef Sebastien Lamerre  
Chef Magdaliz Figueroa

AA in Culinary Arts, Esc. Hotelera Bristol Rapallo, Italia  
Certificate in Culinary Arts, Escuela Hotelera de San Juan, PR  
Certificate in Culinary Arts, Escuela Hotelera de San Juan, PR  
Certificate in Culinary Arts, Globelle Technical Institute, PR  
BA in Culinary Arts, Johnson & Wales University, MI  
Certificate in Culinary Arts, Escuela Hotelera de San Juan, PR  
AA in Culinary Arts, Cincinatti State College, OH  
CCA in Culinary Arts, Instituto de Educación Universal, PR  
AA Culinary Institute of America, Hyde Park, NY  
AA Culinary Institute of America, NY, BA Interamerican University  
AA in Culinary Arts, Intitute of Hotel & Tourism of Quebec, CA  
AA CT Culinary Institute, Connecticut

Department of Bakery and International Pastry

Chef Ramón Maldonado.....  
Chef Noraima Ramos Rosello  
Chef Norma Torres  
Chef Demelsa Padro  
Chef Juan C Acevedo

MA, (Candidate) Voc. Ed. Universidad Interamericana, PR  
CBP, Escuela Hotelera de S.J., PR  
CBP, Escuela Hotelera de S.J., PR  
CBP, Escuela Hotelera de S.J., PR  
CBP, Escuela Hotelera de S.J., PR

## ACADEMIC RULES

Admission Requirements and Procedures ([admisiones@escuelahotelera.com](mailto:admisiones@escuelahotelera.com))

Escuela Hotelera de San Juan begins sessions during the months of August, October, January, and April. Morning, afternoon, and evening sessions are offered according to classroom availability. Anyone interested in admission to any of our programs at Escuela Hotelera de San Juan, must meet the following admission requirements:

1. Be a High School graduate or have approved the State GED Exam offered by the Department of Education of Puerto Rico.
2. Bring an official transcript of the highest educational degree obtained (High School, Associate Degree, Bachelor's Degree).
3. Complete the application form. The application form must be signed by a parent or legal guardian if applicant is under 21 years of age.
4. Personal interview with the Admissions Official.
5. Be a citizen or legal resident of the United States of America.
6. Pay the admission and enrollment fee of \$100.00.
7. Bring a health certificate issued by the Department of Health of Puerto Rico.
8. Bring a Certificate of Immunization if the applicant is under 21 years of age.

Persons interested in being admitted to the institution will visit the school and fill out an admission application, present the required documentation, and pay the admission fee. If found to meet the requirements to participate in the desired course, applicant will be favorably recommended and sent for an interview with the Admissions Officer for final admission.

### Students from Abroad

Meet the aforementioned admissions requirements. Present a bank documents or government sponsorship letter to certify the student's economic solvency for the term of the program, present the following documents, authenticated in the country of origin:

- ❖ Birth Certificate
- ❖ Immunization Certificate if a minor
- ❖ High School Completion Certificate
- ❖ Health Certificate
- ❖ Convalidation of the High School Diploma by the Department of Education of Puerto Rico.

## Causes to Deny Admission

The institution is entitled not to admit any applicant who does not meet all admissions requirements or who shows an indecent or dissociating behavior during the admission process.

Admission may be denied to any person who fails to meet every one of the institution's admissions requirements. Those students who receive Veterans' benefits must submit every one of the admission documents five days prior to the enrollment date.

## Enrollment Dates \*

| <b>2011</b> | <b>2012</b> |
|-------------|-------------|
| 18 January  | 17 January  |
| 26 April    | 23 April    |
| 24 August   | 22 August   |
| 24 October  | 25 October  |

(\*These dates may be subject to change.)

## Late Registration

The institution will consider applications for late registration up to ten (10) business days after the beginning of the semester. Deadlines to accept late registrations are listed in the academic calendar. Students will be responsible to catch up and complete any work done during this period.

## Enrollment Agreement

Students must visit the Bursar Office to complete the Enrollment Agreement. Students under 21 years of age must be accompanied by a parent or guardian.

## Assignment of Professors by Course

A professor is assigned to every new group at the beginning of every course, and will be the person responsible for the training during the three semesters. However, the assigned professors may be changed according to the school organization, if necessary.

## Transfers and Transfer of Credits

Escuela Hotelera de San Juan reserves the right to accept up to twelve (12) credits of its programs for approved transfer credits.

1. If the validation request is submitted during the enrollment process, before signing the contract.
2. the potential student submits an official credit transcript and a catalog from the institution of origin. The transcript must be requested from the school of origin, which in turn will forward the official transcript to Escuela Hotelera de San Juan by mail.

3. The student has a minimum of 2.00 GPA (C) in the courses that may be transferred.
4. Courses with 1.0 (D) are not transferable
5. Not more than five years have passed since the potential student leaflet interrupted his studies
6. Credits from other institutions will be considered to determine the total program credits, but not for the student's academic GPA.
7. The class program and total cost of the course will be reduced proportionally according to the number of validated transfer credits. The student and financial aid agencies will be notified of the revised cost.
8. Requests for credit transfers will not be accepted after the student has enrolled.

### **Transfer between Campus**

Every student has to go through the registry office to complete the transfer form. You must have completed the class section and have your balance with the institution to the day. The Financial Aid Office and Bursar Office must approve such a transfer. Transfers are subject to the availability of courses between Campuses.

### **Policy on Attendance and Making Up**

Escuela Hotelera de San Juan expects that students attend classes and laboratories with regularity and punctuality in order for students to attain the skills and knowledge needed to succeed in the culinary industry. As part of our retention plan students who are not participating and/or completing all scheduled academic activities, will be referred to the Student Services Coordinator. Any student, who is unable to complete/participate in the scheduled academic activities, must establish a work reinstatement agreement with his/her instructor in order to return to class. EHSJ has established 15 days as the maximum number of days that a student can be absent before being terminated for non-attendance. This number of days will be reported based on the weekly reviews performed by Student Services staff.

Only the following will be considered justified absence situations: illness, death of a family member, court citation, and/or military activities. All students are required to show competence in the skills taught in the scheduled classes/laboratory and missing these academic activities could result in students to be withdrawn from the program. Furthermore, missing academic activities could result in students losing their eligibility to participate in the Title IV student assistance programs (Federal PELL grants, student loans, etc.), according to the federal regulations.

#### **Attendance Rules for Students who receive Veteran's benefits**

The allowed number of absences is 10% of the total hours in both programs. This is equivalent to a total of 108 hours. However, when the student has been absent a 6% of the total hours in both programs (65 hours), said number of absences will be considered excessive and the student will be referred to the Director of Education.

Lateness is deemed to be when the student arrives 10 minutes after the theory class or laboratory session has commenced.

A total of three (3) lateness instances will be deemed an absence from a theory class or laboratory session.

Studies will be interrupted for non-satisfactory attendance (Administrative Withdrawal) when the student has been absent for more than 10% (108 hours) of the program's total hours.

#### Books, Materials, Tools and Uniforms

Upon enrollment and throughout the program, we will have the uniforms, books, and tools available to students at an additional cost. The rest of the materials and equipment will be available for use at the institution. The school will provide the food material. Students will be responsible to abide by the uniform-related rules, bring their books and tools to class as required, and make good use of the institution's equipment.

#### Academic Unit

All aspiring students to graduation must have completed and approved all of the requirements of the course.

One hour of class equals 50-60 minutes of instruction. One credit equals 15 hours of theory, 30 hours of laboratory work, or 45 hours of externship. The academic year is composed of two semesters or instruction periods. One semester is a period of no less than 15 weeks in the daytime sessions and 21 weeks in the evening sessions, during which the student undertakes no less than 12 credits.

#### Class Schedule

Daytime sessions meet Monday to Friday, from 7:30 a.m. to 12:30 p.m., and from 1:00 p.m. to 6:00 p.m. Evening sessions meet Monday to Thursday, from 6:00 p.m. to 10:30 p.m. The daytime program consists of 5 class hours. The evening program consists of 4.5 class hours. Students will enjoy a 15-minute recess during each session, as follows:

|                    |                         |
|--------------------|-------------------------|
| Morning session:   | 10:00 a.m. – 10:15 a.m. |
| Afternoon session: | 3:00 p.m. – 3:15 p.m.   |
| Evening session:   | 8:00 p.m. – 8:15 p.m.   |

#### Changes in class schedules

Students may only request a change of schedule at the end of a session, not during the course of the semester. Approval of the change will be subject to space availability and should be requested and authorized with the signature of the Registrar and the Campus Director. The administrative procedure to change schedule has a cost of \$15.00.

#### Academic Recesses

At the end of the first and second semesters, students will have a 3-day academic recess. Christmas holidays and Holy Week will also be observed. Academic calendars for each group include the dates of these recesses and the other holidays.

## Academic Progress Standards

Escuela Hotelera de San Juan uses a traditional four-point grading scale and other grades in its evaluation system, as listed below:

| 4 Point Scale | Letter Grade | Percentage scale | Value                             |
|---------------|--------------|------------------|-----------------------------------|
| 4             | A            | 90-100%          | EXCELLENT                         |
| 3             | B            | 80- 89%          | GOOD                              |
| 2             | C            | 70- 79%          | ACCEPTABLE                        |
| 1             | D            | 60- 69%          | DEFICIENT                         |
| 0             | F            | 0- 59%           | FAILED                            |
|               | I            | 0- 59%           | INCOMPLETE                        |
|               | W            | —                | WITHDRAWAL                        |
|               | WF           | —                | ADMINISTRATIVE                    |
|               | T            | —                | WITHDRAWAL<br>TRANSFERRED CREDITS |

Grade Reports are given at the end of every semester to students who are up to date in their payments. The institution utilizes quantitative and qualitative measures to determine the student's satisfactory academic progress.

### Quantitative Assessment

In a program measured by credits, quantitative assessment consists of the number of attempted credits versus the number of approved credits. Students must complete 66% of the attempted credits at the end of every semester.

In computing the attempted credits the school will take into consideration the total courses in which the student registered, regardless of the final grade. It will also include the courses taken while under conditional enrollment, courses being repeated, transferred credits, withdrawals, and incompletes.

### Qualitative Assessment

Qualitative assessment is stated in terms of average. Students must maintain a minimum average of 1.50 upon completion of the first session or semester of study; 1.75 upon completion of the second semester, and 2.00 upon completion of the third semester and thereafter. The student should always obtain a 2.00 in programs of two semesters.

### Programs of three or four semesters

| Semester        | Minimum Required GPA |
|-----------------|----------------------|
| First semester  | 1.50                 |
| Second semester | 1.75                 |
| Third semester  | 2.00                 |
| Fourth semester | 2.00                 |

## Maximum Allowed Time

Students must complete their program of study within the 1.5 time period established for the program. For programs measured in credits, this measurement is calculated by multiplying the program's total number of credits by 1.5. The result will be the maximum number of credits that the student can attempt. The following chart explains the programs by credits and maximum number of authorized credits.

| Program                         | Total Program Credits  | Maximum Credits Allowed  |
|---------------------------------|--|--|
| Specialist in Culinary Arts     | 59 (15 months for morning and afternoon session, and 21 months for evening sessions) | 85.5 credits (22 months for morning and afternoon sessions and 29 months for evening sessions) |
| International Bakery and Pastry | 58 (16 months for morning and afternoon sessions and 22 months for evening sessions) | 75 credits (24 months for morning and afternoon sessions and 33 months for evening sessions)   |

## Academic Progress Standards for Students who Receive Veterans' Benefits

### Minimum required GPA for students who receive Veterans' benefits:

| Semester        | Minimum Required GPA |
|-----------------|----------------------|
| First semester  | 2.00                 |
| Second semester | 2.00                 |
| Third semester  | 2.00                 |
| Fourth semester | 2.00                 |

Students who receive Veterans' benefits should complete their program of studies during the regular time allowed (100% of it). Those students who do not complete the program within the program's regular period will no longer be eligible to receive Veteran's benefits. If, however, the student receives financial aid such as a Pell Grant, he or she will be able to enjoy an additional .50% to complete the program of study within 150% of the regular time, as established in the Title IV regulations. Veteran students will be evaluated according to VA requirements and Pell Grant requirements, if they receive a Pell Grant.

The following two points regarding probation and suspension also apply to Veterans.

### Financial Aid Warning

A student may be placed on probation for the following reasons:

Grade Point Average: The student did not obtain the cumulative average required for the semester.  
Attempted Credits vs. approved credits.

#### Specialist in Culinary Arts

|  |                            |
|--|----------------------------|
| Credits to be approved during the first semester:      | 13 out of 20 credits       |
| Credits to be approved during the second semester:     | 24 out of 37 credits       |
| Credits to be approved during the third semester:      | 34 out of 53 credits       |
| Credits to be approved during the fourth semester:     | 37 out of 59 total credits |
| Credits to be approved during the additional semester: | 59credits                  |

#### International Bakery and Pastry:

|  |                            |
|--|----------------------------|
| Credits to be approved during the first semester:      | 12 out of 18 credits       |
| Credits to be approved during the second semester:     | 21 out of 32 credits       |
| Credits to be approved during the third semester:      | 30 out of 50 credits       |
| Credits to be approved during the fourth semester:     | 38 out of 58 total credits |
| Credits to be approved during the additional semester: | 58 credits                 |

Students will be placed on probation during the following session. At the end of said session, the student should have achieved the academic progress required up to that point. If the required academic progress has not been achieved, the student will be suspended from the institution.

During the probation period, the student will continue to be eligible to receive any financial aid he or she qualifies for.

#### Academic Progress Warning

Students who fail to complete their academic program during the maximum allowed time (1.5) will be suspended from the institution.

Any student who does not fulfill the established parameters during warning will be suspended from the institution. The warning will be in effect for one semester, after which the student may be readmitted to the institution. Upon applying for readmission, the student will be evaluated in accordance with the academic progress policy applicable at the time of the application. If the readmission application is approved, the student will resume studies under probation classification.

If a student has mitigating circumstances and deems that they have affected his or her academic progress, he or she may appeal the warning decision before the Academic Director. Said appeal should be submitted in writing and should include any evidence in support of the claim. The Academic Director will evaluate the appeal and make a decision, which will be final and unappealable.

If the appeal is decided favorably for the student, the student may continue his or her studies under a conditioned enrollment status. During that period, the student may not use financial aid, including Veteran's benefits, to cover the cost of studies. Once the student meets the parameters established in the Academic Progress Policy, the student will be reclassified as a regular student and will be allowed to receive and use any financial aid to which he or she may be entitled.

#### Suspension due to incompletion with payment plan

Escuela Hotelera de San Juan reserves the right to suspend students who, even after all possible verbal and written mediation to have the student comply with his or her fiscal responsibilities, they fail to do so. In instances of minor students, the mediation will be conducted with the student's parents or guardians.

## Mitigating Circumstances

The following will be considered mitigating circumstances for purposes of a petition for appeal:

1. Changes in the family unit
2. Death of a close family member
3. Health problems
4. Changes and/ or loss of employment
5. Imprisonment

## Leaves of Absence

Students, who will miss more than ten (10) class days, must request a leave of absence from the Office of the Registrar. Leaves of absence will only be granted in meritorious circumstances and for no more than 180 days. The school reserves the right to grant a leave once a year for the following reasons: maternity, illness, and military leave. If the student does not return to class at the end of the leave period, the school issues an administrative withdrawal from the last day of the student's acknowledged academic activity, and the established reimbursement policy will be applied.

Students who enjoy a leave of absence approved by the institution will maintain the academic progress classification they had at the time that said leave was approved. Veterans' Administration benefits will be suspended during the period of the leave of absence and reinstated once the Veteran beneficiary student returns to the program.

## Withdrawals

The institution classifies withdrawals into two types: 1- voluntary withdrawal 2- administrative withdrawal.

- The voluntary withdrawal is the one the student voluntarily requests.
- Administrative withdrawal is the one processed by the institution for academic reasons, student disciplinary problems, debt, or unjustified absenteeism.
- The institution will dismissed any student who cannot demonstrate with academic activities his or her attendance classes during the semester.

Notwithstanding the type of withdrawal, students should pay off the financial responsibilities assumed with the school, as a basic requirement to receive grade reports or any other official document.

The School Director can drop a student out before the student completes the program of studies for disciplinary reasons, drug and/or controlled substances abuse, criminal activity, security risks, failure to fulfill duties and/or responsibilities, insubordination, immorality, unsatisfactory progress, absenteeism, tardiness, or any other act that otherwise affects or endangers the safety or good name of the institution and/or fellow students.

Courses with withdrawal as a final grade will be included when calculating attempted credits versus approved credits. Withdrawals will not be considered when calculating grade point average.

## Readmission

Students who voluntarily interrupt their studies or who wish to return to school may apply for readmission and return to the course when the class is available. Said readmission is subject to availability of space and course. The readmission application form can be obtained at the Office of the Registrar at a cost of \$30.00.

Students who apply for readmission and were on warning or probation at the time of the withdrawal may be readmitted after an analysis of their cases, under the same category or conditions they were before the withdrawal.

Students must comply with all the costs and curricular changes that may have come into effect during the period following the withdrawal and bring a current Health Certificate. Readmission applications will be reviewed by the Registrar, who will make the appropriate recommendation.

## Incompletes

Incomplete (I) is a grade given when a student has not completed any course requirement. All incompletes (I) must be removed within a period of 30 business days from the date the course officially ended. If an incomplete (I) is not removed, a "zero" will be applied to said evaluation criterion that will affect the final grade of said course.

## Repetition of Classes

Students who fail in a particular class may repeat it up to a maximum of two times by paying the cost per credit, as applicable. In these cases, the students must wait until the class is offered again in the academic programming. Classes must be repeated completely in credit-hours and contents.

Students who receive unsatisfactory evaluations in their externship, according to the requirements established for that stage, should repeat the execution.

Every one of the student's attempts will be taken into account for purposes of attempted credits versus approved credits. The last grade obtained by the student will be considered for purposes of the student's GPA.

Students not satisfied with a D or higher grade may repeat the class, but are responsible to privately pay its costs.

## Students Enrollment per Classroom

The institution recognizes the importance of providing individualized education to its students, and assisting them in the process of acquiring skills and knowledge. Theory and laboratory classes are offered in classroom/laboratories.

The classroom capacity is as follows:

**Main Campus:**

|                                    |            |            |            |            |            |            |            |
|------------------------------------|------------|------------|------------|------------|------------|------------|------------|
| <b>Classroom/<br/>Laboratories</b> | <b>101</b> | <b>102</b> | <b>103</b> | <b>104</b> | <b>105</b> | <b>106</b> | <b>107</b> |
| <b>Capacity</b>                    | 25         | 25         | 25         | 29         | 20         | 20         | 40         |

**Branch Campus:**

|                  |            |            |            |            |
|------------------|------------|------------|------------|------------|
| <b>Classroom</b> | <b>301</b> | <b>302</b> | <b>303</b> | <b>304</b> |
| <b>Capacity</b>  | 25         | 25         | 20         | 25         |
| <b>Labs</b>      | <b>101</b> | <b>102</b> | <b>103</b> |            |
| <b>Capacity</b>  | 25         | 25         | 20         |            |

Externship Requirements

The institution requires students to fulfill the academic requirements, complete all necessary documentation, and pay off any debt with the institution before beginning their externship.

Academic requirements – Pass all courses. Students who have failed any subject must repeat it before starting the externship.

Documentation requirements – The Externship Coordinator must have received a current health certificate, certificate of criminal record, and any other specific document required by the selected externship site.

Financial requirements – Students must be up to date in their payments. All students must sign and faithfully comply with the stipulations of the externship agreement.

Graduation Requirements

Students must comply with the following academic requirements in order to obtain the Graduation Certificate: approve every one of the courses of their program of study; obtain a minimum cumulative GPA of 2.0 in the time frame established in the academic progress policy, and fulfill any financial and documentary obligations with the institution. Students who complete all graduation requirements will receive a certificate according to their major.

Honors Awarded

Escuela Hotelera de San Juan has the following honors scale:

|                 |             |
|-----------------|-------------|
| Summa Cum Laude | 3.85 – 4.00 |
| Magna Cum Laude | 3.70 – 3.84 |
| Cum Laude       | 3.50 – 3.69 |

|                             |   |
|-----------------------------|---|
| Valedictorian<br>Chef Award | Highest GPA of the graduating class<br>Award conferred to outstanding students in the Culinary Arts Specialist course who best show the core values of integrity, honesty, enthusiasm, and discipline, and who the faculty of said program recommend the best.  |
| Pastry Chef Award           | Award conferred to outstanding students in the Bakery and Pastry program who best show the core values of integrity, honesty, discipline, and enthusiasm, and who the faculty of said program recommend the best  |
| President's Award           | Award conferred to outstanding students who have excelled in service. Awards conferred by the School President, in every one of the two programs, to outstanding students from the Culinary Arts Specialist and Bakery and International Pastries programs who show the school's core values: Integrity, honesty, enthusiasm, and discipline. |

Delivery of certificates, credit transcripts, and other official documents

Upon completing the program of studies, graduates will receive a Certificate (graduation from the course) and copy of the permanent record. These documents will not be furnished to the student until the student has fulfilled all academic requirements (cumulative 2.0 GPA), attendance, and financial obligations with the institution. Duplicate Certificate may be obtained at an additional cost of \$20.00.

First Aid

The institution will only be responsible for administering first aid in cases of illness or accidents within the school premises. If the student needs medical assistance will be contacted 911 to coordinate transfer to the hospital.

## RULES OF CONDUCT FOR STUDENTS

The following section contains information on the rights and responsibilities of students as members of our institution and the rules they must follow. These rules are meant to promote coexistence and relationships of the highest quality between students, with the faculty, and the administrative personnel.

### Students' Rights

1. The student is entitled to participate in student organizations.
2. Every student is entitled to receive an education that fully develops his or her personality, intellectual abilities and fundamental liberties.
3. The student is entitled to have his or her academic work carefully and fairly graded by teachers.
4. Every student is entitled to receive an education free from discrimination either for race, sex, social condition, color, age, disability, or political or religious ideology.
5. The student is entitled to orderly and respectfully voice his or her opinions and to disagree with the opinions of his or her teachers and those of any other staff member.
6. The student is entitled to know the criteria and evaluation process by which their academic work will be evaluated and to be informed of their grades.

7. The student is entitled to obtain from the corresponding authorities any certification related to his or her academic work, once he or she has complied with the rules of the institution.
8. The student is entitled to confidentiality of his or her records and other related documents deemed confidential in nature.
9. Students are entitled to present complaints and claim their rights whenever they deem it necessary, following the procedures established by the institution.
10. In any action taken against a student, the student is entitled to be notified on the nature of the charges, the evidence upon which the charges are based, and to have an opportunity to present his or her version of the facts.

#### Students' Responsibilities and Obligations

1. The student will assume responsibility for his or her learning.
2. Students will abide by the laws, and regulations of the institution, as well as the rules established by the externship sites.
3. Students will attend class regularly and punctually. (Students will be responsible for the material discussed in class. Class schedules must be faithfully complied with. Any student who arrives at the classroom ten (10) minutes after the class has begun should present an excuse to the professor. In the case of absences, the student will be responsible for the material discussed in the class.
4. The student will observe an optimal behavior in the classroom, within the institutional premises, and during any activity in which the student represents the institution.
5. Students will follow professors' instructions during the educational process, make good use of their time, and collaborate in those tasks to which they are assigned.
6. Students will conserve, preserve, protect and do no harm to any School property. If a student causes any damage to said property, he or she will replace it or cover its cost.
7. Uniforms are required in the institution. The students will abide by the rules of good taste, decorum, and health and safety preservation in the wearing apparel and personal appearance.
8. Students will abstain from:
  - ❖ Interfering with the systematic and orderly development of classes or any other activity.
  - ❖ Violating the right of other students to disagree with their point of view.
  - ❖ Coercing other students.
9. Students will respect the rights of the others.
10. The student will not be allowed to do any work in a classroom that he or she has not been assigned to by the institution.
11. Students are forbidden from possessing, bearing, using or carrying weapons, drugs, alcoholic beverages, or any other illegal or prohibited object or substance.
12. Smoking is not allowed in the institution's facilities.

13. Students are not allowed to use cell phones in the classrooms or laboratories during class sessions.
14. Students will stay in the classroom except during breaks.
15. According to Law 267 of the Commonwealth of Puerto Rico, students are not allowed to enter pornographic sites on the Internet. To do so may result in the summary expulsion of the student from the Institution.

#### Situations of indiscipline and disciplinary measures

The institution has established disciplinary measures for those situations where a student fails to comply with the students' rules of conduct. Extenuating and aggravating circumstances will be considered when imposing penalties. The following will be considered extenuating circumstances:

The author shows that he or she was induced by deceit or error to commit the infraction.

He or she did not intend to cause the resulting effects.

The student shows regret at a hearing held before the Director of Education.

The faults listed below are subject to review by the discipline committee and to the disciplinary action imposed by this organism.

#### List of Disciplinary Faults

1. Lack of responsibility in school or related work
2. Unacceptable behavior in the classroom (sleeping, obscene language, disrespect)
3. Insubordination
4. Impeding or limiting the work of others
5. Fighting or causing physical harm to other students or property
6. Altering tranquility
7. Commission of obscene, impudent, lascivious, or defamatory acts in school facilities or externship sites
8. Failure to comply with uniform or dress code
9. Commission of dishonest acts such as robbery, plagiarism, alteration documents, fraud or other criminal acts
10. Possession, transportation, introduction, carrying, sale, giving, exchange, distribution, solicitation or bringing to school or externship sites any sharp or firearm, or any object that may cause physical damage to other persons or school property (Program tools and utensils are excepted).
11. Positive results to toxicological tests required by the externship center.

**The following are considered aggravating circumstances:**

- ❖ Premeditation or intention to commit a violation of the school or externship site rules.
- ❖ Induce or otherwise incite one or more persons to commit violations of school or externship site rules.
- ❖ Acts of indiscipline by the student.
- ❖ Violation of the federal and Puerto Rico laws.

**The following disciplinary actions will be taken according to the decision of the discipline committee:**

1. Official verbal reprimand
2. Written reprimand
3. Warning
4. Disciplinary hearing
5. Suspension for five (5) days
6. Suspension for ten (10) days
7. Summary withdrawal (expulsion for one semester)
8. Summary withdrawal (permanent expulsion)

Written notice of the intention to suspend will be given to the student. A disciplinary hearing will be held, where the charges attributed to the student will be presented and the student will have a reasonable time (5 calendar days) to appeal the decision. Said hearing will be attended by a faculty representative, a student representative, a representative from the administration, and the Director of the Campus.

**CONFIDENTIALITY OF STUDENT RECORDS (FERPA)**

Academic records and all pertinent student information is confidential and cannot be divulged to third parties without the written consent of the student pursuant to the Buckley Act, the “Family Educational Rights and Privacy Act” (FERPA).

In the case of minor students whose parents have signed the Enrollment Agreement, the institution may provide information to the parents.

Any student who believes that these federal regulations have been violated are entitled to present a complaint to the Office of “Family Educational Rights and Privacy Act”, Department of Health, Education and Welfare, 330 Independence Ave., SW, Washington, DC 20201.

Students are entitled to present a complaint in the Federal Department of Education if they deem that the school has failed to comply with the FERPA requirements. Complaints should be addressed to:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Ave., S.W., Washington, DC 20202-4605

### COMPLAINT HANDLING PROCEDURE

The institution is interested in the well being of its students. If a student wishes to present a complaint against any of its employees, instructors, executives, or regarding a matter to be processed, grading or any other factor that he or she understands that affects his or her best interests, said student should following the procedure below:

- a. All complaints must be addressed to the Director of Education of Escuela Hotelera de San Juan.
- b. To present a complaint, the student should obtain a complaint forms at the school's reception desk or the office of the Director. This is the person who protects the student's interests.
- c. Once the student presents his or her complaint, the Director of Education should designate a complaint committee that will seek to harmonize the parties after thoroughly investigating the situation. The committee will be designated within the 5 business days following the complaint. The committee will interview both the complainant and the person against whom the complaint has been presented. The interviews will be conducted separately.
- d. If after completing the interview process the parties are unable to reach an amicable agreement, an administrative hearing will be set on the merits to hear the parties' position on the nature of the complaint. The decision made upon conclusion of the hearing will be final and the parties will agree to adhere by it.

If you have followed the complaint procedure included in this catalog and are unsatisfied because you deem that the School has failed to correctly handle your case, you may present a complaint in the following licensing and accrediting agencies:

General Council of Education of Puerto Rico  
286 Muñoz Rivera Ave.  
Hato Rey Tower, Floor 21  
Hato Rey, PR 00918  
Tel: (787) 764-0101

Accrediting Commission of Educational  
Institutions (CADIE)  
150 Ponce de León Ave.  
San Juan, PR 00901  
Tel: (787) 723-2911

#### ACCSC Complaint Procedure and Conflict Resolution

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a published procedure and operational plan to handle student complaints. If a student feels that the school has not adequately addressed a concern or complaint, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint for the school to respond. This can be accomplished by filling the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution reached by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
(703) 247-4212

Copies of the Accrediting Commission's complaint form are available at Reception and at the office of the Academic Director and at [www.accsc.org](http://www.accsc.org).

FINANCIAL AID (lortiz@escuelahotelera.com)

The main function of the Escuela Hotelera de San Juan's Financial Aid Office is to provide options to individuals who lack sufficient economic resources to defray post-secondary studies and related costs.

Escuela Hotelera de San Juan participates in various financial aid programs:

#### Pell Grants

This grant is the main financial aid available to undergraduate students with financial need.

#### Supplementary Financial aid Programs from Council of Superior Education of Puerto Rico

State funds available to undergraduate and graduate students with financial need, in accordance with the eligibility criteria set forth in the Title IV programs and/or the academic requirements established for the scholarship programs.

#### Federal Student Loan Programs

Escuela Hotelera de San Juan offers the Federal Student Loan Program to students who are not eligible for the Pell Grant or to whom the Pell Grant does not grant the maximum aid.

#### Requirements to Apply for Financial Aid

Students interested in studying at Escuela Hotelera de San Juan who require financial aid may submit their applications if they meet the following requirements:

- ❖ They are citizens of the United States of America, permanent residents, or eligible non-citizens.
- ❖ Show economic need. Escuela Hotelera de San Juan models its need determination system after the Pell Grants.
- ❖ Are enrolled in the selective service (if applicable).
- ❖ Have handed in a certificate of graduation, copy of their high school diploma or recognized equivalent to the Admissions Office.
- ❖ Submit the Federal Financial Aid Application form with all attendant documents.
- ❖ Are current in the payment of all Federal loans and do not owe Pell Grant or any other Title IV program reimbursements.

## Procedure to Apply for Financial Aid

The Office of Financial Aid has available the federal financial aid application forms. They are also available at the reception desk and at other School Offices. The student also has the option to submit the scholarship information by Internet ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)).

Students will first apply for the Pell Grant to cover the cost of their studies and may apply for other available financial aids such as: Veterans' Administration, Consortiums, and the Council of Higher Education, among others, to complete the cost of their studies.

To facilitate the financial aid program participation process, deadlines are established for each process. The Financial Aid Offices announces these dates on school bulletin boards. Applications must include the following documents, as applicable:

- ❖ Copy of the student's Tax Return and/or the parents' Tax Return.
- ❖ Form W-2 or official letter from employer in cases of students and/or parents who did not file a tax return.
- ❖ Beneficiaries from Social Security, Department of Family Affairs (PAN by its Spanish acronym), Financial Aid (TANF), Veterans, Department of Labor (Unemployment), State Insurance Fund, Child Support (ASUME by its Spanish acronym) or other benefits, will present an official certification from the appropriate agency or student and/or parent certificate.
- ❖ If the student has studied at other institutions during the same fiscal year, he or she will present the Grant Transfer Number (DRN) or the Pin number assigned by the Federal Department of Education.

The application and any other accompanying documents should be filed in Financial Aid Office on the previously established and announced dates.

## Satisfactory Academic Progress Requirements for Students Who Receive Financial Aid

Every student enrolled in Escuela Hotelera de San Juan should comply with the Satisfactory Academic Progress rules established in this catalogue.

These rules intend that students who benefit from financial aid make good use of them, and show that they are constantly and progressively working to fulfill the requirements of their programs of study.

Every student is responsible for knowing his or her academic status and condition. Students' evaluation takes into consideration two criteria: the qualitative element and the quantitative element.

The Qualitative element measures academic progress using data such as GPA and cumulative academic index.

The quantitative element consists of two aspects. The first measures the maximum time during which financial aid will be granted to the student. The second determines the students' gradual progress to obtain their degree, by annually approving a determined amount of credits.

The rules of academic progress apply to all students who receive financial aid and cover particular aspects, such as: course repetition requirements, academic probation, suspension, appellate process, restitution, and notification.

Itemization of Academic Costs 2011 - 2012

Escuela Hotelera de San Juan has adopted the following educational fees for the certificate programs:

Specialist in Culinary Arts \$10,250.00  
 Non Includes \$100.00 admission fee and Non-refundable Enrollment Fee  
 Graduation Fee \$100.00

International Baking and Pastry \$10,080.00  
 Non Includes \$100.00 admission fee and Non-refundable Enrollment Fee  
 Graduation Fee \$100.00

Other fees

Credit Transcripts \$3.00  
 Changes of Class Schedule \$15.00  
 Duplicated of diploma \$20.00  
 Certifications \$2.00  
 Replacement of ID card \$5.00  
 Readmission \$30.00  
 Uniforms, books, and tools\*

\*Students are responsible to purchase their uniforms, textbooks, and tools.

FINANCE OFFICE

The Finance Office's main function is to offer orientation to students regarding the available alternatives to satisfy their economic responsibilities with Escuela Hotelera de San Juan. This office accounts and credits the students' payments.

Payment plans for the balance of the cost of the course not covered by financial aids are among the alternatives offered to students to defray their financial responsibility. A Finance Officer will design the payment plan.

**The payment plan is designed as follows:**

| Program Length             | Payment Plan           |
|----------------------------|------------------------|
| 14 months daytime programs | 12 months payment plan |
| 18 month evening programs  | 14 months payment plan |

The student will be responsible to comply with this payment plan. Escuela Hotelera de San Juan reserves the right to suspend students from classes. Late payments will have a surcharge of \$10.00. If payments are not up-to-date, the student will not be able to take any final exams of the period in session. In addition, the student will not receive qualifications, or official credit transcripts, nor will he or she be able to enroll in future academic sessions if the debt has not been paid off. Returned checks will have a \$15.00 return fee.

### **Right to Cancel**

1. Cancellation shall be in writing. If mailed, postmark date shall be deemed the cancellation date. If student is less than 21 years of age, said cancellation shall be done by parent or guardian.
2. Except for the admission fee, all amounts paid by the student shall be reimbursed if cancellation occurs within three (3) days of the signature of this contract, as long as the student has not attended class.
3. If the school closes its operations and/or does not continue to offer classes after the student enrolled in the program and signed a contract, the student has the right to receive a refund as stated in the Institutional Refund Policy.

### **Refund Policy**

If a student withdraws or is terminated by EHSJ, the institution shall credit the student account the cost of not started courses. A course taken is considered to be a course in which there is academic activity in which the student has been evaluated within the academic calendar created by the registrar's office. A course not taken will be considered to be a course with no academic activity. In terms of the externship course, the school will consider the externship as a taken course once the student signs his/her program scheduled and the externship site confirms that the student began his/her externship activities. In all cases EHSJ will use the last day of academic activity to determine the withdrawal date to be used to calculate the amount of money earned by the institution.

The effective date of withdrawal is considered to be one of the following: the date the student notifies the school of his/her intent to withdraw, the date when EHSJ terminates the student enrollment, and/or the date the student is scheduled to return from an administrative leave of absence and fails to do so. Once the date of determination of the withdrawal has been identified, financial aid staff has 45 days to return any Title IV monies due back to the USDE and the student finance staff has 14 days to return any monies due to the student from any left over monies (from government agencies, student loans or private funds).

The cost of equipment and books are the student's responsibility and are not included in the calculation to determine refunds.

### **Return of Title IV Funds**

If a student withdraws after he/she has completed the first module within the academic term, the student is not considered withdrawn and the R2T4 requirement for the treatment of calculation Title IV funds does not apply. However, EHSJ will perform a recalculation of the Title IV funds, which the student is entitled to keep as the school disburses the entire cost of the term to cover the student cost of attending EHSJ.

If the student withdraws prior to completing at least one module within the academic term, the student will then be considered to have withdrawn and the R2T4 requirement for the Return of Title IV funds to the USDE will apply. EHSJ will credit the student account the percentage of the cost earned to cover the cost of the student enrollment at the institution. This percentage calculation is based on amount of time completed for the training in calendar days divided by the total training days of included in the academic term.

Refunds of unearned tuition payments will be made first to government agencies or lending institutions funding the student's financial aid.

## OTHER PROVISIONS

### Academic Transcript

Copies of students' academic record may only be mailed to persons or interested agencies upon the student's written authorization. Copies delivered by hand to students will be stamped as "Student Copy" and may not be used for official purposes. There is a \$3.00 fee per copy of academic record. The school will not issue copies of official record transcripts to students or former students who have debts with the institution.

### Special Cases

In the case of serious illness, accident, tragedy in the family, or any other circumstances that hinders the student from finishing his or her training, the institution may make a reasonable and acceptable arrangement for both parties.

## STUDY PROGRAMS

In compliance with its educational goals, Escuela Hotelera de San Juan has designed a variety of programs addressed to satisfy the work force needs of the country and strengthen the hotel industry.

### Certificate Programs

These programs are designed to provide knowledge and skills to persons interested in training in short careers in the Culinary Arts, International Bakery and Pastry, and Restaurant Service Attendant fields. The institution offers the following programs:

Specialist in Culinary Arts  
International Baking and Pastry

Certificate programs are offered in credit-hours in day and evening sessions. Day sessions are offered from Monday through Friday, morning and afternoon hours. The evening sessions operate from Monday through Thursday.

## SPECIALIST IN CULINARY ARTS PROGRAM

### General Program Description

The Specialist in Culinary Arts program prepares students for entry-level positions as cooks in hotels and restaurants. They may also establish their own businesses. Students learn about hygiene and sanitation, nutrition and menu planning, basic professional, international, and local regional cuisine skills, poultry, meat, fish, and shellfish cutting and preparation techniques, Garde manger, buffet preparation techniques, table service and protocol, breakfast and delicatessen preparation, pastry, beverage service, and others. The institution's laboratory experiences contribute to the skill development process in the areas of study. Kitchen administration and personnel supervision techniques are also taught. Externships are carried out in real work scenarios.

### General Objectives

During the course of the Specialist in Culinary Arts program, students will:

1. Identify the most significant events in the history of the culinary industry and the cultural influences that contributed to its development.
2. Recognize the importance of sanitation and hygiene in the culinary industry.
3. Apply mathematical operations to the solution of problems related to food preparation.
4. Apply basic nutrition concepts in the planning and preparation of menus with balanced dishes.
5. Develop the fundamental professional cooking techniques.
6. Apply appropriate techniques in the preparation of sauces, creams, soups, vegetables, rices and pasta.
7. Show mastery in the preparation techniques of different cuts utilizing poultry, meat, shellfish, and cooking methods.
8. Put into practice the learned garde manger techniques.
9. Develop buffet preparation, table service, and protocol abilities.
10. Apply the correct breakfast preparation techniques.
11. Develop appropriate job hunting and job interviewing techniques.
12. Apply the knowledge and skills developed during their externship in real work scenarios.

### Equivalencies

The following equivalencies apply to calculating the number of hours per credit:

1 Theory credit = 15 hours

1 Laboratory credit = 30 hours

1 Externship credit = 45 hours

Total program length = 1620 Hours

Equivalency in credits = 59

Model Program  
Specialist in Culinary Arts

I SEMESTER – 20 academic credits

Daytime session : 72 days, 15 weeks, 5 hours a day, 360 hours

Evening sessions: 80 evenings, 21 weeks, 4.5 hours a day, 360 hours

First session

| CLASS CODE | COURSE TITLE                                   | Academic Credits          |
|------------|--|---------------------------|
| CUL-100    | Culinary History and Terminology               | 2 credits<br>(30 hours)   |
| HIG-100    | Sanitation and Hygiene                         | 2 credits<br>(30 hours)   |
| MAT-110    | Culinary Mathematics                           | 4 credits<br>(60 hours)   |
| ETC 100    | Ethics, employment, and<br>employment maturity | 2 credits<br>(30 hours)   |
|            | Sub-total                                      | 10 credits<br>(150 hours) |

Second session

| CLASS CODE | COURSE TITLE   | Academic Credits         |
|------------|--|--------------------------|
| CUL-110    | Principles of Nutrition and Menu<br>Planning   | 2 credits<br>(30 hours)  |
| CUL-120    | Basic Professional Cooking skills,<br>materials, equipment, and tools                  | 2 credits<br>(30 hours)  |
| CUL-121    | Laboratory of basic professional<br>cooking skills, materials,<br>equipment, and tools | 2 credit<br>(60 hours)   |
|            | Sub-total  | 6 credits<br>(120 hours) |

Third session

| CLASS CODE | COURSE TITLE   | Academic Credits        |
|------------|--|-------------------------|
| CUL-130    | Soups, Creams, Sauces,<br>Vegetables, Pasta, and Rices                 | 2 credits<br>(30 hours) |
| CUL-131    | Laboratory – Soups, Creams,<br>Sauces, Vegetables, Pasta, and<br>Rices | 2 credits<br>(60 hours) |
|            | Sub-total  | 4 credits<br>(90 hours) |

II SEMESTER – 17 academic credits

Daytime sessions: 72 days, 15 weeks, 5 hours a day, 360 hours  
 Evening sessions: 80 evenings, 21 weeks, 4.5 hours a day, 360 hours

First session

| CLASS CODE | COURSE TITLE   | Academic credits         |
|------------|--|--------------------------|
| CUL-140    | Poultry, Meat, and Seafood Cutting and Preparation Techniques              | 2 credits<br>(30 hours)  |
| CUL-141    | Laboratory – Poultry, Meat, and Seafood Cutting and Preparation Techniques | 3 credits<br>(90 hours)  |
|            | Sub-total  | 5 credits<br>(120 hours) |

Second session

| CLASS CODE | COURSE TITLE                | Academic credits        |
|------------|-----------------------------|-------------------------|
| CUL-150    | “Garde Manger”              | 2 credits<br>(30 hours) |
| CUL-151    | Laboratory – “Garde Manger” | 2 credits<br>(60 hours) |
|            |                             |                         |
|            | Sub-total                   | 4 credits<br>(90 hours) |

Third session

| CLASS CODE | COURSE TITLE   | Academic credits         |
|------------|--|--------------------------|
| CUL-180    | Breakfast Preparation and Delicatessen Techniques              | 2 credits<br>(30 hours)  |
| CUL-181    | Laboratory – Breakfast Preparation and Delicatessen Techniques | 2 credits<br>(60 hours)  |
| SAB-100    | Food and beverage service                                      | 4 credits<br>(60 hours)  |
|            | Sub-total  | 8 credits<br>(150 hours) |

III SEMESTER – 16 credits

Daytime sessions: 72 days, 15 weeks, 5 hours a day, 360 hours

Evening sessions: 80 nights, 21 weeks, 4.5 hours a day, 360 hours

First session

| CLASS CODE | COURSE TITLE                   | Academic credits        |
|------------|--------------------------------|-------------------------|
| SAB-101    | Laboratory - Food and beverage | 2 credits<br>(60 hours) |
|            | Sub-total                      | 2 credits<br>(60 hours) |

Second session

| CLASS CODE | COURSE TITLE        | Academic credits        |
|------------|---------------------|-------------------------|
| PAN-155    | Bakery              | 2 credits<br>(30 hours) |
| PAN-156    | Laboratory - Bakery | 2 credits<br>(60 hours) |
|            | Sub-total           | 4 credits<br>(90 hours) |

Third session

| CLASS CODE | COURSE TITLE                                     | Academic credits          |
|------------|--|---------------------------|
| CUL-190    | Fusion and International Cuisine                 | 4 credits<br>(60 hours)   |
| CUL-191    | Laboratory - International and Creole cuisine    | 4 credits<br>(120 hours)  |
| CUL-195    | Kitchen administration and personnel supervision | 2 credits<br>(30 hours)   |
|            | Sub-total  | 10 credits<br>(210 hours) |

IV Fourth Semester – 6 Externship Credits

Daytime session: 54 days, 14 weeks, 270 hours

Evening session: 60 days, 15 weeks, 270 hours

| CLASS CODE | COURSE TITLE | Academic credits         |
|------------|--------------|--------------------------|
| CUL- 200   | Externship   | 6 credits<br>(270 hours) |
|            | Sub total    | 6 credits<br>(270 hours) |

Culinary Arts

| Credits               | Hours      |
|-----------------------|------------|
| 34 Theory Credits     | 510        |
| 19 Laboratory Credits | 570        |
| 4 Externship Credits  | 270        |
| <u>Outside Work</u>   | <u>360</u> |
| 59 credits            | 1620       |

COURSE DESCRIPTION  
Certificate Programs  
SPECIALIST IN CULINARY ARTS PROGRAM

|         |   |                           |
|---------|---|---------------------------|
| CUL-100 | Culinary History and Terminology  | 2 credits/30 hours        |
|         | This course covers culinary history and the cultural influences that greatly contributed to the development of the culinary industry. The course focuses on the gastronomy of the great chefs and the social relationship that exists between food and culture.   |                           |
| HIG-100 | Sanitation and Hygiene  | 2 credits-30 hours        |
|         | Introduction to the food handling and safety in the work areas. Includes discussion of diseases caused by food contamination, methods to prevent contamination, and the government agencies responsible to control sanitation and hygiene.  |                           |
| MAT-110 | Culinary Mathematics  | 4 credits -60 hours       |
|         | A review of basic mathematics applied to the culinary field. The course covers multiplication, division, fractions, and percentages. Students learn about yield, recipe costs, weights and measures, budgets, and recipe conversion.  |                           |
| ETC-100 | <b>Work, Ethics and Labor Maturity</b>  | <b>2 credits-30 hours</b> |
|         | This course includes the core fundamentals of Ethics, including historic background and evolution, directly related to the job world. Behavior defines the identity of a person, and success in the hotel industry mostly depends on the employee's attitude towards service. This course discusses and itemizes 24 virtues as work tools. In addition, students prepare presentation letters, resumes, portfolios, and discuss labor laws. Students prepare for effective employment interviews. |                           |
| CUL-110 | Nutrition and Menu Planning   | 2 credits-30 hours        |
|         | This course exposes students to the basic concepts of nutrition: proteins, fats, carbohydrates, vitamins, minerals, and water. Students learn to plan and prepare menus with balanced dishes, based on the nutritional pyramid. Nutritional analyses are carried out and the various types of diets are discussed, according to the customer's health.  |                           |
| CUL-120 | Basic professional cooking skills, materials, equipment and tools   | 2 credits-30 hours        |
|         | Introduction to the terms, concepts, techniques, and basic skills of culinary arts. Students become familiar with materials, equipment, and tools. They identify ingredients used in the kitchen: vegetables, fruit, spices, and aromatic herbs. It discusses the history, terms, and preparation of classic traditional dishes are examined. It further discusses the importance of dish presentation and cooking methods.   |                           |
| CUL-121 | Laboratory – Basic professional cooking skills, materials, equipment, and tools   | 2 credit-60 hours         |
|         | Fundamental kitchen techniques are developed through recipe preparation exercises. Includes practice of all cooking methods: sautéing, grilling, frying, roasting, and others. Students have the opportunity to practice the concepts and techniques learned in class. Use of knives, equipment, and tools of the professional kitchen are emphasized.  |                           |

- CUL-130 Soups, creams, sauces, vegetables, rices, and pasta 2 credits-30 hours  
This course studies the composition of mother sauces and their derivatives. Identifies the techniques used to prepare sauces, creams, and soups are identified. Through this course, students learn to identify, select, and apply cooking methods for vegetables, rices, and pasta.
- CUL-131 Laboratory - Soups, creams, sauces, vegetables, rices, and pasta  
2 credits-60 hours  
Students acquire experience through laboratory sessions, in which they develop skills related to sauce, cream, and soup preparation. Vegetables, rices, and pasta are prepared, using different cooking techniques.
- CUL-140 Poultry, Meat, and Seafood Cutting and Preparation Techniques  
2 credits-30 hours  
This course covers techniques to prepare the cuts used in the industry. The aspects to be considered in the selection of poultry, meats, and seafood are identified, according to the inspections and grade classification related to every category. It also discusses food yields before and after cooking. It discusses diseases related to the subject.
- CUL-141 Laboratory – Poultry, Meat, and Seafood Cutting and Preparation Techniques  
3 credits-90 hours  
Students have the opportunity to develop butcher techniques, while preparing different cuts of poultry, meats, and seafood. Practice exercises are also provided on cooking methods through preparation of basic recipes.
- CUL-150 Garde Manger 2 credits-30 hours  
Students become acquainted with the “Garde Manger” or cold cooking department. Preservation methods are discussed, as well as smoking techniques, meat stuffing, salads, cold sauces, dressings, and hors d’oeuvres varieties. It discusses several banquet styles and the components to be considered in banquet planning. Garnish skills are analyzed for the preparation of edible decorations.
- CUL-151 Laboratory – “Garde Manger” 2 credits-60 hours  
In this laboratory, students practice the studied “Garde Manger” department related techniques. Students prepare canapés, hors d’oeuvres, pâtés, galantines, terrines, salads, dressings, fine sauces, and edible decorations.
- CUL-180 Breakfast preparation and delicatessen techniques 2credits-30 hours  
This course introduces the student to the skills necessary to prepare breakfasts in restaurants. It discusses the cooking methods utilized in the preparation of eggs, legumes, cereals, potatoes, and others, It analyzes the bread, muffin, biscuit, and puff pastry turnovers.
- CUL-181 Laboratory - Breakfast preparation and delicatessen techniques  
2credit-60 hours  
Students practice the techniques studies in the theory course. They prepare diverse breakfast dishes and their traditional side dishes. They practice the different cooking methods of omelets, pancakes, breads, and puff pastry turnovers.

|         |  |                      |
|---------|--|----------------------|
| SAB-100 | Food and Beverage Services<br>Students acquire the knowledge necessary to correctly serve food to clients in any kind of restaurant, bar, and banquet.   | 4 credits -60 hours  |
| SAB-101 | Laboratory - Food and Beverage Services<br>Students practice the knowledge acquired to correctly serve food to clients in any kind of restaurant, bar, and banquet.  | 2 credits -60 hours  |
| PAN-155 | Bakery<br>This course discusses the concepts necessary for the preparation of: rolled fondant, cakes, frostings, pastries, tarts, pies, chocolates, candy, sweet buffets, custards, and others. Students thoroughly study the bakery-related techniques and methods utilized in the industry. It also studies the history of various regional and international desserts.  | 2 credits -30 hours  |
| PAN-156 | Bakery Laboratory<br>In this laboratory students practice the techniques and methods utilized to prepare candy, desserts, and cakes. Use is made of the decorating bag and cake design.  | 2 credits -60 hours  |
| CUL-190 | Fusion and International Cuisine<br>This course covers the development of fusion and international cuisine, their history, geography, agriculture, and eating habits of the main countries of the European, American, Asian, and African continents. Each country's gastronomy is carefully examined, as well as its cultural impact on other cultures.  | 4 credits -60 hours  |
| CUL-191 | Laboratory – Fusion and International Cuisine<br>Students develop skills related to the fusion and international cuisine through demonstrations and recipe production, applying the techniques, ingredients, and spices used in this field.  | 4 credits -120 hours |
| CUL-195 | Kitchen Administration and Personnel Supervision<br>This course helps students acquire basic knowledge on kitchen management and personnel supervision. It includes discussion on procedures for the effective management of human resources, supervision techniques, and labor laws. Students are trained in the interpretation of financial statements, acquisition procedures, inventory, marketing, operational strategies, payroll, cash flow, use and maintenance of equipment, customer satisfaction, and others.   | 2 credits -30 hours  |
| CUL-200 | Externship<br>Pre-requisite: The student should have approved every one of the courses before commencing the Externship. During the externship, the student puts into practice the basic knowledge of cooking and is evaluated on a scale from 1-4 in the following categories: professionalism, hygiene and sanitation, handling of tools (knives, peelers, cutters, and other); handling of equipment: mixers, blenders, food processors, stoves, and conventional ovens; food preparation methods, Mise en Place, basic cooking methods, and storage of food and equipment. | 6 credits -270 hours |

## INTERNATIONAL BAKERY AND PASTRY PROGRAM

### General Program Description

The International Bakery and Pastry program prepares students for entry-level position as bakers and/or pastry-makers in the hospitality and service industry in commercial bakeries, hotels, restaurants, and/or to establish their own business. Students learn about hygiene and sanitation, nutrition, and menu planning. The curriculum includes theoretical and practical laboratory components, as well as field experiences under the supervision of a master chef or pastry chef. Special emphasis is placed on safety rules and procedures, and on the acquisition and handling of materials, utensils, and equipment of the trade. Training includes recipe adaptation and preparation, and preparation of breads, European pastries, cakes, chocolate, and classic and modern styles of decorating with sugar.

### General Objectives

During the course of this International Bakery and Pastry program, students will:

1. Identify the most significant events in culinary history, with emphasis on bakery and pastry.
2. Recognize the importance of sanitation and hygiene in the field of international bakery and pastry.
3. Apply mathematical processes to problem solving.
4. Use the correct techniques for making breads.
5. Apply the knowledge acquired in preparing cakes and their varieties.
6. Correctly use the techniques and tools necessary for cake decorating in various styles.
7. Develop the ability to work with chocolate and sugar.
8. Apply advanced techniques in the preparation of a wide variety of European pastry products.
9. Develop appropriate job hunting and retention, interpersonal relationships, and effective communication techniques.
10. Apply the knowledge and skills developed during their externship in real work scenarios.

### Equivalencies

The following equivalencies apply in calculating the number of hours per credit:

|                        |              |
|------------------------|--------------|
| 1 Theory credit        | = 15 hours   |
| 1 Laboratory credit    | = 30 hours   |
| 1 Externship credit    | = 45 hours   |
| Total program length   | = 1710 Hours |
| Equivalency in credits | = 58         |

**MODEL PROGRAM**  
**International Baking and Pastry Program**

I SEMESTER – 18 academic credits

Daytime sessions: 72 days, 15 weeks, 5 hours a day, 360 hours  
 Evening sessions: 80 evenings, 21 weeks, 4.5 hours a day, 360 hours

First session

| CLASS CODE | COURSE TITLE                 | Academic credits         |
|------------|------------------------------|--------------------------|
| PAN-100    | History of Bakery and Pastry | 2 credits<br>(30 hours)  |
| HIG-100    | Sanitation and Hygiene       | 2 credits<br>(30 hours)  |
| MAT-100    | Pastry Mathematics           | 2 credits<br>(30 hours)  |
| NUT-100    | Nutrition                    | 2 credits<br>(30 hours)  |
|            | Sub-total                    | 8 credits<br>(120 hours) |

Second session

| CLASS CODE | COURSE TITLE              | Academic credits         |
|------------|---------------------------|--------------------------|
| PRI -110   | Bread Making              | 2 credits<br>(30 hours)  |
| PRI-111    | Laboratory – Bread Making | 3 credits<br>(90 hours)  |
|            | Sub-total                 | 5 credits<br>(120 hours) |

Third session

| CLASS CODE | COURSE TITLE                   | Academic credits         |
|------------|--------------------------------|--------------------------|
| PRI-114    | Commercial Pastry              | 2 credits<br>(30 hours)  |
| PRI-115    | Laboratory – Commercial Pastry | 3 credits<br>(90 hours)  |
|            | Sub-total                      | 5 credits<br>(120 hours) |

**II SEMESTER – 14 academic credits**

Daytime sessions: 72 days, 15 weeks, 5 hours a day, 360 hours  
Evening sessions: 80 evenings, 21 weeks, 4.5 hours a day, 360 hours

**First session**

| CLASS CODE | COURSE TITLE  | CREDITS                  |
|------------|---|--------------------------|
| PRI-120    | Preparation of Cakes and their Varieties              | 2 credits<br>(30 hours)  |
| PRI-121    | Laboratory – Preparation of Cakes and their Varieties | 3 credits<br>(90 hours)  |
|            | Sub-total   | 5 credits<br>(120 hours) |

**Second session**

| CLASS CODE | COURSE TITLE                 | Academic credits         |
|------------|------------------------------|--------------------------|
| PRI-130    | Cake Decorating              | 2 credits<br>(30 hours)  |
| PRI-131    | Laboratory – Cake Decorating | 7 credits<br>(210 hours) |
|            | Sub-total                    | 9 credits<br>(240 hours) |

**III SEMESTER – 14 academic credits**

Daytime sessions: 72 days, 15 weeks, 5 hours a day, 360 hours  
Evening sessions: 80 evenings, 21 weeks, 4.5 hours a day, 360 hours

**First session**

| CLASS CODE | COURSE TITLE                      | Academic credits         |
|------------|-----------------------------------|--------------------------|
| PRI-132    | Chocolates and Sugar              | 2 credits<br>(30 hours)  |
| PRI-133    | Laboratory – Chocolates and Sugar | 3 credits<br>(90 hours)  |
|            | Sub-total                         | 5 credits<br>(120 hours) |

**Second session**

| CLASS CODE | COURSE TITLE                 | Academic credits         |
|------------|------------------------------|--------------------------|
| PRI-140    | European Pastry              | 2 credits<br>(30 hours)  |
| PRI-141    | Laboratory – European Pastry | 3 credits<br>(90 hours)  |
|            | Sub-total                    | 5 credits<br>(120 hours) |

Third session

| CLASS CODE | COURSE TITLE                                    | Academic credits         |
|------------|---|--------------------------|
| EMP-111    | Pre-employment and Labor Maturity               | 4 credits<br>(60 hours)  |
| EMO-110    | Ethics and Morality in the Occupational Setting | 4 credits<br>(60 hours)  |
|            | Sub-total                                       | 8 credits<br>(120 hours) |

IV Fourth Semester – 8 Externship Credits

Daytime session: 72 days, 15 weeks, 360 hours

Evening session: 80 days, 21 weeks, 360 hours

| CLASS CODE | COURSE TITLE | Academic credits      |
|------------|--------------|-----------------------|
| PAN 161    | Externship   | 8 credits (360 hours) |
|            | Sub total    | 8 credits (360 hours) |

International Bakery and Pastry Program

| Credits                     | Hours      |
|-----------------------------|------------|
| 28 Theory Credits           | 330        |
| 22 Laboratory Credits       | 660        |
| <u>6 Externship Credits</u> | <u>270</u> |
| 50 Credits                  | 1260       |

INTERNATIONAL BAKERY AND PASTRY PROGRAM  
COURSE DESCRIPTION

|                |  |                           |
|----------------|--|---------------------------|
| PAN-100        | History of Bakery and Pastry<br>This course provides the students with information on culinary evolution, with emphasis on the art of baking and pastries and their influence on human culture. It allows students to learn the basic principles of food production, the contributions of recognized figures in the culinary field, and a greater understanding of the techniques used in the modern industry.   | 2 credits-30 hours        |
| HIG-100        | Hygiene and Sanitation<br>Through this course students learn the fundamentals of hygiene, sanitation and safety in food service, and their vital importance for the adequate functioning of the industry.  | 2 credits-30 hours        |
| MAT-100        | Pastry Mathematics<br>Study of the basic mathematical operations applied to the field of bakery and pastry. Students become familiar with the use of the baker's percentage, yield and recipe conversion, cost analysis, budget, weights and measures.   | 2 credits-30 hours        |
| NUT-100        | Basic Principles of Nutrition<br>This course exposes students to the basic concepts of nutrition applied to the food service industry. It analyzes the six types of nutrients, and the regulations established by governmental agencies and health organizations. The student learns and trains on ingredient substitution to adapt the recipe nutritional value to specific needs. This course expose the students to the basic concepts of nutrition: proteins, fats, carbohydrates, vitamins, minerals, and water. Ingredient substitution is analyzed to adapt the nutritional value of recipes to client needs. | 2 credits-30 hours        |
| PRI-110        | Bread Making<br>Study of the fundamentals and scientific principles of bakery, including terminology, equipment, ingredients, and preparation methods of breads, dough, and diverse baked products.  | 2 credits-30 hours        |
| PRI-111        | Bread Making Laboratory<br>Application of skills introduced in the theory course. Practical experience in the use of the tools and stationary equipment of the bakery laboratory, and the preparation of leavened dough, decorative breads, croissants, danish, stuffed pastries and icings. Students are taught to evaluate products created with different techniques and ingredients.   | 3 credits-90 hours        |
| <b>PRI-114</b> | <b>Commercial Baking</b><br>This course emphasizes pastry confection at a commercial level. Students learn about the resources available for pastry confection based on pre-prepared products, manufacturer-recommended handling, and options available to reduce production costs.  | <b>2 credit-30 hours</b>  |
| <b>PRI-115</b> | <b>Lab – Commercial Baking –</b><br>This laboratory exposes students to typical production in commercial establishments. Emphasis is given to the preparation of products that will be packed or displayed, such as cookies, doughnuts, cakes, various sweets from pre-prepared dough, and local sweets.   | <b>3 credits-90 hours</b> |



desserts, among others. Dessert presentations focus on individual and tray servings, emphasizing contemporary styles in the diverse areas of pastry service.

- EMO-110     ***Ethics and Morality in the Occupational Setting***     4 credits – 60 hours  
This course covers the basic fundamental of ethics, including its historic background and its evolution directly related to the working environment. The values and virtues they are discussed as valuable tools of work. It promotes the development of supportive environment, peace, attitudes and significant values for the citizens and workers, which is essential for the social contact and labor progress
- EMP-111     Pre-employment and Labor Maturity     4 credits – 60 hours  
This course provides students the tools to manage their career through techniques to find and retain employment, verify skills and areas for improvement, and design professional documents. Students acquire knowledge to effectively promote themselves in the employment market.
- PAN -161     Externship     8 credits 360 hours  
Pre-requisite: The student should have approved the Basic Externship to be able to begin the Advanced Externship. The student will practice and will be evaluated by the externship supervisor(s) on a scale from 1-4 in knowledge and skills from middle to high responsibility for a baker: prepares different courses according to menu specifications, equipment operation; banquets and pastry; and any other in any other function from middle to high level required by the bakery externship supervisor.

ESCUELA HOTELERA DE SAN JUAN  
 ACADEMIC CALENDAR 2009-2010  
 SPECIALIST IN CULINARY ARTS PROGRAM  
 BEGINNING DATE JANUARY 19, 2010  
 (MORNING-AFTERNOON)

|   |   |
|---|---|
| January 19, 2010<br>Jan 19 @ Feb 22, 2010 | CLASSES BEGIN<br>First semester, first session  |
| Feb 15, 2010                              | HOLIDAY: PRESIDENTS' DAY                        |
| Feb 23 @ Apr 5, 2010                      | First semester, second session                  |
| March 22, 2010                            | HOLIDAY: ABOLITION OF SLAVERY                   |
| March 29 @ Apr 2, 2010                    | HOLY WEEK RECESS                                |
| April 6 @ May 10, 2010                    | First semester, third session                   |
| April 19, 2010                            | HOLIDAY: JOSE DE DIEGO                          |
| May 11-13, 2010                           | SEMESTER'S FIRST RECESS                         |
| May 14, 2010 @ June 9, 2010               | Second semester, first session                  |
| May 31, 2010                              | HOLIDAY: MEMORIAL DAY                           |
| June 10 @ Aug 9, 2010                     | Second semester, second session                 |
| July 5, 2010                              | HOLIDAY: INDEPENDENCE DAY                       |
| July 19, 2010                             | HOLIDAY: LUIS MUÑOZ RIVERA                      |
| July 26-30, 2010                          | SUMMER RECESS                                   |
| Aug 10 @ Sept 3, 2010                     | Second semester, third session                  |
| September 6, 2010                         | HOLIDAY: LABOR DAY                              |
| Sept 7-9, 2010                            | SECOND SEMESTER'S RECESS                        |
| Sept 10 @ Oct 5, 2010                     | Third semester, first session                   |
| Oct 6 @ Dec 1, 2010                       | Third semester, second session                  |
| October 12, 2010                          | HOLIDAY: COLUMBUS DAY                           |
| Nov 11, 2010                              | HOLIDAY: VETERAN'S DAY                          |
| Nov 19, 2010                              | HOLIDAY: DISCOVERY OF PUERTO RICO               |
| Nov 25-26, 2010                           | THANKSGIVING WEEKEND RECESS                     |
| Dec 20, 2010 @ Jan 10, 2011               | CHRISTMAS HOLIDAYS                              |
| Dec 2, 2010 @ Jan 19, 2011                | Third semester, third session<br>(PRACTICE I)   |
| Jan 20 @ March 11, 2011                   | Fourth semester, first session<br>(PRACTICE II) |

THIS CALENDAR IS SUBJECT TO CHANGES



ESCUELA HOTELERA DE SAN JUAN  
 ACADEMIC CALENDAR 2009-2010  
 SPECIALIST IN CULINARY ARTS PROGRAM  
 BEGINNING DATE JANUARY 19, 2010  
 (EVENING)

|                             |   |
|-----------------------------|---|
| January 19, 2010            | CLASSES BEGIN                                   |
| Jan 19 @ March 9, 2010      | First semester, first session                   |
| Feb 15, 2010                | HOLIDAY: PRESIDENTS' DAY                        |
| March 10 @ May 6, 2010      | First semester, second session                  |
| March 22, 2010              | HOLIDAY: ABOLITION OF SLAVERY                   |
| March 29 @ Apr 2, 2010      | HOLY WEEK RECESS                                |
| May 10 @ June 24, 2010      | First semester, third session                   |
| April 19, 2010              | HOLIDAY: JOSE DE DIEGO                          |
| June 25-29, 2010            | SEMESTER'S FIRST RECESS                         |
| June 30 @ Aug 16, 2010      | Second semester, first session                  |
| May 31, 2010                | HOLIDAY: MEMORIAL DAY                           |
| Aug 17 @ Nov 1, 2010        | Second semester, second session                 |
| July 5, 2010                | HOLIDAY: INDEPENDENCE DAY                       |
| July 19, 2010               | HOLIDAY: LUIS MUÑOZ RIVERA                      |
| July 26-30, 2010            | SUMMER RECESS                                   |
| Nov 2 @ Dec 13, 2010        | Second semester, third session                  |
| September 6, 2010           | HOLIDAY: LABOR DAY                              |
| Dec 14-16, 2010             | SECOND SEMESTER'S RECESS                        |
| Jan 11 @ Feb 15, 2011       | Third semester, first session                   |
| Feb 16 @ May 5, 2011        | Third semester, second session                  |
| October 12, 2010            | HOLIDAY: COLUMBUS DAY                           |
| Nov 11, 2010                | HOLIDAY: VETERAN'S DAY                          |
| Nov 19, 2010                | HOLIDAY: DISCOVERY OF PUERTO RICO               |
| Nov 25-26, 2010             | THANKSGIVING WEEKEND RECESS                     |
| Dec 20, 2010 @ Jan 10, 2011 | CHRISTMAS HOLIDAYS                              |
| May 9, 2011 @ June 13, 2011 | Third semester, third session<br>(PRACTICE I)   |
| June 14 @ Aug 24, 2011      | Fourth semester, first session<br>(PRACTICE II) |

THIS CALENDAR IS SUBJECT TO CHANGE

ESCUELA HOTELERA DE SAN JUAN  
 ACADEMIC CALENDAR 2009-2010  
 BAKERY AND INTERNATIONAL PASTRIES PROGRAM  
 BEGINNING DATE JANUARY 19, 2010  
 (AFTERNOON)

|                              |   |
|------------------------------|---|
| January 19, 2010             | CLASSES BEGIN                                   |
| Jan 19 @ Feb 22, 2010        | First semester, first session                   |
| Feb 15, 2010                 | HOLIDAY: PRESIDENTS' DAY                        |
| Feb 23 @ Apr 5, 2010         | First semester, second session                  |
| March 22, 2010               | HOLIDAY: ABOLITION OF SLAVERY                   |
| March 29 @ Apr 2, 2010       | HOLY WEEK RECESS                                |
| April 6 @ May 10, 2010       | First semester, third session                   |
| April 19, 2010               | HOLIDAY: JOSE DE DIEGO                          |
| May 11-13, 2010              | SEMESTER'S FIRST RECESS                         |
| May 14, 2010 @ June 25, 2010 | Second semester, first session                  |
| May 31, 2010                 | HOLIDAY: MEMORIAL DAY                           |
| June 28 @ Sept 2, 2010       | Second semester, second session                 |
| July 5, 2010                 | HOLIDAY: INDEPENDENCE DAY                       |
| July 19, 2010                | HOLIDAY: LUIS MUÑOZ RIVERA                      |
| July 26-30, 2010             | SUMMER RECESS                                   |
| September 6, 2010            | HOLIDAY: LABOR DAY                              |
| Sept 3-8, 2010               | SECOND SEMESTER'S RECESS                        |
| Sept 9 @ Oct 4, 2010         | Third semester, first session                   |
| Oct 5 @ Nov 30, 2010         | Third semester, second session                  |
| October 12, 2010             | HOLIDAY: COLUMBUS DAY                           |
| Nov 11, 2010                 | HOLIDAY: VETERAN'S DAY                          |
| Nov 19, 2010                 | HOLIDAY: DISCOVERY OF PUERTO RICO               |
| Nov 25-26, 2010              | THANKSGIVING WEEKEND RECESS                     |
| Dec 20, 2010 @ Jan 10, 2011  | CHRISTMAS HOLIDAYS                              |
| Dec 1, 2010 @ Jan 18, 2011   | Third semester, third session<br>(PRACTICE I)   |
| Jan 19 @ March 10, 2011      | Fourth semester, first session<br>(PRACTICE II) |

THIS CALENDAR IS SUBJECT TO CHANGES

ESCUELA HOTELERA DE SAN JUAN  
 ACADEMIC CALENDAR 2009-2010  
 SPECIALIST IN CULINARY ARTS PROGRAM  
 BEGINNING DATE APRIL 26, 2010  
 (EVENING)

|                             |  |
|-----------------------------|--|
| April 16, 2010              | CLASSES BEGIN                                |
| Apr 26 @ June 14, 2010      | First semester, first session                |
| May 31, 2010                | HOLIDAY: MEMORIAL DAY                        |
| June 15 @ Aug 11, 2010      | First semester, second session               |
| July 5, 2010                | HOLIDAY: INDEPENDENCE DAY                    |
| July 19, 2010               | HOLIDAY: LUIS MUÑOZ RIVERA                   |
| July 26-30, 2010            | SUMMER RECESS                                |
| Aug 12 @ Sept 29, 2010      | First semester, third session                |
| September 6, 2010           | HOLIDAY: LABOR DAY                           |
| Sept 30 @ Oct 5, 2010       | SEMESTER'S FIRST RECESS                      |
| Oct 6 @ Nov 10, 2010        | Second semester, first session               |
| October 12, 2010            | HOLIDAY: COLUMBUS DAY                        |
| Nov 15, 2010 @ Feb 22, 2011 | Second semester, second session              |
| Nov 11, 2010                | HOLIDAY: VETERAN'S DAY                       |
| Nov 19, 2010                | HOLIDAY: DISCOVERY OF PUERTO RICO            |
| Nov 25-26, 2010             | THANKSGIVING WEEKEND RECESS                  |
| Dec 20, 2010 @ Jan 10, 2011 | CHRISTMAS HOLIDAYS                           |
| Jan 17, 2011                | HOLIDAY: MARTIN LUTHER KING                  |
| Feb 21, 2011                | HOLIDAY: PRESIDENTS' DAY                     |
| Feb 23 @ March 31, 2011     | Second semester, third session               |
| March 22, 2010              | HOLIDAY: ABOLITION OF SLAVERY                |
| April 4-6, 2011             | SEMESTER'S SECOND RECESS                     |
| April 7 @ May 18, 2011      | Third semester, first session                |
| April 18, 2011              | HOLIDAY: JOSE DE DIEGO                       |
| April 19-22, 2011           | HOLY WEEK                                    |
| May 19 @ Aug 11, 2011       | Third semester, second session               |
| May 30, 2011                | HOLIDAY: MEMORIAL DAY                        |
| July 4, 2011                | HOLIDAY: INDEPENDENCE DAY                    |
| July 18, 2011               | HOLIDAY: LUIS MUÑOZ RIVERA                   |
| July 25-29, 2011            | SUMMER RECESS                                |
| Aug 15 @ Sept 19, 2011      | Third semester, third session (PRACTICE I)   |
| Sept 20 @ Nov 30, 2011      | Fourth semester, first session (PRACTICE II) |

THIS CALENDAR IS SUBJECT TO CHANGES

ESCUELA HOTELERA DE SAN JUAN  
 ACADEMIC CALENDAR 2009-2010  
 BAKERY AND INTERNATIONAL PASTRIES PROGRAM  
 BEGINNING DATE APRIL 26, 2010  
 (EVENING)

|                              |  |
|------------------------------|--|
| April 16, 2010               | CLASSES BEGIN                                |
| Apr 26 @ June 14, 2010       | First semester, first session                |
| May 31, 2010                 | HOLIDAY: MEMORIAL DAY                        |
| June 15 @ Aug 23, 2010       | First semester, second session               |
| July 5, 2010                 | HOLIDAY: INDEPENDENCE DAY                    |
| July 19, 2010                | HOLIDAY: LUIS MUÑOZ RIVERA                   |
| July 26-30, 2010             | SUMMER RECESS                                |
| Aug 24 @ Sept 28, 2010       | First semester, third session                |
| September 6, 2010            | HOLIDAY: LABOR DAY                           |
| Sept 29 @ Oct 4, 2010        | SEMESTER'S FIRST RECESS                      |
| Oct 5 @ Dec 7, 2010          | Second semester, first session               |
| October 12, 2010             | HOLIDAY: COLUMBUS DAY                        |
| Dec 8, 2010 @ March 28, 2011 | Second semester, second session              |
| Nov 11, 2010                 | HOLIDAY: VETERAN'S DAY                       |
| Nov 19, 2010                 | HOLIDAY: DISCOVERY OF PUERTO RICO            |
| Nov 25-26, 2010              | THANKSGIVING WEEKEND RECESS                  |
| Dec 20, 2010 @ Jan 10, 2011  | CHRISTMAS HOLIDAYS                           |
| Jan 17, 2011                 | HOLIDAY: MARTIN LUTHER KING                  |
| Feb 21, 2011                 | HOLIDAY: PRESIDENTS' DAY                     |
| March 22, 2010               | HOLIDAY: ABOLITION OF SLAVERY                |
| March 29-31, 2011            | SEMESTER'S SECOND RECESS                     |
| April 4 @ May 12, 2011       | Third semester, first session                |
| April 18, 2011               | HOLIDAY: JOSE DE DIEGO                       |
| April 19-22, 2011            | HOLY WEEK                                    |
| May 16 @ Aug 4, 2011         | Third semester, second session               |
| May 30, 2011                 | HOLIDAY: MEMORIAL DAY                        |
| July 4, 2011                 | HOLIDAY: INDEPENDENCE DAY                    |
| July 18, 2011                | HOLIDAY: LUIS MUÑOZ RIVERA                   |
| July 25-29, 2011             | SUMMER RECESS                                |
| Aug 8 @ Sept 1, 2011         | Third semester, third session (PRACTICE I)   |
| Sept 6 @ Nov 15, 2011        | Fourth semester, first session (PRACTICE II) |

THIS CALENDAR IS SUBJECT TO CHANGES

ESCUELA HOTELERA DE SAN JUAN  
 ACADEMIC CALENDAR 2010-2011  
 SPECIALIST IN CULINARY ARTS PROGRAM  
 BEGINNING DATE AUGUST 16, 2010  
 (DAY-AFTERNOON)

|                            |   |
|----------------------------|---|
| August 16, 2010            | CLASSES BEGIN                             |
| August 27, 2010            | DEADLINE LATE ENROLLMENT                  |
| Aug 16 @ Sept 27, 2010     | First semester, first session             |
| Sept 6, 2010               | HOLIDAY: Labor Day                        |
| Sept 28 @ Nov 3, 2010      | First semester, second session            |
| October 12, 2010           | HOLIDAY: Columbus Day                     |
| Nov 4 @ Dec 3, 2010        | First semester, third session             |
| Nov 11, 2010               | HOLIDAY: Veteran's Day                    |
| Nov 19, 2010               | HOLIDAY: Discovery of Puerto Rico         |
| Nov 25-26, 2010            | THANKSGIVING WEEKEND RECESS               |
| Dec 6-8, 2010              | FIRST RECESS FROM CLASSES                 |
| Dec 9, 2010 @ Feb 3, 2011  | Second semester, first session            |
| Dec 20, 2010 @ Jan 7, 2011 | CHRISTMAS HOLIDAYS                        |
| Jan 10, 2011               | HOLIDAY: Eugenio M. de Hostos             |
| Jan 17, 2011               | HOLIDAY: Martin Luther King               |
| Feb 4 @ March 2, 2011      | Second semester, second session           |
| Feb 21, 2011               | HOLIDAY: Presidents' Day                  |
| March 22, 2010             | HOLIDAY: Abolition of Slavery             |
| March 3 @ April 14, 2011   | Second semester, third session            |
| April 18-22, 2011          | HOLY WEEK RECESS                          |
| April 18, 2011             | HOLIDAY: José de Diego                    |
| April 15-26, 2011          | SECOND RECESS FROM CLASSES                |
| April 27 @ May 13, 2011    | Third semester, first session             |
| May 6, 2011                | TEACHER'S DAY                             |
| May 16 @ June 9, 2011      | Third semester, second session            |
| May 30, 2011               | HOLIDAY: MEMORIAL DAY                     |
| June 10 @ August 17, 2011  | Third semester, third session             |
| July 4, 2011               | HOLIDAY: INDEPENDENCE DAY                 |
| July 18, 2011              | HOLIDAY: Luis Muñoz Rivera                |
| July 25-29, 2011           | SUMMER RECES                              |
| Aug 18 @ Oct 7, 2011       | Fourth semester, first session (PRACTICE) |

THIS CALENDAR IS SUBJECT TO CHANGES

ESCUELA HOTELERA DE SAN JUAN  
 ACADEMIC CALENDAR 2010-2011  
 BAKERY AND INTERNATIONAL PASTRIES PROGRAM  
 BEGINNING DATE  
 AUGUST 16, 2010  
 (DAY-AFTERNOON)

|                            |                                   |              |
|----------------------------|-----------------------------------|--------------|
| August 16, 2010            | CLASSES BEGIN                     |              |
| August 27, 2010            | DEADLINE LATE ENROLLMENT          |              |
| Aug 16 @ Sept 17, 2010     | First semester, first session     |              |
| Sept 6, 2010               | HOLIDAY: Labor Day                |              |
| Sept 20 @ Nov 1, 2010      | First semester, second session    |              |
| October 12, 2010           | HOLIDAY: Columbus Day             |              |
| Nov 2 @ Dec 1, 2010        | First semester, third session     |              |
| Nov 11, 2010               | HOLIDAY: Veteran's Day            |              |
| Nov 19, 2010               | HOLIDAY: Discovery of Puerto Rico |              |
| Nov 25-26, 2010            | THANKSGIVING WEEKEND RECESS       |              |
| Dec 2-6, 2010              | FIRST RECESS FROM CLASSES         |              |
| Dec 7, 2010 @ Feb 9, 2011  | Second semester, first session    |              |
| Dec 20, 2010 @ Jan 7, 2011 | CHRISTMAS HOLIDAYS                |              |
| Jan 10, 2011               | HOLIDAY: Eugenio M. de Hostos     |              |
| Jan 17, 2011               | HOLIDAY: Martin Luther King       |              |
| Feb 10 @ April 12, 2011    | Second semester, second session   |              |
| Feb 21, 2011               | HOLIDAY: Presidents' Day          |              |
| March 22, 2010             | HOLIDAY: Abolition of Slavery     |              |
| April 18-22, 2011          | HOLY WEEK RECESS                  |              |
| April 18, 2011             | HOLIDAY: José de Diego            |              |
| April 13-15, 2011          | SECOND RECESS FROM CLASSES        |              |
| April 25 @ May 19, 2011    | Third semester, first session     |              |
| May 6, 2011                | TEACHER'S DAY                     |              |
| May 20 @ July 12, 2011     | Third semester, second session    |              |
| May 30, 2011               | HOLIDAY: Memorial Day             |              |
| July 4, 2011               | HOLIDAY: INDEPENDENCE DAY         |              |
| July 18, 2011              | HOLIDAY: Luis Muñoz Rivera        |              |
| July 25-29, 2011           | SUMMER RECESS                     |              |
| July 13 @ Aug 15, 2011     | Third semester, third session     | (PRACTICE I) |
| Aug 16 @ Oct 5, 2011       | Fourth semester, first session    |              |
|                            | (PRACTICE II)                     |              |

THIS CALENDAR IS SUBJECT TO CHANGES

ESCUELA HOTELERA DE SAN JUAN  
 ACADEMIC CALENDAR 2010-2011  
 SPECIALIST IN CULINARY ARTS PROGRAM  
 BEGINNING DATE AUGUST 16, 2010  
 (EVENING)

|                            |  |
|----------------------------|--|
| August 16, 2010            | CLASSES BEGIN                            |
| August 27, 2010            | DEADLINE LATE ENROLLMENT                 |
| Aug 16 @ Oct 14, 2010      | First semester, first session            |
| Sept 6, 2010               | HOLIDAY: Labor Day                       |
| Oct 18 @ Dec 6, 2010       | First semester, second session           |
| October 12, 2010           | HOLIDAY: Columbus Day                    |
| Nov 11, 2010               | HOLIDAY: Veteran's Day                   |
| Nov 19, 2010               | HOLIDAY: Discovery of Puerto Rico        |
| Nov 25-26, 2010            | THANKSGIVING WEEKEND RECESS              |
| Dec 7, 2010 @ Feb 2, 2011  | First semester, third session            |
| Dec 20, 2010 @ Jan 7, 2011 | CHRISTMAS HOLIDAYS                       |
| Jan 10, 2011               | HOLIDAY: Eugenio M. de Hostos            |
| Jan 17, 2011               | HOLIDAY: Martin Luther King              |
| Feb 3-8, 2011              | FIRST RECESS FROM CLASSES                |
| Feb 9 @ March 30, 2011     | Second semester, first session           |
| Feb 21, 2011               | HOLIDAY: Presidents' Day                 |
| March 22, 2010             | HOLIDAY: Abolition of Slavery            |
| March 31 @ May 11, 2011    | Second semester, second session          |
| April 18-22, 2011          | HOLY WEEK RECESS                         |
| April 18, 2011             | HOLIDAY: José de Diego                   |
| May 6, 2011                | TEACHER'S DAY                            |
| May 12 @ July 13, 2011     | Second semester, third session           |
| May 30, 2011               | HOLIDAY: Memorial Day                    |
| July 4, 2011               | HOLIDAY: INDEPENDENCE DAY                |
| July 18, 2011              | HOLIDAY: Luis Muñoz Rivera               |
| July 14-20, 2011           | SECOND RECESS FROM CLASSES               |
| July 25-29, 2011           | SUMMER RECESS                            |
| July 21 @ Aug 22, 2011     | Third semester, first session            |
| August 23 @ Sept 27, 2011  | Third semester, second session           |
| Sept 5, 2011               | HOLIDAY: Labor Day                       |
| October 12, 2011           | HOLIDAY: Columbus Day                    |
| Nov 11, 2010               | HOLIDAY: Veteran's Day                   |
| Nov 19, 2010               | HOLIDAY: Discovery of Puerto Rico        |
| Nov 24-25, 2011            | THANKSGIVING WEEKEND RECESS              |
| Sept 28 @ Dec 21, 2011     | Third semester, third session            |
| Jan 10 @ March 21, 2012    | Third semester, first session (PRACTICE) |

THIS CALENDAR IS SUBJECT TO CHANGES

ESCUELA HOTELERA DE SAN JUAN  
 ACADEMIC CALENDAR 2010-2011  
 SPECIALIST IN CULINARY ARTS PROGRAM  
 BEGINNING DATE JANUARY 18, 2011  
 (DAY-AFTERNOON)

|                            |  |
|----------------------------|--|
| January 18, 2011           | CLASSES BEGIN                                  |
| February 1, 2011           | LATE ENROLLMENT                                |
| Jan 18 @ March 1, 2011     | First semester, first session                  |
| Feb 21, 2011               | HOLIDAY: PRESIDENTS' DAY                       |
| March 2 @ April 5, 2011    | First semester, second session                 |
| March 22, 2011             | HOLIDAY: ABOLITION OF SLAVERY                  |
| April 18, 2011             | HOLIDAY: JOSE DE DIEGO                         |
| April 18-22, 2011          | HOLY WEEK RECESS                               |
| April 6 @ May 9, 2011      | First semester, third session                  |
| May 10-12, 2011            | SEMESTER'S FIRST RECESS                        |
| May 13 @ June 16, 2011     | Second semester, first session                 |
| May 30, 2011               | HOLIDAY: MEMORIAL DAY                          |
| June 17 @ July 13, 2011    | Second semester, second session                |
| July 4, 2011               | HOLIDAY: INDEPENDENCE DAY                      |
| July 18, 2011              | HOLIDAY: LUIS MUÑOZ RIVERA                     |
| July 25, 2011              | CONSTITUTION DAY                               |
| July 25-29, 2011           | SUMMER RECESS                                  |
| July 14 @ Sept 1, 2011     | Second semester, third session                 |
| Sept 5, 2011               | HOLIDAY: LABOR DAY                             |
| Sept 2-6 , 2011            | SEMESTER'S SECOND RECESS                       |
| Sept 7 @ Sept 22, 2011     | Third semester, first session                  |
| Sept 23 @ Oct 19, 2011     | Third semester, second session                 |
| October 12, 2011           | HOLIDAY: COLUMBUS DAY                          |
| Oct 20 @ Dec 21, 2011      | Third semester, third session                  |
| Nov 11, 2010               | HOLIDAY: VETERAN'S DAY                         |
| Nov 19, 2010               | HOLIDAY: DISCOVERY OF PUERTO RICO              |
| Nov 24-25, 2011            | THANKSGIVING WEEKEND RECESS                    |
| Dec 22, 2011 @ Jan 9, 2012 | CHRISTMAS HOLIDAYS                             |
| Jan 10 @ March 1, 2012     | Fourth semester, first session<br>(PRACTICE I) |

THIS CALENDAR IS SUBJECT TO CHANGES

ESCUELA HOTELERA DE SAN JUAN  
 ACADEMIC CALENDAR 2010-2011  
 SPECIALIST IN CULINARY ARTS PROGRAM  
 BEGINNING DATE JANUARY 18, 2011  
 (EVENING)

|                            |  |
|----------------------------|--|
| January 18, 2011           | CLASSES BEGIN                                  |
| February 1, 2011           | LATE ENROLLMENT                                |
| Jan 18 @ March 17, 2011    | First semester, first session                  |
| Feb 21, 2011               | HOLIDAY: PRESIDENTS' DAY                       |
| March 21 @ May 12, 2011    | First semester, second session                 |
| March 22, 2010             | HOLIDAY: ABOLITION OF SLAVERY                  |
| April 18, 2011             | HOLIDAY: JOSE DE DIEGO                         |
| April 18-22, 2011          | HOLY WEEK RECESS                               |
| May 16 @ June 20, 2011     | First semester, third session                  |
| May 30, 2011               | HOLIDAY: MEMORIAL DAY                          |
| June 21-23, 2011           | SEMESTER'S FIRST RECESS                        |
| June 27 @ Aug 22, 2011     | Second semester, first session                 |
| July 4, 2011               | HOLIDAY: INDEPENDENCE DAY                      |
| July 18, 2011              | HOLIDAY: LUIS MUÑOZ RIVERA                     |
| July 25, 2011              | CONSTITUTION DAY                               |
| July 25-29, 2011           | SUMMER RECESS                                  |
| Aug 23 @ Sept 27, 2011     | Second semester, second session                |
| Sept 5, 2011               | HOLIDAY: LABOR DAY                             |
| Sept 28 @ Nov 29, 2011     | Second semester, third session                 |
| October 12, 2011           | HOLIDAY: COLUMBUS DAY                          |
| Nov 11, 2010               | HOLIDAY: VETERAN'S DAY                         |
| Nov 19, 2010               | HOLIDAY: DISCOVERY OF PUERTO RICO              |
| Nov 24-25, 2011            | THANKSGIVING WEEKEND RECESS                    |
| Nov 30 @ Dec 5, 2011       | SEMESTER'S SECOND RECESS                       |
| Dec 6, 2011 @ Jan 12, 2012 | Third semester, first session                  |
| Dec 22, 2011 @ Jan 9, 2012 | CHRISTMAS HOLIDAYS                             |
| Jan 9, 2012                | HOLIDAY: EUGENIO M. DE HOSTOS                  |
| Jan 16, 2012               | HOLIDAY: MARTIN LUTHER KING                    |
| Jan 17 @ Feb 21, 2012      | Third semester, second session                 |
| Feb 20, 2012               | HOLIDAY: GEORGE WASHINGTON                     |
| Feb 22 @ May 23, 2012      | Third semester, third session                  |
| March 22, 2012             | HOLIDAY: ABOLITION OF SLAVERY                  |
| April 1-6, 2012            | HOLY WEEK RECESS                               |
| April 16, 2012             | HOLIDAY: JOSE DE DIEGO                         |
| May 4, 2012                | TEACHER'S DAY                                  |
| May 28, 2012               | HOLIDAY: MEMORIAL DAY                          |
| May 29 @ Aug 9, 2012       | Fourth semester, first session<br>(PRACTICE I) |

THIS CALENDAR IS SUBJECT TO CHANGES

ESCUELA HOTELERA DE SAN JUAN  
 ACADEMIC CALENDAR 2010-2011  
 BAKERY AND INTERNATIONAL PASTRIES PROGRAM  
 BEGINNING DATE JANUARY 18, 2011  
 (EVENING)

|                            |   |
|----------------------------|---|
| January 18, 2011           | CLASSES BEGIN                                   |
| February 1, 2011           | LATE ENROLLMENT                                 |
| Jan 18 @ Feb 18, 2011      | First semester, first session                   |
| Feb 21, 2011               | HOLIDAY: PRESIDENTS' DAY                        |
| Feb 22 @ April 5, 2011     | First semester, second session                  |
| March 22, 2010             | HOLIDAY: ABOLITION OF SLAVERY                   |
| April 6 @ May 9, 2011      | First semester, third session                   |
| April 18, 2011             | HOLIDAY: JOSE DE DIEGO                          |
| April 18-22, 2011          | HOLY WEEK RECESS                                |
| May 10-12, 2011            | SEMESTER'S FIRST RECESS                         |
| May 13 @ June 24, 2011     | Second semester, first session                  |
| May 30, 2011               | HOLIDAY: MEMORIAL DAY                           |
| June 27 @ Sept 1, 2011     | Second semester, second session                 |
| July 4, 2011               | HOLIDAY: INDEPENDENCE DAY                       |
| July 18, 2011              | HOLIDAY: LUIS MUÑOZ RIVERA                      |
| July 25, 2011              | CONSTITUTION DAY                                |
| July 25-29, 2011           | SUMMER RECESS                                   |
| Sept 5, 2011               | HOLIDAY: LABOR DAY                              |
| Sept 2-6, 2011             | SEMESTER'S SECOND RECESS                        |
| Sept 7 @ Sept 30, 2011     | Third semester, first session                   |
| Oct 3 @ Nov 23, 2011       | Third semester, second session                  |
| October 12, 2011           | HOLIDAY: COLUMBUS DAY                           |
| Nov 11, 2010               | HOLIDAY: VETERAN'S DAY                          |
| Nov 19, 2010               | HOLIDAY: DISCOVERY OF PUERTO RICO               |
| Nov 24-25, 2011            | THANKSGIVING WEEKEND RECESS                     |
| Nov 28 @ Dec 21, 2011      | Third semester, third session<br>(PRACTICE I)   |
| Dec 22, 2011 @ Jan 9, 2012 | CHRISTMAS HOLIDAYS                              |
| Jan 10 @ March 1, 2012     | Fourth semester, first session<br>(PRACTICE II) |

THIS CALENDAR IS SUBJECT TO CHANGES

