

KENDALL COLLEGE STUDENT HANDBOOK & ACADEMIC CATALOG 2011-2012

Addendum I
April 9, 2012



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Content included in this Addendum are additions or replacements to the full policies and academic requirements found in the Student Handbook and Academic Catalog.

The information in this document was the best available at the time of release. Kendall College endeavors to present an accurate view of the policies, programs, facilities, fees, and personnel of the College in this document. However, Kendall College reserves the right to alter any policies, programs, facilities, and fees described herein without notice or obligation. Changes in personnel may be made subsequent to publication. This document is updated regularly, and usually published annually, through the Office of the Dean of Students and the Office of the Registrar. It can also be found on the Kendall College website and the " My Kendall" intranet.

Admissions

Guidelines for Admissions

Students who apply to Kendall College are evaluated on individual merit and on the basis of probable success. Cumulative grade point average (GPA), standardized test scores, personal statements, and admissions interviews are among the methods of evaluation. Special consideration is given to adult students who are returning to school. To be eligible to matriculate into Kendall College, all applicants must have earned a high school diploma or equivalent (e.g., GED). To determine official GPAs, the College must receive an official institution transcript directly from the institution or the organization housing the institution's records. Admissions interviews are required either in person or on the phone to help determine the admission decision.

Academic Policies

Attendance and Participation

Regular course attendance is expected of all Kendall College students. Students who are actively engaged and participate in their courses generally also learn more. Some students may need to spend less time to achieve the course objectives and some may require more time.

The definition of participation is met if one of the following conditions applies:

- The student is physically in the classroom or lab and participating, or
- The student has participated in the Kendall College Blackboard learning environment including:
 - Submitting an academic assignment relating to the course topic,
 - Taking a quiz or test relating to the course topic, or
 - Participating in an online discussion board covering the academic content of the course

Fully online or hybrid courses require, at minimum, one online academic activity listed above during the first week of class to be considered as participating. Any work posted in advance of the first day of class will not be considered work that is required for the course, nor will it be accepted for grading. Failure to participate during the first week of class through either physical presence or online participation may result in withdrawal from the course. Students who do not participate in any courses will be withdrawn from the College.

Definition of Credit

Kendall schedules courses by quarters, and the quarter hour is the standard unit of credit. Credit hours reflect the successful completion of pre-determined learning objectives, verified by student achievement. This is true for online, face-to-face and hybrid delivery as course and program outcomes remain consistent. Kendall has established equivalency that reasonably approximates the expected learning outcomes by using the following for every 1 quarter credit hour:

- Satisfactory completion of 50 minutes of classroom or direct faculty instruction and a minimum of 2 hours of out of class work each week for approximately 10 weeks, or

- Satisfactory completion of 4 hours per week for other academic activities as established by Kendall, including laboratory work and other academic work leading to the award of credit, or
- Satisfactory completion of a minimum of 6 hours per week for other academic activities as established by Kendall for Internship, Practicum, or Clinical Practice Seminar leading to the award of credit.

Online course learning objectives are achieved through regular and substantive student interaction with instructors, student peers, and with the content, regardless of whether that interaction occurs online or on-ground, assuring alignment by task, requirement, and outcome.

Transfer Policy for Culinary & Baking First Block Courses

Students transferring into Kendall College for Culinary Arts or Baking and Pastry programs must take the entire first quarter (first block) lab course work. College culinary lab course work from other culinary colleges will not transfer for the individual courses. (General education courses are transferable.) If the student has the equivalent of Kendall's entire first quarter (first block) and would like to transfer into the second quarter, the student must pass Kendall's first block comprehensive written and practical exam on the first attempt. Students scoring above 70% will be allowed to transfer into the next level courses; students who fall below the 70% threshold on the exam will be required to enroll into the first quarter courses.

This policy also applies to the Kendall certificate student who has taken PCC 111, 112, 117, and 118 or BPA 100, 103, and 105 and wishes to move into the AAS program. The comprehensive practical and written exam must be passed with a score of 70% or higher to enter into the degree program.

This exam will be arranged through the Dean of the Culinary School and administered by the faculty of the culinary/baking and pastry program. The faculty will give the results to the Dean for recommendation to approve or deny transfer credit. Only the Dean of the School of Culinary Arts has the ability to waive this policy as he/she sees fit.

Course Selection

Course Repeats

Students may retake a course, and both grades appear on their transcript. The higher grade is flagged with an "R" with the requisite number of credit hours and is used to calculate the GPA. The lower grade is listed but not factored into GPA. Students may only repeat non-passed coursework, based on program requirements, four additional times from the first non-passing attempt for a total of five attempts. This does not include course withdrawals. Additional information on Academic Forgiveness is provided in the "Academic Policies" section of the 2011-2012 Student Handbook and Academic Catalog.

Academic Affairs and Student Services

Kendall College Library

A vital part of Kendall's academic life, the Library is the information hub of the College and provides the print and electronic resources, services, and facilities necessary to support the curriculum. Preparing students for life-long learning is one of the Library's primary goals.

The Kendall College Library owns an extensive collection of monographs and subscribes to over 69 periodicals and newspapers. The Library houses a growing collection of curriculum-related materials in a variety of formats. Materials are collected in culinary, hospitality, business, as well as early childhood education.

The Library is also a member of several consortia, including CARLI (which supports our online catalog), and LIBRAS (17 local academic libraries). By active participation in these organizations, the Library is able to provide access through inter-library loan to over nine million unique titles. Specifically, the Library's electronic resources include:

- OCLC
- EBSCO Host which includes the Hospitality and Tourism Index and many other databases
- FirstSearch

These resources are available to current students, faculty, and staff of the College. The Library is a wireless center, and off-campus use of databases is easily accessible using a Kendall College password. Library services are provided by professional librarians. It is open 6 days a week, and service is provided by phone, in person, or by email.

The School of Business

Concentrations

Kendall's rich heritage allows for a strong business school focus on the fostering and development of customer relationships. Students in the Business program have the option of concentrating in Foodservice Management, Management, Psychology, or Small Business Management. These concentrations allow students to practice concepts learned in real-life business settings.

Foodservice Management Concentration

The Foodservice Management Concentration deals with the "business" of food regarding large-scale retailing, distribution, and management. It merges knowledge of general business operations with the foodservice industry to prepare graduates to manage establishments, institutions, and companies responsible for large-scale food packaging, preparation, and/or service. The following courses are included in this concentration:

- CUL114 Sanitation (0)
- FSM 101 Introduction to Foodservice Management (4)
- FSM 201 Foodservice Production (4)
- FSM 301 Logistics of Foodservice Management (2)*
- FSM 105 Ingredients (2)
- HOS 324 Food & Beverage Management (4)*
- PSY 322 Consumer Behavior (4)*
- SCI 123 Human Nutrition I (4)

Management Concentration

The Bachelor of Arts in Business Management concentration provides a solid foundation in general management capabilities with coursework such as business innovation, entrepreneurship, and global leadership. With this concentration, graduates have practiced skills to hit the ground running in decision-making positions in various industries, as owners, managers, or consultants. The following courses are included in this concentration:

- BUS 240 Design as a Competitive Edge (4)
- BUS 305 Business Innovation (4)
- MGT 270 Decision-Making (4)
- MGT 321 Entrepreneurship (4)* or MGT320 Managing the Consultant (4)*
- MGT 341 Global Leadership (4)*
- MGT 425 Business Investments and Personal Finance (4)*

Psychology Concentration

The Psychology concentration prepares business students for success in large or small companies through an understanding of interpersonal behavior and individual motivation within today's ever-changing and demanding work environments. The following courses are included in this concentration. Options listed are subject to scheduling availability. Students taking this concentration must take PSY 111 as their General Education Social Science elective.

- PSY 211 Theories of Personality (4)*
- PSY 224 Social Psychology (4)* or PSY 225 Educational Psychology (4)*
- PSY 275 Motivation (4)*
- PSY 322 Consumer Behavior (4)* or PSY 327 Abnormal Psychology (4)*
- PSY 309 Organizational Psychology (4)*
- PSY 350 Psychology of Business and Industry (4)* or PSY 360 Diversity in the Workplace (4)*
- SOC 101 Introduction to Sociology (4)

Small Business Management Concentration

The Small Business concentration assists students in preparing to start or manage small businesses, whether franchises, family-owned businesses, virtual businesses, or home enterprises. The following courses are included in this concentration:

- MGT 212 Principles of Small Business Management (4)*
- MGT 321 Entrepreneurship (4)*
- MGT 420 Succession Planning (4)*
- PSY 322 Consumer Behavior (4)*

Concentration Electives (8 credits)—Students pick two of the following:

- MGT 331 Franchise Management (4)*
- MGT 332 Homepreneurship (4)*

- MGT 333 Family-Owned Enterprises (4)
- MGT 334 Virtual Business Ventures (4)*
- MGT 441 The Global Enterprise (4)*

The School of Culinary Arts

CUL 214 Sanitation Refresher (also listed as CUL 214A) is no longer required for degree conferral.

The School of Education

The Illinois State Board of Education has announced the current Basic Skills Test (300) is being phased out and replaced by the Illinois Certification Testing System ICTS Test of Academic Proficiency (400). For more information visit: http://www.icts.nesinc.com/IL16_whatsnew.asp#TAP. For further clarification, applicants may contact their Enrollment advisor, and current students may contact the School of Education Certification Officer.

Subsequent endorsements can only be added to the following Illinois certificates: 03, 04, 09, 10, 23, 29, and 75. Contact the Illinois State Board of Education or Regional Office of Education to confirm if a particular endorsement can be added to the certification held.

Effective July 1, 2012, certification test scores will be valid for 5 years (currently 10 years).