



at Flathead Valley Community College

# **CULINARY ARTS AND CATERING ASSOCIATE OF APPLIED SCIENCE Application Packet**



**Culinary Arts Advisor**

Mandee Johnson, LCSW  
Flathead Valley Community College  
777 Grandview Drive  
Kalispell, MT 59901  
406-756-3860  
mjohanson@fvcc.edu

**Program Director, Culinary Arts**

Manda Hudak, B.S., A.O.S.  
Flathead Valley Community College  
777 Grandview Drive  
Kalispell, MT 59901  
406-756-3932  
mhudak@fvcc.edu

Thank you for your interest in the Culinary Arts and Catering Program at Flathead Valley Community College.

- **PRIORITY** deadline for application packet submission to the Admissions Office: **June 17, 2021**.
- Applications will be accepted until **August 5, 2021**, based on available space in the program.

Applications can be turned into Admissions Office in Blake Hall Room 111 or mailed to:

**Chef Manda Hudak, Culinary Arts Program Director**

**Flathead Valley Community College**

**777 Grandview Drive**

**Kalispell, MT 59901**

## **REQUIRED APPLICATION MATERIALS:**

- **Completed FVCC Admissions application (please call Mandee Johnson 406-756-3860 with questions).**
- **Placement Scores:**
  1. Proof of a score of 17 or higher on FVCC Reading Placement – OR an official copy of a transcript proving a “C-” or better in a 100-level or above college course requiring college-level reading.
  2. Proof of a score of 11 or higher on the FVCC Writing Placement – OR an official copy of a transcript proving a “C-” or better in WRIT 101, BMGT 205 or WRIT 095 or equivalent.
  3. Proof of a score of 55 (Level 1) or higher in Intro/Beginning Algebra on the FVCC Math Placement – OR an official copy of a transcript proving “C-” or better in M065, its equivalent, or higher math course.

\*Students will be able to access placement test registration through the Student Portal and Eagle Online, for Reading and Writing only. Students who cannot come to the FVCC campus to take the Pearson MyMathTest math placement can either access this remotely, with a test proctor, or use high school math placement alternatives (contact Mandee Johnson at 406-756-3860 for more information).

- **Essay:** In your own words, typed and double-spaced, please discuss how earning a degree in Culinary Arts impacts working in the industry, versus being a “cook”, and explain why both trained cooks and educated chefs are important. Your response should be between 300-500 words. Please include your essay response with your application packet.



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# Culinary Arts and Catering

- **Two References:** from people who are not relatives who have knowledge of your work ethic and maturity, as they relate to being a student of culinary arts. Please include reference letters with completed Culinary Arts and Catering application OR send references directly to Chef Manda Hudak, Culinary Arts Advisor, Flathead Valley Community College, 777 Grandview Drive Kalispell, MT 59901.

**\*\*Please note, once your application has been reviewed, you can expect to be contacted by Chef Manda Hudak to set up a time to be interviewed. All applicants are interviewed before final acceptance into the program.**

## **PROGRAM COSTS:**

Please be aware of program costs, **beyond** the cost of books, tuition and fees, such as supply and uniform costs. Students are responsible for purchasing all required supplies and uniforms, and should adhere to the supply and uniform list provided upon admission to the program.

Please contact the Financial Aid Office to discuss the financial aid possibilities available to help finance your education. Additionally, you may be eligible for the Windmill Scholarship, which is a reimbursement scholarship that may be able to help defray some of the supplies and materials costs. Retain all receipts for supply and uniform purchases, as receipts are required with a Windmill Scholarship application. Contact Financial Aid at (406) 756-3849, [finaidinfo@fvcc.edu](mailto:finaidinfo@fvcc.edu), or [www.fvcc.edu/financial-aid](http://www.fvcc.edu/financial-aid).

## **REQUIRED APPLICATION MATERIALS AND INITIALED CHECKLIST:**

- FVCC Application for Admission (if not a current FVCC student):** This is a separate process that must be completed online at [www.fvcc.edu/apply](http://www.fvcc.edu/apply). You must be accepted to FVCC in order to be eligible to apply to the Culinary Arts and Catering program.
- Culinary Arts and Catering Application Form (pages 4-5)**
- Proof of appropriate placement scores/required prerequisites**
- Scheduling, Work, and Physical Demands agreement (page 7-8)**
- Completed Essay**
- Two References (letters attached or mailed to Chef Manda Hudak)**
- Checklist completed and each box initialed**



## CULINARY ARTS AND CATERING APPLICATION FORM

This application is for students applying to the Culinary Arts and Catering Program. If you are not currently accepted to or enrolled in Flathead Valley Community College, you must **FIRST** complete an application for admission that is available at [www.fvcc.edu/apply](http://www.fvcc.edu/apply).

Full Name \_\_\_\_\_  
Last First Middle

Previous Name(s) \_\_\_\_\_  
Last First Middle

Student ID Number/ SSN#: \_\_\_\_\_

Permanent Mailing Address:

\_\_\_\_\_  
Street Apartment

\_\_\_\_\_  
City State Zip Code

Current Mailing Address:

\_\_\_\_\_  
Street Apartment

\_\_\_\_\_  
City State Zip Code

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_



# Application Form

Please list any previous employment, including experience working in the culinary industry. Include strengths, skills, and abilities as they relate to Culinary Arts:

Please list any volunteer and/or community service experience:

Please list strengths that you possess that speak to your ability to balance full time course work, events planning and participation (which will include some evenings/weekends), employment (if applicable) and family/home/personal responsibilities:

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Signature of Applicant

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Date



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## SCHEDULING, WORKING, & PHYSICAL DEMANDS

Due to the academic and practical rigors of this program, the faculty recommend that you do not work during your course of study.

Please read the itemized demands and sign on the signature line below that you have read, understand, and accept the scheduling, working, and physical demands of the Culinary Arts program.

Culinary Arts students should be able to undergo the following:

- Participating in production courses is an essential requirement of the program which require some afternoon, evening, and weekend commitments.
- Handling loads up to 30 lbs.
- Bending or twisting your body
- Using your hands to hold, control, and feel objects
- Being exposed to hazardous situations involving possible injury such as cuts & minor burns
- Making repetitive motions
- Standing for long lengths of time
- Seeing clearly up close
- Communicating clearly enough to be understood by others
- Identifying and understanding the speech of another person
- Using abdominal and lower back muscles repeatedly or over time without tiring
- Adapting to frequent changes in the work environment (from calm to extremely stressful)
- Concentrating and attending to detail amidst a variety of environmental distractions
- Prioritizing tasks quickly
- Carrying out a complex sequence of instructions
- Demonstrating positive coping skills in a stressful environment
- Demonstrating professional behaviors and accountability
- Complying with hospitality attire requirements (no piercings, visible tattoos, etc.)



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FVCC is committed to providing reasonable accommodations for all persons with disabilities. Any student who feels they may need an accommodation based on the impact of a disability should contact Disabilities Services Coordinator in the Student Support Center at 406-756-3880 or stop by LRC 129.

To be accepted in the program and continue in the curriculum, the applicant MUST be able to perform all of the aforementioned scheduling, working, and physical demands.

I, \_\_\_\_\_, have read, acknowledged and accepted the scheduling, work, and physical demand requirements of the Culinary Institute of Montana.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date