

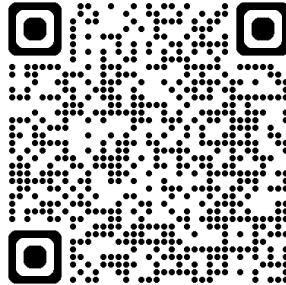


Culinary Institute of America

DELAWARE NORTH MENTOR TRAINING PROGRAM

CIA Consulting Department, Hyde Park, New York

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CIA Consulting
The Culinary Institute of America

WELCOME TO THE CIA!

Education is a gift. And those of us in the foodservice industry have a chance to “pay it forward” by sharing our gifts with others. For over 70 years, The Culinary Institute of America has provided students with unparalleled training, setting the gold standard for culinary excellence.

Whether you are here to learn new skills and techniques, develop an appreciation for a global cuisine, or are in pursuit of ProChef Certification, our continuing education courses provide the training you need to achieve your personal and professional development goals.

While on campus, we want you to have the best experience possible. If you have any questions along the way, please ask your chef-instructor or anyone on the Continuing Education staff. Once your training is complete, please feel free to stay in touch - we always enjoy hearing your success stories.

And, because so many of our students ask how they can keep in touch with each other after class is over, we’ve made it easy to do through our Facebook page. Just log in and search for “CIA ProChef.”

Wishing you all the best,

George Shannon, CEC

Assistant Director, CIA Consulting

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P.S. Did you know that the CIA is an independent, not-for-profit college? As such, your tuition supports our core mission of providing the world’s best professional culinary education. If you’d like to further support the future of food with the gift of education, please visit www.ciagiving.org.

EXPECTATIONS FOR PARTICIPANTS

- ☑ No cell phone use or text messaging during class
- ☑ Actively participate
- ☑ Return promptly from breaks
- ☑ Remain in attendance for the class duration
- ☑ Complete the course evaluation
- ☑ Follow all established health and safety regulations
 - In addition to the precautions necessary to guard against food-borne illness, care must also be taken to avoid accidents. The following safety measures should be practiced.
 - Wash hands before beginning work in the kitchen
 - Keep all perishable items refrigerated until needed
 - NYS law – when handling “ready-to-eat” food items, if you don’t cook it, glove it!
 - Wash hands, cutting boards, knives, etc. when switching between meats and vegetables
- ☑ Maintain CIA uniform standards
- ☑ Act within the guidelines of the CIA’s policy on harassment
 - The Culinary Institute of America (CIA) is committed to providing a working and learning environment free from harassment. Members of the CIA community, guests, and visitors have the right to be free from any form of harassment (which includes sexual misconduct and sexual harassment) or discrimination; all are expected to conduct themselves in a manner that does not infringe upon the rights of others.

CIA UNIFORM POLICY

To foster a professional working environment and to maintain the highest standards of safety and sanitation, the CIA has adopted the following uniform code. Each item has been designed with a practical function in mind. These items must be worn in all production classes unless otherwise stated.

- ☑ Chef's jacket
 - Double-breasted structure creates a two-layer cloth barrier to help prevent steam burns, splashes, and spills
 - Can be re-buttoned on the opposite side to cover spills
 - Sleeves are long to cover as much arm as possible to reduce burns
- ☑ Pants
 - Hounds-tooth helps camouflage stains
 - Best without cuffs, which can trap hot liquids and debris
- ☑ Shoes and Socks
 - Shoes
 - Should be made of hard leather, with low heels, slip-resistant soles, and no open toes
 - Prevent slips and falls in the kitchen
 - Offer support
 - Protect feet from falling pots
 - Socks
 - Must be worn for hygienic purposes and to prevent burns
- ☑ Neckerchief (optional)
 - Helps to absorb sweat
- ☑ Toque (provided in class)
 - Contains hair
 - Absorbs sweat
- ☑ Apron (provided in class)
 - Protects jacket and pants from excessive staining
- ☑ Side towel (provided in class)
 - Protects hands when working with hot pans, dishes, and equipment
- ☑ Jewelry
 - Not permitted except for one plain ring to minimize exposure to potential hazards
- ☑ Hair
 - Should be neatly maintained, clean, and under control at all times

DAY ONE: TEAM PRODUCTION ASSIGNMENTS

ALL TEAMS:

Amish-Style Chicken and Corn Soup

Field Greens

Balsamic Vinaigrette

Chef's Choice of Accompaniments

Grilled Salmon

French-Fried Potatoes

Pomme Frites

Glazed Carrots

Sautéed Mushrooms

AMISH-STYLE CHICKEN AND CORN SOUP

Yield: 1 quart

Ingredients

Amounts

Hen, stewing, quartered	¼ ea.
Chicken, broth	1 qt.
Onion, yellow, small diced	2 wt. oz.
Carrot, small diced	2 wt. oz.
Celery, small diced	1 wt. oz.
Saffron, threads, crushed	½ tsp.
Noodles, egg, cooked	2 wt. oz.
Corn, kernels	2 wt. oz.
Celery, finely diced	1 wt. oz.
Parsley, flat-leaf, fresh, chopped	½ Tbsp.
Salt, kosher	to taste
Pepper, black, ground	to taste

Method

1. Combine the stewing hen with the broth, onions, carrots, celery, and saffron threads in a soup pot. Bring to a simmer and cook for about 1 hour, skimming the surface as necessary.
2. Remove the stewing hen from the broth. When cool enough to handle, pick the meat from the bones and cut into a medium dice. Reserve.
3. Strain the broth through a fine sieve.
4. Add the noodles, corn, celery, and reserved chicken meat to the broth. Return the soup to a simmer.
5. Season with parsley, salt, and pepper to taste.
6. Serve in heated bowls.

FIELD GREENS WITH BALSAMIC VINAIGRETTE

Yield: 4 portions

Ingredients	Amounts
Field greens	1 lb.
Vinegar, wine, red	1 ½ fl. oz.
Vinegar, balsamic	1 ½ fl. oz.
Mustard, Dijon (Optional)	1 tsp.
Oil, olive, pure	9 fl. oz.
Salt, kosher	as needed
Pepper, black, ground	as needed
Thyme, fresh, minced (Optional)	1 tsp.
Oregano, fresh, minced (Optional)	1 tsp.
Rosemary, fresh, minced (Optional)	1 tsp.

Method

1. Wash and dry the salad greens.
2. For the dressing, in a small bowl, place the red wine and balsamic vinegar and the mustard, if using. Whisk to combine.
3. Gradually whisk in the oil.
4. Adjust the seasoning with salt and pepper to taste. Add the herbs, if desired.
5. Combine the greens and enough dressing to lightly coat the greens in bowl and toss to combine.
6. Serve the dressed salad in a chilled bowl.

GRILLED SALMON

Yield: 4 portions

Ingredients	Amounts
Oil, olive, pure	2 Tbsp.
Lemon, juice, fresh	2 Tbsp.
Oregano, fresh, chopped	1 tsp.
Salt, kosher	as needed
Pepper, black, ground	as needed
 Salmon, fillet, 6 oz.	 4 ea.

Method

1. Pre-heat the grill to medium-high.
2. For the marinade, in a large bowl, combine the oil, lemon juice, oregano, salt, and pepper. Mix well.
3. Add the fish and gently coat it thoroughly. Cover the bowl in plastic and refrigerate for 30 to 60 minutes.
4. Just prior to grilling, pat the fish dry with paper towels.
5. Grill the salmon fillets until cooked to the desired degree of doneness, 3 to 4 minutes on each side.
6. Remove from the grill and serve hot.

FRENCH-FRIED POTATOES

POMME FRITES

Yield: 4 portions

Ingredients

Potato, russet
Oil, vegetable
Salt, kosher

Amounts

1 ½ lb.
as needed
to taste

Method

1. Scrub, peel, and cut the potatoes into the desired shape. (If not cooking immediately, hold in cold water until ready to cook to prevent discoloration). Rinse, drain, and dry thoroughly.
2. In a fryer, heat the oil to 300°F. Working in batches, add the potatoes and blanch until they are tender but not browned.
3. Transfer to sheet pans lined with paper towels to drain.
4. Just before service, reheat the oil to 375°F. Working in batches, finish the potatoes, frying until they are golden brown and crispy. Drain well.
5. Season with salt to taste (away from the fryer).
6. Serve immediately.

GLAZED CARROTS

Yield: 4 portions

Ingredients

Amounts

Butter, unsalted	1 ½ wt. oz.
Carrot, oblique cut	1 lb.
Sugar, granulated	¾ wt. oz.
Chicken, stock, hot	5 fl. oz.
Salt, kosher	to taste
Pepper, white, ground	to taste

Method

1. In a large sauté pan, melt the butter over medium-low heat. Add the carrots, cover the pan, and lightly sweat them for 2 to 3 minutes.
2. Add the sugar and chicken stock. Season with salt and pepper to taste. Bring it to a simmer over medium heat. Cover the pan and cook over low heat until the carrots are almost tender, about 5 minutes.
3. Remove the cover and simmer until the cooking liquid reduces to a glaze and the carrots are tender, 2 to 3 minutes.
4. Season with salt and pepper to taste.
5. Serve immediately.

SAUTÉED MUSHROOMS

Yield: 4 portions

Ingredients

Amounts

Butter, unsalted	1 ½ wt. oz.
Shallot, minced	1 ½ Tbsp.
Garlic, minced	1 Tbsp.
Mushroom, white, quartered	1 lb.
Wine, white, dry	2 fl. oz.
Thyme, fresh, chopped	¼ tsp.
Salt, kosher	as needed
Pepper, black, ground	as needed

Method

1. Heat a large sauté pan over medium-high heat until very hot. Add the butter and allow it to melt. Add the shallots and sauté until translucent.
2. Add the garlic and sauté until aromatic.
3. Add the mushrooms in one layer (cook in batches if necessary). Sauté until tender. Do not overcrowd or the mushrooms will steam.
4. Add the wine and deglaze until the mixture reduces slightly.
5. Add the thyme.
6. Season with salt and pepper to taste.

DAY TWO PRODUCTION ASSIGNMENTS

ALL TEAMS:

Cream of Broccoli Soup

Seasonal Greens

Emulsified dressing

Chef's Choice of Accompaniment

Roasted Beef Strip Loin with Port Wine Sauce

Grilled Asparagus

Duchess Potatoes

Glazed Baby Beets

CREAM OF BROCCOLI SOUP

Yield: 1 quart

Ingredients	Amounts
Broccoli	1 lb.
Butter, clarified	1 ½ fl. oz.
Onion, small diced	2 wt. oz.
Celery, small diced	1 wt. oz.
Leek, small diced	1 wt. oz.
Flour, all-purpose	2 ½ wt. oz.
Chicken, stock, hot	1 qt.
Parsley, flat-leaf, stems, fresh	2 ea.
Bay leaf, dried	1 ea.
Peppercorns, black, cracked	¼ tsp.
Thyme, fresh, sprig	1 ea.
Cream, heavy	4 fl. oz.
Salt, kosher	to taste
Pepper, black, ground	to taste

Method

1. Remove the broccoli stems, reserving 6 ounces of florets. Peel and dice the stems.
2. Heat the butter in a soup pot over medium heat. Add the onions, celery, and leeks. Sweat for 6 to 8 minutes.
3. Add the broccoli stems and sweat until slightly tender.
4. Add the flour. Stir to combine. Cook, stirring frequently, until a blond roux forms, about 12 minutes.
5. Add the stock to the pot gradually, whisking or stirring to work out any lumps. Bring the soup to a full boil, lower the heat, and simmer until the soup is smooth and thickened, about 30 minutes.
6. For the sachet d'épices, in the middle of a square of cheesecloth, place the parsley, bay leaf, peppercorns, and thyme. Gather the sides together to form a pouch and tie it closed with cooking twine.
7. Add the sachet and simmer for 25 minutes. Stir frequently and skim as needed.
8. Cut the florets into bite-size pieces, keeping their shape. Bring a large pot of salted water to a boil. Add the florets and blanch until tender. Transfer the florets to an ice bath and reserve.
9. Remove and discard the sachet. Strain the solids from the soup and purée them until smooth. Add the strained soup back into the purée. Strain again using a fine-mesh sieve.
10. To finish, return the soup to a simmer. Stir in the heavy cream. Adjust the consistency as needed. Adjust the seasoning with salt and pepper to taste.

11. In a medium saucepan, heat the reserved broccoli florets in simmering water. Garnish the soup with the florets.

SEASONAL GREENS WITH MUSTARD-HERB VINAIGRETTE

Yield: 4 portions

Ingredients	Amounts
Vinegar, cider	3 fl. oz.
Mustard, Dijon	1 tsp.
Parsley, flat-leaf, fresh, chopped	½ Tbsp.
Onion, powder	⅛ tsp.
Garlic, powder	1 pinch
Sugar, granulated	½ tsp.
Oregano, fresh, chopped	¼ Tbsp.
Thyme, fresh, chopped	¼ Tbsp.
Salt, kosher	¼ tsp.
Pepper, white, ground	⅛ tsp.
Oil, vegetable	9 fl. oz.
 Salad greens, seasonal	 1 lb.

Method

1. For the dressing, in a large bowl, place the vinegar, mustard, parsley, onion powder, garlic powder, sugar, herbs, salt, and white pepper. Whisk to combine. Allow the flavors to blend for 5 minutes.
2. Gradually incorporate the oil in a thin stream, while whisking constantly.
3. Add a little water, as needed, to adjust the flavor and consistency.
4. Adjust the seasoning with salt and pepper to taste.
5. In a large bowl, combine the greens and enough dressing to lightly coat. Toss to combine.
6. Serve in a chilled bowl.

ROAST BEEF STRIP LOIN WITH PORT WINE SAUCE

Yield: 4 portions

Ingredients

Amounts

Beef, strip loin	2 lb.
Salt, kosher	as needed
Pepper, black, ground	as needed
Oil, vegetable	as needed

Mirepoix

Onion, yellow, small diced	2 wt. oz
Carrot, small diced	1 wt. oz
Celery, small diced	1 wt. oz

Tomato, paste	2 tsp.
Wine, port	2 fl. oz.
Veal, stock, brown	1 pt.
Bay leaf, leaf	1 ea.
Thyme, sprig, fresh	1 ea.
Peppercorns, black, cracked	1 tsp.

Cornstarch	as needed
Water	as needed

Method

1. Preheat oven to 300°F.
2. Rub the strip loin generously with salt and pepper.
3. Heat the oil in a heavy-gauge pan over high heat to almost smoking. Sear the beef to a deep brown on all sides.
4. Place the beef on a rack and roast in the preheated oven until the internal temperature reaches 125°F. Remove the meat from the roasting pan and allow it to rest for at least 20 minutes.
5. Add the mirepoix to the pan and cook the vegetables until caramelized, 5 to 10 minutes.
6. Add the tomato paste to the pan and cook until it is caramelized (*pincé*), 5 to 10 minutes.
7. Add the port wine. Deglaze the pan, allowing it to reduce until nearly all the liquid has evaporated (*au sec*).
8. Add the veal stock, bay leaf, thyme, and peppercorns. Transfer to a saucepan and simmer for 10 to 15 minutes. Strain out the bay leaf, thyme, and peppercorns.
9. Adjust the consistency with enough cornstarch slurry so that the sauce coats the back of a spoon (*nappé*).
10. Season with salt and pepper to taste. Slice the beef and serve with the sauce.

GRILLED ASPARAGUS

Yield: 4 portions

Ingredients

Amounts

Asparagus, trimmed	1 lb.
Oil, olive, pure	1 fl. oz.
Garlic, minced	1 tsp.
Salt, kosher	1 tsp.
Pepper, black, ground	¼ tsp.

Method

1. Preheat a grill to high.
2. Pan-steam the asparagus until tender but not soft, about 3 minutes. Drain on absorbent towels.
3. In a large bowl, place the asparagus, oil, garlic, salt, and pepper. Mix to coat the asparagus. Let it marinate for 10 minutes.
4. Place the asparagus on the hot grill and grill on both sides, turning once to mark completely (the time will vary depending upon the size of the asparagus).

DUCHESSE POTATOES

Yield: 4 portions

Ingredients	Amounts
Salt, kosher	as needed
Potato, russet, peeled, cut into large pieces	1 ¾ lb.
Butter, unsalted, room temp.	3 ½ wt. oz.
Egg, yolk, beaten	5 ea.
Nutmeg, fresh, grated	to taste
Salt, kosher	to taste
Pepper, black, ground	to taste
Egg, whole, lightly beaten	1 ea.
Milk, whole	2 fl. oz.

Method

1. Preheat oven to 375°F.
2. Bring a large pot of salted water to a boil. Add the potatoes and cook until tender enough to mash easily. Drain and dry over low heat until no more steam rises from them.
3. While the potatoes are still hot, purée them through a food mill or potato ricer into a heated bowl.
4. Add the butter and egg yolks. Season to taste with nutmeg, salt, and pepper. Mix well by hand or with the whip attachment of an electric mixer.
5. Transfer the mixture to a piping bag and pipe the mixture into the desired shapes on a sheet pan lined with parchment paper.
6. For the egg wash, in a small bowl, whisk together the egg and milk. Brush the piped potatoes lightly with the egg wash.
7. Bake in the preheated oven until the potatoes are golden brown and heated through, 10 to 12 minutes.
8. Serve on a heated platter.

GLAZED BABY BEETS

Yield: 4 portions

Ingredients	Amounts
Beet, baby, tops trimmed, skin on	1 lb.
Sugar, granulated	1 ½ wt. oz.
Vinegar, wine, red	1 Tbsp.
Orange, juice, fresh	1 fl. oz.
Chicken, stock	5 fl. oz.
Butter, unsalted	1 wt. oz.
Salt, kosher	to taste
Pepper, black, ground	to taste
Parsley, flat-leaf, fresh, chopped	2 tsp.

Method

1. In a large pot, place the beets and enough water to cover. Bring it to a boil, reduce to a simmer, and cook the beets until they are soft when pierced with a fork, 30 to 40 minutes. Drain and cool slightly.
2. When cool enough to handle, remove the skin from the beets. Depending on size, cut to a bâtonnet, small, or medium dice.
3. For the glaze, in a sauté pan over medium heat, combine the sugar, vinegar, orange juice, stock, and butter. Bring it to a simmer. Cook gently until it has the consistency of a light syrup, about 15 minutes.
4. When ready to serve, toss the cut beets in the glaze over medium heat and heat through. Season with salt and pepper to taste.
5. Serve in a heated bowl, garnished with the parsley.

DAY THREE: PRODUCTION ASSIGNMENTS

ALL TEAMS:

Purée of Split Pea Soup

Romaine Lettuce

Creamy Black Peppercorn Dressing

Croutons, Shaved Parmesan

Sautéed Chicken Breast Provençal

Fresh Egg Pasta

Roasted Herbed Root Vegetables

Steamed Broccoli

PURÉE OF SPLIT PEA SOUP

Yield: 1 quarts

Ingredients	Amounts
Pork, bacon, minced	2 wt. oz.
Oil, vegetable	1 fl. oz.
Onion, yellow, small diced	2 wt. oz.
Celery, small diced	1 wt. oz.
Carrot, small diced	1 wt. oz.
Garlic, minced	½ tsp.
Chicken, stock	1 qt.
Potato, chef's, peeled, large diced	4 wt. oz.
Peas, split, green	8 oz.
Ham, hock	½ ea.
Bay leaf, dried	1 ea.
Salt, kosher	to taste
Pepper, black, ground	to taste

Method

1. In a sauté pan, render the bacon in the oil over medium heat. Remove the bits of bacon and reserve.
2. Add the onion, celery, and carrot to the pan. Sauté until the onions become transparent, 10 to 12 minutes.
3. Add the garlic and sauté for 1 minute. Do not allow it to brown.
4. Add the stock, potatoes, peas, ham hock, and bay leaf. Bring it to a simmer. Simmer until the peas are tender, about 45 minutes.
5. Remove the bay leaf and the ham hock. Dice and reserve the lean meat, if desired.
6. Purée the soup using a food mill, blender, or food processor until it is smooth.
7. Return the ham hock meat to the soup, if desired. Season with salt and pepper to taste.
8. The soup is ready to finish now, or it may be rapidly cooled and refrigerated for later service.
9. To finish, return the soup to a boil. Serve hot, garnished with the reserved bacon bits.

SEASONAL GREENS WITH CREAMY BLACK PEPPER DRESSING

Yield: 4 portions

Ingredients

Amounts

Garlic, cloves	¼ wt. oz.
Mayonnaise	10 fl. oz.
Cheese, Parmesan, grated	1 wt. oz.
Anchovy, paste	½ wt. oz.
Salt, kosher	¼ tsp.
Peppercorns, black, coarse ground	½ Tbsp.
Romaine, hearts, large diced	1 lb.
Croutons (Recipe follows)	1x recipe
Cheese, Parmesan, shaved	as needed

Method

1. Mash the garlic cloves to a paste.
2. For the dressing, in a small bowl, place the mashed garlic, mayonnaise, cheese, anchovy paste, salt, and peppercorns. Whisk to combine. Refrigerate until ready for service.
3. Adjust the seasoning to taste.
4. In a large bowl, place the Romaine lettuce and enough dressing to lightly coat. Toss well to combine.
5. Add the Croutons and shaved Parmesan.
6. Serve in a chilled serving bowl.

CROUTONS

Yield: 4 portions

Ingredient	Amount
Bread, white, wheat, 1-in. sliced	3 ea.
Oil, canola	1 ½ oz.
Salt, kosher	as needed
Pepper, black, ground	as needed
Oil, canola	2 Tbsp.

Method

1. Dice the bread into the desired size. Remove the crusts, if desired.
2. In a small bowl, place the bread. Add the oil and toss to combine. Season with salt and pepper as needed.
3. Heat the oil in a large sauté pan over medium heat. Add the bread and fry until evenly browned. The croutons should be light in color and relatively greaseless, with a crisp, crunchy texture.
4. Drain well on a paper towel.

Note: Clarified butter can be substituted for the canola oil. You can add herbs or grated cheese for more flavor. These should be added while croutons are still hot.

SAUTÉED CHICKEN BREAST PROVENÇAL

Yield: 4 portions

Ingredients	Amounts
Chicken, breast, suprême	4 ea.
Salt, kosher	½ tsp.
Pepper, black, ground	½ tsp.
Flour, all-purpose	2 wt. oz.
Oil, vegetable	1 fl. oz.
Garlic, minced	1 tsp.
Wine, white, dry	4 fl. oz.
Tomato, plum (<i>Roma</i>) concassé	12 wt. oz.
Chicken, stock	8 fl. oz.
Olive, black, sliced	2 wt. oz.
Anchovy, fillet	1 ea.
Butter, unsalted, softened	2 wt. oz.
Basil, fresh, chiffonade	2 tsp.

Method

1. Season the chicken breast with the salt and pepper. Dredge lightly with the flour, shaking off excess.
2. Heat the vegetable oil in a sauté pan over medium-high heat. Add the chicken breast and sauté until golden brown and cooked through. Remove the breasts from the pan, keep warm, and reserve.
3. Pour off most of the excess fat from the sauté pan and return pan to heat. Add the garlic and sauté briefly until aromatic.
4. Add the wine and deglaze the pan, stirring well to release all the drippings (fond).
5. Mash the anchovy fillet to a paste.
6. Add the mashed anchovy, tomato concassé, stock, and olives. Bring the mixture to a simmer and cook for a few minutes to allow the flavors to develop.
7. Finish the sauce by swirling in the butter.
8. Return the chicken breast along with any released juices to the sauté pan. Toss to coat the chicken with the sauce.
9. Serve the chicken with the sauce on a heated plate. Garnish with the basil.

FRESH EGG PASTA

Yield: 1 pounds

Ingredients	Amounts
Flour, durum	$\frac{3}{4}$ lb.
Salt, kosher	1 pinch
Egg, whole	3 ea.
Water	1 fl. oz.
Oil, olive, pure (Optional)	1 fl. oz.
Water	1 $\frac{1}{2}$ gal.
Salt, kosher	1 oz.

Method

1. In a large bowl, combine the flour and salt.
2. Make a well in the center. Place the eggs, water, and oil (if using) in the center of the well. With a fork, gradually pull the dry ingredients into the egg mixture. Stir until a loose mass forms. As the dough is mixed, adjust the consistency with more flour or water. It should resemble coarse meal and form a cohesive mass when pressed.
3. Turn the dough out onto a floured work surface. Knead until the texture has become smooth and elastic, 4 to 5 minutes.
4. Gather and smooth the dough into a ball, cover, and let the dough relax at room temperature for at least 1 hour.
5. Roll the pasta dough into thin sheets. Cut them into desired shapes by hand or by using a pasta machine.
6. The pasta is ready to cook now, or it may be covered and refrigerated for up to 2 days.
7. To cook, in a medium-sized saucepot, bring the salted water to a rolling boil. Add the pasta and stir to separate the strands or shapes. Cook the pasta until it is firm to the bite (*al dente*). Drain in a colander.

Note: To use a food processor, combine the flour and salt. Add the eggs and oil, if using. Process the mixture until it resembles coarse meal. When pressed, dough will form a cohesive mass.

ROASTED HERBED ROOT VEGETABLES

Yield: 4 portions

Ingredients	Amounts
Parsnip, bâtonnet	5 wt. oz.
Potato, red bliss, bâtonnet	5 wt. oz.
Turnip, yellow, bâtonnet	5 wt. oz.
Turnip, white, bâtonnet	5 wt. oz.
Oil, vegetable	as needed
Salt, kosher	to taste
Pepper, black, ground	to taste
Garlic, minced	1 tsp.
Parsley, flat-leaf, fresh, chopped (Divided)	1 tsp.
Thyme, fresh, chopped (Divided)	1 tsp.
Tarragon, fresh, chopped (Divided)	1 tsp.

Method

1. Preheat oven to 350°F.
2. In a large mixing bowl, place the parsnip, potato, turnips, oil, salt, pepper, and garlic. Add ½ the parsley, thyme, and tarragon. Toss well to combine.
3. Place the herbed vegetables in a roasting pan. Cook in the preheated oven until tender and golden brown.
4. Serve on a warm platter, garnished with the remaining parsley, thyme, and tarragon.

STEAMED BROCCOLI

Yield: 4 portions

Ingredients

Amounts

Broccoli	1 ½ lb.
Salt, kosher	as needed
Pepper, black, ground	as needed

Method

1. Trim the broccoli, peel the stems, and cut it into spears.
2. Arrange the broccoli on a steamer rack. Season with salt and pepper as needed.
3. In the bottom of a tightly covered steamer, bring the water to a full boil.
4. Add the steamer rack with the broccoli, replace the cover, and steam until tender, 5 to 7 minutes.
5. Remove the broccoli from the steamer. Adjust the seasoning to taste.
6. Serve immediately.

Memo To: CIA Continuing Education Students
From: Office of the Registrar
Re: Privacy of Student Records



The *Family Educational Rights and Privacy Act* (FERPA) is the federal law that governs release of and access to student education records. These rights include:

1. **The right to inspect and review your education record within a reasonable time after the CIA receives a request for access.** If you want to review your record, contact the Registrar's Office to make appropriate arrangements.
2. **The right to request an amendment of your education record if you believe it is inaccurate or misleading.** If you feel there is an error in your record, you should submit a statement to the Registrar's Office, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. The Registrar will notify you of the decision and advise you regarding appropriate steps if you do not agree with the decision.
3. **The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with "legitimate educational interests." A school official has a legitimate educational interest if the official has a need to know information from your education record in order to fulfill his or her official responsibilities. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include: CIA faculty and staff, agents of the institution, students employed by the institution or who serve on official institutional committees, and representatives of agencies under contract with the CIA.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the CIA to comply with the requirements of FERPA.**

Release of student record information is generally not done at the CIA without the expressed, written consent of the student. There are, however, some exceptions. For example, directory information includes the following, and may be released without the student's consent: name, permanent address, campus box number, CIA email address, photographs, program of study, dates of attendance, and degrees or certificates awarded with dates. Please note that you have the right to withhold the release of directory information. To do so, you must complete a "Request for Non-Disclosure of Directory Information" form, which is available from the CIA Consulting Department at 845-905-4417. Please note two important details regarding placing a "No Release" on your record:

1. The CIA receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media, and others. Having a "No Release" on your record will preclude release of such information, even to those people.
2. A "No Release" applies to all elements of directory information on your record. The CIA does not apply "No Release" differently to the various directory information data elements.

A copy of the *Act*, more details about your rights, and any CIA policies related to the *Act* are available at <http://www.ciachef.edu/consumer-information/#psr>.

Questions concerning FERPA should be referred to the Office of the Registrar, The Culinary Institute of America, 1946 Campus Drive, Hyde Park, NY, 12538.

CIA INSTRUCTOR POLICY ON PROPRIETARY INTERESTS DISCLOSURE AND REPRESENTATION

The instructor does not have a proprietary interest in any product, instrument, device, service, or material to be discussed during the learning event, nor does the instructor receive third-party compensation related to the presentation.

This syllabus was developed using the resources of the Culinary Institute of America.

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