

STUDENT HANDBOOK 2018-2019 Academic Year

- It is the student's responsibility to read the student handbook.
- The student will be held responsible for policies in this handbook.
- Rules and policies are subject to change. Students will receive written notice of any major changes.
- Disputes over interpretation should be brought to the attention of the Program Director who will seek the advice of the faculty of the program and/or the Assistant Dean for a final decision.



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Welcome

Welcome to the Viticulture and Enology Program at Kent State University Ashtabula! The program faculty and staff are pleased that you have selected the V&E Program as a building block for your career in viticulture or enology. The purpose of this handbook is to familiarize you with the philosophy, expectations, and specifics of the V&E program. It is your responsibility to be familiar with and understand the information in this handbook.

The V&E Student Handbook is not intended to replace [Kent State University's Policy Register](#). Situations may arise that are not covered in this handbook; should this occur, please ask questions or discuss your concerns with the faculty member or program advisor. All discussions remain confidential, although faculty do have the duty to report certain issues when necessary. It is your responsibility to be familiar with and adhere to the policies in the Policy Register.

The wine and grape production industry is rapidly growing in Ohio, and career opportunities abound - whether graduates open their own businesses or enter the workforce in existing businesses. Winemakers and winery owners are looking for trained staff to hire into their businesses, and our program helps to fill those positions. In fact, some field experiences can culminate in permanent full-time job offers.

We here at the KSUA V&E Program welcome new and continuing students to the program and look forward to helping you achieve your goal of completing an Associate's of Applied Science in Viticulture or Enology!

Main Website: <http://www.kent.edu/ashtabula/wine>

Facebook: <https://www.facebook.com/KSUAWineDegrees>

VESTA: <http://www.vesta-usa.org/main/>

Mission and Goals of the Viticulture and Enology Program

The mission of the KSUA Viticulture and Enology Program is to establish a sustainable enology and viticulture Associates of Applied Science Program to support and enhance Ohio's grape and wine industry.

Introduction

The KSUA V&E Program is a partnering institution with the [Viticulture and Enology Science and Technology Alliance](#) - a National Science Foundation-funded consortium of 16 institutions across the United States (<http://www.vesta-usa.org/>). This program allows for a flexible educational opportunity for students to work toward their Associate of Applied Science degree in Viticulture or Enology. Institutions in the consortium collaborate to provide online courses for students to take, regardless of where they are located.

An important aspect of this program is that students are required to complete hands-on experiences, called field experiences, for this program. These experiences will teach students the finer aspects of commercial vineyard management and commercial wine production, on both large and small scales in Ohio. Skills learned during the field experiences are critical, whether graduates enter positions at existing vineyards and wineries or start their own vineyard or winery business. Most of the Viticulture and Enology courses require time in the vineyard or winery, and several field experience courses are required for the degree. Failure to complete these field experience hours will result in a failure of the student to complete the degree.

Students will be required to purchase textbooks for courses, which are important for starting libraries for future reference. Our courses will teach students how to find information in textbooks and journals, and how to apply these techniques in the vineyard or in the winery. Additionally, continuing education is encouraged post-graduation through local extension programming at the state land grant institution.

Important Dates for 2018-2019

August 23, 2018:	KSUA classes begin
August 27, 2018:	VESTA classes begin
October 6-7, 2018:	On campus Weekend
October 20-21, 2018:	Wine and Must Analysis Workshop
December 1-2, 2018:	On campus Weekend
December 9, 2018:	Classes end
December 10-14, 2018:	Fall 2018 Final exams

January 14, 2019:	Spring classes begin
January 28, 2019:	VESTA
March 2-3, 2019:	On campus Weekend
March 30-31, 2019:	Sensory Evaluation Workshop
May 4-5, 2019:	On campus Weekend
May 5, 2019:	Classes end
May 6-9, 2019:	Spring 2015 Final Exams

Viticulture and Enology Program Administration, Faculty, and Staff

Kent State University at Ashtabula

Wine Degrees Program
3300 Lake Road West
Ashtabula, OH 44004
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Program Director/Lecturer

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Field Experience Requirements

Students are required to complete hands-on field experience work for many of the VIN courses, and there are five (5) field experience courses requiring field experience time only, in addition to meetings/interactions with the course instructor.

Please be aware that as a KSUA student, you represent the University and should behave appropriately as you complete your field experience hours; students are expected to be courteous, respectful, and willing to work hard.

Course	Hours Required
VIN11100 – Introduction to Viticulture and Vineyard Management	16*
VIN11392 – Winter Viticulture Field Experience	32
VIN11492 – Spring Viticulture Field Experience	32
VIN11592 – Summer/Fall Viticulture Experience	32
ENOL14600 – Introduction to Enology	8*
ENOL14800 – Winery Sanitation	8
ENOL24600 – Intermediate Enology	16*
ENOL25792 – Fall Wine Production Internship	194
ENOL25992 – Cellar Operations Internship	64
ENOL26600 – Sensory Evaluation	W*
ENOL26800 – Wine and Must Analysis	W*

**Some hours may be covered during class, or hours may be completed at a vineyard or winery near student.
W – This course requires completion of a workshop, or lab work may be completed in class.*

Selecting a winery or vineyard mentor. If you are planning to take a field experience course, it is critical that you select the winery or vineyard where you plan to work as soon as possible, preferably **PRIOR** to the beginning of the class. **Please be sure to work with the Program Director to verify which wineries are suitable and willing to serve as a field experience mentor.** The University will use all best efforts to assist the student in selecting a winery, but ultimately any placement is within the sole discretion of the winery, and the University may not make any guarantees or representations of guaranteed placement. Once a site has been selected and approved, complete the online field experience site selection form for either the winery (https://kent.qualtrics.com/SE/?SID=SV_bjh4ouZHgDjEIJL) or the vineyard (https://kent.qualtrics.com/SE/?SID=SV_cSI9ghKX2noJbF3).

Field Experience Checklists. Please be advised that field experience instructors may require weekly completion of the online field experience checklists to ensure that students are achieving the required tasks and the appropriate amount of time. You may find links to the checklists at <http://www.kent.edu/ashtabula/program-resources>. It is recommended that students review checklists and syllabi for courses with field experience mentors prior to the start of the semester.

Partnership with The Ohio State University's Research Station in Kingsville, Ohio

The Viticulture and Enology Program at Kent State University in Ashtabula has established a partnership with the research vineyards at the [Ashtabula Agricultural Research Station](#), which is a regional station for The Ohio State University. Upon consulting with the program director, KSUA V&E students may complete field experience hours at the AARS, for field experience classes, or for VIN11100, which requires 16 hours of field experience work in the vineyard. For VIN11100, students may opt to arrive in the area on the Friday prior to the in-class weekend to complete field experience hours (up to 8) at AARS. Details can be arranged through the program director.

Contact information for AARS:

Andrew Kirk
2625 South Ridge East
P.O. Box 467
Kingsville, OH 44048
Phone: 440-224-0273

Learning Outcomes of the Viticulture and Enology Program

Students should be – at minimum – able to complete the following tasks upon the completion of all VIN courses:

Viticulture:

- Soil sampling
- Soil pH measurements
- Implementation of soil fertility plan
- Identification and understanding of various trellis systems
- Stock selection
- Planting methods
- Proper planting methods
- Post planting care
- Identification of vine anatomy
- Proper trunk and cordon selection
- Proper vine training procedures
- Identification of vine anatomy
- Description of growth events during growing and dormant seasons.
- Identification of annual and perennial growth cycles
- Accurate identification of old wood, diseased wood, live and dead buds, and basal buds.
- Vine tying systems
- Bud counts
- Positioning of renewal spurs and properly space fruiting spurs
- Proper cordon tying
- Balanced pruning
- Calculation of number of buds to retain based on pruning weight and appropriate balanced pruning formula.
- Vine pruning using the results of appropriate balance pruning formula
- Bench trial propagation of preferred varieties
- Produce a minimum of six rooted cuttings
- Identification of major spring pest concerns
- Early season pest management strategies
- Identification of major fungal diseases at field site
- Sprayer calibration
- Application of herbicide spray
- Application of fungicide/insecticide spray
- Application lime
- Proper trellis maintenance
- Identification of major insect pests
- Identification of major weed pests
- Adjustment of existing management strategies for identified pests and diseases
- Adjustment of a given spray schedule
- Water management strategies for field site
- Desuckering and shoot thinning
- Shoot thinning
- Petiole sampling
- Implementation of a nutritional plan based on analysis.
- Identification of major fungal diseases at field site
- Proper cluster thinning
- Proper shoot positioning
- Proper leaf removal
- Description of canopy ideotype characteristics
- Participation in vine summer fertility plan
- Participation in proper sampling and lab analysis techniques to predict harvest
- Application of previously learned tasks and their impact on the quality of the harvest
- Participation in the harvest operation
- Participate in coordination of harvest transportation
- Demonstrate proper post harvest monitoring of the vineyard

Enology:

- Tour of winery facility by mentor
- Observe steps of white winemaking process including:
 - Stemming and Crushing
 - Pressing
 - Must analysis, adjustment and treatment
 - Fermentation
 - Racking wine off of the lees
 - Clarification
 - Stabilization
 - Maturation

<p>Finishing Bottling</p> <ul style="list-style-type: none"> • Observe steps of red winemaking process including: Stemming and Crushing Must adjustment and treatment Fermentation Pressing Malolactic Fermentation Racking Clarification and Stabilization Maturation Fining and Filtration Bottling • Assist in all steps of white winemaking process including: Stemming and Crushing Pressing Must analysis, adjustment and treatment Fermentation Racking wine off of the lees Clarification Stabilization Maturation Finishing Bottling • Assist in all steps of red winemaking process including: Stemming and Crushing Must adjustment and treatment Fermentation Pressing Malolactic Fermentation Racking 	<p>Clarification and Stabilization Maturation Fining and Filtration Bottling</p> <ul style="list-style-type: none"> • Set up and operation of de-stemming and crushing equipment • Set up and operation of grape press equipment • Set up and operation of lees filter • Demonstrate fermentation monitoring by measuring Brix and temperature • Cap management through one or more of the following techniques – pump-over, punch-down, deluce, rotary fermentation • Barrel re-hydration, cleaning, sanitation and repair • Storage of full and empty barrels • Setup of pumps, flush lines, etc. to transfer wines. • Perform the safe transfer of wines in accordance with standard operating procedures for racking, filtration, topping and mixing. • Setup and perform laboratory for laboratory level fining trials • Perform cellar additions • Setup equipment and perform clarification of wines including 	<p>plate and frame filtration, pressure leaf, cross-flow, rotary drum, and centrifugation, and rotary vacuum</p> <ul style="list-style-type: none"> • Setup of equipment for laboratory level sensory evaluation, chemistry, and volumes available • Perform wine blending and evaluate results • Develop a blending plan based on laboratory results • Setup and perform laboratory stabilization trials (microbial, heat and cold) • Perform cellar stabilization operations • Setup a bottling line including tanks, filters, membrane filters, filler bowl, etc. • Clean and sanitizing a bottling line • Conduct tests for integrity of the membrane filter and operation of a bottling line. • Perform functions at standard steps in the bottling operation • Dismantle the bottling line, clean and sterilize in accordance with standard operating procedure • Safely handle SO₂, cleaning chemicals, ozone, acids, and laboratory reagents.
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Academic Advising for the Program

V&E students must participate in advising for scheduling and graduation planning with the V&E program advisor. Kent State University Policy requires that all students meet with their academic advisor at least once per semester prior to being eligible to register for next semester classes.

Class Registration:

Students are responsible to complete their own class registration through their FlashLine account (for KSUA classes) or through the VESTA online application/registration form (for VESTA classes) in accordance with Kent State University and VESTA deadlines each semester.

Important Registration and Advising Dates:

Please be sure to check FlashLine notices and your @kent.edu email account for updates regarding registration dates and deadlines. We encourage all students to register as soon as possible once they are eligible for registration to avoid being closed out of any classes needed for graduation.

Transient courses taken through VESTA:

Students completing coursework through the VESTA consortium are required to complete Kent State University Transient Paperwork for each course taken through an outside institution PRIOR to the start of that course. Any courses completed without approved transient paperwork cannot be guaranteed to fulfill degree requirements. The transient application form is located at

<https://www.kent.edu/sites/default/files/file/Undergraduate%20Application%20for%20Transient%20Work.pdf>

More information on the University Policy on Transient Coursework, can be found at <http://catalog.kent.edu/admission-information/#text>.

Transcript Requests:

Students completing coursework through the VESTA consortium are required to complete a transcript request form and submit it to the VESTA National Office to have official transcripts of completed coursework sent back to Kent State University for evaluation and application to the students' academic record.

Transcript Request forms can be completed online through the VESTA website. Students must login to the VESTA site and can find the request form under the 'Student Forms' Tab.

Students wishing to request transcripts from Kent State University can do so through their FlashLine accounts or at <http://www.kent.edu/registrar/transcript-requests>.

Financial Aid Guidelines

Please note: Financial aid for students enrolled in the Viticulture and Enology Program differs slightly from that for students in other KSUA programs. Here are some important tips for staying on top of financial aid.

View/Print a Student Account Statement

Students should log into their FlashLine account through www.kent.edu.

Select the “Student” tab.

Select “Print a Statement of Student Account” under “Tuition and Payment.”

Pay online by check or credit/debit card

Go to <https://payonline.kent.edu>.

Via the mail, payments can be sent to Kent State University Ashtabula, Attn: Bursar’s Office, 3300 Lake Road W, Ashtabula, OH 44004

Student Services office will accept cash or check.

Tuition Rates

Go to <http://www.kent.edu/bursar/tuition-and-fees>.

Using Financial Aid

File the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.

View your student financial aid awards and/or any outstanding financial aid requirements via FlashLine at flashline.kent.edu.

If you will enroll at Kent State University in the summer and would like to use your financial aid, complete the Summer Aid Request Form at www.kent.edu/financialaid/summer.

Post Undergraduate Students

If a student has received a Bachelor’s Degree and is not in graduate school, that student is considered a post undergraduate student. Federal financial aid available to approved post undergraduate students is limited to Federal Direct Student Loan programs at the undergraduate levels ranging from \$5,500 to \$12,500 per academic year. Approved students will be held to the undergraduate aggregate loan limits (\$31,000 for dependent students or \$57,500 for independent students). Aggregate loan limits include loans previously borrowed as an undergraduate. To be eligible for a loan, the student must be enrolled each semester at least half time (minimum 6 credit hours per semester) in required coursework.

Post undergraduate students must submit a completed Program of Study form (located at www.kent.edu/financialaid/forms). This form must be completed each semester and signed by an academic advisor verifying that the student’s registered classes are required courses toward his/her declared major.

Steps for Using Financial Aid at More than One University

Contact the program advisor for guidance on how to complete the Ad-Hoc Consortium Agreement (<http://www.sfa.kent.edu/DownloadForms/AdHoc1516.PDF>).

For more questions on Financial Aid and Billing at KSUA, contact:

Kristina Call

Financial Aid Coordinator

440-964-4591

kcall2@kent.edu

Lisa Jackson

440-964-4299

ljacks09@kent.edu

University Policies and Procedures

University Policies & Procedures Appeals/Complaint Process

Students may appeal faculty decisions as outlined in the University Policy Register (<http://www.kent.edu/policyreg/>), Student Complaint Process, Reference 3342-8-01.4. To file a complaint and for advice regarding the complaint process, contact the Ashtabula Campus Assistant Dean and Complaint Advisor at (440) 964-4329. The Student Ombudsman Office may also be of assistance (330) 672-9494.

This KSU policy encourages all parties to resolve complaints on an informal basis. First seek to resolve the problem with the person(s) involved. If a student has a complaint regarding a faculty member, he/she is expected to address this with the faculty member involved. If the problem remains unresolved, the student is then expected to discuss the problem with the Program Director, who documents all complaints and retains a copy of them in the student's file.

Regarding the informal process, the Program Director will address each complaint using the Student Handbook, Program Policies, and the KSU Policy Register, as a guide. The Director may choose to confer with the faculty member, Academic Affairs Office, or others related to the complaint. All complaints and actions taken are documented. Complaints regarding the Director should be brought to her first, but may be addressed with the Academic Affairs Office or assistant Dean, as well as the ombudsman at the Kent campus.

If informal resolution is unsatisfactory, the student may make a formal complaint by submitting the complaint in writing to the Complaint Advisor. If the complaint involves the advisor, the complaint will be submitted to the Campus Dean, who will appoint an ad hoc advisor. During this process, there is a schedule set up for all parties to follow. If there is a need to adjust or modify the schedule, the Dean will make the necessary and appropriate adjustments following consultation with the complaint advisor. The written complaint is given to a Complaint Review Committee. This committee is formed by campus faculty, staff, and students. The committee must forward a written recommendation to the Campus Dean. The Dean will provide a written decision to the parties involved. The records and disposition of any complaint, including those appealed to the dean, shall be maintained for a minimum of seven years in the Complaint Advisor's office.

It is recognized that because of organizational structure, the nature of a complaint, or the possibility of persons normally involved in the process being subject to a complaint themselves, exceptions to these procedures may be required.

Equal Opportunity, Non-Discrimination and Harassment Policies

In academic and student programs, it is the policy of this University that there shall be no unlawful discrimination against any student or applicant for admission as a student because of race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, or identity as a disabled veteran or veteran of the Vietnam

era, recently separated veteran, or other protected veteran. Such policy shall apply to, but not necessarily be limited to, the following: recruiting, admission, access to programs, financial aid, and social, recreational, and health programs. This policy shall be applicable to all campuses and units of the University. This policy also shall apply with reference to discrimination on a basis of age insofar as required by law.

“The university shall make reasonable accommodations in its academic requirements to ensure that such requirements do not discriminate on the basis of disability against a qualified individual with a disability, whether applicant or student. However, requirements that the university can demonstrate are essential to the program of instruction of the student, or any directly related licensing requirement, or to the physical safety of students, faculty, or staff, will not be regarded as discriminatory” (2008 Policy Register, reference 3342-3-01.3)

The policy of Kent State University is to maintain an educational and employment environment that is free from harassment (3342-5-16 University policy regarding unlawful discrimination and harassment). The university encourages an atmosphere in which the diversity of its members is understood and appreciated, free of discrimination and harassment. Thus, all members of the university are expected to join in creating a positive atmosphere in which individuals can learn and work in an environment that is respectful and supportive of the dignity of all individuals. Discrimination and harassment are unacceptable and will not be tolerated. Harassment includes, but is not limited to the following: Hostile Environment, Unlawful Conduct, Race/color/national origin unlawful discrimination and harassment, Race and color, National origin, Gender discrimination and harassment, Sexual Harassment, Religious discrimination and harassment, Disability discrimination and harassment, age discrimination and harassment, Sexual Orientation discrimination and harassment, Veterans, Military status.

Kent State University prohibits retaliation against any individual who makes a complaint of unlawful harassment. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be subject to retaliation. Retaliation is itself a violation of this policy and is a serious offense. Complaints regarding allegations of reprisal should be immediately reported to the equal opportunity/affirmative action office. If you have any concerns regarding the above issues, contact the Equal Opportunity and Affirmative Action Office: (330) 672-2038 or the Affirmative Action Officer on the Ashtabula Campus at 964-4333.

Documented Disabilities

Kent State University at Ashtabula and the V&E program faculty recognize their responsibility for creating an institutional climate in which students with disabilities can succeed. Students with a documented disability may request accommodations to obtain equal access to this program and to promote learning in the classroom. When disability documentation is verified and eligibility for accommodations is determined, the student will receive a letter, which when presented to instructors, will explain the requested accommodations.

To learn more about disability services at Kent State University-Ashtabula, call Student Accessibility Services at 440-964-4232.

Student Records

The Family Educational Rights and Privacy Act (FERPA) is a federal regulation that governs how educational institutions collect and disseminate student records. FERPA requires that:

- 1) College students must be permitted to inspect their own education records.
- 2) School officials may not disclose personally identifiable information about students nor permit inspection of their records without written permission.
- 3) Directory information (that part of the education record, which does not contain personally identifiable information) may be disclosed without the student's permission.
- 4) All student information, except that specifically designated as "directory information" below, is considered confidential information. Confidential student information includes, but is not limited to: grades, examinations, evaluations, medical information, etc.

For more information, please see the University policy regarding collection, retention and dissemination of information about students (3342-5-08) and related policies at www.kent.edu/policyreg.

Please note:

- All personal information including but not limited to: grades, examinations, evaluations, etc. is considered confidential information.
- No information regarding grades, exams or evaluations is given over the telephone or via e-mail.
- Explicit permission is required to share any information about a student, and his/her academic record with anyone, including parents, spouses, or significant others. Such permission must be provided in the form of a FERPA waiver, which may be completed in FlashLine or at the Office of the University Registrar in the Michael Schwartz Building on the Kent Campus.

Directory Information

At Kent State University, directory information includes the student's name, local and permanent address, telephone listing, date and place of birth, major field of study, email address as directory information, class standing (undergraduate/graduate; freshman, etc.), enrollment status (full/part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, high school graduated from and the most recent previous educational agency or institution attended by the student.

Students who wish to limit access to directory information may do so by completion of the Request to prevent Disclosure of Directory Information form found at the Student Services

office (<http://www.registrars.kent.edu/home/FORMS/RestrInf.pdf>) or in FlashLine.

Change of Name or Address

Any student** changing his/her name, address, phone number or e-mail during the course of the program, must notify both the V&E Program and the University:

1. The University, by completing an official Change of Name and Address processes available on
2. FlashLine: My Account.
3. Directory Information, by regularly checking and updating personal information in FlashLine.
4. The V&E Program Director, by submitting the changes in writing to the program clerical assistant, Temple Kincaid.

**Students who fail to notify both the program director and the University, of changes assume responsibility for any missed communications.

Classroom/Lab Safety Regulations

The following safety regulations are posted in the chemistry lab, where most V&E on-campus courses are held. They are designed to assure compliance with OSHA Safety Requirements, should be regularly reviewed by program faculty and students, and should be followed explicitly, with no exceptions.

1. No faculty member or student is permitted to use equipment or outlets that have been removed from service.
2. Chemicals in the Program Laboratory:
 - a. All chemicals in use in the program lab will be held in marked containers labeled with use and safety instructions as necessary. All such instructions are to be followed explicitly, with no exceptions.
 - b. No chemical should ever be placed in a container bearing a label of another chemical.
 - c. All chemicals will be stored or disposed of under conditions as recommended by the manufacturer.
 - d. Material Safety Data Sheets (MSDS) will be obtained and retained on all chemicals; they will be held in a notebook labeled for that purpose and located in the program lab. They should be referred to as necessary.
 - e. Kent State University will be responsible for providing to faculty and students all supplies necessary for personal protection from hazardous chemicals.
 - f. All students should explicitly follow faculty instructions regarding chemical use in the program lab.
3. First-Aid Kit:
 - a. A first-aid kit is located in the chemistry lab and is stocked with necessary supplies.
4. Review and Rescission of Safety Regulations:

- a. All policies and regulations designed to implement OSHA Safety Requirements are subject to ongoing review and revision as mandated by changes in the regulations.
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Statements on Academic and Professional Integrity

Academic integrity is necessary for professional development. Students are responsible for and expected to maintain academic integrity. Students are NOT to engage in any form of academic dishonesty. This includes, but is not limited to, plagiarism, and cheating as defined in the Kent State University Policy Register (<http://www.kent.edu/policyreg>). Additionally, any student who is aware of, or witnesses academic dishonestly, has a responsibility to report it.

V&E Program students are required not to discuss any aspects of an exam until after all students have completed the exam. Discussion of any exam in any way is cheating. Absolutely no discussion of the exam or any aspects of it is tolerated until the instructor has indicated that all students have completed the practical exam. If academic integrity is compromised, the Program Director will be consulted and the procedure as stated in the Kent State University Policy Register will be followed. Academic dishonesty may result in dismissal from the University.

V&E Program students must have honesty and integrity. Do not risk your academic career and ultimately your entire professional career based on the need to do well on a single assignment, quiz or exam. Students who perform poorly in a class will have the opportunity to retake the course, but students caught cheating in any way may be dismissed permanently.

Professional integrity is critical for careers in Viticulture and Enology. Students need to attend all classes, be respectful of mentors and instructors, which includes, but is not limited to: only appropriate remarks in text chats during online courses, arriving to class and internships on time, maintaining privacy of requested mentor practices or information, and dressing appropriately for field or lab classes (weather-appropriate clothing, etc.). Mentors may ask students not to reveal certain information related to their businesses, and students are expected to maintain this confidentiality. Failure to do so may result in reprimand. The weekend field and lab work will commence regardless of weather, and all students are expected to be dressed for the weather or work to be done in the lab. No sandals or open-toed shoes may be worn in the laboratory; students must follow the guidance of the instructor.

V&E students **must review** the syllabus for each course at the beginning of the semester and understand the policies put in place by the instructor.

Membership to Professional Societies

American Society of Enology and Viticulture (ASEV) (<http://www.asev.org/>) and ASEV-Eastern Section (<http://www.asev-es.org/>) are professional societies that foster research and extension efforts in viticulture and enology. Students are encouraged to join and participate in annual meetings.

1. To be an ASEV Student Member the individual MUST be a declared AS, AAS, BS or MS degree seeking student. A certificate seeking student is not eligible for Student Member status.
 2. The VESTA student will list their HOME (degree granting) Institution as their college/university. They are not to list VESTA as the college.
 3. The VESTA student will list their state coordinator as their advisor. Kent State University students may list Lori Lee as his/her advisor.
 4. Students that are Certificate seeking students are welcome to become ASEV members but are not eligible to be student members.
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On-Campus Weekends – Format

In an effort to make earning an AAS in Viticulture or an AAS in Enology possible for individuals with full time jobs, this program will be offered in what is called a “hybrid” format. Classes will meet weekly, online in the evenings throughout the semester. Students will also be **required** to come to campus 2 times during each semester – over two separate weekends – to complete in-class, hands-on, lab, or field work as part of each course.

Due to the nature of this program – courses are primarily taught online – the main and official form of communication with student will be through email, and students are expected to check email and the Blackboard site for each of their courses regularly for updates and information on courses.

Students are required to attend these weekend classes, so please plan accordingly at the beginning of each semester. Accommodations can be made at any of the local hotels in Ashtabula County: <http://www.visitashtabulacounty.com/>.

(Please see next section for list of hotels that offer discounted rates to KSUA students.)

Regional Hotels with Discounted Rates for KSUA Students

The following hotels offer discounted rates to KSUA students who provide his/her Flashcard identification:

Hotel Name	Rate (subject to change)
Hampton Inn 2900 G.H. Drive Austinburg, Ohio 44010 440-275-2000	\$80 + tax \$85 + tax (weekends)
Holiday Inn 1831 Austinburg Road Austinburg, Ohio 44010 440-275-2020	\$89 + tax
Sleep Inn & Suites 9350 Center Road Austinburg, Ohio 44010 440-275-6800	\$75 + tax (summer) \$70 + tax (winter)
The Lodge and Conference Center at Geneva-on-the-Lake 4888 North Broadway Geneva-on-the-Lake, Ohio 44010 440-466-7100 ("0")- Front Desk	\$109 + tax

*Students must provide KSUA Flashcard I.D. to receive discounted price.
You will receive your Flashcard during your first weekend on campus

Graduation

Requirements

A candidate from the Associate of Applied Science in Viticulture or Enology from Kent State University Ashtabula must have successfully completed the requirements of this program, and must have earned an overall grade point average of at least 2.0. All field experience and fieldwork requirements must also have been successfully met.

It is each student's responsibility to make sure that they have completed the requirements for graduation.

Residence Requirement

Because of the nature of the Viticulture and Enology program at Kent State University Ashtabula and our ties to the VESTA National Consortium, one area that sometimes causes stress for our students is the Kent State University Residence requirement. In short, in order to receive an associate degree from Kent State University, students must have completed a minimum of 15 credit hours of courses at Kent State. Please review the official university policy in the University Catalog. <http://catalog.kent.edu/academic-policies/residence-requirement/>

Campus Safety

On-Campus Emergencies

The Kent State University at Ashtabula Emergency Guide can be accessed at:

<http://www.kent.edu/ashtabula/campus-safety>

This guide contains information about building and campus evacuations, public emergencies and natural disasters, and non-emergency procedures.

For a security escort on campus, the campus security officer may be paged at 1-877-802-3929.

Off-Campus Emergencies

It is the policy of the V&E program to provide safe learning experiences for our students. During off-campus experiences, the V&E faculty provide students with safety guidelines, but students are ultimately responsible for their own health and safety. In a non-practical, off-campus experience, either the faculty member conducting the off-campus experience and/or the person representing the off-campus facility will advise the students (at or prior to the start of the experience) of possible safety hazards, actions to be taken to minimize these risks, and actions to be taken if a hazardous situation occurs.

A student who becomes ill or is injured at a vineyard or winery will be directed to the nearest emergency room or emergency care facility. In other settings, that facility's policy will be followed. Students are advised to maintain appropriate behavior and wear appropriate clothing for off-campus visits to reduce likelihood of injuries. Students must also follow ALL safety guidelines at field experience sites and be sure to wear appropriate personal protective equipment as necessary.

In the event that a class is held in an off-campus location, students are responsible for their own transportation. Anytime a student is traveling in a non-KSU vehicle, the student is responsible for his/her own safety and insurance during transportation. A student involved in an injury or illness during the off-campus educational experience will be sent to the emergency department via ambulance if the situation warrants (at the student's expense), or sent home with or without assistance depending on the severity of the situation. It is recommended that all students carry medical insurance to cover these expenses. Information on medical insurance is provided on the Kent State University website: <http://www.kent.edu/uhs/student-health-insurance-plan>.

Alcohol Policy on Campus

Because this is a Viticulture and Enology Program, there may be instances in which wine will be required for courses. Students MUST be at least 21 years of age to be an Enology major, and wine is permitted in the classroom or lab for educational purposes only. When the assessment of wine is necessary for the course, **students are expected to expectorate (spit) into an appropriate receptacle**, such as a plastic cup. Tasting of wines must be from clean containers that are NOT from the chemistry lab glassware collection. The program provides glasses for wine sampling, and students MUST properly clean and store these glasses in the Enology Supply Closet at the end of class.

Unfinished bottles of opened wine must be dumped in the sink or carefully resealed at the end of class. Per State of Ohio law, any opened bottles must be carefully sealed and stored in the trunk of the students' cars, away from the driver's access.
