Introduction

Purpose of the Student Handbook

The purpose of this handbook is to acquaint students with the program structure, the resources available and the program policies that will help guide students during their education. Every effort is made to ensure accuracy at the time of printing; however, the Walla Walla Community College Department of Enology and Viticulture reserves the right to change any provision or requirement at any time.

Walla Walla Community College supports equal employment and educational opportunities regardless of race, religion, color, national origin, age, gender, veteran status, or disability in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and any other applicable federal and Washington State laws against discrimination.

Mission of The Institute

The mission of the Institute for Enology & Viticulture is to facilitate alliances with vintners and viticulturists in the Walla Walla Valley AVA and throughout the Pacific Northwest to provide the education and practical hands-on training necessary to produce skilled industry laborers.
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WELCOME!

The faculty and staff at the Institute for Enology and Viticulture extend a warm welcome to you as you enter the WWCC Department of Enology and Viticulture. We are proud to be the nation’s premier academic institute for hands-on experience in winemaking and viticulture practices. We hope that your time here will be exciting and productive and that your experience will provide the education and training necessary to pursue your career in the wine industry.

This handbook contains all of the important information you will need as a new student to familiarize yourself with the Enology and Viticulture Program. It is your reference for questions as you enter or continue in the program. It includes an overview of the current curriculum and quarterly course schedule, an academic calendar, and a directory of faculty and staff. Please read the handbook, sign the forms at the end and return these forms to the Enology and Viticulture Office (1616A).

Congratulations on your decision to enroll in the Enology and Viticulture Program at WWCC and best wishes!

Sincerely,

The Enology & Viticulture Team
BRIEF HISTORY OF THE PROGRAM

1990’s  WWCC began hosting short courses and seminars about home winemaking

1999  Walla Walla wineries growing rapidly in number, WWCC begins plans for a wine program

2000  New Enology & Viticulture classes in place, first students enroll in Fall 2000

2001  Accredited two year curriculum implemented. Fundraising efforts begin for future build of Wine Center

2002  June: First graduates of program  
          October 11: Groundbreaking for new Center for Enology & Viticulture

2003  September 13: College Cellars of Walla Walla is licensed and bonded by the Alcohol and Tobacco Tax and Trade Bureau

2003  October 17: Center for Enology & Viticulture Dedication and Open House

2004  Teaching vineyard planted

2004  Private business, ETS Laboratories, moves in as private industry partner

2007  Teaching vineyard named in honor of co-founder Stan Clarke

2009  920 square foot addition to the Center for Enology and Viticulture for ETS lab and Center office space as part of Innovation Partnership Zone grant

2011  August 12: Myles Anderson, Founding Director, inducted into the Legends of Washington Wine Hall of Fame  
          December 12: Walla Walla Community College Named Top Five Community College in America by Aspen Institute

2012  New one-acre vineyard planted with Marsanne, Roussanne, Tempranillo, and Barbera

       College Cellars wins big at the annual Seattle Wine Awards! Double Gold medals were award to the 2011 Ice Wine, 2009 Syrah, and 2008 Malbec also Silver medals for the 2011 Sauvignon Blanc and 2010 President’s Blend along with a Bronze medal for the 2010 Scholarship Red.

       Jeff Popick begins writing a weekly column - “The Weathervine” - for the Union Bulletin

       The International Wine Guild partners with the Center for Enology and Viticulture to teach professional seminars and courses at WWCC

2013  March 19: Walla Walla Community College named Top Community College in the nation by the Aspen Institute.

       June 1: Founding director Myles Anderson officially retires after 31 years of service to WWCC and the Center for Enology & Viticulture.
       Danielle Swan-Froese joins the EV Team as Program Coordinator.
2014  Tim Donahue appointed as Director of Winemaking. Sabrina Lueck promoted to Enology Instructor.

2016  Spring: Jeff Popick & Students plant ¼ acre of Chardonnay
      July 31: Jeff Popick retires and Joel Perez hired as his successor.
      September: Marcus Rafanelli, EV alumni, joins the EV team as the Instructor of Applied Winemaking / Cellar Master

2017  September: Joel Perez, Instructor of Viticulture / Vineyard Manager, named Wine Enthusiast Magazine’s “40 Under 40 Tastemakers”

2018  May: “Sparkling” wine block planted with Chardonnay, Pinot Noir, and Pinot Meunier
      June: Marcus Rafanelli awarded the Powers Sabbatical from the Washington Wine Industry Foundation

**FACILITIES**

The Institute for Enology and Viticulture is located on the corner of Isaacs Avenue and Tausick Way on the campus of Walla Walla Community College. The 15,000 square foot facility houses wine curriculum classrooms, a wine analysis laboratory, faculty offices, a full commercial kitchen operated in partnership with the Wine Country Culinary Institute, and the fully operational commercial winery – College Cellars.

The five acre Stan Clarke Teaching Vineyard is located on the easterly side of the Walla Walla airport between “F” and Douglas Streets. It is entirely maintained by the students and staff of the Enology and Viticulture program. The vineyard produces Cabernet Sauvignon, Merlot, Cabernet Franc, Carmenere, Malbec, Petite Verdot, Sauvignon Blanc, and Semillon.

The Myles Anderson Vineyard was planted in 2012 and produces Marsanne, Roussanne, Tempranillo, Barbera, and Aligoté. In 2017, a “sparkling wine” block was planted that includes Chardonnay, Pinot Noir, and Pinot Meunier. A block of Cabernet Sauvignon is planted alongside The Institute.
OUR STAFF

Tim Donahue
Director of Winemaking / Enology Instructor
tim.donahue@wwcc.edu
509-524-5172 - Office 1610

Tim received his M.S. in Oenology from the University of Adelaide in Australia. He has 20 vintages of winemaking experience, ranging from his boutique family winery in Colorado to 2.4 million case international production. In addition to his position at the Institute, Tim combines his passion for winemaking and education through continual industry outreach. He has been featured in hundreds of publications and regularly speaks at events ranging from consumer seminars to the internationally acclaimed Institute of Masters of Wine.

Under Tim’s tenure, The Institute has distinguished itself through Tim’s belief that winemaking and grapegrowing are best taught in an immersive hands-on environment. Students utilize cutting-edge technology and time honored techniques to craft wines that express the vibrancy of the Walla Walla Valley and its winemaking community. Under Tim’s tutelage, the student-made wines have garnered multiple 90+ scores in the Wine Enthusiast and Spectator as well as nearly 1,000 medals in local and international competitions. The Institute has graduated over 300 alumni who are active in the regional and global wine industry.

Joel Perez
Director of Viticulture / Vineyard Manager
Joel.perez@wwcc.edu
509-524-5171 - Office 1611

Originally from California, Joel moved to Washington in 2011 after serving almost ten years in the military. He holds two degrees from Washington State University (WSU), a Bachelor of Science in Viticulture and Enology, as well as a Master’s in Horticulture. His Master’s project allowed him to work with over 25 different types wine grapes, giving him a unique familiarity with a wide range of grapes integral to the Washington and Oregon wine industries. While pursuing his education he studied wine and food production at the Purpan School of Engineering in Toulouse, France, and worked for a small family run winery in Bordeaux, France. Joel was also integral in the establishment of the first student made wines from WSU, an experience which lead to several harvest internships with well-known Washington wine makers. He is also an accomplished researcher, having worked and studied for several years at the Irrigated Agriculture Research and Extension Center in Prosser, Washington. While there he worked on various problems unique to the Pacific Northwest wine industry including virus identification, irrigation and water management, as well as late season grape dehydration. He is an active member of the Washington Wine Institute, Washington State Grape Society, and the Biodynamic Association. Joel is passionate about sustainability, ecology, and resource management. In his spare time enjoys hiking, gardening, and tending to his small vineyard.
Sabrina Lueck
Enology Instructor
sabrina.lueck@wwcc.edu
509.524.5173 – Office 1616B

A proud daughter of Canada, Sabrina joined our team in 2011. She has a Bachelor of Science in Viticulture and Enology from Cornell University and has worked at large and small scale wineries in Washington, both in production and sales. Sabrina is responsible for most of the lecture portions of the winemaking classes and loves to teach the science behind practical winemaking. She also guides and advises student winemakers, organizes and promotes industry seminars, and manages the sales of award-winning student wines through the on-campus tasting room and wine club.

Sabrina’s main interest is the relationship between processing techniques, chemistry, and microbiology and the impact of those relationships on flavor and aroma of wines. Sabrina has been a featured speaker at grape and wine industry conferences in Washington, California, Colorado, and North Carolina.

In her limited spare time, Sabrina enjoys throwing boules on the pétanque terrain with a glass of rosé in hand.

Marcus Rafanelli
Cellarmaster/ Instructional Support
Marcus.rafanelli@wwcc.edu
509-524-5178 Office

Marcus Rafanelli is a Seattle native with many years of both domestic (Walla Walla Vintners, L’Ecole No. 41, William Church Winery) and international (Two Hands, Dr. Loosen) winemaking experience. He also has over a decade of experience in the restaurant and hospitality industry. Marcus is a 2008 graduate of the WWCC Enology & Viticulture program and holds a B. Sc. from Boise State University in Biology. He oversees our student winemakers and is actively involved in all facets of our program including the vineyards, cellar, laboratory and classroom. Marcus has also been an active member of the Washington Wine Technical Group “a diverse community of winemakers and other industry professionals aligned by a common desire to achieve greater quality and recognition for the wines of Washington State” since 2009.

Outside of work, you can find Marcus in his (wife’s) garden, in the kitchen cooking up a storm, cheering for the Seahawks, or out exploring the backroads of the Pacific Northwest.
Danielle Swan-Froese  
Program Coordinator/ College Cellars Office Manager  
danielle.swan-froese@wwcc.edu  
509.524.5170 – Office 1616A

A native Californian, Danielle hold a BS from Oregon State University. She plays an important role in maintaining the positive reputation of the Enology & Viticulture program. She is responsible for coordinating academic schedules, assisting students with enrollment, planning and organizing program events, setting up industry seminars and managing logistics such as facilities, travel arrangements, and student communications. In addition to her academic program responsibilities, Danielle also manages compliance for College Cellars and works with the retail operations. An avid cyclist and wine lover, Danielle has adapted well to life in the Walla Walla Valley.

FOUNDING MEMBERS

Dr. Myles J. Anderson – Founding Director

A 31-year employee with Walla Walla Community College, Dr. Myles Anderson served as a counselor, instructor, administrator, and Founding Director for the Institute for Enology and Viticulture. A distinguished winemaker, he launched Walla Walla Vintners, a boutique winery, in 1995 - the eighth winery to be opened in the Walla Walla Valley. A graduate of Bloomsburg University in Bloomsburg, Pennsylvania, Anderson earned his bachelor's degree in elementary education. He also holds a master's degree in counseling and educational psychology from Bucknell University and a doctorate in counseling psychology from the University of Wyoming. An author of several instructional texts, in January 2000 Anderson was charged with developing and launching the enology and viticulture program at Walla Walla Community College. Since the program was launched, more than 1,600 students have completed enology and viticulture coursework. Dr. Anderson continues to consult with College Cellars and is an Emeritus Member of the Enology & Viticulture Advisory Committee.

Stan N. Clarke – Former Associate Director

Stan Clarke passed away on November 29, 2007 at his home in Waitsburg, WA. His loss continues to be felt by all.

A graduate of the United States Air Force Academy, Stan Clarke held a Bachelor of Science degree in viticulture from the University of California-Davis and a master’s degree in teaching from Washington State University. A highly respected viticulturist, Stan served as a grower relations manager for Chateau Ste. Michelle, general manager of Covey Run Vintners, and a winemaker and general manager of Hyatt Vineyards. Prior to his association with Walla Walla Community College in January 2002, Clarke taught for eight years in the Grandview School District. He authored weekly articles on grapes
and wines, judged various wine competitions, and served in 1987 as the president of the Washington Wine Institute, the precursor to the Washington Wine Commission.

**ADVISORY COMMITTEE**

The Institute for Enology & Viticulture and College Cellars are also guided by an Advisory Committee made up of some of the top winemakers and industry professionals in Washington State.

**Current Members:**

- **Paul Gregutt**  
  Wine Enthusiast – Wine Magazine Writer
- **Chris Banek**  
  Banek Winegrower Management
- **Gordon Burns**  
  ETS Laboratories – Founder & Technical Director
- **Elizabeth Bourcier**  
  Cayuse Vineyards – Asst. Vigneronne & EV Alumna
- **Chris Figgins**  
  Leonetti Cellars / Figgins Family Wines – CEO / Dir. Of Winemaking
- **Denise Grozenski**  
  Long Shadows Vintners – Marketing/Events & EV Alumna
- **Marilyn Hawkins**  
  Hawkins & Company PR – Owner
- **Mike Martin**  
  The Walls Vineyard - Owner
- **Josh McDaniels**  
  Doubleback Winery / Protégé – Winemaker & EV Alumnus
- **Victor Palencia**  
  J & S Crushing – Dir. of Winemaking & Operations
- **Rick Small**  
  Woodward Canyon Winery – Owner/Director of Viticulture
- **Randy Snyder**  
  Committee Chair, EV Alumnus
- **Tyler Tennyson**  
  Dunham Cellars – Committee Vice- Chair, Winemaker & EV Alumnus
- **Roman Valverde**  
  Leonetti Cellar – Asst. Winemaker
- **Daniel Wampfler**  
  Abeja – Winemaker
- **Ashley Riggs**  
  Walla Walla Valley Wine Alliance – Chief Operating Officer
- **Kevin Scribner**  
  Vinea – Business Manager

**Emeritus Members Include:**

- **Myles Anderson**  
  Walla Walla Vintners – Founder / Owner
- **Marty Clubb**  
  L’Ecole N° 41 – Managing Winemaker & Owner
**CURRICULUM**

**ASSOCIATE IN APPLIED SCIENCES DEGREE IN ENOLOGY & VITICULTURE**

This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your advisor prior to any substitutions.

The required related instruction is noted in bold print. The letter in the parenthesis indicated which category of related instruction is represented by the given course as follows:

- (W) - Written Communications
- (O) - Oral Communications
- (R) - Human Relations
- (M) - Computation/ Mathematics
- (J) - Job Seeking Skills
- (L) - Leadership

<table>
<thead>
<tr>
<th>Year One</th>
<th>Year Two</th>
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<tbody>
<tr>
<td><strong>Quarter One</strong></td>
<td><strong>Quarter One</strong></td>
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<tr>
<td>EV 107 Intro to Viticulture &amp; Enology</td>
<td>EV 131 Essentials of Winery Compliance</td>
</tr>
<tr>
<td>AGPR 113 Cultivated Plants</td>
<td>EV 189 Sensory Analysis</td>
</tr>
<tr>
<td>AGPR 201 Basic Soil Sciences</td>
<td>EV 203 Science of Winemaking I</td>
</tr>
<tr>
<td>EV Electives**</td>
<td>EV Electives**</td>
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<tr>
<th><strong>Quarter Two</strong></th>
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<tbody>
<tr>
<td>EV 131 Essentials of Winery Compliance</td>
<td>EV 286 Winemaking Practicum I</td>
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<tr>
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<th><strong>Quarter Three</strong></th>
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<tbody>
<tr>
<td>EV 101 Establishing a Vinifera Vineyard</td>
<td>AENG 100 Intro to Technical Writing (W)</td>
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<tr>
<td>AGPR 202 Soils &amp; Fertility Management</td>
<td>EV 204 Science of Winemaking II</td>
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<tr>
<td>WTM 112 Irrigation Principles</td>
<td>EV 143 Wine Marketing</td>
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<td>EV Electives**</td>
<td>EV Electives**</td>
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<td><strong>Quarter Total: 20</strong></td>
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<tr>
<th><strong>Quarter Four</strong></th>
<th><strong>Quarter Four</strong></th>
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<tbody>
<tr>
<td>EV 102 Maintaining a Vinifera Vineyard</td>
<td>EV 193, Winery Operations Management</td>
</tr>
<tr>
<td>ACOMM 102 Communication in the Workplace (O)</td>
<td>EV 205, Science of Winemaking III</td>
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<tr>
<td>AMATH 105 Intro to Quantitative Prob Solv(M)</td>
<td>EV Electives**</td>
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<td>WTM 220 Drip Irrigation</td>
<td><strong>Quarter Total: 12</strong></td>
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<td><strong>Quarter Total: 16</strong></td>
<td><strong>Year-One Total: 44</strong></td>
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<td><strong>Year-One Total: 44</strong></td>
<td><strong>Year-Two Total: 46-56</strong></td>
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<tr>
<td><strong>Total Credits: 90-100</strong></td>
<td><strong>Total Credits: 90-100</strong></td>
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</tbody>
</table>

Course requirements and offerings are subject to change. Please see the Enology & Viticulture webpage for the most current information. www.wwcc.edu/enology
Students must complete related instruction requirements in the following categories to receive a certificate: Written Communications, Computation/Mathematics, and Human Relations. Students must complete one course in each of the six related instruction categories for the degree.

The following courses meet the related instruction requirements of this program (one class per category required):

Math (M) – AMATH105 or higher, MATH&146, BUS112

Writing (W) - AENG100, ENGL&101

Human Relations (R) - ACOM102, PSYC&100, BUS157

Job Seeking Skills (J) - AENG100, OSCUP103, EV108

Leadership (L) - ACOM102, EV299

Oral Communications (O) - ACOM102, CMST201, CMST&210

** EV elective offerings: A minimum of ten elective credits must be met for degree completion. Up to two credits of EV 180 can be counted for elective credits.

### ELECTIVE OFFERINGS:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AGPR 105</td>
<td>Weed Biology &amp; Identification</td>
<td>5</td>
</tr>
<tr>
<td>AGPR 114</td>
<td>Plant Physiology</td>
<td>5</td>
</tr>
<tr>
<td>AGPR 140</td>
<td>Ag Safety &amp; Pesticides</td>
<td>5</td>
</tr>
<tr>
<td>AGPR 230</td>
<td>Plant Diseases &amp; Insects</td>
<td>5</td>
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<tr>
<td>BUS 102</td>
<td>Customer Service</td>
<td>5</td>
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<tr>
<td>BUS 194</td>
<td>Small Business Management</td>
<td>5</td>
</tr>
<tr>
<td>BUS 170</td>
<td>Intro to Hospitality &amp; Tourism</td>
<td>5</td>
</tr>
<tr>
<td>BUS 173</td>
<td>Event Planning &amp; Management</td>
<td>5</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Principles of Marketing</td>
<td>5</td>
</tr>
<tr>
<td>BUS 214</td>
<td>Writing for Marketing &amp; Advertising</td>
<td>5</td>
</tr>
<tr>
<td>CA 133</td>
<td>Food and Wine Beverage Pairing</td>
<td>4</td>
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<tr>
<td>CHEM</td>
<td>Any Ag Chemistry of Chemistry course w/ lab</td>
<td>5</td>
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<tr>
<td>EST 100</td>
<td>Refrigeration Basics</td>
<td>4</td>
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<tr>
<td>EST 106</td>
<td>Process Controls Instrumentation &amp; Troubleshoot</td>
<td>3</td>
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<tr>
<td>EST 115</td>
<td>Industrial Mechanics</td>
<td>5</td>
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<tr>
<td>EST 130</td>
<td>Electricity for HVACR</td>
<td>5</td>
</tr>
<tr>
<td>EST 131</td>
<td>Principles of Electric Theory</td>
<td>5</td>
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<tr>
<td>EST 132</td>
<td>Principles of Electricity AC Application</td>
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<tr>
<td>EST 144</td>
<td>Industrial Safety in the Workplace</td>
<td>3</td>
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<tr>
<td>EST 150</td>
<td>Electric Motors and Motor Maintenance</td>
<td>5</td>
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<tr>
<td>EST 159</td>
<td>Hydraulics and Pneumatics</td>
<td>3</td>
</tr>
<tr>
<td>EST 165</td>
<td>Rigging, Equipment Operation &amp; Material Handling</td>
<td>4</td>
</tr>
<tr>
<td>EV 100</td>
<td>Forklift Operator Training</td>
<td>1</td>
</tr>
<tr>
<td>EV 103</td>
<td>Advanced Vineyard Management</td>
<td>2</td>
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<tr>
<td>EV 140</td>
<td>Writing for the Winery</td>
<td>2</td>
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<tr>
<td>EV 180</td>
<td>Wines of the World (may be taken twice)</td>
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<tr>
<td>IFA 022</td>
<td>AHA Heartsaver First Aid</td>
<td>0.4</td>
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<tr>
<td>SPAN&amp;121</td>
<td>Spanish</td>
<td>5</td>
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<tr>
<td>WELD 141</td>
<td>Welding Basics</td>
<td>4</td>
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</tbody>
</table>

Other courses in your area of interest may be taken for elective credit with prior approval from the Dir. Of Winemaking.
**ASSOCIATE of Arts and Science-Transfer – WSU- Enology & Viticulture**

This schedule lists courses required for degree completion but the actual order may vary due to course availability.

<table>
<thead>
<tr>
<th>Year One</th>
<th>Year Two</th>
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</thead>
<tbody>
<tr>
<td><strong>Quarter One</strong></td>
<td><strong>Quarter One</strong></td>
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<tr>
<td>EV 107 Intro to Viticulture &amp; Enology</td>
<td>EV 203 Science of Winemaking I</td>
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<tr>
<td>EV 196 Viticulture Practicum</td>
<td>CMST&amp; 220</td>
</tr>
<tr>
<td>CHEM&amp; 121 or 161 Intro to Chem or Gen Chem I</td>
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<tr>
<td>AGPR 201 Basic Soil Science</td>
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<tr>
<td>ENGL&amp; 101</td>
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<td><strong>Quarter Two</strong></td>
<td><strong>Quarter Three</strong></td>
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<tr>
<td>EV 203 Science of Winemaking I</td>
<td>BIOL&amp; 213 Majors Plant</td>
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<td>CMST&amp; 220</td>
<td>EV 204 Science of Winemaking II</td>
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<tr>
<td><strong>Quarter Total: 8</strong></td>
<td>EV 287 Winemaking Practicum II</td>
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<td></td>
<td>AGPR 114 Plant Physiology</td>
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<td></td>
<td>AGRI 201 Fund of Micro econ</td>
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<td><strong>Quarter Total: 21</strong></td>
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<tr>
<td><strong>Quarter Three</strong></td>
<td><strong>Quarter Four</strong></td>
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<tr>
<td>EV 101 Establishing a Vinifera Vineyard</td>
<td>BIOL&amp; 212 Majors Animal</td>
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<tr>
<td>EV 197 Viticulture Practicum II</td>
<td>AGRI 211 Small Business Management</td>
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<tr>
<td>AGPR 202 Soils &amp; Fertility Management</td>
<td>EV 205, Science of Winemaking III</td>
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<tr>
<td>CHEM&amp; 122 or 162 Intro to Organic or Gen Chem II</td>
<td>EV 288, Winemaking Practicum III</td>
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<tr>
<td>AGPR 113 Cultivated Plants</td>
<td><strong>MATH&amp; 146 Intro to Statistics</strong></td>
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<td><strong>Quarter Four</strong></td>
<td><strong>Year-Two Total: 55</strong></td>
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<tr>
<td>EV 102 Maintaining a Vinifera Vineyard</td>
<td><strong>Total Credits: 117</strong></td>
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<td>EV 198 Viticulture Practicum III</td>
<td></td>
</tr>
<tr>
<td>CHEM&amp;123 or 163 Intro to Biochem or Gen Chem III</td>
<td></td>
</tr>
<tr>
<td>WTM 112 Irrigation Principles</td>
<td></td>
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<tr>
<td>WTM 220 Drip Irrigation</td>
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<tr>
<td><strong>Quarter Total: 18</strong></td>
<td><strong>Year-One Total: 59</strong></td>
</tr>
</tbody>
</table>

**Year-One Total: 59**

**Year-Two Total: 55**

**Total Credits: 117**
PROGRAM POLICIES

Academic Dishonesty

Students are expected to maintain high standards of academic conduct and integrity. Any student found cheating will undergo disciplinary action up to and including possible dismissal from the program. See WWCC Student Handbook for policy.

Examples of cheating include but are not limited to the following:

1. Giving and/or receiving unauthorized information from another student during any type of test or examination.
2. Obtaining or providing unauthorized questions relating to a test or examination prior to or after the time of the test or examination.
3. Using or having in your possession any unauthorized sources during any test, examination, or assignment.
4. Engaging in any and all forms of plagiarism, which is an act of using the literary composition of another’s writing, or the ideas or language of the same, and passing them off as the product of one’s own mind.

Plagiarism

All students must sign the WWCC Plagiarism Procedure included in this handbook. This procedure outlines the WWCC and Enology and Viticulture program policy regarding plagiarism. By signing this document, students acknowledge that they have been made aware of the procedure and understand what plagiarism is. The following resources are designed to give students more instruction on what constitutes plagiarism.

http://ww.wwdd.edu/CMS/index.php?id=1617
http://library.acadiau.ca/tutorials/plagiarism/

Substance Abuse

For the purpose of this program, substance abuse is defined as: the abuse or illegal use of alcohol and/or drugs, and being under the influence of such, while participating in any school-sanctioned activity. In accordance with the Student Code of Conduct: Any student who shall use, possess, sell, or be under the influence of any drug on college facilities or at college-related activities shall be subject to disciplinary action except when such use or possession is specifically prescribed as medication by authorized medical personnel. For purposes of this regulation, the term “sell” shall include it’s generally accepted meaning and as defined in RCW 69.50.410.

Tobacco Free Campus

WWCC prohibits smoking or other tobacco use, including the use of electronic cigarettes, distribution or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument, within the perimeter of college property. This includes all college premises, sidewalks, parking lots, landscaped areas, sports fields; college owned, rented or leased buildings on campus; and college owned, rented or leased vehicles.
Due Process / Grievance / Appeals

A student appealing a faculty decision must communicate this grievance to the faculty member or designee within 5 working days of the incident. At each subsequent step of the grievance process, grievance must be presented in writing within 5 working days of receipt of a decision. The grievance process should be addressed in the following order:

1. The Enology and Viticulture faculty member
2. The full Enology and Viticulture faculty
3. The Dean of Workforce Education
4. The Vice President of Instruction

Appeals should be related to a variance in program policy/procedure leading to the student’s inability to meet minimum standards. Failure to meet course/program expectations and/or achieve the required grade should not be considered a valid reason for an appeal.

Physical Requirements of Program

Students must be able to safely perform the tasks required in the vineyard and winery, which include pruning, lifting, climbing, bending, stretching, twisting, crawling, and moving, lifting, carrying, pushing and pulling items weighing up to 50 lbs. Ability to taste, smell, and check for optical clarity of wine. Ability to visually inspect and sort wine grapes, checking for diseases and insects.

Alcohol Responsibility

All EV students must sign the Alcohol Policy included with this handbook. Many of the enology and viticulture classes include a component where students will be doing technical tasting of wine. Tasting of alcohol is allowed by persons at least 18 years of age who are enrolled as a student in a class that is part of a culinary, wine technology, beer technology, or spirituous technology related degree at a community college (RCW 66.30.310(12)). During educational tastings, all students are required to taste and spit. Always drink responsibly.

- On-premise alcohol consumption (outside of the educational setting of the classroom) is not allowed. On the occasion of an event or reception at the Enology & Viticulture Institute where food and alcohol are served, a student over the age of 21 may consume alcohol. As always, limit your intake of alcohol at these events and always drink responsibly.

- If you are pouring wine for an event hosted at the Institute for Enology and Viticulture, or at an industry function where you are representing WWCC EV /College Cellars, you may not consume alcohol by law.

- You will have the opportunity to be a guest at many wine industry functions. Please remember that you are representing the Institute for Enology and Viticulture and College Cellars at these events. You may be interacting with a future employer. Again, limit your intake of alcohol at these events and always drink responsibly.
Effects of Alcohol on the Body

Central Nervous System: Depressed
High levels can result in coma/death
Gastro-intestinal irritant resulting in ulcers, erosion of lining, and pancreatic irritations.

Liver: Change in fat metabolism and eventually scarring of the liver.

Circulatory System: Temporary increase in heartbeat and blood pressure.
Peripheral blood vessels dilate resulting in heat loss and feeling of warmth.

Fluid Balance: Water shifts within the body to give feeling of thirst.
Diuretic effect increases urine output.

Sensation and Perception: Reduced sensitivity to taste and odor
Tunnel vision; reduction in peripheral sight.
Limits abilities to distinguish light intensity.
Sensitivity to colors, especially red, decreases.

Motor Performance: Most types of performance are impaired by intoxicating doses of alcohol.
Alcohol increases swaying, especially if eyes are closed.
Coordination for tracing moving objects is impaired.

Attention, Memory, and Conceptual Process: Inhibits the ability to absorb information from more than one source at a time.
Alcohol affects accuracy and consistency of a task more so than it affects speed.
Significant memory loss occurs with high doses of alcohol and may develop into blackouts involving amnesia.
Creates difficulties in processing and later recalling information.
Heavy drinkers will perform lower on abstraction and adaptive abilities when SOBER than those who drink less heavily.

Emotions: Decreases inhibitions and “frees” people up in tight social situations.

Sexuality: Large doses of alcohol frustrate sexual performance.
Sex lives become disturbed, deficient, and ineffectual.
Impotency occurs, sometimes reversible with the return of sobriety.
As Shakespeare once said, “Drink provokes the desire, but takes away from the performance.”

Sleep: Several drinks decrease REM, or dreaming sleep, resulting in impaired concentration and memory, increased anxiety, tiredness, and irritability.
2018-2019 Important Dates**

<table>
<thead>
<tr>
<th></th>
<th>Fall 2018</th>
<th>Winter 2019</th>
<th>Spring 2019</th>
<th>Summer 2019</th>
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<tr>
<td>Advising Day</td>
<td>May 10</td>
<td>Nov 14</td>
<td>Feb 20</td>
<td>May 15</td>
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<tr>
<td>Registration begins</td>
<td>May 15</td>
<td>Nov 26</td>
<td>Feb 25</td>
<td>May 20</td>
</tr>
<tr>
<td>Tuition Due</td>
<td>Sept. 14</td>
<td>Dec. 28</td>
<td>Mar. 22</td>
<td>Jun 17</td>
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<tr>
<td>Quarter begins</td>
<td>Sept. 24*</td>
<td>Jan. 7</td>
<td>April 3</td>
<td>Jun 24</td>
</tr>
<tr>
<td>Last Day to add classes</td>
<td>Sept. 19</td>
<td>Jan. 12</td>
<td>April 6</td>
<td>Jun 28</td>
</tr>
<tr>
<td>Last day to drop classes</td>
<td>Nov. 13</td>
<td>Feb. 22</td>
<td>May 17</td>
<td>Jul 23</td>
</tr>
<tr>
<td>Quarter ends</td>
<td>Dec. 14</td>
<td>Mar. 22</td>
<td>Jun 14</td>
<td>Aug 8</td>
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College Closures

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<tr>
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<tbody>
<tr>
<td>Labor Day</td>
<td>Sept. 3</td>
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<td>Sept 2</td>
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<tr>
<td>Veteran’s Day</td>
<td>Nov. 12</td>
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<tr>
<td>Thanksgiving Holidays</td>
<td>Nov. 22-23</td>
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<tr>
<td>Christmas Holidays</td>
<td>Dec. 24-25</td>
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<td>New Year Holiday</td>
<td>Jan. 1</td>
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<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Jan. 21</td>
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<td>President’s Day</td>
<td>Feb. 18</td>
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<tr>
<td>Memorial Day</td>
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<td>May 27</td>
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</table>

*EV 107 & EV 196 will begin on September 10, 2018. All other classes begin on September 24, 2018.
** Dates subject to change. Please check College website for most current information.
Additional Information

ASB – Associated Student Body. The student fees you pay fund many programs and activities throughout the year. ASB enriches student life through leadership opportunities, cultural experiences, co-curricular activities and clubs, and empowers students to contribute to the world as better citizens. Check the ASB website for additional information regarding student activities, student discounts, etc.

Copiers

Copiers are available for student use in the library. The machines are coin operated and copies are 10 cents per copy. The copy machine in the Institute for Enology and Viticulture is not for student use.

Disability Support Services

Students may request accommodations due to a disability by contacting the Coordinator, at 509-527-4262. The coordinator will issue reasonable accommodations according to the course requirements and the functional limitations of the disability. Accommodations are modifications to the instructional setting such as a quiet location for testing, sign language interpreters, or adjustable tables.

Food Pantry

Open Mon – Friday 12-3pm. Located in the Vocational Building (J) room 302. All currently enrolled students are eligible to use the Food Pantry.

Student Accident Insurance

All EV students are encouraged to have accident coverage. The College provides no coverage. Reduced rates are available for student accident policies through Relation at http://4studenthealth.relationinsurance.com/ Report any accidents or incidents immediately.

Student Health Insurance

Although health coverage is not available through the college, there are resources available to people residing in Washington State through Apple Health. To learn more visit https://www.hca.wa.gov/

ID cards

Available in the Student Activity Center / ASB office (#252) located on the second floor in the main building. Open daily from 8:00 – 5:00. ASB card allows free entry into campus sports activities and student discounts all over town!
Mandatory Alcohol Servers Training (MAST)

All EV students are required to have a current MAST permit. To find a WSLCB course, visit http://liq.wa.gov/licensing/get-mast-permit-0. Once you have completed the course, bring a copy of your certificate to the EV Program Coordinator.

Food Worker Card

Because of new FDA regulations, it is also recommended that you acquire a Washington State Food Worker Card. The training can be obtained online at www.foodworkercard.wa.gov. The cost of the card is $10.

Library

The library welcomes all WWCC students and other patrons to use the library. The library serves WWCC students, staff, and faculty, community patrons from the surrounding area, including students at other institutions. Identification (student ID, driver's license, etc.) is required in order to receive a WALNET library card.

Hours of operation are: Monday thru Thursday from 7:30 a.m. until 7:30 p.m. and Friday from 7:30 a.m. until 4:00 p.m.

PEER Tutors

Peer tutors are available to all Workforce Education students at no charge. If you feel like you are struggling in a class or classes, let your advisor or Danielle know and they will help arrange for a Peer Tutor.

Scholarships

Several scholarships are available to full time Enology and Viticulture students in good academic standing. Applications are accepted through the WWCC Foundation Office. Emergency funds may also be available if needed. Several industry funded scholarships are also available. Information about these scholarships will be forwarded to students as it becomes available.

College Store/Text Books

Text books for the Enology & Viticulture program are available at the College Bookstore. A list of the textbooks required for all courses taught at WWCC is available at http://collegestore.wwcc.edu/.

Hours of operation are: Monday - Friday 8am-4:30pm.

WWCC Student Handbook

Listed under the “Student Resources“ tab on the WWCC website: https://www.wwcc.edu/handbook/. A listing of all student / campus policies, services, and resources.

Titus Creek Café

Located in the Main campus building. The café is open Monday – Friday from 8am – 10 am (breakfast) and 10:30am-1:30pm (lunch).

Tutoring and Learning Center (TLC)

Assistance with math, science and writing – no appointment necessary and it is free of charge. Located in Room 244 on the second floor of the main building – Please check the college website for hours of operation.
Technology Services and Help Desk – located in the Main campus building

Wi-Fi

Wi-Fi wireless technology is available on campus and allows students and staff to access the internet from different locations. If you need help in connecting to the network please contact the Helpdesk at helpdesk@wwcc.edu or 509-527-HELP (4357).

ACTIVATE NetId / IT

In order to obtain your NetId username and set your initial password you will need to go through a one-time activation process.

Go to www.wwcc.edu > helpdesk > electronic credentials

If you need assistance with this process or any other technology assistance, please contact the Helpdesk at helpdesk@wwcc.edu or 509-527-HELP (4357).

My WWCC

MyWWCC is the student portal accessed from the college homepage. You can access CANVAS, check your schedule, pay your tuition, obtain a degree audit and many other actions from the portal. UPDATE your student contact information.

CAMPUS INFORMATION SOURCES

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVISING &amp; COUNSELING CENTER</td>
<td>509.527.4262</td>
</tr>
<tr>
<td>OFFICE OF ADMISSIONS AND RECORDS</td>
<td>509.527.4283</td>
</tr>
<tr>
<td>FINANCIAL AID OFFICE</td>
<td>509.527.4301</td>
</tr>
<tr>
<td>BUSINESS SERVICES</td>
<td>509.527.4201</td>
</tr>
<tr>
<td>CAREER AND EMPLOYMENT SERVICES</td>
<td>509.527.4262</td>
</tr>
<tr>
<td>DISABILITIES SERVICES</td>
<td>509.527.4543</td>
</tr>
<tr>
<td>VICE PRESIDENT OF INSTRUCTION</td>
<td>509.527.4289</td>
</tr>
<tr>
<td>HELPDESK</td>
<td>509.527.4357 (HELP)</td>
</tr>
<tr>
<td>SECURITY &amp; ENVIRONMENTAL HEALTH</td>
<td>509.526.7233 (SAFE)</td>
</tr>
</tbody>
</table>
WWCC PLAGIARISM POLICY

It is expected that all students demonstrate integrity and assume responsibility and accountability for their actions. Please read the following and place your initials beside each section, then sign and date at the bottom of this form and turn into the Enology and Viticulture Program Coordinator, Office 1616A.

____  1. Plagiarism is defined as presenting someone else’s work, including the work of other students, as your own.

A student must give credit to the originality of others and acknowledge indebtedness whenever:

____ a. directly quoting another person’s actual words, whether oral or written;
____ b. using another person’s ideas, opinions, or theories;
____ c. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
____ d. borrowing facts, statistics or illustrative material; or
____ e. offering materials assembled or collected by others in the form of projects or collections without acknowledgement.

People’s ideas may be contained in written text, visual text, and multi-media products, including websites, music, and written text.

____  2. Any student who aids or abets the accomplishment of such activity as defined in subsection one (1) above shall be subject to reasonable action by the instructor (see below.)

____  3. An instructor may take reasonable action against any student who is deemed to have been guilty of plagiarism. Course of action might include, but is not limited to:

a. Student receives warning
b. Student receives a lowered grade
c. Student receives failing grade for the course
d. Student dropped from course
e. Student referred to the Vice President of Student Services for violation of Student Code of Conduct.

____  4. An instructor taking action against any student for an act of academic misconduct may report such action to the Vice President of Instruction and the Vice President of Student Services, as soon as possible, but no later than five working days after the incident. Any student subject to action of an instructor for a violation of this section may seek review of that action by referring to the Grievance Procedure for Instructional Issues.

Printed Name:  ________________________________________________________

Signature:  ___________________________________________   Date _________________
WWCC MODEL RELEASE FORM

I grant permission to Walla Walla Community College and its agents or employees to use photographs and video taken of me on the campus of Walla Walla Community College for publication in college publications such as recruiting brochures, newsletters and magazines, and to use the photographs and video on display boards, websites, radio, television, and to offer them for publication in other non-college newspapers, magazines and websites, without notification or payment.

I hereby waive any right to inspect or approve the finished photographs and video or printed matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown.

I hereby agree to release, defend, and hold harmless Walla Walla Community College and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, from and against any claims, damages or liability arising from or related to the use of the photographs and video, including but not limited to any misuse, distortion, blurring, alteration, optical illusion, or in the taking, processing, reduction or production of the finished product, its publication or distribution.

I am at least 18 years of age and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledge acceptance of the terms of this release.

Walla Walla Community College, Walla Walla, WA 99362
Location of Photo

_____________________________________________
Name (please print)

_____________________________________________  ____________________________
Signature                                      Date

_____________________________________________
Signature of guardian if under 18 years of age
Policies for EV Student Use of Alcohol and Conduct

As a student in an alcohol-related degree program at a public college in Washington State, you bear an extraordinary responsibility with regard to the tasting of wines in educational/technical tastings that are part of the program. This responsibility applies whether wine tasting is conducted in The Institute for Enology & Viticulture / College Cellars facilities or at professional events. This same responsibility applies with regard to alcohol consumption when in public, whether or not students are representing the Institute or College Cellars.

This guide sets forth the policies of the Institute for Enology & Viticulture and Walla Walla Community College. You will be asked to read and sign a copy of these policies, acknowledging that you agree to abide by these policies and to accept discipline for violations of the policy, up to and including dismissal from the program in certain cases.

In the 2013 legislative session of Washington State, a new law, commonly referred to as the ‘Sip and Spit Law’ (RCW 66.30.310(12)) was signed by the Governor. The new law allows tasting of alcohol by persons at least 18 years of age who are enrolled as a student in a class that is part of a culinary, wine technology, beer technology, or spirituous technology related degree program at a community college. Passage of this law places even more importance on student practices relative to alcohol and that are mandatory at all times.

Students are not allowed UNDER ANY CIRCUMSTANCE to consume ANY alcohol while in the E & V Institute with ONE exception: on the occasion of a scheduled event or reception at the Institute where food and alcohol are served, students over the age of 21 may consume alcohol. As always, students must limit their consumption of alcohol and drink responsibly.

The prohibition on alcohol consumption at any time while in the Institute applies equally to course-related activities as well as to students working as tasting room staff of College Cellars.

During educational/technical tastings in the E & V Institute, whether part of a class tasting activity, student group wine blending trials, or tasting of wine in barrel, that is during ALL wine tasting, ALL students are REQUIRED to taste and spit, regardless of age. NO exceptions are allowed.

A breathalyzer will be available during all classroom technical tastings and adherence to the sip and spit policy will be monitored closely.

Students are reminded that Washington State Law is zero-tolerance for persons under the age of 21 who are driving. Any measurable alcohol, even 0.01 is a violation (0.08% BAC is in violation for drivers over 21 years).

Students with a valid Washington State Mandatory Alcohol Servers Permit (MAST Permit) may pour wine for events at the E & V Institute or at Institute-hosted events at other locations where they may be working to acquire required hours for leadership credit or not. By Washington State law, persons including E & V students cannot consume alcohol under any circumstance while carrying out pouring duties. E & V Institute policy mirrors this: NO consumption while pouring. Students may taste and spit wine only to check for flawed wine when opening new bottles.

Students are ambassadors of the E & V program and of College Cellars any time they are in public, especially at bars, restaurants, and wine industry functions. As such, students are strongly urged to limit alcohol consumption, to act responsibly, and to never drink and drive.

Students who are found to be in violation of the prohibition on all consumption of alcohol in the E & V Institute, of the ‘Sip and Spit Law’ for technical/educational tastings, or who are arrested on suspicion of or convicted of DUI, or who are found to be openly intoxicated in public, will be warned or disciplined up to and including dismissal from the program.

I have read, understand, and agree to follow the policies set forth above as a condition of my enrollment in E & V courses at Walla Walla Community College.

PRINT NAME:___________________________________________________________

SIGNATURE:________________________________________DATE:_____________