



Culinary Arts Department

PSTR 1301

Fundamentals of Baking

Course Description: Fundamentals of baking including dough, quick breads, pies, cakes, cookies, and tarts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.

Instructor:

Chef: Sarah Reid

Email: sreid@southplainscollege.edu

Phone: (806) 716-4613

Office Hours: By Appointment, Office 125B- Monday: 2:15pm-3:15pm, Wednesday: 2:15pm-3:15pm,
Friday 9:00am 3:00pm

*****To make certain that I am in my office, please email me before hand in order to secure an appointment time. This allows me to give you my undivided attention.**

Room and Class Hours: Baking Lab-Tuesday/Thursday 9:45am-12:45pm(1301-273), Tuesday/Thursday 1:00pm-4pm(1301-274)

Exam Schedule: Chapter test are assigned on MyCulinary Lab. The Final will be a Practical Exam held in the class, date and time TBD.

Required Text: On Cooking Plus MyLab Culinary and Pearson Kitchen Manager with Pearson eText -- Access Card Package, 6/E

ISBN # 9780134872780 *this is the same book and access code used for CHEF 1301, YOU ONLY NEED TO PURCHASE THIS ONCE, they are used for both classes

Required Materials: One inch, 3 ring binder, students may wish to use page protectors to keep their recipes clean.

Online homework can be found under the MyCulinary Lab Tab on the Blackboard Homepage. Chapter notes are also available for students under the MyCulinary Tab-Multimedia Recourses. Students MUST print out the chapter notes prior to class lecture.

NOTE: LOG INTO MYCulinary Lab THROUGH BLACKBOARD. DO NOT GO DIRECTLY TO THE MYLAB SERVSAFE WEBSITE.

NOTEBOOKS/ LAB BOOKS/ RECIPES

All notes, every single recipe, sketches, diagrams and information pertaining to the production of assigned recipe items must be recorded and saved.

LAB BOOKS- 3 RING BINDER

1. Your notes for class- prior to class date
2. Questions for clarification by Chef
3. Chef's notes- in class
4. Any handouts for that lesson
5. Recipes- in format
6. Special chef notes on recipes- special instruction
7. Special assignments, quizzes or research

All notebooks will be organized by chapter and checked weekly by Chef. Notebooks are intended to measure knowledge and participation in the learning process. It will also be used as a study guide for the Practical and Written Finals.

PREPARED FOR CLASS:

All students are expected to arrive ON TIME in full and proper uniform and ready to begin the class.

ON TIME IS DEFINED AS: in the classroom, prepared to begin at the EXACT start time of the class.

TARDY / LATE: any time after the exact start of class. 3 TARDY/ LATES will result in a deduction of points from your lab grade.

EXCESSIVE TARDINESS is defined as more than 4 in a semester. Excessive tardiness will result in an unexcused absence.

Prepared Means:

- Proper/clean uniform and hat
- Non-slip closed toe shoes
- Proper hygiene
 - Showered, shaved, hair clean, and pulled back if necessary
 - Clean fingernails, well-trimmed, no nail polish or fake nails
 - Meaning fingernails shall not extend beyond the fingertip
 - No heavy colognes or perfumes
 - No jewelry, watches- tight fitting wedding band is acceptable
 - No outside food in the lab or classrooms
 - Drinks are permitted ONLY in a closed top container, stored beneath the work surface
 - No cell phones in classrooms. Must kept in lockers
 - If there is a sound reason to keep your cellphone, please get permission prior to class. Cellphones with permission will be kept in pocket on SILENT MODE.
 - All students will have Lab books/notes/ recipes on table prior to class
 - Student will have at all times
 - 1 BLACK sharpie
 - 1 pen with cap

SANITATION AND GARBAGE:

- Each table must have a clean sanitizer bucket with a clean sponge in it.
- Towels/ sanitizer used for raw proteins must be kept separate containers
- Do not dump liquids in garbage cans
- Do not throw anything/ food products in the garbage without Chefs permission
- Scrape food scraps for all items to be cleaned
- Liquids with food solids in them must be strained and discarded before pouring in the sink
- NEVER place a knife in a sink or sanitizer bucket
- Pick up / clean up any drops or spills immediately. Place wet floor sign over all spills
- Completely clean/ sanitize station BEFORE and AFTER USE.
- Keep station clean and free of debris or clutter at all times
- Remove apron before entering the bathroom
- No eating, snacking or tasting without Chefs permission
- All tasting must be done with SINGLE-USE plastic spoon
 - No fingers or spoon /utensil licking
- All utensils used in cooking process must be placed in proper holding containers
 - Do not leave spoons, whisks or spatulas in food products

KITCHEN TOWELS

- 3 towels per student per day
 - 1 towel wet in sanitizing solution for under the cutting board
 - 2 towels folded in aprons as side towels
- Towels are not be used for drying utensils or cookware- all items must air dry

ADA STATEMENT: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at the Lubbock Center, the Levelland Student Health & Wellness Center 806-716-2577, Reese Center Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

Grading Policy:

1. There will be **no** Make-up on Homework Assignments or Exams.
2. Homework Assignments will be assigned online through **Blackboard MyCulinary Lab** throughout the semester. Please go to Blackboard and register your username first. If you've already bought an access code, you may register with the access without payment. If you do not have an access code, you will be asked to pay before you can access to the online assignments.

3. Individual effort must be demonstrated on all exams. Also considered inappropriate is the use of, in any fashion, a solution manual of any kind. It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. **Academic Dishonesty:** "At minimum, the first instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive a zero for the assignment. The second instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive an F in the course and be expelled from the program".
4. Class attendance and attention will be crucial to the student's successful completion of this course however, attendance will NOT be taken. Should you be absent, you are still expected to complete all assignments by the due date. **Make up labs will not be offered.**
5. The grading scale is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F
6. The grading will be based on the following assignment:

Homework:	20%
Quizzes:	10%
Tests:	40%
Weekly Lab Grade/Final:	30%
	100%
7. If there is a problem or a dispute with a grade, it must be brought to your instructor's attention and resolved within 5 days of the grades return. After that, it will not be considered under any circumstances.
8. If you feel you need out of class help, please visit with your professor during office hours.

Notes:

- Online assignments will open on Friday's at 8am and be due on set Thursday's at 11:59PM.
- There might be a possibility for extra credit or a bonus sometime during the semester. These extra points CANNOT raise your grade for a particular segment of your grade beyond 100%. For example, your maximum quiz average can only be 100% or test average can only be 100%.
- The **Final** for this course will be a Practical Exam held in lab, date and time is TBD.
- If you need special accommodations, you will still have to take the test on the scheduled date of the exam. If there is a conflict, you will have to prove it to your instructor in order to take an exam at a different time.

Topics: The list of selected topics may be modified during the course of the semester. The instructor will notify the class of any changes to the topic list.

**Course Outline-Lab
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Fundamentals of Baking**

Week	Dates	Topic	Lab
1	8/30-9/2	Orientation/Syllabus	Day 1: Orientation/Syllabus Day 2: Computer Lab
2	9/6-9/9	Ch.30 Principles of the Bakeshop Mixing	Day 1: Lab Set up, Equipment, Mise En Place Day 2: Lecture
3	9/13-9/16	Ch.30 Cont. Mixing Methods/The Baking Process Lab Set Up	Day 1: Lecture/Scones Demo Day 2: Scones
4	9/20-9/23	Ch.31 Quick Breads	Day 1: Lecture, Biscuits Day 2: Blue Berry Muffins
5	9/27-9/30	Ch. 31 Cont.	Day 1: Corn Bread Day 2: Lemon Tea Bread
6	10/4-10/7	CH. 32 Yeast Breads	Day 1: Lecture, Yeast Rolls Day 2: French Bread
7	10/11-10/14	Ch.32 Cont.	Day 1: White Sandwich Bread Day 2: Jalapeno Cheddar Bread
8	10/18-10/21	Ch. 33 Pies, Pastries, Cookies	Day 1: Lecture, Chocolate Chip Cookie Day 2: Flaky Pie Dough, Pumpkin Pie
9	10/25-10/28	Ch.34 Cakes and Frostings	Day 1: Marble Cake, Fudge Frosting Day 2: Fall Fun Day
10	11/1-11/4	Ch. 34 Cont.	Day 1: Coconut Cake Day 2: Finish Coconut Cakes
11	11/8-11/11	Ch. 35 Custards, Creams, Frozen Desserts, Dessert Sauces	Day 1: Lecture, Crème Brulee, Pot de Cremes Day 2: Finish Crème Brulee and Pot de Cremes
12	11/15-11/18	Ch.35 Cont.	Day 1: New York Cheesecake Day 2: Finish NYCC, Raspberry Sauce, Chocolate Sauce
13	11/22-11/25	Ch.35 Cont. Binder Checks	Day 1: Almond Chocolate Chip Pound Cake Day 2: Thanksgiving Break
14	11/29-12/2	Review, Plan Final Recipes	Day 1: Review, Plan for Finals, Binder Checks Day 2: Individual Study day/Possible weather make up day
15	12/6-12/9	Finals	Finals
16	12/13-12/16	Clean Up	Clean Up

*Print out the chapter notes each week and put in a binder. Binders will be checked at random for participation points.

Course Outline-Online Assignments

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Assignment Open/Due Date	Topic	Reading Assignment
9/3-9/16	Principles of the Bakeshop	Ch.30
9/17-9/30	Quick Breads	Ch.31
10/1-10/14	Yeast Breads	Ch.32
10/15-10/28	Pies, Pastries, Cookies	Ch.33
10/29-11/11	Cakes and Frostings	Ch.34
11/12-11/25	Custards, Creams, Frozen Desserts, Sauces	Ch.35

South Plains College's Notices

ATTENDANCE: (along with your Instructor's Policy)

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date (the 12th class day), as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

NOTICE TO STUDENTS: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and

intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Campus Concealed Carry Statement-Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at <https://www.southplainscollege.edu/campuscarry.php>

South Plains College Culinary Arts Alcohol Use Policy: South Plains College Culinary Arts program uses various liquors, liqueurs, wines and beers as recipe ingredients within the culinary curriculum. Alcohol is secured in the culinary facility and only accessible by culinary faculty. Alcohol may only be used if a recipe requires liquor/liqueur/wine/beer as an ingredient. Consumption of alcohol by students is strictly prohibited. Alcohol is only to be handled by instructors; no exceptions. Violations will be considered a “Student Code of Conduct” violation and will result in strict disciplinary action, including referrals to the Executive Director of Lubbock Center, Dean of Students, and Campus Police.

SPC Covid-19 Protocol

If you are experiencing any of the following symptoms please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.