**Fundamentals Of Baking-PSTR 1401**

**Tuesday/Thursday 8:05-1:15**

**Course Syllabus:** Fall 2022



***“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”***

**Instructor: Chef Nikki**

**Office:** Culinary Arts School

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| **Office**  **Hours** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Online** |
| Emails & Teams | Before/After Class | Email &Teams | Before/After Class | Email & Teams | Email & Teams |

***This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.***

*Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.*

**COURSE DESCRIPTION:**

Fundamentals of baking including dough, quick breads, tarts and doughnuts. Instruction in flours fillings and ingredients. Topics include baking terminology tool and equipment use formula conversions functions of ingredients and the evaluation of backed products.

**KNOWLEDGE BASED:**

• Identify and explain baking terms, ingredients, equipment and tools.

•Demonstrate safe handling practices using contemporary guidelines.

• Critique and evaluate baked products they create in class to enhance their

understanding of the course material.

**SKILL BASED:**

•Demonstrate scaling and measure ingredients in the proper manner.

• Prepare quick breads such as blueberry muffins, scones, biscuits, pancakes, yeast

breads such as bagels, sourdough bread, pizza dough, and dinner rolls, enriched yeast

breads such as cinnamon rolls, challah bread, laminated dough including puff pastry

and croissants, milk bread, doughnuts, and sticky buns.

• Produce good quality baked goods and pastries with an emphasis on fundamental

production techniques and evaluation of quality characteristics using commercial

ingredients and equipment.

• Prepare baked goods with a working knowledge of the major methods such as

chemical leavening agents, mixing methods such as biscuit method, creaming method

and muffin method, types of yeast, 12 stages of bread-making, and laminated dough

including single book folds, and double book folds.

# Required Instructional Materials: On Baking, Third Edition

# Publisher: Pearson ISBN Number: 9780133886757

Dress Code for all Culinary Department Classes – please arrive at class in uniform. No students will be permitted in the lab/class without proper uniform. Any missing item will result in loss of uniform points

**No exceptions. Uniform is as follows:**

* **CLEAN Chef Coat (should be on before you enter the classroom)**
* **CLEAN Chef Checkered black and white Pants**
* **CLEAN Chef Hat & Non-slip Shoes**

**Equipment Needed for this class:**

* **Knife Kit, Notebook, Pens/Pencils, Sheet Protectors, Spiral/Tablet, sharpie and a**

**thermometer**

# Minimum Technology Requirement: Access to Blackboard and Team

**TARDINESS:** Class will start on time and habitual tardiness will not be tolerated.

Tardiness of (3) times equals one day absence of class.

**ACADEMIC DISHONESTY (Cheating):** Students in this course are expected to adhere

to a strict personal code of conduct beyond reproach. Students are encouraged to read

the section on academic dishonesty in the college catalog.

**INSTRUCTIONAL METHODS**:

This course is divided between lecture and lab with

50% of the grade being derived from the lecture and 50% of the grade derived from

the lab (kitchen). The lecture will be a comprehensive based study of the basics of

professional baking science and production. The lab will emphasize hands-on

experience with baking and pastry techniques. All students are to observe proper safety

and sanitation rules.

**WITHDRAWAL POLICY:**

Students who stop attending class regularly are responsible

for officially withdrawing themselves from the class. The instructor will not initiate

student withdrawal procedures for students who stop attending class.

**Breakdown of Grades:**

**Lecture: Daily Grade/Attendance**

10% of your grade Recipe /Homework Assignments

10% of your grade Quizzes

10% of your grade Portfolio

20% of your grade Final Exam

**LECTURE=\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_50% of your grade**

**Lab: Kitchen Manager**

10% of your grade Daily Production

20% of your grade Fundamentals of Baking Skills sheet

20% of your grade Practical (formula will be assigned and graded)

**LAB=\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_50% of your grade**

**DAILY GRADE/ATTENDANCE GRADE:**

Students should be on time and in FULL UNIFORM with a good attitude with book,

assignments or homework ready to turn in. Part of your grade comes from KITCHEN

CLEAN UP which is the last 15-20 minutes of class and everyone stays and helps until

the kitchen is FULLY CLEAN and ready to be checked out by Chef Bren. The only person

allowed in the classroom during KITCHEN CLEAN UP is the Kitchen Manager for the

following week, Kitchen manager does not participate during clean up during their week

in charge.

**MANDATORY SEMESTER CLEAN-UP:**

SEMESTER CLEAN-UP (1 day per semester) 100

Points will be subtracted if you do not attend Clean-up Day**!**

**HOMEWORK:**

Homework is to be turned in the day after you missed class and within

the first 5 minutes of class. IT IS NOT MY JOB TO REMIND YOU THAT YOU HAD

HOMEWORK DUE, nor is it an excuse that you were sick, text someone in the class to

find out the assignment so you can hand it in.

**COURSE GRADE: TOTAL POINTS GRADE**

**90-100 points A (signifies excellent prep and work ethic)**

**80-89 points B (signifies above average prep and work ethic)**

**70-79 points C (signifies average prep and work ethic)**

**60-69 points D (signifies below average prep and work ethic)**

**0-59 points F (signifies no course credit)**

**FINAL EXAM**:

20% of your grade comes from the Final Mid-term Exam (8 weeks) it is

comprehensive and covers all chapters in the course. No review will be given out; all

test questions will be taken off the notes given in lecture, from your book and prior

quizzes. Students may compute their grade at any time during the course by computing

their percentage grade from the total points theyhave earned and the total possible

points they could have earned at that point.

**FINAL PRACTICAL:**

20 % of your grade is from the “practical” is given at the end of the

Mid-term (8 weeks) a formula will be assigned by the Instructor and the student will be

given an up-time, that formula will be made and plated by the up-time for a grade. All

areas of prep, dishes, etc. should be cleaned before turning in practical for a grade. If

the dessert is not presented on time, deductions will incur for each minute late.

**PORTFOLIO:**

The portfolio will be a compilation of all works done while in Fundamentals of Baking. It should be in a 3-ring binder, with a title page and table of contents for easy reference. It should be sectioned chronologically by week, lecture notes, handouts, formulas with pictures and 1-5-star rating with comments on recipes. Each recipe should have a 1-5-star rating; what you would do differently or what you liked or didn’t like about the recipe and pictures should be taken of your final plated product. This portfolio will be used by you in the future to acquire a culinary job, it should be professional and neat in appearance, keep decorations to a minimum. Kitchen Etiquette: The only thing you will bring into the kitchen is your formula. All knife kits, cell phones, books, etc. will be left in the classroom. Cell phones will be turned off in the lecture room. Cell phones are turned in during all quizzes/tests and retrieved after tests taken

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# COMMUNICATIONS:

# Join Teams, this will be 1st line of communication. You can also send an email to my school email address. Allow 24 hours for a response.

**Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be

necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule.  It is the responsibility of the student to monitor NTCC’s website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid).  Should this be the case, every effort will be made to continue instruction in an alternative delivery format.  Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

# NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

# ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website[.](http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=111&pid=1)

# Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered “eligible students.” In essence, a parent has no legal right to obtain information concerning the child’s college records without the written consent of the student. In compliance with FERPA, information classified as “directory information” may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student’s name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.