



Culinary Arts Department

PSTR 1301

FALL 2024

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: Sarah Reid

Email: sreid@southplainscollege.edu

Phone: (806) 716-4613

Office Hours: By Appointment, Monday/Wednesday 2:15pm-3:15pm, Friday 7:30am-1:30pm

*****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/ Class Hours: Bake Lab- Tues/Thurs 9:45am-12:45pm(273) -Tues/Thurs 1:00pm-4:00pm (274)

Communications:

The best way to contact me is via email. I will respond to emails as quickly as possible during regular hours (M-F 8am-5pm). In the evening and on weekends, please allow up to 48 hours for a response. As I make every effort to be current and prompt with my emails, I ask that you do the same. **You should check your official SPC email at least once per day.** I will send all pertinent messages through SPC email.

Exam Schedule: Final will be a Practical Exam held in the class, date and time TBD.

1. **Required Text:** On Cooking Plus MyLab Culinary and Pearson Kitchen Manager with Pearson eText -- Access Card Package, 7/E ISBN-9780138198831

*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. You are also required to have Black sharpies, pens, a thermometer, and your knife kit once it has been received. It is my suggestion that you purchase a plastic cake carrier to transport your baked item home.

Online homework: 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 Final.

PREPARED FOR CLASS:

I begin class on time. All students are expected to arrive ON TIME, in full and proper uniform, 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. Your hat will be on and chef coat buttoned prior to stepping through the doors of the culinary labs. Failure to do so will result in lab points lost.
- You are not permitted to wear a "hoodie" under your chef coat. If you are cold, you may wear a thermal shirt which you are able to push the sleeves up on.
- Non-slip, closed toe shoes
- Proper hygiene
 - Showered, shaved, hair clean, and pulled back properly
 - 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 are permitted in my classroom and must be 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 a zip lock bag under the instructor's desk 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, and 1 thermometer, and knife kit

SANITATION AND GARBAGE:

- Each table must have a clean sanitizer bucket with a clean towel 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 Chef's 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 Chef's 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 and submit all assignments by the due date. **Make up labs will not be offered.**
5. Grades will be evaluated as follows: A(90-100), B(80-89), C(70-79), D(60-69), F(59 and below).
6. The grading will be based on the following assignments:

Quizzes:	10%
Tests:	15%
Mise en Place Lists:	20%
Weekly Lab Grade:	40%
Final Exam:	<u>15%</u>
	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.
- **Extra Credit Opportunities**- You may choose to assist with the community classes being offered during this semester. These opportunities will be on select Fridays and Saturdays from 9am-1pm. You will receive an extra 25 point towards your lowest grade for each day that you attend. Should you arrive late, you will not be given the full 25 points. 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 the lab during regular class hours.
- 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.
- **Chapter power point notes** are available for students under the MyCulinary Tab-Multimedia Recourses. Students MUST print out the chapter notes prior to class lecture and should add them to their binders. Binders will be checked at the end of the semester as part of your daily grade.

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
PSTR 1301-Fundamentals of Baking**

Week	Dates	Topic	Lab
1	8/26-8/29	Orientation/Syllabus	Day 1: Orientation/Syllabus Day 2: Computer Lab Natalie will take at 10am and 1pm
2	9/2- 9/5	Lab Setup, Ch.30 Principles of the Bakeshop Mixing Methods/The Baking Process	Day 1: Lab Set up, Equipment, Mise En Place, Lecture Day 2: Biscuits Demo-Student Biscuit Production
3	9/9-9/12	Ch.31 Quick Breads	Day 1: Lecture/Orange Cranberry Scones Day 2: Irish Soda Bread
4	9/16-9/19	Ch.31 Cont.	Day 1: Corn Bread Day 2: Blueberry Muffins w/ Streusel Topping
5	9/23-9/26	Ch. 31 Cont.	Day 1: Lemon Bread Day 2: Coffee Crumb Cake
6	9/30-10/3	CH. 32 Yeast Breads	Day 1: Lecture, Yeast Rolls Day 2: French Bread
7	10/7-10/10	Ch.32 Cont.	Day 1: White Sandwich Bread Day 2: Jalapeno Cheddar Bread
8	10/14-10/17	Ch. 33 Pies, Pastries, Cookies	Day 1: Lecture, Chocolate Chip Cookies Day 2: Brownies
9	10/21-10/24	Ch. 33 Pies, Pastries, Cookies	Day 1: Flaky Pie Dough, Pumpkin Pie Day 2: Lemon Bars
10	10/28-10/31	Ch. 34 Cakes and Frostings	Day 1: Marble Cake w/Chocolate Ganache Frosting Day 2: Fall Fun Day!
11	11/4-11/7	Ch. 35 Custards, Creams, Frozen Desserts, Dessert Sauces	Day 1: New York Cheesecake Day 2: Finish NYCC, Raspberry Sauce, Chocolate Sauce
12	11/11-11/14	Ch.35 Cont.	Day 1: Lecture, Crème Brulee, Pot de Cremes Day 2: Finish Crème Brulee and Pot de Cremes
13	11/18-11/21	Ch. 34 Cakes and Frostings	Day 1: Coconut Cake with Glaze and Toasted Coconut Day 2: Weather Make up day
14	11/25-11/28	Review, Plan Final Recipes	Day 1: Review, Plan for Finals, Binder Checks Day 2: Thanksgiving
15	12/2-12/5	Finals	Finals
16	12/9-12/12	Clean Up	Clean Up

**Course Outline-Online Assignments
PSTR 1301-Fundamentals of Baking**

Online assignments will open on Friday's at 8am and be due on set Thursday's at 11:59PM. Pearson assignments can be found on Black board under: Course Resources → MyPearsonLab Assignments

Assignment Open/Due Date	Topic	Reading Assignment
8/30-9/12	Principles of the Bakeshop	Ch.30
9/13-9/26	Quick Breads	Ch.31
9/27-10/10	Yeast Breads	Ch.32
10/11-10/24	Pies, Pastries, Cookies	Ch.33
10/25-11/7	Cakes and Frostings	Ch.34
11/8-11/21	Custards, Creams, Frozen Desserts, Sauces	Ch.35

Fundamentals of Baking-Fall 2024-mise en place lists

For each lab where we are producing a product, you will need to turn in a mise en place list at the **BEGINNING** of class. Late assignments will not be accepted. There is a mise en place form you all are encouraged to use located on Black board under: Course Resources → mise en place template

mis en place list due date	Recipes to submit mise en place list
9/5	Country Biscuits
9/10	Orange Cranberry Scones
9/12	Irish Soda Bread
9/17	Corn Bread
9/19	Blueberry Muffins with Streusel Topping
9/24	Lemon Bread
9/26	Crumb Coffee Cake
10/1	Soft Yeast Rolls
10/3	French Bread
10/8	White Sandwich Bread
10/10	Jalapeno Cheddar Bread
10/15	Chocolate Chip Cookies
10/17	Brownies
10/22	Pumpkin Pie with Flaky Pie Dough
10/24	Lemon Bars
10/29	Marble Cake with Chocolate Ganache Frosting
10/31	Fall Fun Day-No mis en place list due
11/5	New York Cheesecake
11/7	Raspberry Sauce and Chocolate Sauce
11/12	Crème Brulee and Chocolate Pot de Cremes
11/14	Nothing Due-Torch Crème Brulee
11/19	Coconut Cake with Glaze and Toasted Coconut
11/26	BINDER CHECKS

South Plains College's Notices

For Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry, click here: [Syllabus Statements \(southplainscollege.edu\)](https://southplainscollege.edu/syllabus-statements)

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.