



BAK 110: Baking and Pastry Foundations I - Course Syllabus

Course CRN Number:

Credit Hours: 4

Term:

Course Dates:

Course Meeting Times:

Note: Refer to [COCC academic calendar](#) for campus holidays

Course Meeting Location: Jungers Culinary Center, Room #

Instructor Office Location: Jungers Culinary Center, Room #

Instructor Name:

Instructor Contact Info:

Instructor Office Hours:

Course Co-requisites: None

Course Prerequisites: Math 20 with C grade or above / Writing 65 or 95 with C grade or above or the appropriate placement test scores

Textbooks & Materials:

- Gisslen, Wayne. Professional Baking 6th edition. Hoboken, NJ: John Wiley and Sons. ISBN # 978-1-118-08374
- Figona, Paula. How Baking Works, 2nd edition. Hoboken, NJ: John Wiley and Son. ISBN # 978-0-471-74723-9
- National Restaurant Association Educational Foundation (NRAEF). ServSafe Essentials. Chicago, IL: NRAEF, 2011. ISBN: 978-1-58280-271-8
- Culinary Arts or Baking and Pastry Arts toolkit – Sold at COCC Bookstore
- Note-taking materials, such as pen and paper or laptop computer / tablet
- Complete uniform – All uniform components are sold at the COCC Bookstore or via [ChefWorks](#)
- Cascade Culinary Institute requires the following uniform components for all students:
 - White Chef Coats with logo and embroidered first and last name (3 each)
 - Black Chef Pants (3 each)
 - White 4-way Aprons (3 each)
 - Cravats (3 each)
 - Slides for Cravat (2 each)
 - White Beanie Hat (3 each)
 - Side Towel (12 each)
 - Black Shoes with Slip Resistant Soles (1 pair)
 - Tan Dress Shirt with Logo (2 each)
 - Black Pants (2 each)
 - Black Apron (2 each)
 - Elevation Tie (2 each)
 - Black Socks (2 pair)
 - White T-Shirts (4 each)
 - Black Dress Shoes (1 pair)
 - Wine Bottle Opener

Course Description:

In this introductory course to the pastry arts, students will be presented with an overview of the Cascade Culinary Institute Baking and Pastry program. Students will have the opportunity to learn basic principles guiding professional introductory baking techniques. Lecture and lab topics will include: ServeSafe Safety and sanitation certification; the history of the baking industry; career opportunities in baking; trends in baking and pastry; standards of professionalism; ingredient and equipment identification/selection; the functions of ingredients; the

use of a standardized recipe; fruit desserts; cookies; meringues; pate a choux and basic custards. Key components of the course include discussion of chef tools, knife skills, commercial equipment and its intended uses; basic baking science principles, ratio and techniques. Emphasis in this course will be given to Tuckman's Group Development Model on the "forming" stage. Students will complete the National Restaurant Association Educational Foundation (NRAEF) ServSafe examination certification as part of this course.

Course Learning Outcomes:

| At the conclusion of this course, students should have the ability to: | The course learning outcomes will be verified by one or more of the following assessments: |
|---|--|
| ✓ Describe and apply the principles of food safety and sanitation practices | ✓ Quizzes, written midterm examination and final examination, assessment during competency based learning activities as to the quality of the finished product and how the student followed the prescribed technique |
| ✓ Identify and select ingredients for use in a variety of baked products | ✓ Assessment during competency based learning activities as to the quality of the finished product and how the student followed the prescribed technique |
| ✓ Apply standards of professionalism to the baking industry | ✓ Quizzes, written midterm examination and final examination, assessment during competency based learning activities as to the quality of the finished product and how the student followed the prescribed technique |
| ✓ Examine and outline the major developments in the history of the baking industry | ✓ Quizzes, written midterm examination and final examination, assessment during competency based learning activities as to the quality of the finished product and how the student followed the prescribed technique |
| ✓ Describe and apply the function of ingredients in the baking process | ✓ Assessment during competency based learning activities as to the quality of the finished product and how the student followed the prescribed technique |
| ✓ Explain the use of formula and the bakers percentage as it relates to the baking process | ✓ Quizzes, written midterm examination and final examination, assessment during competency based learning activities as to the quality of the finished product and how the student followed the prescribed technique |
| ✓ Prepare a variety of baked products using creaming, sponge, muffin and basic custards methods | ✓ Assessment during competency based learning activities as to the quality of the finished product and how the student followed the prescribed technique |
| ✓ Describe and use the equipment typical to the baking process | ✓ Assessment during competency based learning activities as to the quality of the finished product and how the student followed the prescribed technique |
| ✓ Understand and apply the basic baking science principles, ratio and technique | ✓ Quizzes, written midterm examination and final examination, assessment during competency based learning activities as to the quality of the finished product and how the student followed the prescribed technique |

Assessment:

Homework assignments are intended to foster a collaborative learning environment where students are empowered to create assignment structures that align with individual learning styles, interests, and abilities. The instructor will work with students on a group and individual basis to ensure that the assignments, and deadlines; are communicated well in advance to due dates. Assignments are intended to align with course content and competencies, while taking into consideration both individual and group interests, career goals, and learning styles. CCI faculty are committed to accommodating a diversity of student learning styles. Course homework assignments can be submitted in three different mediums: video presentation, written or oral presentation with Prezi. Students will have to coordinate the medium in which they would like to utilize with their instructor. Student

learning is assessed in four different categories, which include the following: Professionalism, Organization, Safety and Sanitation – Sustainability Principles, and Applied Competency-Based Learning Activities. Each of these categories are evaluated on a daily basis on a Likert scale of 1-10, while the Applied Competency-Based Learning Activity has a multiple of two in order to emphasize hands-on skill proficiency. Refer to the *Student Learning Assessment Rubric* for all CCI courses.

Instructional Methods:

In lecture-lab courses, all material is introduced utilizing a theory-based lecture and class discussion format. The lecture is followed by an instructional demonstration; a competency-based experiential learning activity and one-on-one assessment between the instructor and student / team. The experiential learning exercise is then concluded with a team-focused classroom clean-up. To align instruction with industry practices, time limits are pre-established in order to demonstrate the demand of time management in the professional kitchen, while also serving to manage the learning experience within the scheduled class period. Students work both individually and in teams to perform the demonstrated competencies while being guided by their instructor throughout the learning process. Homework assignments will be designed around both individual and group activities and assignments. Modern technology-based delivery mediums are utilized to accommodate a diversity of student learning styles (i.e.: digital video, email, social media, wireless audio microphones, LCD projectors, digital/glass whiteboards, etc). Throughout the CCI curriculum, student learning styles are considered in both course design and delivery. Below are some examples of learning styles and how they are integrated into the curriculum design:

- **Auditory Learners:** Development of interview skills in Career Success I and II courses, group oral presentations, individual oral presentations, oral directions provided by instructors during labs, teamwork, guest lecture presentations, group projects, reading aloud during class.
- **Visual Learners:** In class and online video viewing, assigned readings with images to support text, computer usage (i.e.: e-folio, Prezi, blog, YouTube, etc), poster development for final examinations, digital/glass whiteboard use, online textbook student interactive learning activities, and use of CCI video YouTube channel system.
- **Tactile Learners:** Plate composition drawing, food safety jeopardy game, use of Softchalk learning system (i.e.: flash card, crossword puzzles, drag-and-drop, sequential ordering).
- **Kinesthetic Learners:** Hands-on experiential learning in labs (i.e.: mise en place period, competency based learning activities), discipline related service-learning activities, handling a diversity of food ingredients, continual physical engagement with cooking medium and environment, active role playing, and student leadership positions.
- **Global Learners:** Group presentations, lab teamwork activities, development of dynamic presentations via computer (i.e.: Prezi), use of online textbook student interactive learning activities, story writing in externship documentation and e-folio, rapid diversity of altering the delivery medium (i.e.: lecture, demonstration, experiential learning, etc).
- **Analytic Learners:** Synthesizing the cooking technique/process, analysis of food costing and inventory control principles and sales/cost analysis, menu design analysis, formal instructional process that is predictable and sequential, measuring, conducting food yield tests, recipe ingredient conversions.

Service Learning Initiatives:

In order to enhance the theoretical and experientially-based learning that takes place in the CCI curriculum, formal service learning initiatives are integrated into the student learning experience. Students can expect to be involved in a diversity of service learning activities that are relevant to the content within a program or course in which they are attending. The goal of service learning is to increase student confidence through reality-based learning and repetition, while also increasing student awareness about social engagement and how the restaurant industry “gives back” to society via service.

Attendance:

Students are empowered to control their overall learning experience and success throughout their CCI learning experience. Consistent attendance is very important for student academic success. Regular classroom attendance is not only an essential ingredient for academic achievement, but is also a fundamental building block for success in the hospitality industry after graduation. If a student must be absent due to an emergency, they are encouraged to communicate in advance to 1.877.541.2433 or info@cascapeculinary.com.

Make-Up Policies:

Cascade Culinary Institute encourages every student to attend all scheduled course-related activities. It is at the discretion of the instructor as to whether they will provide an equivalent, modified, or no replacement of instruction for a learning experience that was missed due to absence. The scheduling of the make-up work and requesting verification of the reason for absence are also at the discretion of the instructor. It is the student's responsibility to seek out the instructor to make-up missing assignments. A video presentation, written assignment, or oral presentation can serve as make-up mediums for the absence, while it is encouraged that students make-up the identical competency that was missed due to absence from class. The requirement for the assignment, and the deadline, will be determined and communicated by the instructor to the student, while a *Student Competency Make-Up Contract* might be requested on behalf of the instructor. *Open Labs* occur periodically and will be announced by the instructor. The primary function of the *Open Lab* is designed to serve as an opportunity for students to refine competencies and skills and seek out additional mentoring from the faculty outside of their regularly scheduled class period. If a student desires to execute an assigned competency during an *Open Lab*, it is important that the student and instructor coordinate the necessary food and supplies by utilizing the *Temporary Class Schedule Change Form*, which ensures that the proper grading and assessment take place by the assigned faculty member.

Student Handbook:

Compliance with CCI uniform, conduct and classroom policies is a contributing factor to student success. Please review and download the *CCI Student Handbook* at: www.cascadeculinary.com.

General Appearance and Uniform Standards:

Students are expected to follow Cascade Culinary Institute *General Appearance and Student Uniform Standards*, as noted in the *CCI Student Handbook*, while on campus. General appearance requirements and the CCI uniform policy have been benchmarked against standard practices in the hospitality industry and are designed to prepare students for successful entry into the workforce. Following the guidelines is mandatory and part of a student's daily learning and assessment process. Students are encouraged to take pride in all aspects of their appearance. Students represent Cascade Culinary Institute and the community of culinary professionals whenever they are in uniform, both on campus or during a CCI activity that is off campus (i.e.: class field trips). Outlined below are the *General Appearance and Student Uniform Standards*:

- Clean shaven or neatly groomed goatee/beard no longer than ¼ inch in length
- Sideburns must not extend beyond the bottom of the ears
- Moustaches must be neat and trimmed
- If hair extends more than one inch outside the hat, all hair must be restrained with natural-colored hairnet under the hat when working with food or in the kitchen
- Clean black pants, worn waist high, without cuffs and properly hemmed
- Clean, ironed, and fully buttoned chef coat with logo and embroidered name
- Solid white tee-shirt, with no visible writing or logo, to be worn under the chef coat
- Clean white cravat
- Clean white apron and two white side towels when working with food or in a kitchen – Note: Aprons and side towels are not permitted to be worn in the restrooms or outside the building
- White beanie style hat worn when working with food or in the kitchen laboratory classroom
- Shoes, black, slip resistant, polished; and black socks
- One plain band ring is the only jewelry permitted. Watches, bracelets, and necklaces of any type are not permitted. Single post earrings and gauges should be removed or covered by a skin-colored band-aid at all times. All facial piercings must be covered with a band-aid in order for the student to be admitted into class. All band-aids for piercings should be provided by the student.
- Fingernails must be clean, trimmed, and may not extend beyond the fingertip. Nail polish, including clear, is not permitted and artificial nails of any type are not permitted.
- Cologne, perfume or heavily scented deodorant is not permitted.
- Student must have a thermometer, pocket notebook and pen with them in class at all time.
- Students who are not dressed according to the *General Appearance and Student Uniform Standards* will be can be denied entry into class until properly dressed. This will result in either a tardy or absence for that day.

- It is a Cascade Culinary Institute policy that all students must be in full uniform when entering class, no matter if it is a lecture or lab course. When entering or leaving school premises, students must either be in full uniform or in street clothes only. A partial uniform is not permitted.

Cell Phone Usage Policy:

- The use of cell phones during class hours is discouraged, and all cell phones should be secured in a student locker or your car.
- If a student chooses to bring their cell phone to class for the use of photography or video, it is required to be in the off-mode and to not be utilized for any other purpose.
- When entering any classroom, it is the student's responsibility to either turn off or switch their cell phones to the silent mode.
- A student must not respond to a phone call unless they determine it is an emergency and valid disruption to their responsibilities in class.
- Students are responsible to not disturb other students, instructors, or any class in progress while on a phone call.
- If a student receives an emergency message that requires the student to leave class, the student is requested to communicate with the instructor prior to their departure.
- Excessive use of cell phones that cause a disruption in the learning environment is a cause for disciplinary action.

Food Allergies:

If a student has food allergies or dietary restrictions, please inform your instructor and a plan of action will be made to reasonably accommodate your situation if possible. If an epi pen (epinephrine auto-injector) is required to be on site, please bring one to class, while also providing an additional one to your instructor on the first day of class.

Take Home Food Policy:

No food may be removed from the building at any time without direct permission of the instructor. Food that is prepared in class is selected based upon the volume necessary for achievement of the assigned competency and is intended to serve as an opportunity for students to both taste and assess at the conclusion of the applied learning activity. Class byproducts (i.e.: diced onions) will often be shifted to other classrooms or to Elevation as a function to minimize waste and to maximize stewardship of CCI resources.

Student Lockers:

Students are requested to only utilize a locker during their scheduled class period, and to remove the contents and lock at the conclusion of every class day. Students are encouraged to secure items in their personal vehicles whenever possible and to minimize taking bags / backpacks into the learning environment. If utilizing a locker, students are asked to secure all items in a locker with a secured lock. Sharing lockers is encouraged.

Academic Honesty:

Offenses against academic honesty are any acts which would have the effect of unfairly promoting or enhancing one's academic standing within the entire community of learners which includes, but is not limited to, the faculty and students of Central Oregon Community College. Academic dishonesty also includes knowingly permitting or assisting any person in the commission of an offense against academic honesty. All academic work (e.g. homework, assignments, written and oral reports, creative projects, performances, in-class and take-home exams, extra-credit projects, research, etc.) are subject to the following standards of academic integrity:

- Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Students must adhere to the guidelines provided by their instructor for completing coursework and may not present the same (or substantially the same) work for more than one course without obtaining approval from the instructor of each course.
- Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- Plagiarism: Representing the words or ideas of another as one's own. All ideas, arguments and phrases submitted without attribution to other sources, must be the creative product of the student. Plagiarism includes copying portions of the writing of others with only minor changes in wording, with inadequate

footnotes, quotes, or other reference forms of citation or only a list of references. Paraphrasing without appropriate citation is also plagiarism.

- Collusion: Intentionally or knowingly helping or attempting to help another to violate the academic honesty policy. Students may only collaborate within the limits prescribed by their instructors.

If the faculty member determines that the student has violated the Academic Honesty policy, the instructor may impose one of the following sanctions:

- Require the student complete another assignment
- Assign a grade of F or zero on the assignment
- Assign a final grade of F for the course

Communication and Email:

To ensure effective and timely communication between CCI administrators and instructors with students, it is strongly advised that students always use their COCC email account instead of their personal email account. When you use your COCC account, your email remains encrypted and secure within the confines of the college system. The quarterly CCI e-newsletter and information updates about curricular changes and student events is all communicated utilizing the student's COCC email account.

Culinary Resource Library and COCC Barber Library:

The Culinary Resource Library is designated for active COCC students. Materials are intended to be utilized within this space, and should not be removed. The COCC Barber Library serves as a resource for COCC students where you can check-out e-readers/iPads, conduct research, or serve as a dedicated study location. Students can connect with the Library via their favorite social media service to get library news, hours updates, and great research information. Students can find the Library on Facebook and Twitter (@cocc_library). Students can also follow the Library InfoSprinkles blog, where the Library provides students with useful library and research tools. The Library is open 79 hours every week to serve your study, information, and research needs. Visit the Library's website for more details.

Sustainability Initiatives:

Throughout their educational experience at CCI, students are encouraged to consider stewardship of our resources through the following practices:

- Recycling: Proper division of clean paper / cardboard, plastic, metal and glass
- Food Composting: Proper division of food and correct disposal
- Proper Disposal: of chemicals, batteries and toner cartridges
- Water Conservation: Use what is needed and not running faucets excessively
- Energy Conservation: Not leaving burners/ovens, lights or PC's on when not in use
- Printing: Print assignments using double-sided and on second-hand paper when possible



Americans with Disabilities Statement:

Students with documented disabilities who may need special instructional accommodations or who may need special arrangements in the event of an evacuation should notify the instructor as soon as possible, no later than the second week of the term. Students may contact COCC Disability Office in Boyle Education Center to discuss special needs at 541.383.7583.

COCC Non-Discrimination Policy:

Central Oregon Community College is an affirmative action, equal opportunity institution. It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities or employment. Persons having questions about equal opportunity and non-discrimination, please contact Human Resources for referral to the appropriate personnel, 541.383.7236.

Student Insurance:

Students are not covered by medical insurance while on campus or involved in college classes and activities. Students are responsible for their own medical and dental insurance coverage. Information on student insurance coverage can be obtained at the cashier in Boyle Education Center.

Final Exam Date:

All CCI final examinations will be administered during the first meeting day of finals week (i.e.: if a course meets on M/W, then the final exam will be on Monday). The final will be administered during the regularly scheduled class time and location. On an individual basis, for emergencies and other special circumstances, a student may take a final examination at a time other than the scheduled period, providing the student has received prior approval from the instructor. If a student has a final exam taking place in a non-CCI course, instructors will attempt to accommodate the other course final exam period, and provide an alternative time for the student to complete the CCI final.

Grading Criteria for Lab, Lecture/Lab and Lecture Courses:

Below is the CCI grading criteria for lab and lecture courses. Consideration is given to the course schedule and if it meets one or two times per week, and if a holiday takes place during the quarter for any particular course. Some courses only meet once per week, and fall quarter meets for eleven weeks, while winter, spring and summer courses meet for ten weeks. Course grades are based on the quality of work as shown by written quizzes and exams, competency-based learning activities, individual and group-based homework assignments, and student applied leadership assignments during class.

Grading Scale:

To meet graduation requirements, students must complete every course with a minimum grade of C.
A = 93-100, A- = 90-92, B+ = 87-89, B = 83-86, B- = 80-82, C+ = 77-79, C = 70-76, D = 65-69, F = 0-64