



SOUTH PLAINS COLLEGE

Culinary Arts Department

**PSTR 1302**

**Fall 2023**

**Cake Baking and Production**

**Course Description:** Principles and techniques of cake production and advanced pastry. Emphasizes ingredient identification, functions, mixing, and baking.

**Instructor:**

Chef: 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.**

**Class Hour and Room:** M/W 8:00AM-11:00AM(271), M/W 11:15AM-2:15PM(272)

**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

**Required Text:** On Baking **On Baking (Update)** ISBN # 9780134115252

**Required Materials:** One inch, 3 ring binder, students may wish to use page protectors to keep their recipes clean. Black sharpies, pens, 1 Thermometer, 1 peeler, full knife kit. It is my suggestion that you purchase a plastic cake carrier for in order to transport your baked goods home.

**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.
8. 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- Your hat will be on and your chef coat button up before you enter through the culinary lab doors and for safety reasons, you are not permitted to wear a hoodie under your Chef coat.
- 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 a ziplock bag under the instructor table on silent mode.
  - Students will have Lab books/notes/ recipes on table prior to class
  - Students will have at all times 1 BLACK sharpie, 1 pen, 1 thermometer, 1 peeler, 1 knife kit.

### **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 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

## Grading Policy:

1. There will be **no** Make-up on Homework Assignments or Exams.
2. Homework Assignments and a Mise en Place Template are both available through Black board. Late work will not be accepted. If you are absent, you may turn it in via email for full credit.
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.
4. **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".
5. 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.**
6. Grades will be evaluated as follows: A(90-100), B(80-89), C(70-79), D(60-69), F(59 and below).
7. The grading will be based on the following assignment:

Homework:	20%
Mis en Place Lists:	15%
Cake Project:	10%
Weekly Lab Grade:	40%
Practical Final:	10%
Written Practical:	<u>5%</u>
	100%

8. 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.
9. If you feel you need out of class help, please make an appointment to visit with your professor during office hours.

## Notes:

- **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 2 parts, a Written and a Practical Exam held in lab during class time.
- **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.
- Your **daily lab grade** will be based on the Lab Rubric.
- **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.

**Course Outline-Lab**  
**PSTR 1302-Cake Baking and Production**

**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.

<b>Week</b>	<b>Dates</b>	<b>Topic</b>	<b>Lab</b>
1	8/28-8/31	Orientation/Syllabus Ch. 10 Cookies and Brownies	Day 1: Clean and prepare labs Day 2: Carrot Cake Cookies w/ CC Frosting
2	9/4- 9/7	Ch. 10 Cookies and Brownies	Day 1: Labor Day-No Class Day 2: Macarons w/ Chocolate Butter Cream
3	9/11-9/14	Ch. 10 Cookies and Brownies	Day 1: Chocolate Orange Biscotti/ Sugar cookies Day 2: Royal Icing Cookie Decorating
4	9/18-9/21	Ch. 11 Pies and Tarts	Day 1: Savory Galette Day 2: Pastry Crème Fruit Tart
5	9/25-9/28	Ch. 11 Pies and Tarts	Day 1: Caramel Apple Pie w/Mealy Dough & Poached Pears Day 2: Frangipane Pear Tart w/Pate Sucree Pie Dough
6	10/2-10/5	Ch. 11 Pies and Tarts Ch. 14 Custards, Creams, and Sauces	Day 1: Key Lime Pie w/ Graham Crust Day 2: Lemon Meringue w/Pate Brisee Pie Dough
7	10/9-10/12	Ch. 14 Custards, Creams, and Sauces Ch. 13 Cakes and Icing	Day 1: Chocolate Mousse, Caramel, Fondant(hold) Day 2: Yellow Cake, Midnight Chocolate Cakes(freeze)
8	10/16-10/19	Ch. 13 Cakes and Icing	Day 1: American Butter Cream, Fill and Frost Yellow Cake, ABC Roses and borders Day 2: Mid Choc. Cake- Frost w/Swiss Meringue Butter Cream and cover in Fondant
9	10/23-10/26	Ch. 13 Cakes and Icing	Day 1: Italian Cream Crème Cake w/ CC Frosting Day 2: Quatro Leche Cake(Genoise)
10	10/30-11/2	Cake Project	Day 1: Receive cake projects and begin working on plans Day 2: Projects: Bake
11	11/6-11/9	Cake Project	Day 1: Projects: Decorate Day 2: Projects: Decorate
12	11/13-11/16	Cake Project	Day 1: Projects: Decorate Day 2: Finish and Present Cakes
13	11/20-11/23	Jelly Rolls	Day 1: Jelly Rolls Day 2: Thanksgiving Break
14	11/27-11/30	Weather Make Up Day/Final Review	Day 1: Weather Make up Day Day 2: Review and Draw for final day
15	12/4-12/7	Finals	Day 1: Finals Day 1 Day 2: Finals Day 2
16	12/11-12/14	Clean up	Clean up

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

### Course Outline-

#### Cake Baking and Production-Homework

Assignments will need to be printed out, completed, and turned in on their due date at the **BEGINNING** of class. Late assignments will not be accepted. Homework assignments may be located on Black board under:

My Course → Course Resources → Homework Questions.

Due Date	Topic	Reading Assignment
9/13	Cookies and Brownies	Ch. 10
10/4	Pies and Tarts	Ch.11
10/11	Custards, Creams, and Sauces	Ch. 14
10/25	Cakes and Icing	Ch.13

#### Cake Baking and Production-Mis 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:

My Course → Course Resources → Mise en place Template

Mis En Place Due Date	Recipes to submit Mis en Place list
8/30	Carrot Cake Cookies w/ CC Frosting
9/6	Macarons w/ Chocolate Butter Cream
9/11	Chocolate Orange Biscotti/ Sugar cookies
9/13	Royal Icing
9/18	Savory Galette
9/20	Pastry Crème Fruit Tart
9/25	Caramel Apple Pie w/Mealy Dough & Poached Pears
9/27	Frangipane Pear Tart w/Pate Sucree Pie Dough
10/2	Key Lime Pie w/ Graham Crust
10/4	Lemon Meringue w/Pate Brisee Pie Dough
10/9	Chocolate Mousse, Caramel, Fondant
10/11	Yellow Cake, Midnight Chocolate Cake
10/16	American Butter Cream
10/18	Swiss Meringue Cream
10/23	Quatro Leche Cake(Genoise)
10/25	Italian Cream Crème Cake w/ CC Frosting
11/20	Vanilla Sponge Cake (Jelly Roll)

## 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 12<sup>th</sup> 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.

**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.

### **Covid 19 Course Syllabus Statement**

The following statement should be included in all course syllabi for face-to-face and hybrid instruction options:

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test 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](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

#### **4.1.1.1. Diversity Statement**

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference 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.

#### **4.1.1.2. Disabilities 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 Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

#### **4.1.1.3 Non-Discrimination Statement**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

#### **4.1.1.4 Title IX Pregnancy Accommodations Statement**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

#### **4.1.1.5 OPTIONAL STATEMENT - 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: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.