Cakes and Cake Decorating  
BAK 1303 (02)  
Course Syllabus  
Fall 2019

Instructor:  Cathy Kincaid, CEPC  
Office:  CAHMI 221  
Mailbox:  CAHMI  
Hours:  
Monday:  7:00 am – 7:30 am  
Tuesday:  7:00 am – 8:30 pm  
Wednesday:  7:00 am – 8:30 pm  
Thursday:  7:00 am – 8:30 am  
Friday:  By appointment  

Phone:  (office) 812-2392  (mobile) 501-351-6888  
Email:  ckincaid@uaptc.edu  

*All emails and telephone calls will receive a response within two business days.

Chair:  Renee Smith  812-2879  rsmith@uaptc.edu  
Dean:  Todd Gold  812-2861  tgold@uaptc.edu  

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.  

Course Information  

Lecture/Lab Class  
Location:  Confectionery Lab 244 CAHMI  Thursday 8:30 am – 2:20 pm  

Catalog Description  

In this course, students learn fundamental cake theory including all mixing methods. Students produce a variety of cakes and learn basic decorating techniques. Pre-requisite:  BAK 1301 with a grade of “C” or better or instructor permission.  

3 credit hours (2 lecture hours/4 lab hours)  

Course Materials  

*Professional Cake Decorating* by Toba Garrett  Wiley 2012  
Baking and Pastry Kit
Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: [https://uaptc.edu/sla](https://uaptc.edu/sla)

Department / Program Learning Outcomes

The Culinary department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

- Establish and maintain high standards of sanitation and food safety as established by the SERV SAFE® program.
- Demonstrate proficiency in basic terminology and techniques for culinary arts and baking and pastry arts to include food preparation, presentation, and service.
- Identify and demonstrate the concepts of recipe costing, purchasing, receiving, and issuing practices in food service operations.
- Explain the characteristics, functions, and food sources of the major nutrients and understand and demonstrate nutritional cooking methods including how to maximize nutrient retention.
- Communicate clearly and professionally, both verbally and in writing.
- Develop strategies to improve business performance using creativity and problem-solving skills, based on operational theory and procedures.
- Develop skills integral to success in the industry including guest service, supervisory management, the ability to work with others, and handling multiple tasks simultaneously.
- Develop and apply ethical and sustainable hospitality industry policies.

Concentration: Baking & Pastry Arts

- Demonstrate professionalism and sanitation practices as well as mise en place, organization, sense of urgency and timing in a professional kitchen.
• Demonstrate knife skills, hand tool and equipment operation, emphasizing proper safety techniques. Identify and demonstrate knowledge and proper selection of equipment and utensils for specific baking applications.

• Utilize standard weights and measures to demonstrate proper scaling and measurement techniques.

• Define baking terms and identify and describe properties of ingredients and products and demonstrate utilization of these products.

• Calculate a recipe conversion factor to make a desired quantity of a given recipe and compute the new ingredient quantities using the recipe conversion factor.

• Discuss recipe modification to create more nutritionally beneficial baked goods and desserts.

Student Learning / Course Outcomes
Cakes and Cake Décor

• Utilize safety and sanitation practices when preparing, baking and serving all food items in the professional bakeshop.

• Discuss the development of cake, icing, piping and decorating, from the historical background to modern cake design.

• Perform recipe yield conversions.

• Demonstrate mise en place, organization, sense of urgency and timing in a professional kitchen.

• Define cake and decorating terminology.

• Identify and use a variety of equipment and tools, including paper cornets, piping bags, couplers, tips, cutters, food colors and florist wires.

• Discuss the variety of convenience products available and its role in a variety of cake production settings.

• Discuss and demonstrate creativity using given criteria to design a celebration cake, utilizing different techniques learned in class.

• Prepare a variety of cakes & buttercreams, utilizing different mixing methods.

• Practice beginning decorating skills and piping, to include border designs, rosettes, swags, bows and fleur de lis. Demonstrate proficiency in writing with a variety of mediums to include piping gel, chocolate and royal icing.

• Discuss, prepare and evaluate a variety of royal icing flowers.

• Discuss, prepare and evaluate the production of petit fours, decorative iced cookies and cupcakes.

• Discuss, prepare and evaluate marzipan, fondant and gumpaste decorations to include a marzipan rose, bows, plaques and flat cake decorations.

• Discuss and demonstrate the use of complementary colors and appropriate designs based on themes and artistry.

• Discuss how to streamline production of specialty cakes in a professional environment.

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint
**UA-PTC Attendance Policy**

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

**Departmental Attendance Policy**

**Students will be required to sign in at the beginning of each class period and also to sign out at the end of class as well.** Each student is expected to arrive on time, attend all scheduled classes and stay for the entire class session. It is the responsibility of the student to find out what assignments were given and have them prepared on the due date. The student is responsible to get notes and information missed from another student in the class or contact the instructor.

In-class assignments and labs cannot be made up. Excessive tardies and absences may result in students failing the class.

**Course Policies**

The UA-PTC Catalog rules and regulations will be enforced in this course at all times.

Please consult the following website for more information:

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

**Student Behavior:** Students are expected to behave in the classroom.

1. Treat others with respect. Part of the college experience is being exposed to people with ideas, values, and backgrounds different from yours.

2. Any behavior that disrupts the class may result in that student being asked to leave the class for the day. Obtain a copy of the student handbook; read the standards of conduct and adhere to them. They will be strictly enforced in this class.

3. Be prepared for class. Complete reading assignments before class so that you can understand the lecture and participate in discussion. Always have necessary pen or pencil, paper, and pastry or culinary kit.

4. Keep your work area clean. Other classes use the same room. It is imperative that you keep up with your book, disk, and other materials.

**Cell Phones:** In consideration of others, cell phones and other personal communication devices must be turned off during class. If you have an EMERGENCY situation and must be available by phone, inform your instructor and set your phone to a mode that will not disturb others (e.g., silent or vibrate).
Arriving Late for Class: Students arriving late to class are distracting. If you arrive late, please enter quietly and take your seat; please wait until class is dismissed before picking up handouts, handling attendance reporting, etc.

Children in Class: Students may not bring children to class, and may not leave children unattended anywhere on campus.

Computer Labs: (in addition to Classroom Policies above)

1. With all the electric equipment in the lab classroom, remember NO FOOD OR DRINKS NEAR any equipment in the room. Check with your instructor to see if there is a place where drinks may be left and retrieved after class.

2. Lab computers are to facilitate student learning, not for “surfing the net” or playing games unrelated to the course. Students will not use the Internet and its technologies (e.g. check e-mail, participate in “chat sessions,” browse the web, etc.) during class unless the instructor requests that you activate these technologies for class lecture demonstrations or class work.

3. All equipment items (and supplies for them) are property of the state of Arkansas and are to be treated with care. Equipment and supplies are not to be removed from the lab.

4. Use of computer equipment is for the class meeting in the lab at that scheduled time. Any student who needs to use equipment (creating, editing, or printing) while a class is meeting must obtain permission from the instructor in advance; such permission must be obtained without interruption of the lecture/demonstration.

Grading Policy

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 to 59%</td>
<td>F</td>
</tr>
</tbody>
</table>
# Course Content

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>105</td>
<td>11%</td>
</tr>
<tr>
<td>Piping Practice Board</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Sketches</td>
<td>55</td>
<td></td>
</tr>
<tr>
<td>Terminology and Technique Worksheet</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Cakes</td>
<td>175</td>
<td>18%</td>
</tr>
<tr>
<td>Simple Fondant Décor Cake</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Chocolate Ganache Cake</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Fondant Figures Cake</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>Exams &amp; Practicals</td>
<td>300</td>
<td>32%</td>
</tr>
<tr>
<td>Final Practical Cake</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Final Written Exam</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Piping Practical</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Participation and Lab:</td>
<td>370</td>
<td>39%</td>
</tr>
<tr>
<td>16 Lab days (20 points each)</td>
<td>320</td>
<td></td>
</tr>
<tr>
<td>Final lab participation/clean up</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

Up to date grades may be found online through Blackboard.

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

- Participation and Lab cannot be made up for any reason.
- Students who arrive late to class or leave early will automatically be penalized 5 points.
- Check Schedule for assignments. All assignments are due at the beginning of class each week.
- Homework may be turned in 1 week late for 50% credit.
- Extra Credit points, on occasion, may be available throughout the semester. A maximum of 50 extra credit points per student may be obtained per student per class.

**Participation and Lab Performance Criteria Include but is not limited to:**

1. **Food Safety and Sanitation**

   Students are required to adhere to the criteria of ServSafe Food at all times. General Guidelines include:
   - Student adheres to uniform policy
   - Student is washing hands frequently
   - Cutting boards are clean
   - Knives are sharp
   - Knife bag is clean
   - Sanitizing and cleaning products are being used correctly
   - Towels and aprons are being used correctly
Products are stored at correct temperatures and in the correct places
Products are labeled correctly
Gloves are being used when appropriate
Work areas are kept sanitized

2. Knowledge and Organizational Skills
The student should demonstrate and maintain awareness of their surroundings and the task at hand. The student should be able to show recognition, comprehension, analysis and evaluation of the following:
- Information specific to the course
- Terminology
- Principles or concepts
- Ingredients
- Equipment

The student should demonstrate organization skills by assembling their mise en place and keeping their stations and work areas clean and free of clutter. The student should demonstrate, evaluate and develop the following habits:
- Cleanliness
- Work systematically
- Sense of urgency

3. Professionalism and Dependability
Professionals:
- Follow uniform policies and dress appropriately for their position;
- Refrain from abusive and foul language;

Treat all equipment and property with respect;
Speak and act without prejudice to age, disability, gender, race, religion, ethnic origin, sexual orientation or veteran status;
Demonstrate and adhere to ethical business practices, with due respect for internal and external customers and colleagues;
Demonstrate interpersonal and communication skills;
Demonstrate listening skills;
- Extend a polite and courteous manner to all visitors and colleagues;

Stay open minded to the opinions of others, work with a positive attitude and dedicate themselves to learning;

Promote understanding and respect for those beverages used in the hospitality industry and refrain from the abuse of drugs and alcohol;
Are reliable and dependable;
Work as a team;
Prepare themselves mentally and physically;
Promote a positive environment and demonstrate good judgment;
Act with honesty and integrity in their interactions with all people.
4. **Performance and Product Evaluation**

Performance will be evaluated on the following criteria:

- Proper utilization of all tools and equipment
- Proper utilization of all ingredients
- Proper cooking techniques, skills and fundamentals
  - Creativity and craftsmanship
  - Use of recipes and following directions
- Participation
  - Interaction
  - Enthusiasm
  - Teamwork
# Participation and Lab Performance Rubric

<table>
<thead>
<tr>
<th>Competency Area</th>
<th>Unacceptable 0 to 0.5 point</th>
<th>Needs Improvement 1 point</th>
<th>Average 1.5 points</th>
<th>Above Average 2 points</th>
<th>Excellent 2.5 points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Safety and Sanitation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Uniform</strong></td>
<td>Non-professional appearance, attire and/or grooming. Unable to attend class due to lack of PTC required uniform.</td>
<td>Non-professional appearance, attire and/or grooming. Needs reminders of uniform policy. Able to attend class.</td>
<td>Neat appearance, attire and grooming, but lacks polish. Needs minimal reminders of uniform policy.</td>
<td>Neat appearance, attire and grooming but lacks polish. Needs no reminders of uniform policy.</td>
<td>Professional appearance, attire and grooming, well polished.</td>
</tr>
<tr>
<td><strong>Knowledge and Organization</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Knowledge</strong></td>
<td>Does not show awareness. Does not exhibit proper knowledge of terminology, ingredients or equipment needed for the task assigned. Does not define principles or concept.</td>
<td>Shows very little awareness. Exhibits minimal Knowledge of terminology, ingredients or equipment needed for the task assigned. Does not define and explain principles or concept.</td>
<td>Shows some awareness. Exhibits partial knowledge of terminology, ingredients or equipment needed for the task assigned. Defines and explains principles or concept.</td>
<td>Shows sufficient awareness. Exhibits proper knowledge of terminology, ingredients or equipment needed for the task assigned. Defines, explains and demonstrates principles or concept.</td>
<td>Shows proficient awareness. Exhibits proper knowledge, selection and use of terminology, ingredients or equipment. Defines, explains, demonstrates and evaluates principles or concepts.</td>
</tr>
<tr>
<td><strong>Organization</strong></td>
<td>Does not work clean, systematically, or have a sense of urgency creating an unsafe environment. Needs constant assistance and does not have proper Miseen Place. Shows no desire to prepare before class and does not follow directions.</td>
<td>Does not work clean, systematically, or have a sense of urgency. Needs constant assistance and does not have proper Miseen Place. Shows some desire to prepare for class. Follows little direction.</td>
<td>Works clean most of the time, systematically, and has some sense of urgency. Needs some assistance and has most of their Miseen Place. Shows desire to prepare for class and follows direction with little mistake.</td>
<td>Works clean, systematically, and has sense of urgency. Needs very little assistance and has their Miseen Place. Shows desire to prepare for class and follows direction with little mistake.</td>
<td>At all times works immaculately clean, systematically, and has a sense of urgency. Needs no assistance and has their Miseen Place. Assembles information needed to prepare for class and follows directions with no mistake.</td>
</tr>
</tbody>
</table>
### Professionalism and Dependability

<table>
<thead>
<tr>
<th>Professionalism</th>
<th>Does not exhibit professionalism; behavior is disruptive and/or unsafe. Needs constant supervision and/or reminders.</th>
<th>Does not exhibit professionalism. Behavior is disruptive. Needs supervision and/or multiple reminders.</th>
<th>Exhibits some professionalism. Needs minimal supervision and reminders.</th>
<th>Exhibits professionalism. Needs one reminder.</th>
<th>Exhibits professionalism at all times with no reminders.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependability</td>
<td>Late for class including after breaks. Leaves class for long periods of time or frequently. Leaves class early. Does not report for or perform assigned job duty. Needs constant supervision to stay on task.</td>
<td>Late for class including after breaks. Leaves class early. Does not complete assigned job duty. Needs constant supervision to stay on task.</td>
<td>On time for class including after breaks. Leaves class when dismissed. Completes job duty with some re-work. Needs some supervision to stay on task.</td>
<td>On time for class including after breaks. Leaves class when dismissed. Completes and checks job duty with no re-work. Needs no supervision to stay on task.</td>
<td>Early for class including after breaks. Leaves class when dismissed. Completes and checks job duty with no re-work. Assists others and stays productive at all times. Needs no supervision to stay on task.</td>
</tr>
</tbody>
</table>

### Performance and Product Evaluation

<table>
<thead>
<tr>
<th>Performance</th>
<th>Does not properly utilize tools, equipment, ingredients. Does not demonstrate proper cooking techniques, skills and fundamentals. Does not use recipes. Does not interact or have enthusiasm. Does not work well with team.</th>
<th>Does not properly utilize tools, equipment, ingredients. Does not demonstrate proper cooking techniques, skills and fundamentals. Does not use recipes correctly. Has very little interaction, or enthusiasm. Needs improvement working with team.</th>
<th>Needs correction on the use of tools, equipment and ingredients. Demonstrates proper cooking techniques, skills and fundamentals with correction. Uses recipes with some mistakes. Interacts, shows enthusiasm. Needs some improvement working with a team.</th>
<th>Sufficient use of tools, equipment and ingredients. Defines, explains and demonstrates proper cooking techniques, skills and fundamentals. Uses recipes with no mistake. Interacts and shows enthusiasm. Needs very little improvement working with a team.</th>
<th>Proficient use of tools, equipment and ingredients. Defines, explains, demonstrates and evaluates proper cooking techniques, skills and fundamentals. Uses recipes with no mistake. Interacts and shows enthusiasm. Exhibits good leadership skills and works well with a team.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product</td>
<td>Does not meet the criteria for production. Inedible product due to lack of performance, sanitation or awareness.</td>
<td>Does not meet the criteria for production. Inedible product due to improper technique.</td>
<td>Meets the criteria for production with two or more mistakes.</td>
<td>Meets the criteria for production with one mistake.</td>
<td>Meets or exceeds the criteria for production with no mistakes.</td>
</tr>
</tbody>
</table>
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BAK 1303 (02)  
Course Syllabus  
Fall 2019

Semester Schedule: Dates are tentative and may be adjusted by the instructor with prior notice to students. Each lab is worth up to 40 participation points graded using the lab rubric.

<table>
<thead>
<tr>
<th>Week</th>
<th>Day</th>
<th>Lecture/Demo/Lesson</th>
<th>Lab</th>
<th>Homework</th>
</tr>
</thead>
</table>
| 1    | Jan 10 | 1. Introductions  
2. Book and Supplies  
3. Popular Celebration Designs  
4. Class Expectations  
5. Projects and Grading.  
6. Using time allotted ROCK CITY SUGAR ART SHOW | 1. Students will fill out and turn in necessary class forms and be given a Spring 2019 Syllabus  
2. Homework/Worksheet will be handed out.  
Ready Lesson 14 in preparation for next week. Bring necessary tools to begin gum paste work next week. |
| 2    | Jan 17 | Beginner Piping Skills | 1. Students will be instructed in making parchment paper cornets  
2. Couplers, tips, and their usage  
3. Basic piping skills  
4. Types of buttercream  
5. Demonstrations: lines, shells, balls, borders, rosettes, basket weave, fleur de lis, pretty writing techniques.  
6. Student will learn piping techniques and spend class time practicing. | Practice piping board.  
Each student will complete and return assigned piping homework 25 points |
| 3    | Jan 24 | Flower Piping Skills | 1. Instructor and students will trouble shoot necessary areas from previous week  
2. Students will make buttercream and learn buttercream coloring techniques  
3. Students will learn and practice a variety of floral piping skills.  
4. Students will make two recipes of sugar cookie dough to be used for cut-out cookies next week. | Bring desired cookie cutters for cookies to be made next week.  
Bring container for cookies to be made next week. |
| 4    | Jan 31 | Sugar Cookies | 1. Students will use reserved dough to make cut-out cookies.  
2. Students will make royal icing to use for cookie flooding.  
3. Instructor will demonstrate techniques and present video tutorials. |  |
| 5    | Feb 7 | Baking Day | 1. Students will work in groups to make chocolate and vanilla cakes for further use.  
2. Students will each make 1 batch of marshmallow fondant | Cake dummy order to be turned in.  
Bring container for cupcakes next week! |
| 6    | Feb 14 | Valentines Cupcakes | 1. Students will learn simple fondant décor techniques  
2. Each student will decorate 1 dozen cupcakes using buttercream piping and |  |
<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Topic</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
</table>
| 7   | Feb 21 | Perfect Buttercream Frosting               | 1. Each student will make 1 recipe of Swiss Meringue buttercream.  
2. Students will torte, fill, frost, and smooth cakes.  
3. Instructor will cover different types of buttercream and techniques used to get a perfect finish on each.  
4. Students will complete cakes using bows and other fondant techniques.  
5. Students will make 1 batch of modeling chocolate per two people to store for next week.  
Students will complete a Cake Pricing Worksheet using methods and procedures discussed in class.  
*30 points                          |        |
| 8   | Feb 28 | Simple Fondant Figures                     | 1. Instructor will demonstrate mediums used and methods to create pretty figures.  
2. Students will be instructed in techniques for making simple fondant figures.  
2. Each student will spend class time using techniques learned to make fondant figures to use next week.                          |        |
| 9   | Mar 7  | Fondant Covered Cake                       | 1. Instructor will demonstrate filling, frosting, and fondant covering cakes.  
2. Students will use learned techniques and figures from previous week to complete cakes.  
3. Cakes will be graded *50 points.                          |        |
| 10  | Mar 14 | Chocolate Piping and Ganache Cake          | 1. Instructor will demonstrate chocolate piping using templates.  
2. Students will make ganache and cover cakes.  
3. Chocolate décor will complete cake.  
4. Cake will be graded *50 points                          |        |
| 11  | Mar 21 | Spring Break                               | No Class                                                                                                                                  |        |
| 12  | Mar 28 | Piping Practical                           | Students will be assigned piping work to be completed and graded.  
This assignment is worth 100 points!                          |        |
| 13  | Apr 4  | Sugar Arts Show                            | Students will begin work on Sugar Arts showpiece cakes.                                                                                      |        |
|     |        | Work on Decor                              |                                                                                                                                            |        |
| 14  | Apr 11 | Diamond Chef TBA                           |                                                                                                                                            |        |
| 15  | Apr 18 | Sugar Arts Show                            |                                                                                                                                            |        |
| 16  | Apr 25 | Sugar Arts Show                            |                                                                                                                                            |        |
| 17  | Apr 27 | ROCK CITY SUGAR ARTS SHOW                  | All entries must be presented by 9:00 am.  
Awards ceremony to be announced.  
Entries worth 150 points                             |        |
| 18  | May 2  | Classwork to be announced                  |                                                                                                                                            |        |

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

**Final Exam Schedule:**  
**Final Practical Exam:** April 27, 2019  
**Final Written Exam:** May 2, 2019
IX. Pulaski Technical College

Academic Integrity

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalogue also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

Accommodation Policy

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

Student Code of Conduct

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog.
http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2

Sexual Misconduct

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

Course Evaluations
Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Cathy Kincaid’s Cakes and Cake Decor class at Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Semester

Date

Print name

Signature

UA-UA-PTC Email address

Telephone
Equipment Safety Checklist Confectionery Lab Rm. 244

Student Name____________________________________________

I have been trained to use and clean the following industrial kitchen equipment properly and in a safe manner.

___ Ansul System
___ Blender
___ Convection Ovens
___ Dish Machine
___ Fondant Sheeter
___ Fire Extinguisher
___ Food Processors
___ Ice Machine
___ Immersion Blenders
___ Induction Range
___ Microwave
___ Mixers/All attachments
___ Tempering Machine
___ Vent Hoods
___ Water Hoses

_________________________________________  ___________________________
Student                      Signature               Date

_________________________________________  ___________________________
Chef/Supervisor             Signature               Date
Pulaski Technical College
Culinary Arts and Hospitality Management Institute

Student Name_________________________________________________________

Dress Code Acknowledgement

I have read and understand the “Additional Materials and Dress Code”. I understand that I will not be allowed to attend the lab portion of class if I do not adhere to this dress code and that my grade may suffer due to my lack of participation and production. I have been given my personal copy of these rules for future reference.

___________________________________  ________________________________
Signature                             Date

___________________________________  ________________________________
Witness                               Date

Pulaski Technical College
Culinary Arts and Hospitality Management Institute

Student Name_________________________________________________________

Kitchen Safety Rules Acknowledgement

I have read and understand the “Kitchen Safety Rules.” I understand that disciplinary action, which could include expulsion, could result from violation of these rules. I have been given my personal copy of these rules for future reference.

___________________________________  ________________________________
Signature                             Date

___________________________________  ________________________________
Witness                               Date