Instructor Information

Instructor: Jan Lewandowski, CEPC
Office: CAHMI 222
Mailbox: CAHMI
Hours: Monday: Bakeshop 7:30am-8:20pm
Tuesday: Bakeshop: 8:00am-8:20pm
Wednesday: Confectionery: 2:30-8:30.
Thursday: **8:30am-1:30pm.**
Friday: Confectionery Lab: 8:30am-2:20pm
(office hours in bold)
Phone: (office) 812-2744 (mobile) 501-240-7213
Email: jlewandowski@uaptec.edu

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

Chair: Renee Smith 812-2879  rsmith@uaptec.edu
Dean: Todd Gold 812-2861  tgold@uaptec.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
Location: Bakeshop Room 206 CAHMI  Tuesday 8:00am-1:50pm

Catalog Description

In this course, students rotate through stations and experience mass pastry production for various outlets in the school, including restaurant dessert production, catering and patisserie. Bakeshop organization and recipe costing are also emphasized. BAK 1301 and BAK 1302 with a grade of “C” or better or instructor permission.

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

Course Materials


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

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 miseen 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

Sanitation
- Utilize safety and sanitation practices when preparing, baking and serving all food items in the professional bakeshop.
  - Demonstrate acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.
  - Demonstrate good personal hygiene and health habits in a laboratory setting to include hand washing.
  - Outline the requirements for proper receiving and storage of both raw and prepared foods.
  - List the major reasons for and recognize signs of food spoilage and contamination.
  - Recognize sanitary and safety design and construction features of food production equipment and facilities. (i.e., NSF, UL, OSHA ADA, etc.).
  - Identify proper methods of waste disposal and recycling.

Hospitality, Business and Human Resources
- Discuss/evaluate industry trends as they relate to career opportunities and the future of the industry. Discuss and evaluate industry trade periodicals.
- Identify professional organizations within the field; explain purposes and benefits.
- Perform basic math functions to include fractions, weights and measurements.
  - Convert recipes using a yield formula to increase and decrease quantities.
- Cost a recipe giving the overall cost, individual cost and menu sales price
  - Calculate food cost to determine selling price using the factor method and/or percentage method.
  - Determine labor costs and percentages to include employee meals, benefits, fixed and variable labor hours.
  - Define and describe a profit/loss statement and assess how it used to determine profitability in a foodservice operation.
  - Perform costing calculations utilizing current technology.
Identify marketing techniques to increase sales and profitability of restaurant operations.

- Describe process of management through effective communication skills and interpersonal relationships.
  - Identify the difference between a manager and a leader and describe the qualities of each.
  - Summarize leadership styles and analyze when each is most appropriate.
  - Describe the supervisor’s role in decision-making, problem solving and delegation of duties.
  - Define the different stations in the pastry kitchen; describe the characteristics of a job description and develop a written example with job specifications.
  - Define the term motivation and give examples of motivational techniques used with employees. Analyze the effectiveness of each motivational example.
  - Assess and evaluate methods of conflict resolution and grievance procedures (union/non-union) when it comes to problem solving.
  - Explain the purpose of a mission and vision statement and how they are used in organizational management.
  - Explain the importance of time management and give examples to include other organizational management techniques that provide labor cost effectiveness.

- Describe the process of hiring, training, disciplining and or firing an employee based on human resources, state and federal laws that affect these processes.
  - Discuss state and federal employment laws as they pertain to legal issues related to managerial decisions (sexual harassment, discrimination, violence/anger and unemployment compensation).

**Purchasing**

- Discuss the flow of goods in a foodservice operation and the role of ordering, receiving and issuing.
  - List factors that affect food prices, menu costs and quality such as market fluctuation, seasonality, product availability, supply and demand.
  - Explain the importance of a written food specification when ordering food and describe the components that are included in the food spec.

- Discuss and analyze the importance of sanitation and HACCP procedures that affect receiving and issuing of goods in a foodservice operation.
- Describe proper techniques of receiving and storing fresh, frozen, and dry proteins, produce, eggs, dairy and dry goods.
- Describe, write and use a food requisition, when ordering, receiving and issuing a food product.
- Receive, store and issue food products utilizing written specs, proper food handling procedures.
- Define, describe and explain the importance of a par system when ordering, receiving and storing food and the terms FIFO and LIFO, and how they are used effectively to maintain proper storage procedures.
- Describe various types of technology available to assist in the process of ordering and inventorying of food products.
- Discuss inventory control procedures to deter theft and spoilage that can affect food costs.

**Basic and Advanced Baking**
- Demonstrate competency of scaling, measuring, weighing ingredients with a portion scale.
- Demonstrate mise en place, organization, sense of urgency and timing in a professional kitchen.
- Discuss, define, prepare and evaluate a variety of classic American and European desserts, breads and pastries, utilizing different mixing methods and finishing techniques.
- Define, prepare and evaluate a variety of laminated and rich doughs.
- Define, prepare and evaluate petit four sec, macarons, cookies and a variety of tarts and fillings.
- Define, prepare and evaluate a variety of classic layered gateaux.
- Discuss the variety of convenience products available and its role in a high production bakeshop.
- Discuss and demonstrate creativity using given criteria to plan a menu, utilizing a variety of baked goods and appropriate decorations.
- Discuss, prepare and evaluate a variety of warm desserts. Discuss different presentations that can be used in a buffet setting.

**Nutrition & Sustainability**
- Discuss recipe modification to create nutritionally beneficial alternatives to baked goods and desserts.
  - Identify common food allergies and determine appropriate substitutions. (i.e. Gluten, sugar, lactose free).
  - Evaluate and analyze recipes and menus using dietary guideline recommendations, food guides and food labels.
- Discuss contemporary nutritional issues to include specialty diets, dietary trends, and religious dietary laws (i.e. vegetarianism, heart-healthy menus, food allergies, alternative dieting, vegetarian, etc.).
  - Discuss and demonstrate cooking techniques that apply sound nutritional principles and current industry trends.
- Explain the importance of sustainable practices in a foodservice operation.
  - Describe the variety of sustainable practices available to the foodservice operator, listing how they would apply to each area of the foodservice operation.
  - Implement a variety of simple sustainable practices in the kitchen that will help to control foodservice costs and displays good environmental stewardship.
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 weeks 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:

- 90 to 100%  A
- 80 to 89%   B
- 70 to 79%   C
- 60 to 69%   D
- 0 to 59%    F

Course Content 730 pts

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams/Presentations</td>
<td>41%</td>
<td>300 pts</td>
</tr>
<tr>
<td>Bakery-Café Practical</td>
<td></td>
<td></td>
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<tr>
<td>Bakery-Café Concept</td>
<td></td>
<td></td>
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<tr>
<td>Manager Lab Performance (2ea)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bakery-Café Concept</td>
<td></td>
<td></td>
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<tr>
<td>Homework:</td>
<td>21%</td>
<td>150 pts</td>
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<tr>
<td>Worksheets (25pts ea)</td>
<td></td>
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<tr>
<td>Participation and Lab:</td>
<td>38%</td>
<td>280 pts</td>
</tr>
<tr>
<td>14 class days (20 points each)</td>
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</tbody>
</table>

Each student will rotate through jobs in a professional bakeshop setting. Students will work as a team to ensure all work is completed as needed.

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
   - Knifes 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
Kitchen Safety Rules

1. **Training** – Learn the right way to do your job. If you are not sure, ask your instructor. Never use any machine until you have been trained in its use.

2. **Spill Control** – Never leave spills or droppings on the floor. It is everyone’s job to immediately clean up their own spills. Report any leaks or slippery conditions immediately.

3. **Lifting** – Never lift anything too heavy or bulky to lift comfortably. Get help and save your back. Practice safe lifting techniques:
   a) Remove grease or water from your hands; get a good grip.
   b) Be sure of your footing and position; never lift while twisting your body.
   c) Keep your arms and back as straight as possible and hug the object close to you.
   d) Bend your knees and lift with the powerful muscles of your legs; not your back.

4. **Storage** – Always locate heavier, bulkier items on lower shelves. Use a ladder or step stool to reach upper shelves; never climb on racks or stock.

5. **Kitchen Machinery** – Use all safety guards provided, never leave equipment running while unattended. Pull power cord before cleaning or adjusting any machine. Make sure switch is off before plugging cord into outlet.

6. **Burns** – Use only dry cloths, towels or pot holders when handling hot utensils. Always seek assistance when carrying large pots, kettles, or hot foods.

7. **Scalds** – Dispense hot liquids slowly to avoid splashes. Open steam cookers and large pots slowly allowing steam to escape away from your face and hands.

8. **Food Carts** – Don’t overload food carts or bus trays. Make sure you can see where you are going and others see you. Push cart – don’t pull. Report carts in poor condition.

9. **Electrical Equipment** – Do not attempt to repair any faulty electrical equipment. Report defects to your instructor.

10. **China & Glass** – Use a broom and dustpan to pick up broken glass or china; never use your hands. Place broken glass in a safe place, not in trash bags.

11. **Knives** – You are responsible for washing, rinsing, sanitizing and putting your own knives up immediately after usage. Return kitchen knives to their rack or storage drawer when not in use. Always wash knives separately and never leave them in water where they cannot be seen. Do not run knives through dishwasher.

12. **Fire** – Learn how to operate Fire Extinguishers. Know where the manual pull for the automatic extinguishing system is located.

13. **Accidents** – Report any injury to your instructor immediately.

14. **Blood** – Do not touch blood, vomit or any other body fluids unless you have been trained and are wearing disposable protective rubber gloves. Do not re-use disposable gloves.
### 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>Safety and Sanitation</td>
<td></td>
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</tr>
<tr>
<td>Uniform</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>Knowledge and Organization</td>
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<td></td>
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</tr>
<tr>
<td>Knowledge</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>Organization</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, demonstrates and evaluates 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>
**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 catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog 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](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.
## Tentative Course Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Week</th>
<th>Lecture</th>
<th>Lab</th>
<th>Homework</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/15/19</td>
<td>1</td>
<td><strong>Welcome to Baking 2!</strong> &lt;br&gt;Review Course Objectives &lt;br&gt;Large Volume Production &lt;br&gt;La Patisserie Menu &lt;br&gt;Customer Service &lt;br&gt;Social media/ Marketing &lt;br&gt;Cake &amp; Catering Production</td>
<td>Set up La Patisserie &lt;br&gt;Cash Register &amp; Espresso Machine &lt;br&gt;Service Checklist &lt;br&gt;Position Rotations &amp; Responsibilities</td>
<td>Bakery Chain Worksheet: Research a chain bakery.</td>
</tr>
<tr>
<td>1/22/19</td>
<td>2</td>
<td><strong>Croissant Dough, Cookie Doughs and Soup</strong> &lt;br&gt;Recipe Conversion &lt;br&gt;Review Lamination Technique &lt;br&gt;<strong>Cookie Dough:</strong> Mixing methods and make up for Patisserie &lt;br&gt;<strong>Soup:</strong> Basic knife cuts and cooking techniques</td>
<td>Students will prepare laminated dough, cookie doughs &amp; bars and soup for patisserie &lt;br&gt;<em>Prepare Cheesecake for Le Culinare</em></td>
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<tr>
<td>1/29/19</td>
<td>3</td>
<td><strong>Sandwich Bread, Breakfast Pastries &amp; Macarons</strong> &lt;br&gt;Review croissant products and make-up &lt;br&gt;Test Sandwich recipes</td>
<td>Create pastry products for patisserie. Each student will make macarons for patisserie</td>
<td>Local Bakery Worksheet</td>
</tr>
<tr>
<td>2/5/19</td>
<td>4</td>
<td><strong>Week 1 Service</strong> &lt;br&gt;Soup: Tomato Basil &lt;br&gt;Dessert: Peanut Butter Pie</td>
<td>Students will rotate through kitchen and café positions</td>
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<tr>
<td>2/12/19</td>
<td>5</td>
<td><strong>Week 2 Service</strong> &lt;br&gt;Soup: Beef Chili &lt;br&gt;Dessert: Apple Strudel</td>
<td>Students will rotate through kitchen and café positions</td>
<td>Grocery Store Bakery Worksheet</td>
</tr>
<tr>
<td>2/19/19</td>
<td>6</td>
<td><strong>Week 3 Service</strong> &lt;br&gt;Soup: Chicken Tortilla &lt;br&gt;Dessert: Tres Leches</td>
<td>Students will rotate through kitchen and café positions</td>
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<tr>
<td>2/26/19</td>
<td>7</td>
<td><strong>Week 4 Service</strong> &lt;br&gt;Soup: French Onion &lt;br&gt;Dessert: White Chocolate-Rasp Cheesecake</td>
<td>Students will rotate through kitchen and café positions</td>
<td>Specialty Bakery Worksheet</td>
</tr>
<tr>
<td>3/5/19</td>
<td>8</td>
<td><strong>Week 5 Service</strong> &lt;br&gt;Soup: Shrimp Etouffee &lt;br&gt;Dessert: King Cake</td>
<td>Students will rotate through kitchen and café positions</td>
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<tr>
<td>3/12/19</td>
<td>9</td>
<td><strong>Week 6 Service</strong> &lt;br&gt;Soup: Chicken Pot Pie &lt;br&gt;Dessert: Strawberry Cake</td>
<td>Students will rotate through kitchen and café positions</td>
<td>Bakery/Café Worksheet</td>
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<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
<td>Description</td>
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<tr>
<td>3/19/19</td>
<td>10</td>
<td><strong>Spring Break: No Class</strong></td>
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<tr>
<td>3/26/19</td>
<td>11</td>
<td><strong>Week 7 Service</strong></td>
<td>Soup: Broccoli-Cheddar</td>
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<td>Dessert: German Chocolate Cake</td>
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<td></td>
<td>Students will rotate through kitchen and café positions</td>
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<tr>
<td>4/2/19</td>
<td>12</td>
<td><strong>Bakery /Café Fair Project: Create logo, menu &amp; concept. Design final practical product as assigned.</strong></td>
<td>No Lab/ La Patisserie</td>
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<td></td>
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<td>Closed for the week</td>
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<tr>
<td>4/9/19</td>
<td>13</td>
<td><strong>Week 8 Service</strong></td>
<td>Soup: Loaded Taco Soup</td>
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<td>Dessert: Churros</td>
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<td>Students will rotate through kitchen and café positions</td>
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<tr>
<td>4/16/19</td>
<td>14</td>
<td><strong>Week 9 Service</strong></td>
<td>Soup: White Chicken Chili</td>
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<td>Dessert: Coconut Cake</td>
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<td></td>
<td>Students will rotate through kitchen and café positions</td>
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<td></td>
<td></td>
<td>*Prepare Choc Crème Brulee for Le Culinaire</td>
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<tr>
<td>4/23/19</td>
<td>15</td>
<td><strong>Week 10 Service (final week)</strong></td>
<td>Soup: Baked Potato Soup</td>
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<td>Dessert: Strawberry Cake</td>
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<td></td>
<td>Students will rotate through kitchen and café positions</td>
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<td>*Prep items for bakery practical.</td>
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<tr>
<td>4/30/19</td>
<td>16</td>
<td><strong>Bakery-Cafe Practical:</strong></td>
<td>Prepare assigned menu items for patisserie</td>
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<td></td>
<td>Invite family and friends for practical; all items must be in display case by 11am for “service”</td>
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</tr>
<tr>
<td>5/7/19</td>
<td>17</td>
<td><strong>Present Bakery-Café Concept</strong></td>
<td>End of Semester Clean up: Uniform required</td>
<td></td>
</tr>
</tbody>
</table>

**Final Exam Schedule:**
Final Practical: April 30, 2019  
Final Exam: May 7, 2019

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

Read, complete, and return to instructor:

I have read the course syllabus for Jan Lewandowski’s Baking 2 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
Pulaski Technical College
Culinary Arts and Hospitality Management Institute

Equipment Safety Checklist Confectionery Lab Rm. 206

Student Name____________________________________________

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

___Ansul System
___Blast Chiller
___Blender
___Convection Ovens
___Dish Machine
___Dough 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