Instructor Information

Instructor: Cathy Kincaid, CEPC
Office: CAHMI 221
Mailbox: CAHMI
Hours: Monday: 7:00 am – 7:30 am
Tuesday: 7:00 am – 8:30 am
Wednesday: 7:00 am – 8:30 am
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 Tuesday 2:30pm-8:20pm

Catalog Description

Building on earlier cake knowledge, students in this course are taught how to make showcase cakes. Advanced design methods are explored. Students’ final project includes one centerpiece cake.

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

Course Materials

Artisan Cake Company’s Visual Guide to Cake Decorating Marek 2014
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

- Master basic and advanced fondant, gumpaste and chocolate modeling skills
- Recognize and design cakes using different styles and trends in cake decorating
• Describe and create decorated cakes using tools and techniques to efficiently produce custom designed cakes
• Scale objects for 3D sculpted cakes and decorations.
• Describe the differences between modeling chocolate, pastillage, gumpaste, fondant, marzipan and isomalt.
• Create support systems for cakes, using dowels, pvc pipe and other tools.
• Create a standing armature for 3D sculpted cake.
• Discuss/evaluate industry trends as they relate to career opportunities and the future of the industry.
• Evaluate career opportunities through participation in field trips and guest speakers in class.
• Explain the importance of time management and give examples to include other organizational management techniques that provide labor cost effectiveness.
• Explain the purpose of a mission and vision statement and how they are used in organizational management.
• Discuss state and federal employment laws as they pertain to legal issues related to managerial decisions (sexual harassment, discrimination, violence/anger and unemployment compensation)
• Describe the process of hiring, training, disciplining and or firing an employee based on human resources, state and federal laws that affect these processes.
• Perform the process of recipe costing and determine selling price of decorated cakes and specialty decor.
• Produce a brochure, menu, portfolio and order form for pretend cake shop; develop ordering guidelines, pricing and mission statement

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:

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

Course Content:  950 points

**Participation and Lab: 320 points / 34%**
- 16 Lab days (20 points each)  320 points

**Projects & Homework: 330 points / 35%**
- Sugar Art Design Ideas  25 points
- Tree Stump Cake  75 points
- Sugar Cookies  30 points
- Advanced Piped Floral Cake  50 points
- Purse Cake  75 points
- Armature Cake  75 points

**Exams and Practical: 300 points 31%**
- Sugar Art Show Cake  200 points
- Final Exam  50 points
- Final lab participation/clean up  50 points

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</th>
<th>Needs Improvement</th>
<th>Average</th>
<th>Above Average</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety and Sanitation</td>
<td>0 to 0.5 point</td>
<td>1 point</td>
<td>1.5 points</td>
<td>2 points</td>
<td>2.5 points</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.</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>
</tbody>
</table>

### Knowledge and Organization

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<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. 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. Shows some awareness. Exhibits partial knowledge of terminology, ingredients or equipment needed for the task assigned. Defines and explains principles or concept. Shows sufficient awareness. Exhibits proper knowledge of terminology, ingredients or equipment needed for the task assigned. Defines, explains and demonstrates principles or concept. 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. 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. 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. 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 no mistake. 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>Dependability</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Does not exhibit professionalism; behavior is disruptive and/or unsafe. Needs constant supervision and/or reminders.</strong></td>
<td><strong>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.</strong></td>
</tr>
<tr>
<td><strong>Does not exhibit professionalism. Behavior is disruptive. Needs supervision and/or multiple reminders.</strong></td>
<td><strong>On time for class including after breaks. Leaves class when dismissed. Complete job duty with some re-work. Needs some supervision to stay on task.</strong></td>
</tr>
<tr>
<td><strong>Exhibits some professionalism. Needs minimal supervision and reminders.</strong></td>
<td><strong>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.</strong></td>
</tr>
<tr>
<td><strong>Exhibits professionalism. Needs one reminder.</strong></td>
<td><strong>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.</strong></td>
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## Performance and Product Evaluation

<table>
<thead>
<tr>
<th>Performance</th>
<th>Product</th>
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<tbody>
<tr>
<td><strong>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.</strong></td>
<td><strong>Does not meet the criteria for production. Inedible product due to lack of performance, sanitation or awareness.</strong></td>
</tr>
<tr>
<td><strong>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.</strong></td>
<td><strong>Does not meet the criteria for production. Inedible product due to improper technique.</strong></td>
</tr>
<tr>
<td><strong>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.</strong></td>
<td><strong>Meets the criteria for production with two or more mistakes.</strong></td>
</tr>
<tr>
<td><strong>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.</strong></td>
<td><strong>Meets the criteria for production with one mistake.</strong></td>
</tr>
<tr>
<td><strong>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.</strong></td>
<td><strong>Meets or exceeds the criteria for production with no mistakes.</strong></td>
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</table>
**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>Date</th>
<th>Lecture</th>
<th>Lab</th>
<th>Homework</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 15</td>
<td><strong>Introductions</strong>&lt;br&gt;Supplies Design&lt;br&gt;Class Expectations&lt;br&gt;Sketching&lt;br&gt;Sugar Arts Show</td>
<td>Student information Sheet&lt;br&gt;Blackboard</td>
<td>Research and Design Lab Projects&lt;br&gt;Rock City Sugar Arts Show</td>
</tr>
<tr>
<td>2</td>
<td>Jan 22</td>
<td><strong>Working with Décor</strong>&lt;br&gt;Mediums&lt;br&gt;Figure Demonstrations</td>
<td>Students will begin work on figures and décor for first cake project: Leaves, blossoms, mushrooms, plaques, tree topper, figures. Each group will make one batch of modeling chocolate and tylose glue</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Jan 28</td>
<td><strong>Working with Decor</strong></td>
<td>Students will continue work on design elements. Modeling figures, gum paste leaves, Rice Krispie structures</td>
<td>Work on any elements not completed in class</td>
</tr>
<tr>
<td>4</td>
<td>Feb 5</td>
<td><strong>Tree Stump Cake</strong></td>
<td>Students will complete work on cakes. Cake carving and structure. Present cakes to be photographed and graded by 1:15. <strong>Cakes worth 75 points</strong></td>
<td></td>
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<tr>
<td>5</td>
<td>Feb 12</td>
<td><strong>Designer Sugar Cookies</strong></td>
<td>Students will use airbrush and advanced piping techniques to create a variety of Valentine’s cookies. <strong>30 points</strong></td>
<td><a href="http://www.taylorfoam.com">www.taylorfoam.com</a>. <strong>Turn in Styrofoam order for Sugar Arts Show</strong></td>
</tr>
<tr>
<td>6</td>
<td>Feb 19</td>
<td><strong>Advanced Piping Method Cakes</strong></td>
<td>Students will learn advanced floral and detail piping methods to create 8” cake. <strong>50 points</strong></td>
<td>Select design elements for purse cake. Research ideas for Purse Cake that will be started next week.</td>
</tr>
<tr>
<td>7</td>
<td>Feb 26</td>
<td><strong>Purse Cake</strong></td>
<td>Students will begin work on a 3D handbag cake. Choosing mediums, stencils, airbrushing</td>
<td>Complete any design elements not finished in class.</td>
</tr>
<tr>
<td>8</td>
<td>Mar 5</td>
<td><strong>Purse Cake</strong></td>
<td>Students will complete work on handbag cakes. Cake carving and detail work will be demonstrated. Cakes must be completed for grading and photographing by 1:15. <strong>Cakes worth 75 points</strong></td>
<td>Select design for simple armature cakes to be started next week.</td>
</tr>
<tr>
<td>9</td>
<td>Mar 12</td>
<td><strong>Simple Armature Cakes</strong></td>
<td>Structure and construction will be discussed. Students will make elements needed for cakes to be completed next week.</td>
<td>Complete any design elements not finished in class.</td>
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<tr>
<td>Date</td>
<td>Event</td>
<td>Details</td>
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<tr>
<td>10 Mar 19</td>
<td>Spring Break</td>
<td>No Class</td>
<td></td>
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<tr>
<td>11 Mar 26</td>
<td>Simple Armature Cakes</td>
<td>Students will complete cakes. All cakes to be presented for photographing and grading by 1:15. Cakes worth 75 points</td>
<td></td>
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<tr>
<td>12 Apr 2</td>
<td>Simple Armature Cakes</td>
<td>Sugar Arts Show Design Ideas (on paper) 25 points</td>
<td></td>
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<tr>
<td>12 Apr 2</td>
<td>Simple Armature Cakes</td>
<td>Sugar Arts Show Design Ideas (on paper) 25 points</td>
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<tr>
<td>13 Apr 9</td>
<td>Sugar Arts Show Cakes</td>
<td>Students will work on a variety of projects while creating their showpieces.</td>
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<tr>
<td>14 Apr 16</td>
<td>Sugar Arts Show Cakes</td>
<td>Students will work on a variety of projects while creating their showpieces</td>
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<tr>
<td>14 Apr 23</td>
<td>Sugar Arts Show Cakes</td>
<td>Students will work on a variety of projects while creating their showpieces</td>
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<tr>
<td>15 Apr 26</td>
<td>Rock City Sugar Arts Show</td>
<td>All cakes must be displayed by 9:00am. Awards ceremony approximately 2:00 pm. Cakes worth 200 points</td>
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<tr>
<td>16 Apr 30</td>
<td>Project to be announced</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>17 May 7</td>
<td>Final Written Exam 50 Points</td>
<td>Lab Clean-up</td>
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</tbody>
</table>

**Final Exam Schedule:** Final Practical Exam: April 27th 2019  Final Written Exam: May 7th 2019

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

**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 Centerpiece Cake’s 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. 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 SignatureDate

__________________________________________________________
Chef/Supervisor SignatureDate
Centerpiece Cakes
BAK 1307 (01)
Course Syllabus
Spring 2019

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