

Course Number: HMT1126 **Section:** A01 **Term:** 14SP

Credits: 2.000

Room: 13 408 **Meeting Days:** W **Meeting Time:** 08:00 AM - 12:20 PM

Faculty Information:

Instructor(s):	Bridges, Michelle	
Department:	Hospitality Management/Culinary Arts	Division: Business and Public Services
Phone Number:	512-5398	Alternate Number:
Use Course Mail:	Yes	Alternate Email: michelle.bridges@sinclair.edu
Office Location:	13426F	Office Hours: M: 2:30-3:30 PM, T: 2:30-3:30 PM, W: 5-6:00 PM, TH: 3-4:00 PM, F: 12:30-1:30 PM

Prerequisites: NONE

Other Prerequisite(s): NONE

Textbook(s):

NECKERCHIEF, Edition: ISBN:	Copyright: Req	Used	New \$1.99
UNDERSTANDING BAKING, AMENDOLA Edition: 3 ISBN: 0-471-40546-9	Copyright: 03 Req	Used \$24.00	New \$31.95
CULINARY NECK SLIDES - SILVER, Edition: ISBN:	Copyright: Req	Used	New \$6.25

Technical Requirements:

Enter Technical Requirements

Course Description:

Practical application of basic baking ingredients, weights and measures, terminology and formula calculations. Use of mixes and frozen bakery products to create commercial-grade finished products. One classroom, two lab hours per week.

Course Objectives/Competencies:
General Education Outcomes:

- Information Literacy Competency

Course Outcomes:
Basic Baking Skills

Demonstrate basic baking skills to include terminology, weights & measures, formula calculations, yeast-raised products, quick breads, pastry dough, and cookies.

Three Basic Mixing Methods

Demonstrate muffin method, biscuit method, and creaming method.

Yeast Bread Method

Apply method to making an assortment dinner rolls.

Pastry Method

Demonstrate method when making pies and cookies.

Course Outline:

Terminology, ingredients, weights and measures, formula calculations
Baking Basics
Pastry Basics

Course Requirements:

Students are expected to participate in all scheduled course activities, complete assigned readings prior to scheduled course activities, and complete and submit all assigned work by the deadline. For in-person sections, attendance is expected at each class meeting.

LATENESS

If you are late that will cost you -10pts per occurrence and will count against your last test, practicum, or assignment.

ABSENSES

You may miss 2 times:

- missing 2 lectures + 2 labs = 2 absences
- missing 4 lectures = 2 absences
- missing 2 labs = 2 absences

If a 3rd absence occurs no matter what the excuse your grade will be lowered by 70pts. Each absence after your 3rd will lower your grade by 30pts each occurrence. The points will count against your last test, practicum, or assignment

Our suggestion is you not miss any days, but we understand that emergencies do arise in our daily lives.

Class Policies:

Policies for this specific course are listed below. Please see the section on Sinclair Policies for additional information on institution-wide policies. Students are expected to participate in all scheduled course activities. For in-person sections, attendance will be taken at the beginning of each class period. It is the responsibility of students who come in late to notify the instructor of their attendance for that class period. Please notify the course instructor in advance by phone or Angel email if you will not be in class.

Culinary Arts, Bakery Arts, or (Kitchen Lab Courses) 900pts

Attendance

Sinclair Community College expects' the following from each of its students:

- Be on time
- Be attentive
- Be present for 95% of classes

Attendance will be taken for every class and if you are absent you will be missing valuable information that will not be reduplicated. There are items that will be a part of this course that you will not be able to get from the book which may include current real world examples, the instructor's experiences tied to chapter material, videos tied to chapter material, student experiences tied to chapter material, or training instruction, etc. Our suggestion is make some friends during the semester so you may obtain missed assignments and information from the student point of view.

Use of Cell phones or beepers is prohibited during class in this department. Please ensure sure your personal business is taken care of prior to entering class. If you need to leave the lab during class time please inform the Chef Instructor.

Students who leave before being dismissed by the instructor during lab or class sessions will be given a zero for the day.

Uniform Policy

Lab Courses:

Upon entering your lab course a full uniform is required in the kitchen which includes the following:

- White Skull Caps
- White Chef Jacket

- Checked Chef Pants
- White Apron
- Black Non-Slip Solid Shoes
- If applicable; beards should be neat and groomed to ¼ of an inch or a beard net is required

If you smoke; your lab jacket, chef hat, or toque should never be worn while smoking. The items should be placed in your locker for safe keeping until you return.

If you are not in full uniform after week 1 of the semester you may be asked to leave the class for that lab day and counted as absent.

Servsafe Policy

Each lab course requires its students to obtain a current/valid servsafe certification; therefore each student must provide proof during the first week of the semester or asked to drop the course.

Eating, Drinking, and Lab Tables Policy

- All cups must have a lid & straw and must not be placed in the lab working area
- Consuming any food product other than tasting should be eaten in a designated area
- No books shall be placed on lab tables while working. Please use prep sheets inserted into plastic sleeves

Evaluation/Grades:

Exams and Assignments	Points/Percentage	Grading Scale
Lab Exercises	400	100 to 90 = A
Quizzes	100	89.9 to 80 = B
Midterm Written Exam	100	79.9 to 70 = C
Final Written Exam	100	69.9 to 60 = D
Midterm Practical Exam	100	59.9 to 0 = F
Final Practical Exam	100	Must have C or better to continue

Course Schedule:

Course Schedule for HMT1126 - A01		
Week	Material to be covered	Assignments Due
1	Chapter 1 wheat and grain flours Chapter 2 Yeast and chemical leaveners Chapter 3 Sugar and other sweeteners	
2	Chapter 4 Eggs Chapter 5 Fats and Oils Chapter 6 Milk and dairy Products	Written Quiz 1
3	Chapter 7 Thickeners: Starches, gelatins and Gums Chapter 9: Water Chapter 17: Cookies.	
4		Midterm Written and Practical Exams
5	Chapter 10 Salt Chapter 11 The Physics of heat Chapter 12 Bread and other Yeast-risen products	
6	Chapter 13 Laminates Chapter 14 Cake Baking Chapter 16: Pies and Tarts	Written Quiz 2
7	Chapter 8 Chocolate Chapter 15 Egg Cookery Chapter 18: Sugar Syrups and Candymaking	Written Quiz 3
8		Written and Practical Final Exams

Unit Outcomes:

Make-up Work:

If you know you will be absent during an exam or when assigned work is to be turned in, contact the course instructor as soon as possible so that other arrangements can be made to ensure your educational goals are not adversely impacted. Make-up for any missed exams and assignments must be arranged with the course instructor.

Additional Information:

Electronic Devices

No electronic devices may be used during class such as lap tops, recording devices, and cell phones without prior approval. Your phones

should be on silent or off during class except for emergency purposes. If you are caught texting you will lose 10 points per occurrence, or

talking on the cell phone -20 points each occurrence which will count against your last test, practicum, or assignment. If it continues to happen

you may simply be instructed to leave the classroom.

If using a personal computer and you are caught using it for a purpose other than the course you are in; you may not use the computer again in

that course.

Dropping a Class

You cannot drop a course by simply not coming. You must drop the course through registration located in building 10, or online, or by telephone. Make sure you get confirmation (proof) or obtain a written record.

A quick guide for the Angel Course System

The Course Shell has headers marked Syllabus, Communicate, Reports, Lessons, and Resources.

Syllabus – Click here to find Syllabus and outline for the course.

Communicate – Click here for email correspondence with me and or other students.

Lessons – Click here for Power-point Slides, Podcasts, Tests, and Quizzes

Reports – Click here for Posted Grade Updates

Resources – Click here and then click useful links for information and websites.

Reference Materials/Bibliography:

Enter your specific Unit Outcomes

Default Directions / Examples provided by DOC

Testing Information:

TESTS

All tests will be taken in class or through the Angel System. If the test is taken in class there will be a scheduled date and time listed on the syllabus. If a test is taken online you will have a scheduled date and time to take the test as well. Test dates are TEST DATES which means unless there is a good reason for you not to take the test on the scheduled date and time you must TAKE IT on the DATE GIVEN.

Make up tests for in class tests will be in the testing center room 10-445 and the phone number is 937-512-2211. Make up tests for online tests will be online, but you must obtain a password from the instructor in order to take it.

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If it is a practicum test and allowed to be made up; Your Instructor will provide you with essential details

Sinclair Policies:

Sinclair Academic Policies

Visit the links below to view Sinclair policies regarding adding or dropping a course, withdrawing from college, late registrations, change of schedule, administrative withdrawal, student behavior guidelines, safety and security, and other academic policies. Understanding these policies is the responsibility of every student.

- Policies for Academic Progress, Academically Dismissed Students, FERPA Records, Fresh Start
<http://www.sinclair.edu/services/registration/Policies/>

- Add/Drop a Course <http://www.sinclair.edu/services/registration/Registration/AddorDropClasses/>
- Honor Code and Plagiarism Policies: <http://www.sinclair.edu/about/learning/gened/hc/>
- Student Handbook <http://www.sinclair.edu/student/leader/handbook/>
- Policies, Procedures & Services <http://www.sinclair.edu/catalog/pub/2012/policiesandprocedures.pdf>
- Disabilities Policy & Procedure Guidelines for Students <http://www.sinclair.edu/support/disability/policies/>

Attendance

Students are expected to be present at all class sessions. It is the students' responsibility to read and understand the class attendance policy or the SinclairOnline course participation policy that will be defined in the syllabus for each course. It is the faculty member's responsibility to define attendance or participation requirements and to monitor and record the students' fulfillment of these requirements. It is a program's prerogative to have specific policies across multiple sections due to the unique requirements of that program. Attendance for traditional classes or participation for SinclairOnline classes may affect final grades, financial aid eligibility, and V.A. benefits.

Sinclair Semester Dates

Click the link below to view important semester dates such as registration deadlines, payment deadlines, start and end dates for the semester as well as the last day to withdraw with a refund and the last day that withdrawal is allowed.

<http://www.sinclair.edu/stservices/rsr/dates/index.cfm>