



**Academy of Arts, Careers and Technology (AACT)
Culinary and Hospitality Academy
2020/2021
Baking AS Syllabus**

Total Units of Course Credit

1 Credit

Course pre-requisite(s), Co-requisite(s)

Successful Completion of the Baking and Pastry Pathway

Mode of Instruction and class meeting time(s) Class meeting will vary based on personal or district schedule!

In Person Class meets face to face, period 3 and 7 on A and B days for 85 minutes in room 321 and Kitchen 371. Also, Bakery Lab will be required based on schedule 6:30-8:00 am and 2:30-3:30 pm daily.

Hybrid program will meet in person one day and remotely one day. Students will be expected to complete most classwork and textbook work during remote time, using teams and one note, as to allow for kitchen lab time on in person days. . Also, Bakery Lab will be required based on schedule 6:30-8:00 am and 2:30-3:30 pm daily.

Distance learning will be conducted entirely through teams and one note with some kitchen activity taking place at home with both parent involvement and pictures submitted via teams. Theory of bakery management will replace bakery lab work.

Instructors Name and Contact Information:

Fred Wright MCFE, CEC, WCEC, AAC.

Email: fwright@washoeschools.net

Office 775-327-3937

Office location 380 Edison Way Suite 101 RM 373 (inside kitchen) Reno NV 89502

Office hours 6:30am-8:00 and 3:00-3:30 Daily or by appointment

Course Purpose

The purpose of Baking Advanced Studies is to allow students to perfect techniques with hands on practice in bakery concepts and retail bakery management. The program will begin to prepare students for an entry-level position within the baking and pastry industry by reinforcing topics already covered in previous courses. Students will also apply technical skills by operating commercial equipment, preparing various baked goods and formulas, and performing various roles within a retail bakery operation. Students will also work on leadership skills by teaching and guiding the younger baking students.

This industry is one that makes a \$1,000,000 a minute, with the current and projected growth of tourism and hospitality business. The demand continues to be great for qualified, food and beverage management graduates with motivation, experience and formal education. By examining real life situations related to bakery operations, the students can make decisions based on knowledge of the theory, rather than being told what to do.

Course Objectives

- 1) This class supplies the opportunity for students to experience the use, maintenance, and safety procedures of contemporary Bakery Arts production facility and equipment
- 2) The program affords the student the opportunity to follow current safety and sanitation procedures as they relate to safe food production. As part of the curriculum, Food Safety Handler and Manager Certification, will be offered and presented as a course goal.
- 3) Students will be presented with the procedures and practice of industry safety standards as related to fire prevention and requirements of Safety Data Sheets (SDS) building a foundation to supply protection for guests and peer students in production areas. Production plant safety will be followed at all times.
- 4) Current procedures and equipment, as well as food supplies, will be provided to students to produce quality and safe bakery products under the supervision of licensed and certified instructors. Competency of power food processing equipment will be taught, practiced and evaluated.
- 5) The use of hand tools, will be taught and tested to insure proper use and adherence to personal safety standards as prescribed by industry and local laws. Accuracy and performance, will be practiced to a point of continual student efficacy in equipment handling.
- 6) Production stations will be maintained and improved by student practice in relation to cleanliness and industry standard order.
- 7) Students will have the opportunity to demonstrate learned and accepted bakery standards I relation to quality baked product production.
- 8) The understanding of ingredients: flours; dairy; egg products; shorting; sugars; chemical and natural leavening agents; yeasts; garnishes and toppings, to present quality baking products.
- 9) A vast selection of fruits will be presented for garnish and product enhancement toward industry norms.
- 10)An opportunity will be supplied to all continuing students to produce breads; pastries; cookies; cakes; desserts; candies; breakfast items; as well as many healthy food baked accompaniments.
- 11)An opportunity will be supplied to all continuing students to produce: breads; pastries; cookies; cakes; desserts; candies; breakfast items; as well as many healthy food baked accompaniments.
- 12)There will be an emphasis placed on finishing, decorating, garnishing of baked products with an artistic and self-expression goal in mind.
- 13)An emphasis will be placed on bakery production ahead of time by the use of varied storage technique including preservation, refrigerated holding, and freezing.
- 14)Standards of time management in relation to preparation, baking. Holding and shelf life will be followed in all lab production activities.
- 15)The principles of heat dynamics and chemical reaction in baked products will be presented and followed throughout the class activities.
- 16)Students will have the opportunity to learn the principles of the recipe and formula manipulation as they prepare varied items in many levels of quantity size and appearance. Many testing procedures will be used to ensure quality product production as well as tasting and evaluation methods
- 17)The introduction of job and life skills within the food production industry will be a major goal of all assignments and activities.

- 18) Opportunities will be offered for social, community, regional, and national conferences and competitions with the use of offered skills taught in all activities.
- 19) Opportunity to become a certified American Culinary Federation CFPC.

Assignments/Assessments of student learning outcomes

Culinary arts and baking builds upon itself throughout the educational and employment periods. Student outcomes are expected to be ongoing throughout the class. Much of the assessments are hands on in the kitchen. From sanitation to product assessments. Many assessments will be by observation and product review.

Class assignments

There will be a series of assignments required in class, which will include required research and textbook material in order to assess comprehension of material.

Kitchen Labs

Kitchen labs will be graded by a series of rubrics as well as individual evaluation lab forms, for each lab project. Assessments will include safety and sanitation, mise en place, cleanliness of workspace. Teamwork, knife skills, time management, use of equipment, and product waste and technique. The lab form will include a copy of the original recipe, a standardized recipe and a self-reflection of the project.

Participation

Participation in class is a significant part of the education process. From class discussions, demonstrations, kitchen labs, uniform accuracy and cleanliness, and professionalism.

Quizzes and tests

There will be a series of quizzes and tests throughout the year in order to assess learning beyond the recipe. These will include sanitation certification exams, textbook quizzes, and district mandated final exams.

Grading System

The grading system is designed on a point system for individual items in a weighted category by Washoe County School District and Nevada state mandates. Final grades are calculated by category grades.

Semester 1

Type	Title	Points available	Grade Percentage
Assignments	Syllabus review and signature	50	
	Total	250	15%
Participation	10 points per class	900	15%
Labs	16 labs at 100	1600	
	12 lab forms at 150	1800	35%
	Total	3400	
Quizzes and Tests	Management reflections and Updates	500	
	Total	500	15%
Final Exam	Written and Practical	300	20%

Semester 2

Type	Title	Points available	
Assignments	Total	150	15%
Participation	10 points per class	900	15%
Labs	20 labs at 100	2000	

	20 lab forms at 150 Total	3000 5000	35%
Quizzes and Tests	Management reflections and Updates Total	500 500	15%
Final Exam	Written and Practical	400	20%

Grading Scale

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

Required Textbook-Pearson On Baking 3rd Edition

Class Outline

Baking advanced studies is a hands on class in production and retail/wholesale management.

Tentative Schedule

Labs are subject to change based on curriculum and availability of product. PLEASE REFERENCE ONE NOTE CLASSROOM FOR BAKING A.S. INDIVIDUAL SCHEDULES.

Class Policies

Attendance, Participation, and Attitude:

Attendance, participation, and a positive attitude are required in this class. In the work world, you are not allowed to be late to work and since we are developing your work skills in culinary, tardiness may not be tolerated. If you are going to be late for class, you may call the teacher in advance to notify him. Attendance in all classes is expected; However, just as in the work world absenteeism occurs; the difference is, you are not paid when you don't work. If you are going to miss a class, you may call the teacher, in advance, to notify them. Notifications can be via e-mail but must be time marked one hour prior to class starting. If you fail to notify the teacher of a late arrival or pending absence, you may not be allowed to make up the work missed unless otherwise excused. Student may earn up to 20 points per class.

- Each tardy may lower your grade 5 points and up to 10 of your daily work points. (participation points)
- Each absence may lower your points and up to 10 of your daily work points. Eight unexcused absences may result in a failing grade. Ten absences of any kind may result in a failing grade
- Each absence results in zero points for your daily work grade (20 participation points) for the day.
- The school may notify your home upon each absence from this class
- Tardiness may affect your daily work point total.
- Students arriving 1-15 minutes tardy may only receive a maximum of half their daily work points for that day. Students arriving later than 15 minutes may lose all daily work points for that day but may not be marked absent.

Baking AS 2020-2021 class Syllabus

- Students may make up their work points and participation points, but not their absences through the Culinary make up Extra credit policy.
- When you understand the attendance policy for this class, please have your parents and you sign below and return it to class.

Academic Honesty/ Plagiarism Policy:

AACT's Honest/ Plagiarism Policy may be adhered to in this class. Students in this course, as well as all courses, should be aware of strong sanctions against plagiarism as stated in the current Student Handbook. Plagiarism may result in an automatic "F" in the course work and possible expulsion from AACT. In this context, forms of academic dishonesty include but are not limited to:

1. Cheating on tests, examinations, case studies, and other class work.
2. Involvement in plagiarism (the appropriation of another work and the unacknowledged of that work in one's own written work offered for credit.)
3. Collusion (the unauthorized collaboration with another person in preparing course work.

A written statement of the official policies, procedures, and processes related to Academic Honesty/Plagiarism can be found in the [Student / Parent Handbook](#).

Special Accommodations:

In accordance with the American with Disabilities Act and section 504 of the Rehabilitation Act of 1973, students with a documented disability are eligible for support services and accommodations. Services for students with disabilities are offered through the WCSD. Possible accommodations for disabilities include extended testing time, test- taking in isolation, computer use for test taking, tape recorders in class, study skills counseling and shared note-taking in classes. If a student wishes to request an accommodation in one of his or her classes, the student may call WCSD.

In Class Distractions:

During the program involvement time, the attention of all participants is demanded. Cellular phones and pagers may be turned off unless an emergency call is expected. As for the laptops, PDA's, Smart Phones, they can be used for taking notes and for accessing the Internet if you are using it for this class. However, sending e-mails or surfing the web, during class may not be tolerated. Please keep in mind that we are developing your Culinary Management skills and attempting to replicate what takes place in that environment

Extra Credit Possibilities:

Make up in community service

Plus, one area job shadow of choice

Make-up policy

A Culinary student may make up points lost for absences, work in lab, studies, and lost time upon the instructor's pre-approval through either of two methods:

- 1) Complete 3 hours of maintenance in the classroom to make-up 10 points or one 85-minute class.
- 2) Complete 3 hours of instructor pre-approved community service to make-up 10 points or one 85-minute class.

The student must provide the instructor with a letter on letterhead with the name and phone number of the supervisor in charge of the community service event with a brief description of the activity number of hours given and the date of the event. The instructor may have final approval on whether the service was performed is acceptable or not. Make-ups should be turned in at least 2 weeks before each grading period.

Late Work:

Baking AS 2020-2021 class Syllabus

All students are expected to adhere to the assignment due dates as outlined in class syllabi and/or given in class. It is highly recommended that students maintain a calendar or day planner to help them manage and balance the workload associated with eight classes, along with extracurricular activities and responsibilities.

Occasionally, a student may not meet an assigned due date. In such cases, work may be accepted, and credit granted based on the following:

- 1) If the student has notified the teacher that his/her work is incomplete at the time it's due, the teacher may agree to accept the work prior to the beginning of the next class period for full credit earned (no deduction of points for lateness).

Note: The teacher must receive the work prior to the beginning of the instruction of the next class period. Work turned in at the beginning of that period which results in a disruption of new instruction or loss of instructional time may be considered late and be subject to the late work point deduction.

- 2) Late work may be accepted for reduced credit for three weeks from due date. At the conclusion of the three-week cycle, all assignments due during that period may sunset and, though students are encouraged to complete work to master the subject, no points may be awarded.
- 3) Work received after the due date and after the beginning of the next class period may be accepted, as noted above. Work may be accepted for 50% of earned points.
- 4) Work received after the three weeks has ended may earn no credit.

Student Responsibilities

Students are expected to be aware of assignment due dates for each class and plan their time accordingly in order to complete it by that date. Students who do not understand or need extra help to complete assignments are expected to seek help before the assignment is due.

Parent Responsibilities

Parents are expected to be aware of due dates and support their student in managing his/her time in order to meet them. Parents are expected to regularly monitor progress on Infinite Campus. Parents are expected to encourage and support their student to seek help, when necessary.

Culinary and Hospitality Policies

1. Be in the classroom in an approved, full, complete, clean, and **pressed uniform**, for that day's activities, before class starts. (On time)
2. Be prepared: In the classroom- Notebook, pen, pencil, paper, etc. In the kitchen – Knives, sharpie pen, thermometer, etc.
3. Pay attention. (No talking, operation equipment, and etc. while I'm speaking to the class.)
4. Know and follow all procedures (Attendance, buy-backs, make-ups, tardiness, Operations of equipment, etc.)
5. All students will conform and follow the sanitation, health, and safety standards. (Hair, **jewelry**, shoes, drinking or eating in a food preparation area, i.e. no glass, etc.)
6. All students will conform to W.C.S.D. and the Culinary Program standards, rules, regulations, and policies. (Including)
 - a. Clean shaven
 - b. Dress Code (Rule #1)
 - d. Not leaving the classroom or lab without permission. (Including cars)

Baking AS 2020-2021 class Syllabus

- e. Not operating any Lab, classroom, or kitchen equipment until they have completed the equipment safety checklist
 - f. No smoking when representing the academy or AACT
 - g. No food taken from the lab kitchen, or classroom without permission.
 - h. No outside food to be eaten in the lab or kitchen, or classroom without permission.
 - i. Keep notes every day
 - j. No radios, phones, cd, ipods, mp3's, etc used without permission.
 - k. Proper language
 - l. Represent the academy and AACT well
 - m. No visible jewelry in lab, kitchen, or dining room.
 - n. Use appropriate web sites.
 - o. No Long, Fake or Painted nails or students must supply & cover w/food gloves.
 - p. Non-natural colored hair is not an industry standard and will not be allowed while serving the public.
7. Be **appropriate**, **respectful**, and **prepared** at all times.
8. All students are responsible for providing their own transportation to and from all field trips unless otherwise stated.
9. The WCSD - AACT Culinary program works hard to ensure that all ingredients are available and on-hand - especially on restaurant days. Situations may arise where something must be obtained from the grocery store. In most cases, the school aide is able to assist. There may be circumstances where a student may need to leave class to run this errand. Please make a note on this form if you do **not** want your child to go to the grocery store.
10. Rules may be changed or added at any time by the instructors.

Institutional Policies

For more details of the policies at the Academy of Arts, Careers and Technology, or the Washoe County School District view the [Student / Parent handbook](#)