



South Portland, Maine 04106

Culinary Arts

Title: Basic Baking

Catalog Number: CULA 130

Credit Hours: 4

Total Contact Hours: 32 lecture, 64 lab

Lecture or Lab: Lab 1, 11:00AM – 1:45PM Tu-F

Instructor: Chantal Lambeth

Office Hours – By appt.

Contact Information: cmlambeth@gmail

Phone: c. 646.535.3721 o. 207.741.5608

Course Syllabus

Course Description

This course is concerned with the basic principles, science, methods, and techniques of bread, pie, cake, frosting, and cookie production. This course also includes production for service. Instruction encompasses lectures, demonstrations, video, class discussion, and lab preparations. Written and performance exams are given to evaluate student progress.

Course Objectives

At the completion of this course the student will be able to:

- Identify and appropriately use the tools and machines available in the bakeshop lab
- Identify and correct failures in products made
- Use good safety precautions and proper sanitation procedures
- Read and understand bakeshop terminology, formulas, and techniques
- Identify, select, and appropriately use food items
- Produce a finished sellable product

Scope of Course

Basic Baking meets Tuesday through Friday 11 AM to 1:45PM. Be prepared for baking, cleaning, written exams, quizzes on readings, and homework projects.

Text, Tools and / or Supplies

- *Understanding Baking* by Joseph Amendola John Wiley Publications 3rd edition
- *SMCC Basic Baking Manual*
- Three ring notebook to keep course handouts and take good lecture notes
- Proper uniform at all times or risk being sent home
- Co-requisite CULA 100
- Cake decorating starter kit included in knife kit, Sharpie Marker, and small offset spatula included in knife kit

Student Evaluation and Grading

Daily participation (50pts per week)	40%
Practical baking skills	10%
Quizzes x 6	10%
Stage	10%
Scavenger Hunt	10%
Mid Term and Final Exam	20%

Students having problems completing any of the assignments are encouraged to seek help as early as possible from the learning center or me.

Attendance Policy

During an eight week lab, missing just one day is equal to three one hour related classes.

Missing 20% for any reason will result in a failure of incomplete.

Two tardies equals one absence.

No one should enter class after the first 15 minutes without the instructor's permission.

No one may attend class without a proper uniform, tools, texts, or materials.

Policy regarding taking a test after an absence is that you take it the day of your return.

If you know you are going to miss a class, it is your responsibility to contact me prior to the absence.

You are still accountable for the material covered on any absent days.

There are no excused absences, only legitimate absences.

Example: If a student missed a total of:

Four days, the highest possible grade would be "B"

Five days, the highest possible grade would be "C"

Six days results in course failure

Medical/emergency reasons will be given consideration. However, anyone with excessive medical reasons may wish to see the dean of students and withdrawal.

End-of-Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. You will receive an e-mail to your student e-mail account when course evaluations are available.

ADA Syllabus Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

SMCC Pay-for-Print Policy

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account. Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an e-mail to helpdesk@smccme.edu.

Refunds

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

Add-Drop Policy

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees

for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy

To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

Plagiarism Statement

If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct

Other Notes:

As you may be aware, an amendment to Maine's concealed firearms law recently took effect I wanted to take a moment to clarify for those of you that have raised concerns that the new law does not have any impact on the College's legal authority to regulate the possession of firearms on campus. **Firearms continue to be prohibited on any property owned by the College, including in a motor vehicle parked on campus.** Please contact me if you have any questions or concerns.

-----**TEAR HERE AND RETURN TO INSTRUCTOR**-----

I have read and I understand the SMCC Culinary Arts Attendance Policy. I know that excessive absences and tardiness is not acceptable and that it may result in a lower final course grade or even course failure. I understand the Uniform Policy and the stated syllabus information.

PRINT NAME

SIGNATURE

DATE

Cell # -

Email -

SMCC and ACF Uniform Policy

1. You must follow all local and state food service handler health regulations.
2. Chef coat, checked pants, poufy white hat must always be worn and be clean and pressed. The uniform also includes a Sharpie marker, a writing implement, and a thermometer.
3. Work Shoes must be worn at all times. They must be closed toe and cleanable with a non-slip sole.
4. Hair – All hair must be covered by previously stated chefs hat, if hair extends beyond shoulder length both hat and a hairnet must be used. This includes bangs which must be secured off the face or under a hairnet.
5. Clean Shaven and/or neat, trim beard should be the expectation. No growing facial hair once you have started the program.
6. Jewelry – No jewelry of any kind is to be worn in the kitchen except for a plain wedding band.
7. Nails and nail polish – No nail polish of any kind or false nails are permitted. All nails must be trimmed to finger length.
8. Piercings – No piercings of any kind are permitted in the kitchen.
9. Pants – Pants should be worn at the waist and pant lengths should be ankle length but not touching the ground.
10. Dining room students wear chef whites to lecture (minus hat and apron). CULA 110 is business casual (no jeans, no yoga pants, closed toe shoes).
11. Clean faces (no make-up) should be the norm. We will allow minimal, natural colored make-up.

Hello,

The Learning Commons at SMCC includes our Library and Academic Achievement Center. These are located on the second floor of the Campus Center.

SMCC's Library makes resources readily available to students. Students can search for books and articles, find citation guides, and view collections of information on specific subjects and disciplines through the library portal. Unsure how to get started? Our Library staff are ready to help!

The Academic Achievement Center (AAC) is staffed with both professional and peer tutors who offer tutoring (at no cost!) individually and in groups. Math tutoring is offered on a walk-in basis, while students can schedule an appointment for tutoring in writing and most other general educational courses. And if the AAC doesn't have someone on staff for tutoring in a specific subject, they will do their best to find you a peer tutor.

These areas also make a great place to study, either alone or with your peers. Plus, if you get stuck someone just may be available to help!

As always, please let me know if you have any questions.

Thanks,

Kathleen Doan
Director of the Learning Commons
Southern Maine Community College
(207) 741.5804
kdoan@smccme.edu