**BAKING AND PASTRY ARTS I**

**HMGT 1204**

**Fall 2015**

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| **Instructor**  | Joanne Jacus | **Course Section** | LC28 FYLC |
| **E-mail**  | jjacus@citytech.cuny.edu | **Day**  | Wednesday |
| **Phone**  | Office: 718-260-5643Cell: 516-225-0446 | **Location**  | Namm 208 |
| **Office**  | Namm 200 | **Time**  | 8:00 a.m.–12:30 p.m. |
| **Office Hours** | Tuesday 4:30 - 5:30 p.m. | **Class Hours**  | 1 |
| Wednesday 3:00 - 4:30 p.m. | **Lab Hours**  | 3 ½  |
|  | Friday 3:30 - 4:30 p.m. | **Credits** | 3 |

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**Course Description**

Practical application of the foundations of baking and pastry terminology and techniques in a professional bakeshop. Emphasis on proper use of equipment, utensils and pastry bag in a safe and sanitary manner. Individual and team skills development, organization, timing, recipe structure, ingredients and flavorings. Production of breads for dining room service.

**Course Objectives**

Upon completion of HMGT 1204, students will be able to:

1. Comprehend and distinguish baking terms and ingredients
2. Explain and identify fundamental baking techniques
3. Demonstrate proper sanitary baking procedures, organization and timing skills
4. Apply proper sanitation procedures
5. Distinguish flavor, texture and structure in baked goods

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| **Student Learning Outcomes**  | **Method of Assessment** |
| a. Define, interpret and apply baking terms and identify ingredients (HMGT: Knowledge; Gen Ed: Integration) | Quizzes, homework assignments, research paper and class participation |
| b. Describe and identify fundamental baking techniques (HMGT: Knowledge) | Homework assignments, term paper, midterm, practical and written exams.  |
| c. Produce baked goods in a professional organized environment within a specific time frame (HMGT: Skills) | Daily performance and practical exams. |
| d. Practice proper sanitation procedures during production (HMGT: Skills, Integration) | Daily performance, practical and written exams |
| e. Evaluate and research bakery products’ flavors and textures (HMGT: Knowledge; Gen Ed: Integration) | Daily production and research assignment |

 **Grading Procedure**

 15% Daily Performance/Binder

 10% Homework Workbook

 10% Quizzes

 10% Midterm Exam

 20% Final Exam

 25% Practical Exams (2)

 5% Research Assignment

 5% Term Paper

 100% Total

 ***Daily Performance: 15%***

* Professional Appearance Uniform
* Equipment and tools in good order
* Textbook and binder in class
* Promptness, punctuality (present and prepared to begin class at assigned time; students assigned to Chef, Steward and Bakers arrive a half hour earlier)
* Prepared with homework assignments and ability to discuss topics during lectures.
* Professional Attitude
* Ability to work in an independent and organized manner
* Ability to work in cooperation with others
* Respect for fellow workers
* Knowing your work and lab assignment
* Ability to follow directions and to follow recipes
* Develop proficiency in use of all the bakeshop equipment: scales, proof box, mixers, ovens and dough divider.
* Attentiveness to the timing of specific assignments/ time management
* Organizational skills
* Skills development- hand tools, ability to follow recipes and procedures
* Clean up and sanitation
* Accurately cost out the per portion price of items produced.

 You will be graded each class session= Daily grade. Absence results in a daily grade of 0%.

 ***Homework workbook: 10%***

Evidence that the student has reviewed all procedures learned in prior classes and can discuss the homework reading and written assignments. Written homework weekly workbook pages

 **collected at the start of each class.** Late HW not accepted. If absent place HW sheet(s) in

Professor’s mailbox before the next class or scan and send electronically.

 ***Quizzes: 10%***

Bi-weekly quizzes given on all course material covered in class including homework reading

 and workbook questions.

 ***Practical Exams: 25%***

 Two practical exams are given in class. Week 13 students prepare Danish pastry from scratch

 as per instructor’s specifications. Week 14 students bake, fill, ice and decorate a cake

 according to specifications. The practical exams are a culmination of the skills acquired during

 the semester.

 ***Research Paper: 5%***

 Students define assigned baking terms and nomenclature so they can participate in the class

 and better understand course material, lectures and demonstrations. Separate handout with

 guidelines and terms

 ***Term paper: 5%***

 Research and reaction paper based on bakery item selected in class. See separate hand out with

 very specific guidelines.

 **Prerequisites:**  **HMGT 1101, HMGT 1102**

 **Required Text:**

 Gisslen, W. (2013). *Professional baking*. (6th ed.). Hoboken, NJ: Wiley & Sons.

 **Suggested Texts and Readings:**

 Beard, James. (2009), *Beard on bread,* New York, NY: Alfred A. Knopf.

 Sultan, William. (1990), *Practical Baking* (5th ed.).New York,NY: Van Nostrand Reinhold.

 Gisslen**,** W. (2011), *Professional cooking (*7th ed.). Hoboken, NJ: Wiley & Sons.

**Course Materials:**

***Uniforms*:** Every student in the baking laboratory should be acutely aware of the necessity for maintaining the highest standards of personal hygiene and of presenting the most favorable appearance at all times. Professionalism begins with good personal grooming as well as careful attention to sanitary procedures. Students enrolled in both culinary and baking/pastry classes should consider buying two or three uniforms. Do not wear uniforms as street clothes, and do not wear street clothes under uniforms.

Uniforms are designed for practicality, comfort and ease of maintenance. It is expected that you will wear the regulation uniform with pride.

* Chef’s coat (double breasted, long sleeves, white) clean and ironed.
* Checkered slacks (no cuffs) clean and ironed
* Chef’s hat (white, paper only -available in room Namm 211-CLT office)
* Work shoes, leather with non-skid soles (open-toed shoes, sandals or canvas shoes not allowed)
* Apron (half fold, four sided, white)
* Hair net (should be worn by those with shoulder length hair.) \*Hair must be under chef hat.
* Jewelry, long nails and nail polish not permitted

 ***Tools*:** In food preparation labs, tools are an important part of your uniform. The following

professional tools are **required**: we recommend you engrave or label them

-French Chef's Knife (9”) -Sharpening Steel (10")

-Straight Spatula (10") -Vegetable Peeler

-Serrated Knife (10-12") -Pastry Wheel

 - Plastic Bowl Scraper -Paring Knife

 - Pastry Brush -Offset Spatula (10")

 - Scissors -Bench Knife

 -Pastry Bag (16") -Pastry Tips:

 - Measuring Spoons Star #s 820, 822-825

 - Simple function Calculator Plain #s 802-807

 - Pocket Thermometer French Star # 865, 866

 ***Binder****:* **1½ inch**, separate binder for Baking and Pastry I only

 This book must be well organized in a **three ring binder** and **sectioned** properly.

 -Classroom notes must be organized in consecutive weeks and clearly identified by **week**, date and

 **topics** covered.

 -Binders will be collected **mid-term exam (or non production)** week and during the last class

 (**final exam**) for review and grading.

 Baking and Pastry binder must contain the following sections:

* Cover sheet with your name, class, section number and faculty name
* Bread production sheet(handout)
* Section A**:** Classroom notes- organized week by week-

 This should contain the weekly power points and notes from class and all lecture and demo

 information for that day (**students should take notes during demos**). Power point notes

 downloaded from Blackboard® \* to download and print power points, go to Blackboard, go to

 CONTENT, find Power Point folder, open folder and week you want to print, go to print,

 but BEFORE printing, go to handout (not slides), 3 (or 6) per page, then hit the print button. The lines

 in the right margin (3 frames per page) will allow for note taking as needed.

* Section B: All handouts: recipes, terms, etc.
* Section C: all written assignments; homework, quizzes, research and term papers
* You can also set up your binder in an organized fashion that **makes sense to you**, such as week by week

**Attendance Policy**

The department policy for attendance follows the rules printed in the college catalog (page 30):

 “A student may be absent without penalty for up to 10% of the number of scheduled class meetings during the semester.

Lecture classes meeting 1 time/week for 15 weeks: 2 allowable absences

Lecture classes meeting 1 time/week for 5 or 7 weeks: 1 allowable absence

**Laboratory classes meeting 1 time/week for 15 weeks: 1½ allowable absences**

 Every lateness (up to 10 minutes after the scheduled start time) equals ½ absence. As stated in the college catalog, “If a student’s class absences exceed the limit established for a given course or component, the instructor will alert the student that a grade of ‘WU’ may be assigned.”

 Should you arrive late to class it is your responsibility to advise the instructor that you

 are present and sign in on special sheet.

 Lateness and absenteeism is not acceptable and will be seriously considered in

 the final grade as well as initiative, progress and responsibility.

 The first meeting must be attended. Schedules and assignments for the term are made at

 this time. Orientation, course standards and requirements are explained in full detail**.**

 Those who miss the first meeting will have taken their allowed number of absences

 for the term. The grade earned for the day would be an "F".

 Each class will begin on time with a lecture on the production of the day and related baking and

 techniques, followed by a demonstration as needed (take notes). Following the lecture and/or

 demonstration, students will prepare the recipes.

 The last 10 minutes of each class will be devoted to questions, answers and comments on

 techniques. Quizzes are given at the end of class.

## Lab assignments and procedures:

1. Each student will be assigned to be a member of a team of B**akers** on a rotating basis

2. Schedule of assignments and rotation will be posted in class and on Blackboard®. Students will be assigned the duties of **Chef or Steward** in addition to their **Baker** assignments. Students should check the schedule and come to class knowing their assigned position.

3. Each student is responsible for clean up during and at the end of each lab session (chart assignment posted in class and on Blackboard®).

4. Once the **Chef** has inspected cleanup and all is in order, the students will be dismissed.

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###  Chef responsibilities:

\*In the FYLC the Chef(s) of the day will take photos of our production, mise en place, demonstrations, student hand work, the baking and finished product etc., with the camera provided. At the end of class, the Chef(s) will sort through and edit the phots and then post the best shots to OpenLab\*

1. InformsDining Room of bread production for service (see schedule of breads and chef rotation).

2. Arrives ½ hour early to assist with mise en place, assists in costing out daily products as needed, helps to “manage the class”, oversees final clean up before dismissal (fills out sheet).

3. Chef will fill out the Clean-up Duties List and write out the names of the students and their cleaning tasks for the day **prior** to class.

4. Chef sets up and weighs out ingredients for demonstrations (mise en place).

5. At 11:20 a.m., the chef will check with \*dining room staff for customer count and to inform them of our timeliness and the breads to be served.

Chef will present and explaindaily bread products to \*dining room staff, including trigger ingredients (allergens) and number of slices per loaf of bread.

6. Chef sets up and delivers bread for dining room service and Culinary II family meal.

7. Chef report **due one week** **after** student has been chef of the day. It should be a few paragraphs, explaining what breads were made (no recipes) and any other production of the day, including demonstrations (demos) by the Professor Chef.

The report should also contain an evaluation of the students (as a class) and their performance during production and clean up. The Chef of the day should also “take a step back” to evaluate their own effectiveness as a manager, positive, negative, likes and dislikes of their performance and functions. List trigger/allergen ingredients in the breads made.

**10 points deducted from the daily grade if the chef report is not handed in.**

###  Steward Responsibilities:

1. Arrives ½ hour early in order to examine the requisition to insure that all ingredients,have been delivered. Inform the Professor of the status.

2. Remove all ordered ingredients from the refrigerator and set them up on sheetpans on the rack.

3. Procure necessary or missing items for production from the CLT office as needed.

4. Food cost analysis of breads and doughs prepared: total food cost and per portion cost of each item.

5. In charge of bread and pastry sales, fill out a Food Purchase Sales Sheet, collect money & count it.

6. Return the filled out Food Purchase Sales Sheet, with appropriate money collected to the CLT.  **CLT must verify money received and sign receipt**. Wait until the monies handed in have been counted.

###  Bakers’ Responsibilties:

1. Arrive ½ hour early to begin production of breads for dining room service and sales.

2. Bakers take charge of bread production, including mise en place, proof box and oven**.**

3. Bakers organize and bag bread for sales, plus boxing, tying boxes of all other baked goods to sell, cleaning of sheetpans used for bread baking.

**Class Dates, Assignments, Due Dates and Overview**

**HMGT 1204 Baking and Pastry ArtsI**

Fall 2015 Section #LC28 FYLC Wednesdays 8:00 a.m.-12:30 p.m.

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| **Week #** | **Date** | **Topics Covered, Production** | **Assignments Due** |
| **1** | 9/2 | 1204 Course introduction and overview, Syllabus, assignments, tour |  |
| **2** | 9/9 | Bread demonstration, 12 Steps of Baking, Ingredients, Scales-weighing and measuring | HW1, **plus** measurement handout, cost white pan bread, *Quiz #1 weights and measures*  |
| **3** | 9/16 | Quick breads, muffins, loaf cakes \*\***print out weeks 3-5 power points\*\*** | HW 2, weight & measure plus baking experience assignment, Blackboard announcement response |
| **4** | 9/30 | Demo pie dough, creaming method quick breads, loaf cakes, muffins & cookies | HW3, *Quiz #2 weights, measures, costing math, bread production, quick breads, ingredients* |
| **5** | 10/7 | Demo puff pastry, biscuit method quick bread, biscuits, scones, make pie dough | HW4, **Research paper due-definitions**  |
| **6** | 10/14 | Fruit pie fillings/pies, roll puff pastry, demo piping  | HW5, *Quiz #3 quick breads, baking ingredients, puff pastry, pies, math*  |
| **7** | 10/21 | Choux demo (cream puffs, éclairs), piping assorted cookies, piping practice if time | HW6 |
| **8** | 10/28 |  Demo pastry cream, whipped cream, fondant, make choux products, fill instructor’s choux products | HW7 ***Term paper sources and summary for each source due*****\*Midterm exam- covers weeks 1-7**\* |
| **9** | 11/4 | **NO PRODUCTION-** cake icing and piping practice **BINDER CHECK** |  |
| **10** | 11/11 | Pastry cream, demo napoleons, fill choux products, fondant, whipped cream, practice icing if time | HW8 **Term paper due**, *Quiz #4 Pastry cream, fondant, choux products, crème Chantilly, puff pastry products,* **start oral presentations weekly** (as time allows) |
| **11** | 11/18 | Demo Danish dough and GenoiseMake puff pastry products (cream horns, Palmiers, napoleons) | HW9 *Quiz #4 possible option* |
| **12** | 11/25 | Make Danish dough and Genoise/Sponge for practical exam | HW10 |
| **13** | 12/2 | Danish practical, demo butter cream, simple syrup, demo cake assembly  | HW 11, *Quiz #5 cakes,* b*uttercream, Danish* |
| **14** | 12/9 | Cake practical-simple syrup, butter cream, 2 cakes | HW12  |
| **15** | 12/16 | Binders collected and graded  | Final Exam-20% of grade, complete oral presentations, Binder check |

This schedule is subject to change (with notice) at the discretion of the instructor

**If late or sick call:**

Prof Jacus cell 516-225-0446 (call or text-with your name) or 718-260-5643

CLT Office 718-260-5648 Jacqueline Gaskin 718-260-5630

**MISSION STATEMENT**

The mission of the hospitality management department of New York City College of Technology is to provide students with a hospitality career education that integrates applied management practices and theory with liberal arts and sciences. To fulfill its mission the department will:

 offer a comprehensive applied management curriculum;

 provide students with the necessary professional and communications skills for successful careers;

 foster an understanding of social responsibility through involvement in community service.

**NYC COLLEGE OF TECHNOLOGY POLICY ON ACADEMIC INTEGRITY**

Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion. The complete text of the College policy on Academic Integrity may be found in the catalog.

**STATEMENT ON PLAGIARISM**

As stated in the college catalog, “plagiarism is the act of presenting another person’s ideas, research, or writings as your own.” Plagiarism will not be tolerated.

**STATEMENT OF CLASSROOM BEHAVIOR**

Each student has the right to study and learn in a comfortable, safe, supportive environment that promotes self-esteem--- free of fear, humiliation, intimidation, offensive or suggestive language.

**USE OF ELECTRONIC DEVICES**

As stated in the Student Handbook, the use of cellular phones and audio equipment in all academic and study areas of the college are prohibited. Cellular phones, beepers, pagers, IPods, etc. must be turned off during class sessions. Students are not permitted to take calls or text message during class or to leave the classroom during scheduled class time to conduct a conversation. Students may not use their cell phones as calculators.

**ORAL PRESENTATION STYLE STATEMENT**:

The hospitality management department has developed a standardized format for all oral presentations. Refer to oral presentation rating form and *Effective Speaking Guidelines.*

**WRITING STYLE STATEMENT**

The hospitality management department has developed a standardized format for all written assignments. Written work must be prepared using APA Style Publication Manual of the American Psychological Association, 5th edition as a reference guide. All editorial formats, abbreviations, use of statistics, graphs, citations and references must conform to APA style. Footnotes are not permissible. Visit the City Tech Library website for APA Style Guides.

Unless otherwise instructed, all papers are to be simply bound with a staple in the upper left-hand corner. No report covers are to be used. All papers must be computer generated, double-spaced on white bond or computer paper (8½ ″ x 11″ with no holes), standard margins (1″ top x 1″ bottom x 1″ left x 1″ right), Courier or Times Roman typeface, 12 points. Correct spelling, sentence structure and grammatical construction are expected. Proofreading is a given!

Standard title (cover) page must include assignment name centered on the title page; one double space below, type student’s name; one double space below, type course title / section number; one double space below, type instructor’s name; one double space below, type due date; all entries are centered under assignment name. Exceptions to standardized format: Memoranda follow a standard memo format. Internship reports must be spiral bound.