

**Nashville State Community College  
Business, Management and Hospitality  
Culinary Arts**

**Course Syllabus**

**CULA 1310 Fundamentals of Baking**

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

**Course information:**

**Course Title: Fundamentals of Baking**

**Credits: 3**

**Class Hours: 5 Hour 15 Minute**

**Course Description:**

An introduction to the basic principle of baking including formula procedures, properties of baking ingredients, and functions and proper use of bakery equipment. Students present yeast breads and rolls, pies, cakes, icings, basic pastry dough, and cookies using proper mixing methods and ingredients. A grade of "C" or above in all Culinary Arts courses must be earned prior to graduation. Prerequisite(s): None

**Instructor Information:**

**Name:**

**Email:**

**Office Hours:**

**Course Delivery Method: On-Campus: Course meets at a designated Nashville State Campus**

**Required Textbook(s) & Other Materials:**

**Textbook(s): Baking and Pastry: Mastering the Art and Craft, 3rd Edition**

**ISBN: 978-0-470-92865-3**

**Supplies: Knife Kit, uniform, baking supplies, sharpie, pocket notebook, physical copy of textbook, refer to culinary handbook**

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the [bookstore's website](https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials) ( <https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials> ) using

your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

**Digital Course Materials:** These ensure you pay less for your course materials and have easy access through D2L throughout the semester. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program **until the end of the second week of classes**. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit [www.nsc.edu/dcm](http://www.nsc.edu/dcm).

**Honors Option:** Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

**Course Outcomes:** At the end of the semester, this is what you should know and/or be able to do:

1. Describe and apply appropriate sanitation, health and safety practices as they apply to baking and the pastry arts.
2. Describe properties and functions of the basic ingredients used in baked goods. Define and describe the effects of heat on food and the methods of heat transfer.
3. Weigh and measure ingredients used in baking. Convert formulas to meet production needs and equipment capacities
4. Identify and demonstrate the appropriate preparation (mise en place), mixing, and make-up of baking ingredients and products such as cakes, quick breads, yeast breads, cookies and variety of custards; select the appropriate equipment to perform each of the tasks. Evaluate the final product using bakery quality standards.
5. Identify, evaluate, and use flours, herbs, spices, fruits, fats, sugars, and other bakeshop staples.

### **Course Competencies:**

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

1. Work in a team environment, under the direction of a teaching Chef, and demonstrate the ability to take direction and constructive criticism in order to improve as a culinarian.
2. Define various terms used in the professional bake shop.
3. Identify the equipment and utensils used in baking and discuss the proper use and care.
4. Demonstrate proper scaling and measuring techniques
5. Apply basic math skills to recipe conversions
6. Describe the functions and properties of various bakeshop ingredients
7. Execute a variety of baked goods.

The following are general education competencies intended to support the course outcomes:

1. Apply mathematical concepts to recipes and formulas.
2. Know how to locate, evaluate, and use information sources.
3. Use critical thinking skills.
4. Apply scientific thought processes to a range of situations.

**Course Assessments:**

We will use the following assessments to demonstrate your understanding, knowledge, and skills:

- Daily Participation Grade – 70%
- Homework – 10%
- Written Final Exam – 10%
- Practical Final Exam – 10%

**Grading Policy:**

A grade of “C” or above must be earned in culinary prerequisite courses to meet requirements for enrollment in subsequent courses. A grade of “C” or above in all Culinary Arts courses must be earned prior to graduation.

It is your responsibility to ensure that all digital files submitted are accessible and can be opened after submission in D2L. If a file cannot be opened, it will result in an automatic grade of 0 for the assignment. To avoid issues, please double-check your submissions by testing the files in the D2L dropbox after uploading. If a problem arises, you must resubmit your assignment before the deadline. Please note that assignments will not be accepted via email or in print, in accordance with school policy. Make sure to submit all work electronically through the designated channels in D2L.

Your instructor will have your lab grades updated by 5:00pm Friday each week. Digital quizzes will automatically publish to the gradebook upon completion.

**Grading Scale:**

Letter Grade	Percentage Range
A	90-100
B	80-89
C	70-79
D	60-69
F	< 60

**FA**

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” If you stop attending your course after this date, you will receive an F.

**FN**

An FN is awarded if you have never attended your course or done any of the work in an online course.

## **Late Work Policy & Make-up Procedures for Missed Assignments and Work:**

You are expected to complete all assignments at the scheduled time. You are expected to take all exams at the scheduled time. Make up exams will be given at the instructor's discretion and convenience. Without prior arrangements, no makeup exams will be given.

## **Attendance Policy**

For purposes of financial aid continued attendance is determined via engagement in the course. This can be accomplished in several ways including, but not limited to, continued attendance and/or participation in on-ground class sessions, participating in D2L as prompted (e.g., responding to an instructor's email, posting to a discussion board), and/or completing and submitting assignments.)

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor's individual grading rubric. The attendance policy for this class is:

Students are expected to attend all scheduled classes and laboratories. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences.

A student who arrives late for class will be marked as tardy with the third (3rd) late occurrence counted as one (1) absence. Each tardy beyond this is an absence as well. A tardy is an automatic 25% reduction of the daily lab grade associated with the class, and an absence is an automatic 0.

Any student who accumulates three absences in a course will automatically be assigned a F at the end of the semester and fail their culinary course. Please note that an absence associated with the lowest dropped lab grade is still considered part of the three-absence limit. Please refer to the culinary student handbook for more examples of what constitutes a tardy and additional details for the programs policy.

## **Culinary Uniform Policy**

Your full uniform is required to participate in all labs. Failure to be in uniform will result in a 25% daily lab grade deduction and the possibility of being excluded from a day's lab with loss of full points on the lab and sanitation grade. Please refer to the culinary student handbook for more examples and photos.

- Checkered/Houndstooth chef's pants properly hemmed.
- Cleaned and pressed white NSCC Branded chef's jacket.
- Plain black, white or grey t-shirt with no lettering or designs on it.
- White skull cap
- Clean white apron
- Black, leather, sturdy nonslip work shoes that provide support to stand and work for long hours.
- Uniforms must be complete and worn as designed.
- Hair must be professionally restrained, with solid white or black hair restraints, barrettes, hairbands, etc.
- Must be clean-shaven, with sideburns not exceeding the middle of the ear for men.

- Beards are permitted, but you must wear a beard snood provided by the student.
- Mustaches must be neatly trimmed and may not extend below the corner of the lips.
- Fingernails must be short, trimmed, clean, neat, and free of nail polish.
- Jewelry is not permitted, except a single plain wedding band (no stones).
- Facial jewelry, including jewelry in eyebrows, ears, eyelids, lips, tongue, or nose are not permitted. Clear plastic plugs may be used.

## General Policy

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

**For financial aid** purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

## Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell

phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.

- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the [access to internet and technology website](#).

### **Computer Labs**

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

### **D2L/NS Online and myNSCC**

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

### **ADA Compliance Statement**

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3363, or e-mail [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

### **Classroom Misconduct**

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

### **Academic Misconduct**

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In

addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the semester grade.

### **Academic Early Alert System**

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

### **RAVE Emergency Alert System**

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: <https://www.getrave.com/login/nsc>. The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you.
- Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

### **Student Wellness**

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- [Free tutoring](#) provides assistance beyond the classroom to help you make the most of your college education.
- [These resources](#) include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses.
- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

### **Inclement Weather & Campus Closings**

You get notices about campus closings in these places: text messages from RAVE and [www.nsc.edu](http://www.nsc.edu). Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

### **Class Cancellation Policy**

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email

tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.