



Figure 1: Owens Logo.

Course Syllabus
SEMESTER
School of Business Hospitality Management and Public Safety

Course Name:	Baking & Pastry 1
Course & Section Number:	FNH 150-XXX
Meeting Day(s) & Time(s):	
Credits:	3
Contact Hours:	2 hours Lecture 4 hours Lab
Location:	
Instructor's Name:	
Office Hours & Location:	
OCC Phone:	
OCC Email: *	
Additional Contact Information:	

Catalog description:

Studies the theory and practices of creating and serving quantity baked goods. Includes yeast breads and rolls, cookies, pies and cakes, as well as international pastries and desserts. Uses the computer as a recipe resource and for nutrient analysis.

Prerequisite/Corequisites:

FNH 112

Course Materials:

PROFESSIONAL BAKING, GISSLEN, WAYNE; SMITH, J. GERARD

ISBN13: 9781119744993, EDITION: 8TH

A notebook and writing utensil

A notebook or a 3-ring binder for formulas, to be used thru all B & P classes

Uniform Policy:

Clean white chef's coat (with Owens Logo)

Clean, plain, shirt, under chef coat, tucked in

Black kitchen style pants, (NOT jeans, sweats, yoga pants or leggings).

Owens Community College Baseball cap or plain skull cap

Hair must be neat, restrained, *off of neck and face*

Hard top rubber soled shoes

Socks

White kitchen apron

Neat, trimmed fingernails, no polish, no jewelry except 1 plain band.

No visible piercings.

Department approved 7-piece cutlery kit

4 clean side towels; 2 for cleaning and 2 for side towels

Bi-Metallic stem thermometer

Black permanent marker (Sharpie)

What You Will Learn in the Course

Course Objectives:

Outcome	Where Assessed
1. Illustrate the fundamentals of baking science in the preparation of a variety of products.	Lab Rubric
2. Teach basic weight, measurements, and formulas used in the baking process.	In-Class Assignment, Lab Rubric
3. Teach the purpose of ingredients, the process of, and production techniques for a variety of products found in the professional bakeshop.	Lab Rubric
4. Demonstrate the use and care for equipment normally found in the bakeshop or baking area	Lab Rubric

Student Learning Outcomes:

Outcome	Where Assessed
1. Identify baking ingredients and explain their function in the formulation of baking and pastry recipes.	Vocabulary, Lab Rubric
2. Demonstrate math skills that apply to baking, including scaling, measuring and baker's percentage	Production Sheet, Lab Rubric
3. Demonstrate the use of special baking tools, small, and large equipment used to produce bakery items in a commercial bake shop including proper safety, sanitation and storage.	Lab Rubric
	Lab Rubric, Quizzes, Final Exam

Outcome	Where Assessed
4. Demonstrate safety and sanitation practices when preparing, baking and serving all food items in the professional bakeshop.	
5. Develop a production schedule which includes revised recipes and proper measurement of ingredients	Production sheet, Final Practical Exam
6. Prepare a variety of products to include breads and yeast breads, pies and tarts, cookies and brownies, cakes and icings, assorted pastries (pate choux, meringue, phyllo and batters), custards and creams.	Lab Rubric, Assignments

Program Outcomes:

The following program outcomes are assessed in this course

Outcome	Where Assessed
1. Demonstrate the food production skills essential for success in the professional kitchen.	Lab Rubric
2. Apply basic principles of food sanitation and safety in the food service operation.	Lab Rubric
3. Develop the management skills to prepare for the transition from employee to supervisor.	Lab Rubric, Production Sheet

Institutional General Education Competencies:

As a student at Owens Community College, you will take General Education courses as part of your degree program. While specific to the General Education courses, will be reinforced in many of your degree program major courses and may be measured in your capstone course(s) and others as identified.

Competency	Where Assessed
Communicate effectively.	Lab Rubric
Act with professional responsibility.	Lab Rubric
Demonstrate sensitivity to others' beliefs and values.	Lab Rubric
Think analytically, critically, and creatively.	Lab Rubric

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for

accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 116.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 151) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

****Students can find more information on campus resources and student support at this [link](#)*****

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's [Student Code of Conduct](#), which includes academic honesty, encompassing plagiarism. See the [Board Policy](#) for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's [Anti-Discrimination and Harassment Policy](#) and the College's [Title IX Policy](#)/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu. The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. **Please save all your class materials until the end of the semester.**

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC

students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA | Protecting Student Privacy](#) regulations for more information.

Use of AI Tools: This course permits you to use artificial intelligence (AI) tools, such as chatbots, text generators, paraphraser, summarizers, or solvers, to get guidance on assignments, as long as you do so in an ethical and responsible manner. Essentially, you can think of these tools as ways to help you learn but not to entirely create work for assignments like discussion board posts, essays, presentation slides, and so on. AI is more like your tutor or TA, not a replacement for your independent thinking.

This means that you must:

- Not use AI tools to replace your own thinking or analysis or to avoid engaging with the course content.
- Cite or explain any AI tools you use. Provide the name of the AI tool, the date of access, the URL of the interface, and the specific prompt or query you used to generate the output.

APA Example:

OpenAI. (2024). *ChatGPT* (Mar 14 version) [Large Language model]. <https://chat.openai.com/chat>

- Be transparent and honest about how you used the AI tool and how it contributed to your assignment. Explain what you learned from the AI tool, how you verified its accuracy and reliability, how you integrated its output with your own work, and how you acknowledged its limitations and biases.

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible. Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor **before** submitting your work.

NOTE: Some instructors will also list specific acceptable and unacceptable uses or include a statement like “All written assignments, projects, and exams must be completed independently.”

Student Responsibilities & Instructor Expectations

Specific Course Rules:

Laboratory instruction is designed to give the student training in all aspects of food production and management. Instruction in the laboratory will be conducted in a professional manner to closely approximate conditions in the industry. The following rules/policies will enable the student to make this learning experience a valuable tool for on-the-job-training.

1. Attend, be in uniform, be on time, (on time is 10 minutes early).
2. Be prepared, (do the reading, assignments, have your recipes and knife kit, be in uniform...)
3. Be respectful of everyone else's property, time and learning
4. Put your phone on silent, if you need to take a call, *notify the instructor* and *take the call out of the kitchen*.

5. *The phone can be a valuable, but expensive, tool. It must be wiped down and wrapped in plastic wrap to aid in its protection, it must remain face down on your table, not in your pocket, for contamination reasons.*
6. *No one is done until everyone is done, do not pack up to leave until Chef gives the ok to do so. Occasionally class will run over, no one is dismissed until all are dismissed, see Chef if you need to leave, there will be a point deduction for leaving before all are done.*

Attendance:

1. Attendance and timeliness are expected for each class. Students are to communicate anticipated absences in advance in keeping with professional behavior by *emailing the instructor*.
2. Absence is defined as not attending any of the scheduled class time for the day.
3. Tardiness is defined as arriving more than 10 minutes late for scheduled time, *or leaving early*. When a student is tardy on exam day, there will be no additional time to complete the test.
4. **Absences and tardiness beyond two (2) occurrences will result in a reduction of 1% of the final grade for each occurrence.**
5. Students are responsible for missed course content. Please refer to the assignment policy within the syllabus.
6. For inclement weather, refer to the Owens Community College website. Make sure you are signed up for Owens Alerts on your Ozone page.

Assignments, Quizzes and Exams:

- Assignments are due by the date posted in the assignment calendar and on Black Board. Late turn ins will have final grade reduced by 1% per day late, up to one week, then the assignment will not be accepted. Failure to submit an assignment will result in a grade of “F/0” for that assignment.
- All digital assignments must be completed in Microsoft Word document file types (.rtf, .doc, or .docx) or as a PDF. Submitted assignments completed in any other formats (e.g. pages, gdoc, etc.) will receive a grade of “F/0” for that assignment.
 - Microsoft Word is available in all Owens Community College computer labs and as a download for your computer. To access your downloadable copy of Microsoft Office, or use the online Office suite, [visit the Office 365 homepage](#) and sign in with your Owens email and Ozone password.
- Visit the [Office of e-Learning's webpage for Blackboard Information and Tutorials](#) to view hardware/software requirements or view tutorials for assignment submissions.
- *All assignments must be labeled: Your Name, Date, Chef Morford, Class Section (see above), Assignment. (Example: Vocab 1, Production Sheet).*
- **Correspondence:** *Email must come from an Owens email address only.* Due to FERPA regulations, I will not respond to email from non-Owens addresses.
- Late arrivals are disruptive to both students and teachers. Plan travel time accordingly.
- Cell phones must have the ring mode turned off and cannot be used in class. **This includes texting and posting.**
- Attendance is critical to your success as a student.
- **It is the responsibility of the student to formally drop the class if they will no longer be attending. Information concerning “Withdraw Dates”, “Registration Dates”, “Graduation Dates” and other important dates can be found at www.owens.edu/records/.**

Test Make Up Policy: (Add additional/changes to policies per faculty discretion)

- **In Class Test-** If a student is ill or unable to take any test during the scheduled (in-class) testing period, he/she may take a makeup test. Make up testing is conducted in the testing center (College Hall, Room 128). Make up test must be completed within seven (7) days of the missed test.
- **Online Test-** Students will have access to any online test/quizzes for a minimum of three days, it is the responsibility of the student to ensure that they schedule an appointment for makeup tests with the instructor.

How Grades are Determined and Major Assignments

Evaluation Measure	Student Learning Outcomes Assessed	Value
Vocabulary (hand written) 3 @ 30	1	90 points
Quizzes, 6 @ 20	4	120 points
Production Sheets, 5 @ 20	2, 5	100 points
Lab Evaluations 15 @ 40	1, 2, 3, 4	600 points
Assignments 4 @ 35	6	140 points
Final Written Exam	4, 5	200 points
Final Practical Exam	4, 5	200 points
Final Practical Production Sheet	2, 4, 5	50 points
Total		1500 points

Grade	Percentage	Points
A	90 – 100 %	1350-1500
B	80 – 89 %	1200-1349
C	70 – 79%	1050-1199
D	60 – 69%	900-1049
F	0 – 59 %	Less than 900

All students enrolled in the Culinary Arts Program or Hospitality Management Program and certificates must earn a “C” grade or better in each Food, Nutrition and Hospitality (FNH) course and maintain a 2.0 grade point average (GPA). Students that earn a grade of “D or F” must repeat the course and meet with their Academic Advisor for academic remediation. Students with a GPA below 2.0 will be placed on Academic Probation

(<https://www.owens.edu/trustees/wp-content/uploads/sites/45/2022/02/2-42-academic-recovery-procedures.pdf>).

Tentative Class Assignment Calendar:

Week	SLO	Assignments Quizzes	Production	Reading to be done before class
1	2	X	Meet & Greet Scale V. Measure	Chapters 1-5
1	3, 6	X	Syrups & Sauces Parchment Cones Plating Basics	Chapters 10, 12 & 18
2	1, 2, 3, 4, 5	Production Sheet 1 10 Point Quiz Vocabulary 1 due	Cookies	Chapter 14
2	1, 2, 3, 4, 5, 6	Production Sheet 2	Biscuits, Quick Breads	
3	1, 2, 3, 4, 6	10 Point Quiz Pate a Choux assignment Vocabulary 2 due NO Production Sheet this week	Pate a choux Pastry cream	Chapter 16 & 17
3	1, 2, 3, 4, 6		Italian Meringue Crème Anglaise Swans	
4	1, 2, 3, 4, 5, 6	10 Point Quiz Cake Trends Paper due Vocabulary 3 due	Cakes, Italian Buttercream	Chapter 7 & 9
4 TBD	X	X	X	X
5	1, 2, 3, 4, 5, 6	10 Point Quiz	Cakes continued	Chapters 11 & 21
5	1, 2, 3, 4, 5, 6	Single 3-day production sheet #3	Cakes continued	
6	1, 2, 3, 4, 5, 6	10 Point Quiz Pies v. Tarts, what's the Difference? Production Sheet 4	Lean bread, Pies, tarts	Chapters 13 & 15
6	1, 2, 3, 4, 5, 6		continued	
7	1, 2, 3, 4, 5, 6	10 Point Quiz Production Sheet 5	Enriched breads Fruit, breakfast	
7	1, 2, 3, 4, 5, 6		continued	
8	2, 4, 5, 6	Bread Self-Assessment	Final Cumulative Exam, due before class begins	Mise for practical
8	1, 2, 3, 4, 5, 6			Practical Exam

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any

changes via email and/or other communication methods.