



PSTR 1301.121C2
Fundamentals of Baking
Fall 2025 –8-weeks
10/13/2025-12/04/2025 Wednesday/Thursday 9:00am-1:50pm

Instructor Information: Chef Brittany Shelby phone: 409-933-8291 email: bshelby1@com.edu

Student hours and location: Mainland City Center Suite 4000-200C

Monday	2:00-5:00
Tuesday	2:00-5:00
Wednesday	1:50-2:30
Thursday	1:50-2:30
Friday	By Appointment Only

Required Textbook/Materials: Required Textbook: Professional Cooking 9th Edition by Wayne Gisslen ISBN: 978-1-119-39961-2

Study Guide to Accompany Professional Cooking 9th Edition ISBN 9781119505631

Materials: Black chef jacket, black or check chef pants, black chef hat, slip resistant shoes, 1 ½ inch Binder

Course Description: Fundamentals of baking including dough, quick breads, pies, cakes, cookies, and tarts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products. Prerequisites: CHEF 1205 and CHEF 1301 with a grade of "C" or better.

Course Requirements

This course is structured into the following five categories to support comprehensive culinary learning and skill development:

1. Culinary Arts Cooking Labs, Mise en Place Labs, and Class Binder

Labs offer hands-on experiences where students apply theoretical knowledge in practical settings. Students will also participate in Mise en Place Labs that emphasize preparation, station setup, and organization prior to cooking—critical foundations of professional kitchen performance.

In addition, students are required to complete related mise en place worksheets for each lab to demonstrate planning and readiness.

Students must maintain a professional, organized lab binder that includes lab worksheets, recipes, and reflections. The binder will be submitted at the end of the semester for evaluation.

2. Exams and Cooking Lab Exams

Students will complete three online exams, along with practical cooking lab exams announced in class. These assessments measure both theoretical understanding and practical application.

3. Study Guides and Discussion Assignments

These assignments, completed during lectures or as homework, are designed to reinforce comprehension of the course material.

4. Lab Journals

Following each lab session, students are required to complete a journal entry reflecting on their experiences and key learnings. A list of required journal topics will be provided, and all entries are to be submitted in the student's binder by the end of the semester.

5. Other Assignments

This includes evaluations such as uniform compliance, television critiques, grocery reports, and restaurant reviews. Specific instructions for these assignments will be outlined in the binder guidelines.

Determination of Course Grade / Grading Formula

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| • Culinary Cooking Labs, Mise en Place Lab/Worksheets and Culinary Binder – | 40% |
| • Exams and Cooking Lab Exams – | 35% |
| • Lab Journals, Study Guides, Discussion Assignments, Uniform – | 25% |

Late Work, Make-Up, and Extra Credit Policy

- Exams: No makeup unless approved; 15-point deduction/day up to 2 days.
- Projects & Presentations: No makeups; missing = zero without approval.
- Assignments: Late only with approval; 10-point deduction/day up to 3 days circumstance

See Culinary Arts Essentials and Expectations

- **Extra Credit: May be offered at the instructor's discretion.**

**In case of a personal emergency, please notify the instructor as soon as possible. Efforts will be made to accommodate the situation fairly, and supporting documentation may be required.

Attendance Policy

Attendance is based on physical presence in the classroom and will be taken during each class session. Students will earn attendance credit only when physically present. In an 8-week course, students are allowed to miss a maximum of two (2) class sessions. Exceeding this limit may result in withdrawal from the course at the instructor's discretion.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Identify and explain baking terms, ingredients, equipment, and tools	Critical Thinking Skills Communication Skills	Chapter 31 Exam
2. Scale and measure ingredients	Personal Responsibility	Chapter 32 Quick Breads Kitchen Lab
3. Convert and cost recipes	Critical Thinking Skills Personal Responsibility	Chapter 31 Assignment
4. Operate baking equipment and tools	Personal Responsibility	Chapters 32-36 Baking Labs
5. Prepare yeast products, quick breads, pies, tarts, cookies, various cakes, icings, and demonstrate fundamental decorating techniques	Teamwork	Chapters 32-36 Baking Labs

6. Produce commercially acceptable baked products	Personal Responsibility	Chapter 35-36 Baking Labs
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Academic Dishonesty: Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the online Student Handbook. <https://www.com.edu/student-services/student-handbook.html> Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material may receive a grade of zero and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Andrew Gregory Department Chair, Business and Accounting and Culinary Arts at 409-933-8339 or agregory2@com.edu.

Course outline: (include calendar with lecture topics, due dates)

Week #	Dates (MON-SUN)	Chapter	Wed	Thur	Due
Week 1	OCT 13 - OCT 19	CHAPTER 31 PRINCIPLES OF THE BAKESHOP	SYLLABUS AND COURSE OVERVIEW Lecture	Lecture	
Week 2	OCT 20 - OCT 26	CHAPTER 33 QUICK BREADS	Lecture QUICK BREADS Mise en Place	BAKING LAB: QUICK BREADS	THURSDAY OCTOBER 23 CHAPTER 31 STUDY GUIDE
Week 3	OCT 27 - NOV 2	CHAPTER 35 COOKIES	Lecture COOKIES Mise en Place	BAKING LAB: COOKIES	THURSDAY OCTOBER 30 CHAPTER 33 STUDY GUIDE
Week 4	NOV 3 - NOV 9	CHAPTER 32 YEAST BREADS	9:00-10:30 CHAPTERS 33 AND 35 EXAM Lecture and YEAST BREADS Mise en Place	BAKING LAB: YEAST BREADS	THURSDAY NOVEMBER 6 CHAPTER 35 STUDY GUIDE
Week 5	NOV 10 - NOV 16	CHAPTER 34 CAKES AND ICING	Lecture CAKES Mise en Place	BAKING LAB: CAKES SPECIALTY CAKES	THURSDAY NOVEMBER 13 CHAPTER 32 STUDY GUIDE
Week 6	NOV 17 - NOV 23	CHAPTER 34 CAKES AND ICING	BAKE CAKES TO DECORATE EXAM CHAPTERS 32 AND 34	DECORATE CAKES Mise en Place PIES AND PASTRIES	THURSDAY NOVEMBER 20 CHAPTER 34 STUDY GUIDE
Week 7	NOV 24 - NOV 30	CHAPTER 36 PIES AND PASTRIES	BAKING LAB PIES AND PASTRIES	THANKSGIVING	WEDNESDAY NOVEMBER 26 CHAPTER 35 STUDY GUIDE
Week 8	DEC 1 - DEC 5	FINAL WEEK	FINAL PART 1	FINAL PART 2	

Institutional Policies and Guidelines

Grade Appeal Process:

Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook <https://www.com.edu/student-services/student-handbook.html>. An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.

Academic Success & Support Services:

College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement:

Any student with a documented disability needing academic accommodation is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement:

A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy:

Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

FN Grading:

The FN grade is issued in cases of failure due to a lack of attendance, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program:

The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been

asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that

get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Course Structure and Overview:

- Please come to class with a positive attitude to ensure success in the classroom.
- Dress Code: 1. Students shall abide by the dress code established by the Culinary Department. Students should arrive on time and fully dressed for all classes.

- Chef Coat
- Chef Pant
- Chef Hat or Head Cover
- Kitchen Shoes
- Knife Set

PERSONAL APPEARANCE

As a professional program, students are expected to maintain high standards of personal hygiene and always adhere to health department regulations while in lab classes. Specific requirements include:

- Uniforms: A clean uniform must be worn daily. Students are responsible for the maintenance and upkeep of their uniform.
- Hair: Hair must be pulled back and secured as necessary to prevent loose strands from coming into contact with food or food surfaces. This applies to both male and female students.
- Hands: Hands must be washed before starting class, after using the restroom, after smoking, and as necessary to maintain sanitary conditions during food preparation. Fingernails must be neatly trimmed and clean.
- Jewelry: No visible jewelry is permitted except for a wedding band or medical ID bracelet.

CLASSROOM ETIQUETTE

To ensure a productive and respectful learning environment, students are expected to adhere to the following standards of classroom etiquette:

- Punctuality: **Arrive on time for all classes.** Tardiness can disrupt the learning environment and impact your ability to fully participate in class activities.

- **Electronic Devices:** Ensure cellphones are on vibrate mode and put away during class to minimize distractions. Laptops and tablets should only be used for notetaking and class-related activities.
- **Participation:** Contribute actively and thoughtfully to class discussions. Avoid side conversations and stay focused on the lesson at hand.
- **Respect:** Always address the Chef and your peers with respect. Use appropriate titles and language when communicating with the Chef and other instructors.
- **Attendance:** Stay for the entire class period. Leaving early can impact your understanding of the material and your performance in the class. If you miss a class, notify the Chef in advance and follow up with any assignments or notes you miss.
- **Preparedness:** Come to class prepared with all necessary materials, tools, and a positive attitude. This includes wearing appropriate attire, including uniforms and protective gear as required.

KITCHEN ETIQUETTE

While working in the kitchen lab, students are expected to adhere to the following standards of kitchen etiquette and safety:

- No gum chewing is allowed in the kitchen at any time.
- All drinks must be covered and placed below the work area to prevent spills and contamination.
- Use tasting spoons/forks during class time. Do not use your personal utensils or equipment for tasting.
- No personal electronic devices and/or headphones are allowed in the kitchen at any time. Cell phones must be on silent mode and put away from the work area. If you have an emergency and need to take a call, inform your Chef and step outside to take the call.
- Refrain from abusive and/or foul language always. Maintain a respectful and professional demeanor in the kitchen.
- Any injuries of any kind should be reported to your Chef immediately, no matter how small. Do not attempt to work through the pain or ignore injuries as this can lead to further harm.
- If you are unsure how to use a piece of equipment, ask the Chef or culinary assistant for instructions. Do not attempt to use equipment you are not trained on as this can lead to accidents and injuries.
- Always return equipment to the proper storage spot after cleaning and sanitizing. If you are unsure where something goes, ask the Chef or a culinary assistant.
- Cleaning is a critical part of cooking and will be considered part of your overall grade. Ensure all equipment, utensils, and work areas are cleaned and sanitized after each use.
- Never wash hands in dish sinks, only designated hand sinks. Ensure hand sinks are stocked with soap, warm water, and paper towels at all times.
- Use the dish machine for large items, Cambros, stainless bowls, sheet trays, etc. Do not put measuring spoons, utensils, or very small items in the dish machine area.
- Never put hands down garbage disposals, always use tongs to handle waste.
- Never scoop ice with anything other than plastic or metal ice scoops.
- All dishes must be cleaned and put away at the end of every class. Do not leave dirty dishes or utensils for others to clean.
- Do not throw food away unless you have checked with your Chef. Be mindful of food waste and only discard inedible or contaminated items.
- Clean as you go to prevent cross-contamination and maintain a sanitary work area. Wipe down work surfaces, sweep and mop floors, and clean equipment after each use.
- Earbuds are absolutely always forbidden in the kitchen. You must be able to always hear instructions and safety alerts.
- Use a dry potholder to remove pans from the range; never use a damp cloth or potholder to handle hot items. Keep pan handles turned inward on the range to prevent accidents.

- To avoid steam burns: when removing a pan lid, tilt the lid away from you; do not hold your face directly over the pan.
- To avoid element burns: when removing a pan from the oven, pull the rack out; don't reach into the hot oven. Use oven mitts and tongs to handle hot pans and dishes.
- Check to be sure all appliances are turned off when you are finished with them. Do not leave stove burners, ovens, or equipment unattended.
- Never use your fingers to remove food from hot liquid. Use tongs, slotted spoons, or other utensils to handle hot foods.
- Wipe up all spills at once to prevent slips and falls. Sweep up all dropped food as quickly as possible to prevent cross-contamination.
- Sprinkle salt on spilled grease; use salt on any part of the floor tiles that is very slippery. Alert the Chef and classmates of any spills or hazards in the kitchen.
- Ask for help reaching high items; never use tables or countertops as ladders. Use step stools or ask a taller peer for assistance.
- Close cabinet doors and drawers after use to prevent accidents and maintain a tidy kitchen.
- Be aware that the floor becomes slippery when wet. WALK WITH CARE and take small steps to prevent falls.