COURSE OUTLINE

Course Number  Course Title  Credits
HOS 246  Artisanal Breads  2 (1/3)

Hours:  Co- or Pre-requisite:  Revised
lecture/Lab/Other  HOS218  Fall 2017
15/45/0  HOS219

Catalog description (2009-2011 Catalog):

An in-depth study and practice of Artisan bread baking. Old World techniques are applied with an emphasis on levians, poolish, and sponge bread methods.

Required texts/other materials:


Revision date: Fall 2017  Course coordinator: Douglas Fee 570-3447 feed@mccc.edu

Course Competencies/Goals:

*The student will be able to:*

1. Use safe and sanitary methods for bake shop production.
2. Understanding the fundamentals for industry standard of bread products
3. Demonstrate a working knowledge of the selection of ingredients necessary to produce quality goods.
4. Demonstrate a working knowledge of utilizing formulas used in commercial bakeshops.
5. Demonstrate a working knowledge of proper mixing methods, baking techniques, assemble and presentation of breads.
6. Demonstrate the ability to evaluate and analyze products in terms of flavor aroma, appearance and texture.
7. Produce various types of bread and bread products meeting consistently high standards.

Evaluation of student learning:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation and class assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Practical Tests</td>
<td>20%</td>
</tr>
<tr>
<td>Homework and Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Kitchen and Service Performance</td>
<td>50%</td>
</tr>
<tr>
<td>Final exam</td>
<td>10%</td>
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</tbody>
</table>
Hands-on portion of the course will determine 50% of the students’ grade and will include the
criteria on the attached Lab/Kitchen Performance Rubric.

a) Professional Ethics & Conduct  
b) Professional Appearance  
c) Safety & Sanitation  
d) Tools & Equipment  
e) Recipe & Menu Understanding  
f) Mise en Place  
g) Knowledge & Skills

Attendance

All classes are mandatory. Ten points will be deducted for each class missed up
to thirty points or three classes. Any student who misses three classes will not
complete the class.
All classes will start on time. Three late arrivals will count for one missed class.

Proper Uniform

• All students must be in full uniform by the second class.
• If a student is not in complete uniform by the second class or at any time when
required, to be in uniform, the student would have five points deducted for each
occurrence.
• Students must be in uniform for both lecture and laboratory sessions.

Laboratory Notice

Personal hygiene is extremely important in the culinary environment; therefore, all
students:
• Will be required to wear a clean uniform  
• Will be personally odor-free  
• Will have clean fingernails –no nail polish or acrylics  
• Will have hair tied back and under a cap  
• Will not wear jewelry on the hands or wrists except for a wedding band.  
• Will not come to class ill.
Any student with open sores or wounds must wear bandages and plastic protective
gloves throughout the entire lab session.
Courtesy and respect will be required at all times.
Laboratory Supplies

- Each student is required to bring a plastic-coated binder or folder to hold recipes, handouts, notes and other information that is required to complete assignments.
- Required uniform for all lecture and lab sessions:
  - White chef jacket
  - White, black or checked pants
  - Bimetal pocket thermometer
  - White chef hat or bakers cap
  - White bib apron
  - Two side towels
  - Non-slip sole shoes (no sandals)

Please remember to be in uniform by the second scheduled class of the semester, that you must be in uniform for every class, and to bring required text to all classes.

Courtesy and Common Sense

Please make every attempt to come to all class sessions, to come on time and stay until the end of the class unless you have notified the instructor you are leaving early. There may be a time when you are unavoidably late for class or leave early. If that is the case, please choose a seat near the room entrance. Once the class session has begun, please do not leave the room and re-enter unless it is an emergency. If you must miss a class it is you are still responsible for all material covered, for announcements made in your absence and for acquiring any materials that may have been distributed in class. It is important to stay focused on the class discussion. For this reason, only one person at a time in the class should be speaking. Side conversations are distracting for surrounding students and the instructor. Please also remember to turn off any pager or cell phone, or set it to vibrate so you do not distract the class.

Grade Scale:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% - 93%</td>
<td>A</td>
</tr>
<tr>
<td>92% - 90%</td>
<td>A-</td>
</tr>
<tr>
<td>89% - 87%</td>
<td>B+</td>
</tr>
<tr>
<td>86% - 83%</td>
<td>B</td>
</tr>
<tr>
<td>82% - 80%</td>
<td>B-</td>
</tr>
<tr>
<td>79% - 77%</td>
<td>C+</td>
</tr>
<tr>
<td>76% - 70%</td>
<td>C</td>
</tr>
<tr>
<td>69% - 60%</td>
<td>D</td>
</tr>
<tr>
<td>59% - 0%</td>
<td>F</td>
</tr>
</tbody>
</table>

First Semester Students – A coach has been assigned to assist you with navigating your first semester in college. Coaches help with understanding how Mercer works, finding appropriate help with course work, and establishing academic goals. Visit www.mccc.edu/coaching to find your coach or Contact: Arlene Stinson, LB217, 570-3451, SOAR@mccc.edu.

Academic Advising after your first semester – Faculty advisors provide help with completing your major after your first semester. Meet your faculty advisors! Contact the division of your major to find out who is your faculty advisor.
Use your “MyMercer” Portal – Your “MyMercer” portal contains your MercerMail, financial information, class schedule, grades, and other information. Check your “MyMercer” portal every day! Visit www.mccc.edu/mymercer to access your portal.

Tutoring support – Academic support services are free and available for all students. Drop in or contact the following to make arrangements:

- Arlene Stinson (WWC) LB 217 570-3422 / stinsona@mccc.edu
- Joann Mia (TC) KC 311 570-3128 / miaj@mccc.edu

Reasonable Accommodations for Students with Documented Disabilities – The Office of Special Services (OSS) provides continued support to students with documented disabilities. Support staff is available to help students with differing abilities make a smooth transition to college as well as to succeed throughout their college experience. Contact:

- Arlene Stinson (WWC) LB 217 570-3422 / stinsona@mccc.edu

Career and Transfer Center – Planning to go to work or to transfer to a 4-year college after completing your Mercer degree? Contact the Career and Transfer Center for support and advice.

- Laurene Jones (WWC Transfer Services) SC 201 570-3307 / jonesl@mccc.edu
- Kimberley Bowser (TC Transfer & Career) KC 216 570-3110 / bowserk@mccc.edu

Counseling Services – Are you experiencing personal challenges, feeling overwhelmed? Are you having stress and anxiety? Counseling services are available free of charge. Contact:

- Dorothy Gasparro SC 239 570-3354 / gasparrd@mccc.edu

Veteran’s Services – If you are military, veteran, or family member, we offer free support for you. Contact:

- John Becker SC 220 570-3240 / vets@mccc.edu

Academic Integrity Statement – Mercer County Community College is committed to Academic Integrity – the honest, fair, and continuing pursuit of knowledge, free from fraud or deception. This implies that students are expected to be responsible for their own work, and that faculty members will take reasonable precautions to prevent the opportunity for academic dishonesty.

The college recognizes the following general categories of violations of Academic Integrity, with representative examples of each. Academic Integrity is violated whenever a student:

a) Uses or obtains unauthorized assistance in any academic work.
   - Copying from another student’s exam.
   - Using notes, books, or aids of any kind during an exam when prohibited.
   - Stealing an exam or possessing a stolen copy of an exam.

b) Gives fraudulent assistance to another student.
   - Completing an academic activity or taking an exam for someone else.
   - Giving answers to or sharing answers with another student during an exam.
   - Sharing answers during an exam by using a system of signals.

c) Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.
• Submitting a paper or other academic work for credit, which includes words, ideas, data, or creative work of others without acknowledging the source.
• Using another author’s words without enclosing them in quotation marks, without paraphrasing them, or without citing the source appropriately.
• Presenting another individual’s work as one’s own.
• Submitting the same paper or academic assignment to another class without the permission of the instructor.

d) **Fabricates data in support of an academic assignment.**
   • Falsifying bibliographic entries.
   • Submitting any academic assignment, which contains falsified or fabricated data or results.

e) **Inappropriately, or unethically, uses technological means to gain academic advantage.**
   • Inappropriate or unethical acquisition of material via the Internet.
   • Using hidden devices for communication during an exam.

Each instructor is authorized to establish specific guidelines consistent with this policy.

**Consequences for violations of Academic Integrity** – For a single violation, the faculty member will determine the course of action to be followed. This may include assigning a lower grade on the assignment, assigning a lower final course grade, failing the student in the course, or other penalty appropriate to the violation. In all cases, the instructor shall notify the Chairperson of the Academic Standards Committee of the violation, and the penalty, imposed.

When two (or more) violations of Academic Integrity are reported on a student, the Academic Standards Committee may impose disciplinary penalties beyond those imposed by the course instructors. The student shall have the right to a hearing before the Academic Standards Committee or a designated subcommittee thereof.

**Appeals** – The student has the right to appeal the decision of the instructor, or the Academic Standards Committee. Judicial procedures governing violations of Academic Integrity are contained in the Student Handbook.

Approved: Board of Trustees – May 18, 2000
**Class Topic:** Needs to be entered in the last box on bottom of form for each lab session.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points Awarded According to these Performance Parameters</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Ethics &amp; Conduct</td>
<td>Uncooperative; fails to successfully follow instructions</td>
<td>0-3</td>
</tr>
<tr>
<td></td>
<td>Works well with others during most opportunities; follows most instructions</td>
<td>4-6</td>
</tr>
<tr>
<td></td>
<td>Works well with others; assists or shares knowledge; follows lesson instructions</td>
<td>7-10</td>
</tr>
<tr>
<td>Professional Appearance</td>
<td>No uniform (or no designated clothing)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Two or more areas (hair, uniform, or shoes) below standards</td>
<td>2-3</td>
</tr>
<tr>
<td></td>
<td>One area (hair, uniform, or shoes) below standards</td>
<td>4-6</td>
</tr>
<tr>
<td></td>
<td>Uniform complete &amp; thoroughly clean; hair neat (restrained as necessary)</td>
<td>7-10</td>
</tr>
<tr>
<td>Safety &amp; Sanitation</td>
<td>Two or more significant safety and/or sanitation standards violated</td>
<td>1-3</td>
</tr>
<tr>
<td></td>
<td>One significant or two minor safety or sanitation standards violated</td>
<td>4-6</td>
</tr>
<tr>
<td></td>
<td>All safety &amp; sanitation standards maintained during class time</td>
<td>7-10</td>
</tr>
<tr>
<td>Tools &amp; Equipment</td>
<td>Needs assistance ≥70% of the time in operating equipment and/or tools</td>
<td>1-3</td>
</tr>
<tr>
<td></td>
<td>Operates all equipment or tools correctly, but requires assistance about 33% of the time</td>
<td>4-6</td>
</tr>
<tr>
<td></td>
<td>Operates all equipment or tools correctly after instruction</td>
<td>7-10</td>
</tr>
<tr>
<td>Recipe &amp; Menu Understanding</td>
<td>Minimal knowledge of relevant recipes, ingredients &amp; menus (if applicable)</td>
<td>1-3</td>
</tr>
<tr>
<td></td>
<td>Understands at least 60% of the information about relevant recipes, ingredients &amp; menus (if applicable)</td>
<td>4-6</td>
</tr>
<tr>
<td></td>
<td>Thorough understanding of all information about relevant recipes, ingredients &amp; menus (if applicable)</td>
<td>7-10</td>
</tr>
<tr>
<td>Mise en Place</td>
<td>Unprepared to work; maintenance of work area below standards</td>
<td>1-3</td>
</tr>
<tr>
<td></td>
<td>Preparation of work area or maintenance of area below standards</td>
<td>4-6</td>
</tr>
<tr>
<td></td>
<td>Work area prepared &amp; maintained throughout class time</td>
<td>7-10</td>
</tr>
<tr>
<td>Knowledge &amp; Skills</td>
<td>Minimal knowledge and skills</td>
<td>0-10</td>
</tr>
<tr>
<td></td>
<td>Knowledgeable of at least 50% of this topic's information and can demonstrate at least 50% of the relevant skills</td>
<td>11-20</td>
</tr>
<tr>
<td></td>
<td>Knowledgeable of at least 75% of this topic's information and can demonstrate at least 75% of the relevant skills</td>
<td>21-30</td>
</tr>
<tr>
<td></td>
<td>Well-versed in topic; performed all tasks as instructed or required</td>
<td>31-40</td>
</tr>
</tbody>
</table>

**Class Topic:** ______________   Total Points Possible: 100   Total Points Earned: ______________