



Syllabus

Food Service Sanitation and Safety

FSS1063C / 85132 / Fall 2026

Credit Hours: 3

Pre-requisites/Co-requisites: Successful completion of MAT0024 or placement into MAT1033

Contact Information

Instructor

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Office Hours: TBD
All messages will be answered
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hours for a response.

Division Chair

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Course Information

Catalog Description:

Fundamentals of baking which involve preparation of yeast rolls, quick bread, hard breads, pies, cakes, creams and filling, cookies and tarts. The proper use and care of equipment, sanitation and hygienic work habits and conformity with health laws will be covered.

Student Learning Outcomes:

Upon completion of this course, the student will be able to:

1. Define baking terms.
2. Weigh and measure ingredients used in baking.
3. Apply basic mathematical skills to conversion of recipes.
4. Describe the properties and list the functions of various ingredients in baked products.
5. Explain the basic principles of baking.

6. Demonstrate proper use and care of baking tools and equipment.
7. Prepare yeast dough and observe their various reactions.
8. Prepare quick bread.
9. Produce a variety of pies, puddings, and fillings.
10. Produce various types of cookies.
11. Prepare cakes and describe the techniques used in mixing, baking, and basic cake decorating.

Course Materials & Resources:

Textbook: On Baking, 3rd edition, Labensky, 2011, ISBN-13: 978-0-13-237456-9

Supplemental Text: none

Other Supplies: Students will be required to furnish chef's uniform and knife kit

Delivery Method:

In Person. See campus schedule for dates and times. Lectures and interactive participation by the student in the resolution of problems and exercises.

Student Expectations

In this course, communication and feedback will occur through various channels, including GCSC email, Canvas Inbox, Canvas Announcements, Canvas Discussions, Microsoft Teams or Zoom, assignment feedback, and instructor office hours. Review the statements below so that you understand the expectations for communication.

As a student at Gulf Coast State College, you are expected to:

- **Adhere to Course Guidelines:** Follow the guidelines detailed in the course syllabus, along with any additional instructions provided by the instructor. This includes understanding and complying with the course objectives, grading criteria, and academic policies.
- **Maintain Regular Contact:** Keep in touch with your instructor and classmates via your GCSC email or other designated communication channels. Regular contact helps clarify doubts, share ideas, and foster a collaborative learning environment.
- **Active Participation:** Engage actively in class discussions and submit assignments on time. Your active participation is crucial for your academic success and contributes to a vibrant learning community.

As your instructor, my commitment to you is to:

- **Provide Timely Feedback:** I will review and provide feedback on your assignments and submissions promptly. My goal is to help you understand your strengths and areas for improvement, which is crucial for your academic growth.

- **Respond Via Canvas Inbox:** I will respond to your emails or messages within 24-48 hours (excluding weekends), unless otherwise noted. I understand the importance of clear and timely communication in addressing your questions and concerns.
- **Post Regular Announcements:** To keep you updated and help you manage your time effectively, I will send out weekly reminders via announcements. These reminders will include important dates, upcoming assignments, and any changes to the course schedule.
- **Maintain Weekly Office Hours:** I will maintain regular weekly office hours, but I can also be available by appointment. This is to ensure I'm available for any questions or concerns that may come up during the week.

Five percent (5%) will be deducted from the final course grade for each lab that is missed whether excused or not. The instructor may allow additional lab time as a substitution for an excused missed lab class if (s) he feels it would constitute appropriate "make-up" work. "Make-up" work will only be considered in the case of emergency absences and will not be considered for discretionary absences. Proper written documentation must be presented to excuse an absence.

TARDINESS

Classes begin promptly at the designated hour. Students are to be in full uniform and ready for the class to begin when the instructor arrives for roll call. Students are permitted to arrive early to mise en place their work station. If changing clothes after arriving to class makes a student late for roll call, the student is considered late for class and will be deducted points from the daily grade as stated.

Tardiness will constitute one letter grade deduction for every ten (10) minutes the student is late. Three (3) times tardy constitutes one (1) absence from class; absence due to tardiness cannot be made up.

A student reporting to class in excess of thirty (30) minutes late may not be allowed to attend that class and will be marked absent.

My goal is to see each student succeed. It is very important that you not only attend class, but also are both on time and in proper uniform. I am here to help. I realize that each student has issues or emergencies that present themselves at inopportune times. PLEASE CONTACT ME! Let me know what is going on so that you can have every chance to be a success!

Cell Phones: The use of cell phones is strictly prohibited. Cell phones must be turned off upon entering the classroom. In case of emergency, family members may contact the college switchboard at 769-1551 to leave an emergency message for you. If the college switchboard is closed, contact the FSU police at 872-4750, extension 311. If there are extenuating circumstances, you must speak with the instructor prior to the beginning of class regarding the circumstance.

Notes: Your instructor is here to help you. If you are having difficulty with the class assignments, please contact your instructor during office hours.

Considerable time outside of class will be required to complete course assignments. You should allow an average of two hours outside of class for every one hour in class to complete assignments. If you do not have access to a computer off campus, computers are available for student use in rooms BS 103, BS 105, BS 106, BS 204, TC 202, and TC 205. There is no charge for the use of these rooms. Open lab schedules will be posted on each room door. The Library also has computers available for student use.

No food or drink allowed in the computer labs.

PIN: Each student must have a PIN (personal identification number) to receive their grades at the end of the

semester. These may be obtained by filling out a request for a PIN and submitting it to Admissions and Records. Only one PIN is necessary for accessing grades or registering for courses.

CLASSROOM ETIQUETTE

- Student(s) who disrupt the class by talking or creating other disturbances will be asked to leave and will be counted absent for the day.
- Sun glasses, headphones and caps or hats other than the toque are not permitted in the classroom.
- All instructors are to be addressed as Chef. Response to questions from a chef should be concluded with "Chef" (as example, "Yes, Chef")
- Food and/or drinks are not allowed in any academic classrooms on campus. Culinary classes are much longer than most and some consideration is given. No food is allowed in any classroom, including ours, unless the food is part of the class presentation. Bottled water and re-sealable or covered drinks of other kinds are accepted. Open liquid containers like coffee or sodas in cups without a lid are not allowed in any classroom.
- Sleeping in class is not permitted. Any student that cannot participate due to sleeping will be asked to leave and counted absent

UNIFORMS

Students must be in complete uniform at any time they are working in the kitchen. Uniforms are to be clean and professional at all times. The toque is to be replaced when it is soiled and typically is only good for a week or two, depending on circumstance. If an undershirt is worn, it must be a solid white or solid black. Nothing should be able to be read through the chef coat.

The uniform requirement is:

100% white cotton, long sleeved chef's coat.

Black and white small checked or hounds tooth long pants.

Black, oil & water resistant, non-slip kitchen shoes. Tennis shoes are not acceptable.

Probe thermometer and fine-line black ink marking pen.

GROOMING

- Mustaches may be worn if neatly trimmed. Long sideburns below the middle of the ear or any other facial hair are not permitted. If hair is too long to be covered by the toque, a hairnet will be worn in addition to the toque.
- Wedding bands and work watches are permitted. All other jewelry, earrings and any other visible body piercing are not allowed. All earrings, nose rings, tongue rings or studs, facial studs or other visible piercing will be removed before class. Band-Aid or other cover-up is not accepted.
- Health Department requirements are that fingernails should be $\frac{1}{4}$ " in length, clean and neatly trimmed. Fingernail polish and imitation fingernails are not allowed.
- Perfume should be used sparingly. Too much perfume will not allow the student to taste foods or smell the aromas of the foods being prepared.
- Bad breath and body odor is not allowed. Cigarette smoking is not permitted during lab hours. Breath mints are acceptable. Gum chewing is not allowed.
- Hair must be completely covered at all times in the kitchens. In the case of very long hair that cannot be completely covered by the toque, a hairnet is also required

Course Schedule: TBA

Dates	Module	Description
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FSS1063C Basic Baking Fall 2026 (Schedule may change as necessary)

MON	WEDS	Theory Topic	Lab
8/18		Course Overview, Review Syllabus, Semester Schedule, and Grading Criteria.	Bakery Tour Scales and Measuring
	8/20	Lecture, Chapters 1-5	Lecture Only
8/25		Lecture, Chapter 6	Biscuits
	8/27	Lab Only	Scones
9/1		Test 1 Opens Online	Open Lab (Optional)
	9/3	Lab Only	Blueberry Muffins
9/8		Yeast Bread Lecture	No Lab Lecture Only
	9/10	Lab Only	French Bread
9/15		Lab Only	Bagels
	9/17	Lab only	Focaccia, Pizza Dough
9/22		Lecture: Enriched Dough	Brioche
	9/24	TBD	TBD
9/29		Lab Only	Cinnamon Rolls

	10/1	Lecture: Laminated Dough	Frozen Puff Pastry
10/6		Midterm Opens Online	Danishes
	10/8	NO CLASS: FALL BREAK	
10/13		Lecture: Ch. 10 Cookies and Brownies	Fat Experiment (Cookies)
	10/15	Lab Only	Butter Cookies
10/20		Lab Only	Brownies/ Ganache
	10/22	Lecture: Ch.13 Cake	Cake
10/27		Lab Only	Cakes
	10/29	Lab Only	Open Lab
11/3		Chapter 17: Tortes and Specialty Cakes	Gluten Free Baking GF Chocolate Torte
	11/5	Chapter 11: Pies and Tarts	Pies
11/10		TBD	TBD
	11/12	TBD	TBD
11/17		Practical Exam Practice (Group A)	
	11/19	Practical Exam Practice (Group B)	
11/24		Online Assignment Only	
	11/26	NO CLASS: Thanksgiving	
12/1		Practical Final Exam (Group A)	
	12/3	Practical Final Exam (Group B)	
12/9		Bakery Clean-Out	Bakery Clean-out
12/11		Written Final Exam Due	

Grading

GCSC Grading Scale

All grades will be posted in the student grade book in Canvas and will be assigned according to the following scale:

A 90%-100%

B	80%-89%
C	70%-79%
D	60%-69%
F	59% and below

Calculation of Grades

Test 1	10%
Mid Term Exam	10%
Written Final Exam	20%
Production Labs	40%
Practical Final Exam	20%

Policy on Make-up Exams: Exams may be made up if done so before the next class meeting. Notify your instructor immediately if you miss an exam so a make-up appointment may be scheduled. If you fail to make up one exam, the final exam will be substituted. If subsequent exams are missed, a grade of "0" will be assigned.

Course Requirements: Class assignments are due at the beginning of class of the assigned date. Late projects will **NOT** be accepted. Each student is expected to do his/her own work. Helping one another is allowed, in fact, helping one another is encouraged. However, direct copying of assignments is cheating. Every student is expected to enter his or her own individual keystrokes.

It is the student's responsibility to get class assignments from a fellow student or the instructor for unattended classes.

Daily Grading Rubric – Explanation: A student can earn from 0-100 points per class, based on his/her preparation, performance and professionalism during class. A student's Daily Evaluation encourages the student to be professional, productive, care about the quality of their product and be responsible with equipment and supplies. The Daily Grading Rubric is based on:

<u>CATEGORY</u>	<u>VALUE</u>	<u>EXPLANATION/DEDUCTION</u>
Uniform	5	Complete Uniform: chef coat, checked pants, non-slip black kitchen shoes, apron, side-towels. No exceptions or substitution. Deductions for each missing article.
Grooming	5	Clean uniform, clean shave, proper hygiene. No excessive make up or jewelry, hair net for any hair that cannot be under the toque, no fingernail polish
Prepared for Class	10	Knowledge of all recipes and mise en place pertaining to menu of the day. On time for class, equipped for class including writing utensil, sharpie and thermometer.

Follow recipe/ instructions	10	Properly follows recipes, methods and verbal instruction. Properly executes recipes and yields.
Mise en Place	15	Set up and maintain proper <i>mise en place</i> throughout the lab; clean, organized work area; proper use of knives/cutting techniques; kitchen sanitation and safety.
Food Quality	25	Quality graded for flavor, appearance, technique, creativity and safe handling of raw and prepared foods.
Food Service/ Presentation	10	Ability to work production during service; proper plate presentation and garnishing.
Professionalism	10	Ability to accept responsibility, take initiative and manage brigade; accept assignments from Chef maintain professional relationship with kitchen brigade, dining room staff and instructors. Maintain a positive attitude.
Sanitation	10	Maintain safe food handling practices and clear work area in accordance with health regulations and codes before, during and after lab. Wash hands before working and after breaks.
Total:	100	

Grading Rubric

Date: _____

***This is an example of the grading sheet, it will be viewable in Canvas.**

<i>Name</i>	<i>Uniform</i>	<i>Grooming</i>	<i>Prepared for Class</i>	<i>Follow Recipe</i>	<i>Mise en Place</i>	<i>Food Quality</i>	<i>Service & Presentation</i>	<i>Professionalism</i>	<i>Sanitation</i>
Possible Points	5	5	10	10	15	25	10	10	10

CULINARIAN'S CODE

I pledge my professional knowledge and skill to the advancement of our profession and to pass it on to those that are to follow.

I shall foster a spirit of courteous consideration and fraternal cooperation within our profession.

I shall place honor and the standing of our profession before personal advantage.

I shall not use unfair means to affect my professional advancement or to injure the chances of another colleague to secure and hold employment.
I shall be fair, courteous and considerate in my dealings with fellow colleagues.
I shall conduct any necessary comment on, or criticism of, the work of fellow colleagues with careful regard for the good name and dignity of the culinary profession, and will scrupulously refrain from criticism to gain personal advantage.
I shall never expect anyone to subject himself to risks which I would not be willing to assume myself.
I shall help to protect all members against one another from within our profession.
I shall be just as enthusiastic about the success of others as I am about my own.
I shall be too big for worry, too noble for anger, too strong for fear and too happy to permit the pressure of business to hurt anyone, within or without the profession.

I have read and agree to uphold the Culinarian's Code

Student: _____ Date: _____

(Adopted by American Culinary Federation at its convention in Chicago, 1957)

Incomplete Grades

Grades of Incomplete in any course can only be assigned to students who have an emergency arise during the last two weeks of the course. To receive an Incomplete, students must:

- Submit a written request to the instructor prior to the last face-to-face class meeting. For online courses, a written Incomplete request must be received no later than the week before the Final Exam period begins.
- Have completed no less than 60 percent of the course requirements and be passing the course at the time the request for an Incomplete is submitted.

Important Note: The Incomplete option provides 30 days from the date grades are due to make up any missing work; if work is not submitted during this period, the grade will automatically change to an "F" in Lighthouse.

Course Policies

Accessibility Statement

Gulf Coast State College supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with

Student Accessibility Resources. Appropriate academic accommodations will be determined based on the documented needs of the student. Please visit [GCSC's Student Accessibility Resource \(SAR\) webpage](#) to learn more. For information regarding the registration process, email sar@gulfcoast.edu or call 850-747-3243.

Attendance Policy

See course expectations above.

Regular class attendance and participation are significant factors that help to promote success in college. Students are expected to attend all class meetings of all courses for which they are registered.

You are expected to know the instructor's specific attendance policy, as stated in the syllabus for each course. In the event of absence, you should contact your instructor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)

If your absences in a class become excessive, as stated in the course syllabus, your professor may contact you, indicating that further absence may result in your withdrawal from the course. Your professor can withdraw you from a course for excessive absences without your permission.

Instructors will monitor attendance at the beginning of each semester. If you are not in attendance during this period, you may be withdrawn from the course. You will be financially responsible for the course and a "W or NS" will appear on your transcript. Withdrawal from a course may also have implications for financial aid.

Make-Up Work Policy:

There will be four quizzes in this course which will cover all 15 chapters and each quiz will be worth 15% of your overall grade. The quizzes will be open online for three (3) days, opening Monday at 12am and closing on Wednesday at 11:59pm. You will have two (2) attempts to take each quiz and I will accept the higher score. **Once a quiz is closed I will not re-open it. If you miss a quiz and it closes, your test score will be 0%**

Withdrawal Policy

Two withdrawals are permitted per credit course. After that, a grade will be assigned. Please be concerned about withdrawals. When admitting students into certain programs, universities may calculate withdrawals as grades. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance (financial aid, scholarships, grants, etc.). There are two kinds of withdrawals---student and administrative.

- *Student Withdrawal (W1)* - Students wishing to withdraw must complete the online Student Withdrawal Form before the scheduled withdrawal deadline as published in the College catalog. Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as a grade of "W." The withdrawal deadline for an off-term or condensed term is one week after midterm.
- *Administrative Withdrawal (W2)* – A faculty member may withdraw a student up to the published withdrawal deadline for violation of the class attendance policy in which case the student will receive a grade of "W." The withdrawal deadline for an off-term or condensed term is one week after midterm.

Students cannot withdraw from developmental studies courses (college-preparatory classes) after the drop/add period without written permission from their instructor and/or their academic advisor.

Academic Integrity

Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the college's mission. Academic misconduct, including cheating or plagiarism, is destructive to the spirit of an educational environment. GCSC professors report every instance of student academic misconduct to the college for inclusion on the student's records.

Most course syllabi include an academic honesty policy and the consequences for violating this policy. Familiarize yourself with course policies regarding authorized or unauthorized use of AI to avoid the pitfalls of academic dishonesty.

The following definitions will apply:

"Cheating"

includes but is not limited to use of any unauthorized assistance in taking quizzes, tests, or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; the acquisition without permission of tests or other academic materials belonging to a member of the College's faculty.

"Plagiarism"

includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment as well as the purchase of papers or projects. It can also include overuse of an editing program like Grammarly or submitting work written by an Artificial Intelligence (AI) generator like ChatGPT. Make certain to consult your course syllabi for your instructor's guidelines of AI material.

"Self-plagiarism"

occurs when a student submits the same or considerably similar document to fulfill requirements in different classes. For example, if a student submits a term paper in Religion they originally wrote for an English class, this is self-plagiarism. Once a paper receives a grade in one class, it cannot be submitted again for another class.

"Generative Artificial Intelligence (AI)"

is technology that uses machine learning to create new content, such as text, images or code, based on user input. These systems are trained on vast amounts of data, including large language models and image or code generators. Common examples include ChatGPT, GitHub, Copilot, Google Gemini, Perplexity, and the Grammarly AI function.

Sanctions for incidences of academic misconduct, depending on the severity of the incidence and/or its repetition, may range from receiving an F grade (or 0) for the test, assignment, or activity, to failure of the course, to suspension or dismissal from the college.

Classroom Recording

In accordance with federal and state privacy laws, students may record class lectures for their own personal educational use, in connection with a complaint to the college, or as evidence in internal or external legal proceedings. Students may not publish or upload the recordings or any components thereof without the knowledge and written permission of the faculty member. Failure to obtain permission to publish could lead to the students' having to pay damages, attorney fees, and court costs. For more information about what can be recorded, please see the guidelines in the GCSC Student Handbook.

Generative Artificial Intelligence (AI) Policy

The use of generative AI tools in academic work requires clear guidelines to maintain academic integrity. Please review the policy selected for this course regarding the use of AI tools such as ChatGPT, Copilot, Grammarly's AI features, and similar platforms for assignments, research, and other coursework.

See the student handbook for further information. Students with questions about acceptable use should consult their instructor.

Generative AI Use with Permission and Disclosure

Students may use basic assistive technologies for spelling, grammar, and formatting (e.g., PaperRater or SpellCheckPlus). Generative AI tools (e.g., ChatGPT, Copilot, Grammarly's AI function, etc.) may also be used for classes and/or assignments where instructors have given explicit permission. Students must clearly disclose and properly cite any AI-generated content used in their work, following course guidelines. Students are permitted to use AI only in the

manner and means described by the instructor. Unacknowledged or unauthorized AI use will be treated as a violation of academic integrity and may result in penalties, including a zero on the assignment and additional disciplinary actions as outlined in the college's academic integrity policy.

Anti-Discrimination Policy

Gulf Coast State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination may be directed to Amanda Reed, Executive Director of Human Resources/Title II/504/Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 W. US Highway 98, Panama City, FL 32401; 850-769-1551, ext. 3516. Rules, policies, fees, and courses described in this catalog are subject to change without notice.

Syllabus Policy

For any syllabus posted prior to the beginning of the term, the instructor reserves the right to make minor changes prior to or during the term. The instructor will notify students via e-mail or Canvas announcement when changes are made in the requirements and/or grading of the course.

Student Support Resources

Gulf Coast State College is committed to providing you with the resources you need for success as a student and beyond. View all the academic and student support resources provided at GCSC on the [Student Services web page](#).

Course Technology & Support

To successfully participate in this online course, students must have basic computer and digital information literacy skills and meet the following technology requirements:

- **Computer:** Up-to-date web browser that supports the Canvas learning management system; please refer to the system requirements for compatibility and information on using the Canvas app on mobile devices.
- **Internet Speed:** Minimum bandwidth of 8 Mbps upload/download speed to effectively engage in online activities and access multimedia.
- **Office 365 software:** Available for free download through GCSC Information Technology Services (ITS).

If you need technical support, contact the ITS Help Desk, available 24/7 at (850) 913-3303.

As a student, I understand that I am responsible for my own success. I have read and understand the syllabus provided and agree to the class requirements.

By signing this contract, I agree to:

- Follow the Uniform Policy and Grooming Requirements for all Lab Classes
- Show up for class every time, on time, and be prepared
- Get the Syllabus, refer to it often, and know its requirements
- Be respectful of the instructor and my classmates
- Participate in class, be an attentive listener, and connect with other students to enhance my learning
- Remember to keep all of my electronic devices *off* during class periods
- Avoid plagiarism by acknowledging the source of *any* borrowed material that I use in my speaking and writing
- Ask the instructor if I have any questions regarding plagiarism
- Take exams at designated times
- Ask questions regarding class expectation and take advantage of office hours
- Realize that there are many resources available to me: (Library, Counseling, Financial Aid, etc)

Student Name: _____

Date:

PLEASE PRINT

Student Signature: _____