



EMILY GRIFFITH

TECHNICAL COLLEGE

2021-2022 Professional Baker Checklist

Be ready for the first day of class:

- **Payment and Student ID**

- You must confirm payment arrangements with the Treasurer's Office (Lincoln Campus, 6th floor) within 10 business days of registering for classes OR by the first day of class (whichever comes first). A monthly payment plan is available for this program.
- Pay in-person at the Treasurer's Office, online at www.emilygriffith.edu/student-portal-instructions, or by phone at 720-423-4786. Cash, check, VISA, and MasterCard accepted.
- You may get your student ID at the Lincoln Campus after payment arrangements are confirmed. Your student ID must be with you and displayed at all times.

- **Program Structure & Delivery**

- The Professional Baker program is offered at our main campus, which is at 1860 Lincoln St. in downtown Denver.
- The Professional Baking program is delivered in a hybrid format. This means that part of your instruction, class time, and coursework will be completed at home and some will be done in the classroom/kitchen.
 - Even though the program is offered in a hybrid format, students will be expected to be in a learning environment and doing coursework for the duration of their daily class time. Students are not allowed to work during scheduled class hours.
 - Your instructor will inform you of your on-site class hours and your link to your virtual classes (Google Meet) a week before class starts.
- Due to the delivery, this program will require computer use and internet access. If you need assistance obtaining technology, please email student.help@emilygriffith.edu
- Assignments completed virtually will be done using our learning system, Moodle. You will not be able to access Moodle until you have paid for your classes.
 - Your login for Moodle and the Student Hub is the same
 - Student Hub: <https://my.emilygriffith.edu/ics>
 - Moodle: moodle.emilygriffith.edu
 - If you need technical assistance during your program, please email help@emilygriffith.edu



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- **Program Policies**

- You must follow all school policies for in-person and virtual learning at all times.
 - Students must sign the Student Attestation before coming to class.
 - The Code of Conduct and Virtual Learning Policies will be reviewed in class.
- Come to class promptly, fully dressed in uniform and ready to learn. DO NOT be late!
- Observe attendance policy. 80% of your attendance is required per course. (e.g., if CUA 121 is 5 days, you will only be allowed to be absent for 1 day). The start of a new course will reset your absences, and it will be your responsibility to keep track of the amount of days missed.
- There will be NO opportunities for make-up or extra-credit work.

In addition:

- DO NOT remove any school property, including taking home any baked goods without your instructor's permission.
- You may NOT sell items (that you are allowed to take home) for profit.
- You are allowed to carry your cell phone on you; however, you are not allowed to be on them during lectures and projects (this includes social media and texting). You are encouraged to take pictures of your work, but please do not abuse this privilege. If for some reason you need to answer a call (must be of high importance), you must notify your instructor immediately.
- Excursions are MANDATORY! If there's a scheduled excursion during your course, you MUST attend and you must be ON TIME! If you are even a minute late, you may not join the class and you will be marked off for participation for that day/event.

- **Textbook and Supplies**

- The cost of your book and uniforms are included in your tuition and fees. You will receive these following items in class:
 - Textbook - On Baking, Sarah Labensky, 3rd edition, 2013, Pearson Publishing
 - Uniforms - 2 black pants, 2 white coats, 1 black hat, and 1 thermometer
- Bring a notebook and pen/pencil everyday to take notes.
- A folder or binder is also recommended to keep handouts organized.
- You are required to bring your own permanent marker DAILY. It's extremely important that you are able to label your projects.



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- **Dress Code**

- Student IDs must be carried or worn in class and on school property during all school activities.
- Students must wear a mask that covers their mouth and nose at all times while on campus.
- Professional and comfortable shoes must be worn at all times. In the kitchen, you must wear non-slip shoes to prevent slipping.
- You must wear your uniform at all times (black pants, white coat, black hat, and termometer).
- The issued uniforms are the ONLY approved attire in class. (e.g., if you forgot to bring your kitchen hat to school, you may not wear your personal baseball cap) If for some reason you are unable to wear the issued uniforms, please meet with your instructor immediately.
- If you decide that you want to purchase more uniforms on your own, please meet with your instructor first before making any purchases. You may not wear colored coats, or different color pants.
- Students not following the dress code will get points deducted, and will be asked to change or leave. Being asked to leave will count as missed time.

- **Childcare, Parking, and Transportation**

- For help connecting with community child care assistance, contact the Student Success Center at student.help@emilygriffith.edu.
- For public transit info, visit www.rtd-denver.com. Information on nearby parking and public transit is available at www.emilygriffith.edu/locations-address-and-parking.