



CSME 1453.502CL
Chemical Reformation
Semester: Spring 2022

Class Times:
Wednesday 9am – 12pm, 1pm – 4pm
Friday 8am -12pm, 1pm - 3pm

Instructor Information: Andera Cruz, acruz12@com.edu, 409-933-8989

Student Hours and Location: 10000 Emmett F. Lowry Expressway Suite 4000 Texas City, TX 77591

Class: Wednesday 9am-12, 1pm-4pm

Lab: Friday 8am-12pm, 1pm-3pm

Required Textbook: Milady's Standard Fundamentals for Cosmetology; 2016, Cengage MindTap Milady Publishing Corp., Bronx, NY 10467

Texas Cosmetology Laws and Rules, Texas Department of Licensing and Regulation

Course Description: Theory and practical skills for chemical reformation including terminology, application, and workplace competencies.

Course Requirements: Blackboard and MindTap, one medium length straight hair mannequin, ethnic mannequin, permanent wave implements, chemical relaxer implements, station set up, gel, cholesterol, scantrons, shampoo supplies, pencils, pen, and paper.

Determination of Course Grade/Detailed Grading Formula:

| | |
|--|-----|
| Professionalism | 20% |
| Attendance | 20% |
| Daily Grades (MindTap, Syllabus, BlackBoard Written Assignments) | 20% |
| Chapter Exams & Portfolio | 20% |
| Finals (Written & Practical) | 20% |

Late Work, Make-Up, and Extra-Credit Policy: Written assignments and written test are due the first day after the missed class. There is no make up for practical assignments, oral exams or test missed due to an absence.

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.

| Student Learner Outcome | Maps to Core Objective | Assessed via this Assignment |
|---|-------------------------|------------------------------|
| Identify terminology related to chemical Reformation | Critical Thinking | Test |
| Follow safety and sanitation laws and rules according to the state licensing agency | Social Responsibility | Safety and Sanitation Test |
| Exhibit workplace competencies related to chemical reformation | Personal Responsibility | Skills Assessment |

Academic Dishonesty: Any incident of academic policy 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 discipline action.

Plagiarism: 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 will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate discipline action. Google search, copy and paste are considered plagiarism.

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 Department Chair Jamie Hunsucker jhunsucker1@com.edu 409-933 8608.

Course Outline: Detailed schedule starts on page 6.

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.

See weekly assignments for all supplies needed each week. Grading

Scale:

- A- 90 to 100
- B- 80 to 89
- C- 70 to 79
- D- 60 to 69
- F- 59 & below

Course outline:

Attendance Policy: Every class is important to your success in school. Make every effort to attend all classes. A sign in sheet will be provided in each class. Each student must sign themselves in and out daily. If a student misses more than 1 hour of class, the grade will reflect an absence. Any time missed will affect the total

number days required for completion. Attendance grades are calculated as follows: Each tardy is 10 points off the attendance grade. Each absence is 15 points off the attendance grade.

If a student misses more than 4 absences, they will be dismissed from the course, according to College of the Mainland policies. All courses must be completed and passed with a C or better to be able to advance to the next courses and to be able sit for the licensor exam. It is the student's responsibility to understand the course requirements and maintain sufficient attendance and work completion.

Tardiness Policy: Entering the class after the time class begins is counted as a tardy. Entering the class after the halfway mark of the class is counted as an absence. Every four tardies equals one absence.

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf. *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.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

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 accommodations is requested to contact Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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 March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2nd 8-week session is May 4.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.

Contagious Illnesses: In the event a student contracts a contagious illness, such as COVID 19 or strep, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. For COVID 19, self-report on the COM website. Follow the instructions given.
2. Email the instructor with a copy of a doctor's note stating that you may not attend school, with dates and your name. (Any days missed prior to this will count toward total absences)
3. Once the instructor receives the doctor's note, they will email the student (to COM email) instructions on assignments that can be completed from home. These will be assigned on a case-by-case basis. Communicate with your instructor about this. If these assignments are completed by the due date, the days missed will not count toward your absences.

Exposure / Quarantine: In the event a student has been exposed to COVID 19 and must quarantine, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. Self-report on the Com website. Follow instructions given.
2. Email your instructor and inform them how many days you must quarantine.
3. The instructor will email the student (to COM email) instructions for attending class virtually via Teams or Zoom, and on assignments that can be completed from home. These will be on a case-by-case basis. If the student attends class virtually and assignments are completed by the due date, the days missed will not count toward your absences.
4. Should the student become ill while quarantined, communicate that to the instructor. Adjustments may be made to the assignments.

IMPORTANT: Eligibility for an occupational license may be impacted by one's criminal history. Students with a criminal history should confer with faculty or the department chairperson. Students have a right to request a criminal history evaluation letter from the applicable licensing agency.

Notice to Students Regarding Licensing: Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following

website provides links to information about the licensing process and requirements: www.tdlr.texas.gov Should you wish to request a review of the impact of criminal history on your potential TDLR Cosmetology Operator Certificate which leads to testing for licensure, prior to or during your quest for a certificate, you can visit www.tdlr.texas.gov and request a “Criminal History Evaluation”: This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

Disclaimers/Additional Policies: Instructors may, at their discretion, withdraw a student due to lack of attendance, or the inability to maintain the prescribed minimum rate of progress (70% test average) stated in the course syllabus. Also, any behavior detrimental to the learning process of the student or class. Students should be familiar with the Cosmetology Welcome Packet & Student Expectations.

Professionalism Grading Rubric: Prompt, Prepared, Uniform & Compliance & Hair/Make- up. All five areas must be met to receive a grade of 100%. If not met the daily professional grade will be 0.

Zero Tolerance Policies:

1. Bullying. Physical or Mental. We will strive to maintain a positive atmosphere at all times.
2. Uniform. Must be worn to attend school.

Chemical Reformation Weekly Schedule

Week 1 and Week 2

*Syllabus review

*MindTap Code

*Practical assignments- Take 3 pictures before and 3 pictures after of each practical for your portfolio.

Portfolio is an accumulation of your course work. Each practical you will put into a Power Point. Each practical should be labeled name and before and after. Portfolio is due week 16.

Begin reading & MindTap Assignments Chapter 11

(DEMO) Sectioning

(DEMO) Basic Permanent wave wrap

(DEMO) Different end wraps

Skills: Sectioning for 9 section perm wrap and 9 section perm wraps

Online Assignments:

MindTap: Begin Chapter 11

***Bring book, paper and pen each week to class along with Chemical Service supplies, station set up and shampoo supplies, etc.**

Week 3

PERMS FOR MEN AND PARTIAL PERMS AND SAFETY

(PAGE 615-616)

Skills:

Demo Piggyback wrap

Project: Be inventive- create a permanent wave wrap – worth up to 200 points in test grades. Due week 7

Online Assignments:

MindTap: Chapter 11 cont.

Practical Skills Assignment: 2 Piggyback perm

Assign Permanent Wave Product Report Due Week 5

Week 4

Written Test pages 597-617 (Scantron needed)

Skills: Ponytail Permanent Wrap (DEMO)

9 section perm wrap test

Skills Assignment:

(3) ponytail wraps

Online assignments:

Blackboard:

TBA

MindTap:

Chapter 20 continued

Week 5

Skills: Demo Highlight Cap

Project: Be inventive- create a permanent wave wrap – worth up to 200 points in test grades. Due week 7

Online Assignments:

BlackBoard: TBA

MindTap:

Chapter 20

Skills Assignment: 4 Highlight cap perms

Assign Permanent Wave Product Report Due Week 5

Week 6

Skills: Demo Spiral Permanent on long hair

Skills Assignment:

(2) Spiral Permanent on long hair (verify your manikin with the instructor)

Work on perm project

Online assignments:

MindTap: Chapter

20 continued

Week 7

Skills: (DEMO) TDLR permanent wave wrap

Skills Assignment: 4 – TDLR perm wrap (4 timed)

Online assignments:

BlackBoard: TBA

Mindtap:

Chapter 20 continued

Week 8

Mid Term written exam and practical exam

Skills: Demo: Weave perm

Skills Assignment: 3 weave perms

Online assignments:

BlackBoard: TBA

Chapter 20

Week 9

Skills: Demo: Brick Lay perm, Playful Swirl perm, Ocean Wave perm

Skills Assignment: one of each of the following: Brick Lay perm, Playful Swirl perm, Ocean Wave perm. Real permanent wave

Online assignments:

BlackBoard: TBA

Mindtap:

Chapter 20 continued

Week 10

Chemical relaxers (pages 617-624)

Skills: Virgin Chemical Application and Relaxer Retouch Application

Skills Assignment: 5 Virgin Chemical Application

Online assignments:

BlackBoard:

Mindtap:

Portfolio Due Week 16

Mindtap:

Chapter 20

Week 11 and 12

Skills: Demo: Soft Curl Perm

Skills Assignment: Virgin Chemical Application and Relaxer Retouch Application Time Drills.

Shadow Client lab

Online assignments:

BlackBoard: TBA

Mindtap:

Chapter 20

Portfolio Due Week 16

Week 13 and Week 14

Skills: Demo: Keratin Smoothing Treatment

Skills Assignment: Keratin Smoothing Treatment 1 quadrant of ethnic mannequin

Sodium Hydroxide chemical relaxer on 1 quadrant of ethnic mannequin

Straitening 1 quadrant on ethnic mannequin with a permanent wave, silk press on 1 quadrant of ethnic mannequin

Online assignments:

Mindtap:

Chapter 20

Portfolio Due Week 16

Week 15

Skills: Catch Up

Skills Assignment: Skill sheet is due Wednesday, Week 16

Online assignments: TBA

BlackBoard: All Assignments due Wednesday, Week 16

Portfolio Due Wednesday, Week 16

Mindtap: All Assignments due Wednesday, Week 16

Week 16

Final Exam, Written Exam All work due

Review – Monday Review. Final Tuesday

Final Written and Practical Test bring all supplies for all skills you have learned in this class and towel bags (clean and soiled)

All work due the Wednesday 6AM

Skills Assignment: Skill sheet is due Wednesday, Week 16 9 AM

Online assignments:

BlackBoard: All Assignments due Wednesday, Week 16 at 9AM

Portfolio Due Wednesday, Week 16 at 9AM

Mindtap: All Assignments due Wednesday, Week 16 at 9AM

***Assignments may change at instructor's discretion, please check BB and MT assignments**

Rubric for Chemical Portfolio

Must have 3 before pictures (front, side & back) & 3 after pictures.

Sectioning

Basic 9 section perm

Real permanent wave on mannequin

TDLR Perm W/cotton

Highlight cap

permPonytail

Perm Spiral Perm

Weave Perm

Piggyback Perm

Brick Lay Perm

Playful Swirl Perm

Ocean Wave Perm

Mock Virgin Relaxer

Mock Relaxer

RetouchSoft Curl

Perm

Keratin Smooth Straightener

**CSME 1453.501C
Chemical Reformation
Spring 2022**

I _____ (please print), that I have received, read and understand the syllabus.

Student Signature

Date

**Andrea Cruz
Adjunct Faculty
Cosmetology Department
College of the Mainland**

*Please note that syllabus & schedule is subject to change.

