



**Course Number and Section: CSME 1435.101CL**  
**Name of Course: Orientation to Instruction of Cosmetology**  
**Course Semester: Fall 2021**  
**Time and days of course: Mondays 8-12 and 1-5, Tuesdays 8-12**  
**Plus lab @ 4 hours per week**  
**Human Service Careers Building room # 130**

**Instructor Information:** Ms. Jamie Hunsucker, [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu), 409-933-8608

**Student hours and location:** Tuesdays 1-3pm, and Wednesdays 1-3pm in office, Fridays 9-12 virtual, via Teams, phone call, Group Me, or email.

**Required Textbook/Materials:** Milady Master Educator, 3rd Edition book bundle including the Mind Tap online supplement; kit for skills

**Course Description:** This course presents an overview of skills and knowledge necessary for the instruction of cosmetology students, including methods and techniques of teaching skills, theory of teaching basic unit planning and daily skill lesson plan development.

**Course requirements:** As well as covering chapters from the textbook, this class will require an oral presentation and preparation of a Lesson plan.

**Determination of Course Grade/Detailed Grading Formula:** professionalism, attendance, unit assignments, unit tests, oral presentation, lab assignment, final exam.

**Detailed Grading Formula:**

Professionalism:	10%
Attendance:	10%
Assignments:	10%
Tests:	20%
Oral presentation:	20%
Final exam:	30%

**Late Work, Make-Up, and Extra-Credit Policy:** Written assignments may be turned in on the first day back from an absence; written tests may be made up by making arrangements with the instructor on the first day back from an absence; practical skill tests or final exams may not be made up.

**Success Tips for Students:** Be familiar with Power Point presentations, and web pages for TDLR and PSI Exams.

**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 half or more of the class period, the grade will reflect an absence. Any time missed will affect the total number of hours needed for completion. Attendance grades are calculated as follows: Each tardy is 5 points off the attendance grade. Each absence is 10 points off the attendance grade.

If a student misses more than 4 absences, they will be dismissed from the course. (four tardies will equal one absence) It is the student's responsibility to withdraw through the admissions department if before "W" day to receive a grade of "W", otherwise the grade will be "F".

**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. Leaving before class ends is counted as a tardy (-5 pts.)

**Withdrawal Policy:** Students must withdraw prior to the "W" date. Please see catalog for date. If the student fails to withdraw from this course with more than 4 absences the student will receive the grade of "F"

### **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.

### 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](http://www.tdlr.texas.gov)

**Classroom Conduct Policy:** College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. <http://www.com.edu/student-services/student-handbook.php>. 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.

**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 Blackboard or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Identify teaching methodologies	Critical Thinking	Written test
2. Observed lesson plan implementation	Personal responsibility	Lab assignment
3. Monitor various learning settings	Social responsibility	Lab assessment

**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 assignment and the student will be referred to the Office of Student Conduct for the appropriate discipline 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 Dr. Carla Boone, Dean of Workforce Education, at [cboone@com.edu](mailto:cboone@com.edu), or 409-933-8616.

**Course outline:** Will begin on page 6 of this document.

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## 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](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](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](mailto: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](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto: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 1<sup>st</sup> 8-week session is October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 2.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> 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](http://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](http://com.edu/coronavirus) for future updates.

<p><b>Monday August 23, 2021</b> Week 1</p> <p>8-12 – -Orientation to COM Cosmetology, rules and policies -Meet and Greet -Tour Facilities -Lab assignments - Review syllabus - Review Mind Tap - Review Blackboard 1-5 Theory Chapter 1, The Career Education Instructor</p> <p>Homework</p> <ol style="list-style-type: none"> <li>1. Read Ch. 1 of text</li> <li>2. Complete Mind Tap &amp; Bb assignments</li> <li>3. Create a Vision Board of your goals. Where do you see yourself going? Why did you choose to teach? What is your “why”?</li> </ol> <p><b>Present your boards Tuesday, Aug. 31<sup>st</sup></b></p>	<p><b>Tuesday</b></p> <p>8-12 -Begin Journaling assignment</p> <ol style="list-style-type: none"> <li>1. accomplishments</li> <li>2. discoveries</li> <li>3. obstacles</li> </ol> <p>- Prepare for lab assignments -Work on Vision Board -Study for Ch. 1 test</p>	<p><b>Lab day</b></p> <p>Lab assignment:</p> <p>DATE AND TIME</p> <p><input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with Cosmetology <input type="checkbox"/> not on phone</p> <hr/> <p>INSTRUCTOR INITIAL</p> <p>Journal entry</p>
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<b>Monday</b>	<b>Tuesday</b>	<b>Lab Day</b>
<p data-bbox="217 306 428 373"><b>Aug. 30, 2021</b> Week 2</p> <p data-bbox="217 407 553 743">8-12 -Test Ch. 1 -Share Journal entries Theory -Chapter 2, The Teaching Plan and Learning environment</p> <p data-bbox="204 894 500 1020">1-5 Theory Continue Chapter 2</p> <p data-bbox="204 1079 542 1157">Review PSI packet and skills</p> <p data-bbox="217 1220 500 1430">Homework: 1. Read Ch. 2 2. Complete Mind Tap &amp; Bb assignments</p>	<p data-bbox="623 443 943 520">Present VisionBoards Begin Lesson Plans</p> <p data-bbox="623 579 943 657">-Study for Ch. 2 test -Prepare kits for skills</p>	<p data-bbox="1045 422 1289 457">Lab assignment:</p> <p data-bbox="1045 541 1289 577">DATE AND TIME</p> <p data-bbox="1045 632 1409 873"> <input type="checkbox"/> on time  <input type="checkbox"/> in uniform  <input type="checkbox"/> attentive  <input type="checkbox"/> stayed busy with  Cosmetology  <input type="checkbox"/> not on phone </p> <p data-bbox="1045 926 1360 961">_____ INSTRUCTOR INITIAL</p> <p data-bbox="1045 1020 1247 1056">Journal entry</p>

<p><b>Monday</b> Sept. 6, 2021 Week 3</p> <p>Labor Day Holiday! No School! 😊</p>	<p><b>Tuesday</b></p> <p>8-12 -Test Ch. 2 -Share journal entries -Review lesson plans -Theory Ch. 3, Teaching Study and Test Skills</p> <p>Homework:</p> <ol style="list-style-type: none"> <li>1. Read Ch. 3</li> <li>2. Complete Mind Tap &amp; Bb assignments</li> <li>3. Study for Ch. 3 test</li> </ol>	<p><b>Lab Day</b></p> <p>Lab assignment:</p> <p>DATE AND TIME</p> <p>___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology ___ not on phone</p> <hr/> <p>INSTRUCTOR INITIAL</p> <p>Journal entry</p>
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<b>Monday</b>	<b>Tuesday</b>	<b>Lab Day</b>
<p>Sept. 13, 2021 Week 4</p> <p>8-12 -Test Ch. 3 -Share Journal -Theory Ch. 4, Basic Learning Styles and Principles</p> <p>1-5 -Begin skills</p> <p>Homework</p> <ol style="list-style-type: none"> <li>1. Read Ch. 4</li> <li>2. Complete Mind Tap and Bb assignments</li> </ol>	<p>8-12 Review and complete lesson plans</p> <p>-Study for Ch. 4 test - for this week's journal, identify learning styles in your lab.</p>	<p>Lab assignment:</p> <p>DATE AND TIME</p> <p><input type="checkbox"/> on time  <input type="checkbox"/> in uniform  <input type="checkbox"/> attentive  <input type="checkbox"/> stayed busy with Cosmetology  <input type="checkbox"/> not on phone</p> <hr/> <p>INSTRUCTOR INITIAL</p> <p>Journal entry</p>

<p><b>Monday</b>  Sept. 20, 2021  Week 5</p> <p>8-12  -Test Ch. 4  -Share journal entries, include learning styles  -review for Final Exam  -Must have scantron!</p> <p>1-5  -Present Lesson Plans  -Study for Final Exam</p>	<p>Tuesday</p> <p>8-12</p> <p>Final exam (Ch. 1-4)</p> <p>Turn in lab signatures by Friday.</p>	<p><b>Lab Day</b></p> <p>Lab assignment:</p> <p>DATE AND TIME</p> <p><input type="checkbox"/> on time  <input type="checkbox"/> in uniform  <input type="checkbox"/> attentive  <input type="checkbox"/> stayed busy with Cosmetology  <input type="checkbox"/> not on phone</p> <p>_____</p> <p>INSTRUCTOR  INITIAL</p> <p>Journal entry</p>
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**Fall 2021, CSME 1435.101, Orientation to the Instruction of Cosmetology**

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I, \_\_\_\_\_, have read and understand the syllabus for the above course.

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Printed name

\_\_\_\_\_  
Signature/date

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