



CSME 1244.102CL
Intro. To Salon Development
Spring 2024
4/23-5/9 Monday- Thursday 9am-4pm

Instructor Information: A. Luttrell aluttrell@com.edu 409-933-8114, Cell 2819320692

Student hours and location: Monday & Tuesday 4- 4:30 PM and on Teams

Required Textbook/Materials: Milady Standard Foundations with Standard Esthetics: Fundamentals, 12th edition, ISBN# 9780357993842 including Milady CIMA™ Online Platform Texas Occupations Code General Rules & Regulations Texas Department of Licensing & Regulations

(OPTIONAL LEARNING MATERIAL):
Milady's Cosmetics Ingredient Dictionary, 4th Edition

Course Description: Develop procedures for appointment scheduling and record management. Identify issues related to inventory control and operational management.

Course requirements: Salon Development Portfolio Guidelines. This assignment shall enforce information in the understanding of Salon Ownership, Salon Management, Workplace Entry-Level Expectations, Business Marketing, Business Promotion, Self-Promotion And Enhance Computer Software Skills. **PROJECT IS WORTH 30% OF CLASS GRADE .** Demonstrate professional ethics, sanitation and safety. Demonstrate the rules and regulations of the institution department, and state. Texas Department of Licensing and Regulations (TDLR) Administrative Code / Chapter 83.100 / Sec. 83.101 / Sec. 83.102 & Sec. 83.103

Determination of Course Grade/Detailed Grading Formula:

Paper Assignment: CIMA assignments	10%
Exams/Final:	30%
Professionalism/ Attendance:	10%
Project Presentation Assignment:	30%
Lab Practical Skill Sheet:	20%

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 always strive to maintain a positive atmosphere.
2. Uniform: Wear it or return home, get in uniform and return to school including lab jacket.

- No Borrowing. Bring your supplies or go home, retrieve your supplies and return to school.

Late Work, Make-Up, and Extra-Credit Policy: Late tests or homework/assignments will be deducted 10 points for being late, even 1 day. Any CIMA activities needing extended dates will be 10 points deducted for each request. Makeup work must be completed in a timely manner. It is your job to get your missed assignments the first day you return to class. The due date will be determined for the assignment at that time. If it is not turned in by the determined due date, it will be counted late and points are then deducted according to the late work policy. **Practical sheets must be completed in its entirety to obtain a grade of 100. If the practical sheet is not complete at the end of class, it is a zero grade. Any practicals not completed according to the book, with proper draping and patron protection, WILL NOT receive a signature. If the practical sheet is lost, the signatures will also be lost and the student must start over.**

Attendance Policy: The faculty believes that experiences in the classroom and laboratory cannot be adequately duplicated if a student is absent. In addition, the Skin Care / Cosmetology Programs are designed to teach professional work habits, such as attendance. Each absence is a zero for the attendance grade and a 50 for arriving late or leaving early.

Since this course is only a four week class, you are allowed **only two absences**. If you are absent for client lab on Tuesday evenings and miss your client’s appointment will result in 2 absences for that Tuesday. Excessive absences, even 1 tardy after **TWO (2) days** missed, in either lecture or lab, will result in a dismissal from the program. Missing more than an hour of class is considered an absence. Remember 4 tardies equal 1 absence. A tardy is if you arrive after class starts or if you leave before class is dismissed.

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. We will use Microsoft Teams

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate professional ethics & salon operation.	Communication Skills	Paper Exam
2. Demonstrate TDLR sanitation and safety.	Personal Responsibility	Observation and paper exam
3. Demonstrate the TDLR rules and regulations of the institution, department, and state	Social Responsibility	Observation and paper exam
4. Create a salon portfolio	Personal Responsibility	Digital Project
5. Create documentation for gainful employment.	Personal Responsibility	Paper Assignment

Academic Dishonesty: Any incident of Academic Dishonesty will be dealt with in accordance with College of the Mainland Policy and Student Handbook. Academic dishonesty, such as cheating on an exam, plagiarism and collusion is a serious offense and will result with the grade of a zero on that exam. The student/ students involved will be referred to the Office of Student Conduct for the appropriate discipline. All students must maintain an **Exam GPA of “70” or higher** to

remain in registered class. Students failing to maintain required written exam average will be dropped from the program.

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 “0” and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

Link(s) to resource(s) about ways to avoid plagiarism: <http://en.writecheck.com/ways-to-avoid-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 J. Hunsucker Chair of Human Service Careers at jhunsucker1@com.edu or 409-933-8608. The Dean of Instruction, over our program is Dr. Montz at rmontz@com.edu or 409-933-8948.

Course outline: See D2L Brightspace for more detailed info:

<p>Week 1 <u>Esthetics:</u> Ch 8 Facial Treatments <u>Standard Foundations:</u> Chapter 8: Career Ch.8 test</p>	<ul style="list-style-type: none"> • Review Salon Development Portfolio rubric. • Review machines and how to use client software • Begin practical sheet. • CIMA online test & activities
<p>Week 2 <u>Standard Foundations</u> Chapter 9 On the Job Ch. 9 test</p>	<ul style="list-style-type: none"> • Chapter 8 Esthetics book exam • Instructor Demo Led Photo Light equipment/facial • Continue practicals, portfolio project & CIMA online test & activities
<p>Week 3 <u>Standard Foundations</u> Chapter 10: The Beauty Business Final</p>	<ul style="list-style-type: none"> • Instructor Demo Crystal Microdermabrasion machine/facial • Final Chapters 8-10 of Foundations book • Practical sheet; Salon Project and CIMA test & activities due

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.

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://www.com.edu/student-services/docs/Student_Handbook_2023-2024_v2.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.

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 Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

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 February 28. The last date to withdraw from the 16-week session is April 22. The last date to withdraw for the 2nd 8-week session is May 1. The last date to withdraw for spring mini session is May 29.**

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.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Maternity appointments:

For doctor appointments due to maternity, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. Communicate with your instructor prior to the appointment of the absence.
2. Bring a note from the doctor stating the appointment date and time upon returning to class.
3. Make up work will be assigned on a case-by-case basis.

*Any absence will affect your success in class. Do your best to attend every class. Communicate with your instructors when issues arise and know what assignments need to be made up.

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.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.