



CSME-1401-221C3-0163
Orientation to Cosmetology
Fall 2024
Tuesdays & Thursday 5-9pm

Instructor Information: Ashley Johnson, ajohnson66@com.edu, 409-933-8480

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 hours and location: Tuesdays & Thursdays 5-9pm COM City Centre, Room 137

Required Textbook: Required Textbook: Milady's Standard Cosmetology 14th Edition

CIMA by Milady Online Learning

Milady Online Exam Preparation for Operators www.milady.com, Delmar Publishing, Thompson Learning

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

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.

Course Description: This course will help the student identify fundamental concepts related to cosmetology. Classroom skills are required by Texas Department of Licensing and Regulation: Cosmetology Division.

Course requirements: An online portfolio of all the students' work will be required at the end of the course in a PowerPoint format with pictures and a detailed description of each skill. The online portfolio for this course will be counted as 20% of the student's grade.

Required supplies: 2 mannequins with medium length hair, station set-up bag, hand sanitizer, water bottle, EPA bottle, paper towels, small bottle of windex, nail files, buffers, cotton balls or pledgets, finger bowl, metal pusher, nail clippers, nail nippers, orange wood sticks, clear base coat, clear top coat, nail polish, cuticle remover, nail brush, massage lotion, nail oil, nail polish

remover (acetone), callus softener, foot soak, pedicure paddle/foot file, gloves, haircutting shears, texturizing shears, razor, clips, combs, brushes, neck strip, haircutting cape, blow-dryer, curling iron, straightener, color bowl, rat-tail comb, all-purpose combs, cholesterol, foils, eye make-up remover liquid, facial cleanser, massage cream, toner, and face moisturizer.

Determination of Course Grade/Detailed Grading Formula:

Attendance	10%
Professionalism	10%
Daily grades & skills sheet	20 %
Chapter Tests	20%
Virtual Portfolio	20%
Final Exam	20%

Grading Scale:

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

Course outline:

August 29th – Chapter 1 Test Foundations
September 5th – Chapter 2 Test Foundations
September 12th – Chapter 3 Test Foundations
September 19th – Chapter 4 Test Foundations
October 3rd – Chapter 5 Test Foundations
October 10th – Chapter 6 Test Foundations
October 17th – Chapter 7 Test Foundations
November 26th – Chapter 2 Test Cosmetology
November 26th – Practical Final Exam, Virtual Portfolio Due, & Skills Sheet Due
December 3rd – Written Final Exam

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 class. Each student must sign themselves in and out daily. If a student misses more than an hour of class, the grade will reflect an absence. Any time missed will affect the total number of days required 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, 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 eligible 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 classroom after the time class begins or leaving before class has ended is considered a tardy. If a student enters the class late and misses more than an hour of class time it will no longer be considered a tardy, it will be considered an absence. If a student

leaves class early and misses more than an hour of class time the same rule would apply. Four tardies equal one absence.

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 October 2nd. The last date to withdraw from the 16-week session is November 15th. The last date to withdraw for the 2nd 8-week session is November 26th.

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

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is 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.

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.

Make-Up Policy: Arrangements for written exams must be made up the next day of class. If a student misses classwork it must be turned in the following class period after the work was given. Late work is not excepted, all work must be turned in on time or the student will receive a zero.

- **Tests/Exams:**

- Missed written test arrangements must be made up on the day the student returns to school
 - The student is responsible for scheduling the makeup test session with the course instructor
 - If the test is not made up within the week of the absence, the student will receive a zero

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

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Active Participation	Engage in active learning	Students will engage in online class participation while doing skills work
2. Utilize Information	Apply literacy knowledge to hands on practice	Upon reading from textbook, student will put that knowledge to use while practicing skills
3. Personal Responsibility	Demonstrate Safety & Sanitation	Sanitizing implements, workstation, and tools
4. Think Critically	Students will develop and practice analytical skills, and problem-solving skills	Taking Tests, quizzes, and final exam
5. Technology proficiency	Students will demonstrate computer and technology skills	Students will use computers and technology as appropriate in their course of study

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_2024-2025_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 career. 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, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

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. Wear it or return home, get in uniform and return to school including lab jacket
5. No Borrowing. Bring your supplies or go home, retrieve your supplies and return to school.

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.

**I, _____ (please print) have received,
read, and understand this syllabus and class schedule.**

Student signature

Date

College of the Mainland Fall 2024

Manicuring and Related Theory

Class Schedule

<p>Week 1 Aug 20th Tuesday</p> <p><i>Go over syllabus, class schedule, and rules.</i></p>	<p>Thursday Foundations Chapter 1</p> <ul style="list-style-type: none"> • Life Skills p.5-23 • Check-In Questions • Chapter Glossary • Complete kit packing and student folders, etc. • <i>Demo 0 Degree Haircut</i> • Review for Ch. 1 Test <p>Home Work Check-In Questions Ch. 1 Chapter Glossary CIMA</p>	<p>Week 2 Aug 27th Tuesday</p> <p>0 Degree Haircut & Style Instructor Sign_____</p> <p>Home Work Check-In Questions Ch. 1 Chapter Glossary CIMA</p>	<p>Thursday</p> <p>*Chapter 1 Test* Check-in Questions Due Chapter Glossary Due CIMA Due</p> <p>Foundations Chapter 2</p> <ul style="list-style-type: none"> • Professional Image p.25-45 • Check-In Questions • Chapter Glossary • <i>Demo 180 Degree Haircut</i> • Review for Ch. 2 Test <p>Home Work Check-In Questions Ch. 2 Chapter Glossary CIMA</p>
<p>Week 3 Sept 3rd Tuesday</p> <p>180 Degree Haircut & Style Instructor Sign_____</p> <p>Home Work Check-In Questions Ch. 2 Chapter Glossary CIMA</p>	<p>Thursday</p> <p>*Chapter 2 Test* Check-in Questions Due Chapter Glossary Due CIMA Due</p> <p>Foundations Chapter 3</p> <ul style="list-style-type: none"> • Communicating For Success p.47-69 • Check-In Questions • Chapter Glossary • Demo Virgin Tint & Color Re-touch • Review for Ch. 3 Test <p>Home Work Check-In Questions Ch. 3 Chapter Glossary CIMA</p>	<p>Week 4 Sept 10th Tuesday</p> <p>Virgin Tint & Color Re-touch Instructor Sign_____</p> <p>Home Work Check-In Questions Ch. 3 Chapter Glossary CIMA</p>	<p>Thursday</p> <p>*Chapter 3 Test* Check-in Questions Due Chapter Glossary Due CIMA Due</p> <p>Foundations Chapter 4</p> <ul style="list-style-type: none"> • The Healthy Professional p.73-93 • Check-In Questions • Chapter Glossary • Demo Virgin Bleach & Bleach Re-touch • Review for Ch. 4 Test <p>Home Work Check-In Questions Ch. 4 Chapter Glossary CIMA</p>

<p>Week 5 Sept 17th Tuesday</p> <p>Virgin Bleach & Bleach Re-touch Instructor Sign_____</p> <p>Home Work Check-In Questions Ch. 4 Chapter Glossary CIMA</p>	<p>Thursday</p> <p>*Chapter 4 Test* Check-in Questions Due Chapter Glossary Due CIMA Due</p> <p>Foundations Chapter 5</p> <ul style="list-style-type: none"> • Infection Control p.95-114 • Check-In Questions • Chapter Glossary • Demo TDLR Foil <p>Home Work Check-In Questions Ch. 5 Chapter Glossary CIMA</p>	<p>Week 6 Sept 24th Tuesday</p> <p>TDLR Foil Instructor Sign_____</p> <p>Home Work Check-In Questions Ch. 5 Chapter Glossary CIMA</p>	<p>Thursday Foundations Chapter 5</p> <ul style="list-style-type: none"> • Infection Control p.115-151 • Check-In Questions • Chapter Glossary • Demo Relaxer Application • Review for Ch. 5 Test <p>Home Work Check-In Questions Ch. 5 Chapter Glossary CIMA</p>
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<p>Week 7 Oct 1st Tuesday</p> <p>Relaxer Application Instructor Sign_____</p> <p>Home Work Check-In Questions Ch. 5 Chapter Glossary CIMA</p>	<p>Thursday</p> <p>*Chapter 5 Test* Check-in Questions Due Chapter Glossary Due CIMA Due</p> <p>Foundations Chapter 6</p> <ul style="list-style-type: none"> • Chemistry & Chemical Safety p.153-181 • Check-In Questions • Chapter Glossary • Demo Basic Manicure <p>Home Work Check-In Questions Ch. 6 Chapter Glossary CIMA</p>	<p>Week 8 Oct 8th Tuesday</p> <p>Basic Manicure Instructor Sign_____</p> <p>Home Work Check-In Questions Ch. 6 Chapter Glossary CIMA</p>	<p>Thursday</p> <p>*Chapter 6 Test* Check-in Questions Due Chapter Glossary Due CIMA Due</p> <p>Foundations Chapter 7</p> <ul style="list-style-type: none"> • Electricity & Electrical Safety p.183-205 • Check-In Questions • Chapter Glossary • Demo Basic Pedicure <p>Home Work Check-In Questions Ch. 7 Chapter Glossary CIMA</p>
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<p>Week 9 Oct 15th Tuesday</p> <p>Basic Pedicure Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 7 Chapter Glossary CIMA</p>	<p>Thursday</p> <p>*Chapter 7 Test* Check-in Questions Due Chapter Glossary Due CIMA Due</p> <p>Chapter 2 General Anatomy & Physiology</p> <ul style="list-style-type: none"> • Cell Structure & Functions, Tissues, Organs, & Body Systems p.24-29 • Worksheet • Demo TDLR Facial <p>Home Work Check-In Questions Ch. 2 Chapter Glossary CIMA</p>	<p>Week 10 Oct 22nd Tuesday</p> <p>TDLR Facial Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 2 Chapter Glossary CIMA</p>	<p>Thursday Chapter 2 General Anatomy & Physiology</p> <ul style="list-style-type: none"> • Skeletal System p.29-33 • Worksheet <p>Home Work Check-In Questions Ch. 2 Chapter Glossary CIMA</p>
<p>Week 11 Oct 29th Tuesday</p> <p>*Model Day*</p> <p>Practical of Choice Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 2 Chapter Glossary CIMA</p>	<p>Thursday Chapter 2 General Anatomy & Physiology</p> <ul style="list-style-type: none"> • Muscular System p.34-39 • Worksheet <p>Home Work Check-In Questions Ch. 2 Chapter Glossary CIMA</p>	<p>Week 12 Nov 5th Tuesday</p> <p>*Model Day*</p> <p>Practical of Choice Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 2 Chapter Glossary CIMA</p>	<p>Thursday Chapter 2 General Anatomy & Physiology</p> <ul style="list-style-type: none"> • Nervous System p.39-41 • Worksheet <p>Home Work Check-In Questions Ch. 2 Chapter Glossary CIMA</p>

<p>Week 13 Nov 12th Tuesday</p> <p style="text-align: center;">*Model Day*</p> <p><i>Practical of Choice</i> Instructor Sign_____</p> <p>Home Work Check-In Questions Ch. 2 Chapter Glossary CIMA</p>	<p>Thursday Chapter 2 General Anatomy & Physiology</p> <ul style="list-style-type: none"> • Circulatory System p.41-44 • Worksheet <p>Home Work Check-In Questions Ch. 2 Chapter Glossary CIMA</p>	<p>Week 14 Nov 19th Tuesday</p> <p style="text-align: center;">*Model Day*</p> <p><i>Practical of Choice</i> Instructor Sign_____</p> <p>Home Work Check-In Questions Ch. 2 Chapter Glossary CIMA</p>	<p>Thursday Chapter 2 General Anatomy & Physiology</p> <ul style="list-style-type: none"> • Lymphatic, Integumentary, & Endocrine System p.45-48 • Worksheet • Review Ch. 2 Test • Review Practical Final <p>Home Work Check-In Questions Ch. 2 Chapter Glossary CIMA</p>
<p>Week 15 Nov 26th Tuesday</p> <p style="text-align: center;">*Ch. 2 Test* *Practical Final*</p> <ul style="list-style-type: none"> • Review for written final • Virtual Portfolio Due • Practical Sheet Due • All Assignments Due 	<p>Thursday</p> <p style="text-align: center;">No Class! Happy Thanksgiving!</p>	<p>Week 16 December 3rd Tuesday</p> <p style="text-align: center;">*Written Final*</p>	<p>Thursday</p> <p style="text-align: center;">Merry Christmas & Happy New Year!</p>

Syllabus May Change at the Discretion of the Instructor