



CSME 1453.501
Chemical Reformation
Course Semester: Spring 2024
Monday & Tuesday 8:30-12, 1-4; Thursday 1:00-4:30
March 18th to May 10th

Instructor Information: Candice Edmonston, 409-933-8481, cburgess1@com.edu

Student hours and location: Monday and Tuesday 8:00-8:30 and 4-4:30, Thursday 10-12, my office.

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.

Required Textbook/Materials: Milady's Standard Cosmetology 14th edition text and Cengage CIMA online component
Texas Cosmetology Laws and Rules Book, TDLR

Course Description: Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies.

Course requirements: Theory work will require access to CIMA (text online component). Skills will require 1 medium and 1 long length straight hair mannequin and 1 curly hair mannequin. All supplies for chemical services – perm rods, papers, bowl and brush, cape, towels, etc. Also, an e-portfolio of work completed during the class will be required.

Determination of Course Grade/Detailed Grading Formula: attendance, unit assignments, skills assignments, unit tests, portfolio, final exam.

All written tests must be passed with a 70 or higher to pass the course. Students are allowed one re-take of a test during the course. No retake for Final Exam

Detailed Grading Formula:

Attendance:	10%
Assignments:	10%
Skills sheet:	10%

Tests:	20%
Portfolio:	20%
Final exam:	30%

Late Work, Make-Up, and Extra-Credit Policy:

Written assignments/online work may be turned in/completed 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 (this is the student's responsibility) Final exam, and Oral Reports and skill exams may not be made up.

Close door policy: During theory, the door will be locked. To avoid disruption to the class, students arriving after the door has been locked will not be permitted in until theory is over. The above policy will apply.

Students may not have earbuds in during a written or practical examination.

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 half the class period, 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 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 able sit for the licensor exam. It is the student's responsibility to understand the course requirements and maintain sufficient attendance and work completion.

**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.*

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 D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Define terminology related to Chemical reformation	CT	Test
2. Follow safety and sanitation laws and rules according to the state licensing agency	SR	Lab Skills Assignment
3. Demonstrate workplace competencies.	PR	Portfolio
4. Practice professional ethics.	SR	Rubric

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 appropriate discipline action.

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 always maintain a positive atmosphere.
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.

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. Montz, Dean of Instruction.

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

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.**

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 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.

CSME 1453.501 Chemical Reformation Spring 2024

<p>Week 1 Monday</p> <p>Review syllabus, course requirements, CIMA, and D2L Begin Ch. 15 Chemical Texture Services Demo and practice relaxer applications – use medium straight mannequin</p>	<p>Tuesday</p> <p>Continue Ch. 15 Practice relaxer applications Use curly mannequin</p>	<p>Thursday</p> <p>Work on Skill sheet, Portfolio, CIMA</p>
<p>Week 2 Monday</p> <p>Cont. Ch. 15 Relaxers and smoothing treatments Practice virgin application on curly mannequin</p>	<p>Tuesday</p> <p>Cont. Ch. 15 Relaxer consultation Practice retouch application on curly mannequin</p>	<p>Thursday</p> <p>Work on Skill sheet, Portfolio, CIMA</p>
<p>Week 3 Monday</p> <p>Test over relaxer terms Cont. Ch. 15 Permanent waves Basic 9 section wrap Use medium straight hair mannequin</p>	<p>Tuesday</p> <p>Cont. Ch. 15 Perm selection and processing Curvature wrap Use medium straight hair mannequin</p>	<p>Thursday</p> <p>Work on Skill sheet, Portfolio, CIMA</p>
<p>Week 4 Monday</p> <p>Cont. Ch. 15 Permanent waves Brick lay perm wrap Use med. To long straight hair mannequin</p>	<p>Tuesday</p> <p>Cont. Ch. 15 Permanent waves Weave (zig zag) wrap Use med. To long straight hair mannequin</p>	<p>Thursday</p> <p>Work on Skill sheet, Portfolio, CIMA</p>

<p>Week 5 Monday</p> <p>Test over safety precautions</p> <p>Cont. Ch. 15</p> <p>Permanent waves</p> <p>Piggyback perm wrap</p> <p>Use long straight hair mannequin.</p> <p><i>*Creative perm wrap competition assignment.</i></p>	<p>Tuesday</p> <p>Cont. Ch 15</p> <p>Permanent waves</p> <p>Spiral perm wrap</p> <p>Use long straight hair mannequin</p>	<p>Thursday</p> <p>Wrap a perm on anything for a Creative Contest, Judging Tuesday!</p> <p>Work on Skill sheet, Portfolio, CIMA</p>
<p>Week 6 Monday</p> <p>Test over permanent wave terms</p> <p>Cont. Ch. 15</p> <p>Permanent waves</p> <p>Ponytail wrap</p> <p>Use long straight hair mannequin</p>	<p>Tuesday</p> <p>Cont. Ch. 15</p> <p>Review processing and neutralizing methods</p> <p>Beach waves -</p> <p>Bender rod wrap and process</p> <p>Use long straight hair mannequin</p>	<p>Thursday</p> <p>Salon service training</p> <p>Homework – CIMA</p>
<p>Week 7 Monday</p> <p>Cont. Ch. 15</p> <p>Fully process relaxer application – 1 quadrant</p> <p>Use curly mannequin</p> <p>Silk press 1 quadrant</p> <p>Use curly mannequin!</p>	<p>Tuesday</p> <p>Cont. Ch. 15</p> <p>Fully process smoothing treatment – 1 quadrant</p> <p>Use curly mannequin</p>	<p>Thursday</p> <p>Salon service training</p> <p>Homework – CIMA</p>
<p>Week 8 Tuesday</p> <p>Skills final exam</p> <p>TDLR perm service and TDLR relaxer service</p>	<p>Wednesday</p> <p>Portfolio due by 4pm today</p> <p>Written final exam - scantron required</p> <p>Skill sheet due by 4pm today</p> <p>mannequin</p>	<p>Thursday</p> <p>Salon service training</p> <p>Hom Salon clean -up</p> <p>Empty trolleys and turn in keys</p>



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

Student signature

Date

Candice Edmonston
Associate Professor
Department
Coordinator
College of the Mainland Cosmetology Department