



CSME 1244.101CL.2517
Course Semester Fall 2022
9:00AM - 4:00PM 11/29 - 12/14 Monday - Thursday

Instructor Information: Savannah Davis, sdavis@com.edu, 409-933-8116

Student Office Hours and Location: Cosmetology Dept. 10000 Emmett F. Lowry Expressway Suite 4000 Texas City, TX 77591 Mon – Wednesday 4:00PM-6:30PM Room 141

Required Textbook/Materials: 12th Edition Milady Standard of Fundamentals Esthetic Bundles ISBN 9780357255148 Foundation Textbook, Fundamentals Textbook and CIMA Online Course

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

Course requirements: 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 Students are expected to assume the responsibility for learning. Your instructor will assist you, but the actual responsibility rests with you. Students are also expected to devote their energy to attaining the skills and knowledge required for their career goals.

SALON DEVELOPMENT PORTFOLIO GUIDELINES

This is an assignment for all CSME 1244 students. 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 50% of class grade * *due date is December 13, 2023* * no late assignments will be accepted. The criteria listed below for this assignment shall serve as the guideline for the letter grade of “A” and the number grade of “(100)”. Final portfolios must be complete by December 13, 2023 on a **FLASH DRIVE ONLY**. 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 Students are expected to assume the responsibility for learning. Your instructor will assist you, but the actual responsibility rests with you. Students are also expected to devote their energy to attaining the skills and knowledge required for their career goals.

Determination of Course Grade/Detailed Grading Formula:

Grading Scale:

Determination of Course Grade:

Paper Assignment: Unit Exams and Written Assignments 10%

Professionalism: Professionalism/Attendance 20%

Project Presentation Assignment: 50%

Lab Skill Sheet: 20%

Grading formula: A = 90 – 100, B = 80 – 89, C = 70 – 79, D = 60 – 69, F = 59 and below

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

Class Make-up assignments will be made-up by the next day of class attendance. *Late assignments will not be accepted.* Student will receive a “0”. *Incomplete assignments will not be accepted.* Student will receive a “0”. Any missed chapter exam/test/quiz must be taken immediately in/at the COM Testing Center or in the department within a 24 hour time period. Final exams cannot be made up; therefore, any student missing, any Final Exam (written or practical) will receive a failing number grade of “O”. (See Cosmetology Department Rules & Regulations).

Attendance Policy: The faculty believes that experiences in the classroom and laboratory cannot be duplicated adequately. If a student is absent. In addition, the Skin Care / Cosmetology Programs are designed to teach professional work habits, such as attendance. Excessive absences, four (4) days missed, in either lecture or lab will result in a dismissal from the program. Students who fail to show up on a Thursday, *Client Lab Day* without prior notification, will not receive a participation signature. As a result, lab skill sheet will be incomplete and will result in a number grade of “0”. **Tardiness Policy:** A student may not miss more than four days per course. Any late arrival or leaving early will equal one (1) tardy. Four (4) tardies are equal to one (1) absence. If the student’s absences range four (4) days in any one course, the student will be dismissed from that course. If prior to “W” day the student may withdraw from the course through the admissions office to receive a grade of “W”. If after “W” day, or if the student fails to withdraw themselves, a grade of “F” will be recorded.

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

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate professional ethics	Communication Skills	Paper Exams
2. Demonstrate sanitation and safety.	Personal Responsibility	Paper Exam
3. Demonstrate the rules and regulations of the institution, department, and state	Social Responsibility	Paper Exam
4. Create a salon portfolio	Communication Skills	Digital Project
5. Create documentation for gainful employment.	Communication Skills	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, Attendance GPA of “70” or higher, & Accumulative GPA of “70” or higher* to remain in registered class. Students failing to maintain required *GPA* average will be dropped from the program.

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 Dept. chair, J. Hunsucker at jhunsucker@com.edu

Course Outline:

Week 14 Chapter 8: Career Planning	Students Practical Complete Student Project
Week 15 <u>Standard Foundations</u> Chapter 9: On the Job Chapter 10: The Beauty Business	Students Practical Complete Student Project
Week 16 <u>Standard Foundations</u> Final Exams	Complete All Practicals Turn in Salon Project

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 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.

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 October 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2nd 8-week session is December 7.

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.

<p>Week 14 Wednesday November 29 9:00am-4:00pm</p> <p>Lecture Chapter 8: Career Planning</p> <p>CIMA Activity 80 Activities Chapter 8: Career Planning Chapter 9: On the Job Chapter 10: The Beauty Business</p> <p>May have Outside Models 1:30pm & 2:30pm</p> <p>(1) Set Lash Tinting Instructor Signature _____</p> <p>(1) Set Brow Tinting Instructor Signature _____</p> <p>(1) Set Artificial Lash Application (8 Each Eye) Instructor Signature _____</p> <p>(1) Brow Bleaching Instructor Sign _____</p>	<p>Thursday November 30 9:00am-4:00pm</p> <p>Client Services 9:30am, 10:30am, 1:30pm & 2:30pm</p> <p>Complete Required Practicals Lecture / MindTap Activities Organize Supplies</p> <p>Continue PORTFOLIO ASSIGNMENT</p> <p>Part: ----- Prof: -----</p>
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<p>Week 15 December 4 Monday 9:00am – 4:00pm</p> <p>Lecture Chapter 9: On the Job</p> <p style="text-align: center;">Outside Models 10:30am, 1:30pm & 2:30pm</p> <p>Start PORTFOLIO ASSIGNMENT</p> <ol style="list-style-type: none"> Cover Page: Project Image, Student Name, Project Name, Class Name & Number, Due Date Table of Content: List All Document in Portfolio in a sequenced order Mission Statement: Business principle and philosophy. Cover Letter: Clearly defined, professional and special attention to whom Resume: Format and presentation of content References: Reference type (3 – professional and 2 – personal Name, job position/title, address, city, state, zip, 2 forms contact information) Thank You Note: thank you to interviewer after an interview <p><u>Ideal Business Contents Include:</u></p> <ol style="list-style-type: none"> DBA (Doing Business AS) Business Name) IRS SS-4 Form (Employer Identification Number) <p>Outside Models 1:30pm & 2:30pm</p>	<p>December 5 Tuesday 9:00am-4:00pm</p> <p style="text-align: center;">Outside Models 9:30am, 10:30am, 1:30pm & 2:30pm</p> <ol style="list-style-type: none"> IRS Forms W2 (Wage and Tax Statement) IRS Form 1040 (Individual Tax Returns) IRS Schedule C 1040 Form (Profit or Loss Statement) IRS Schedule SE 1040 Form (Self Employment Tax) IRS Schedule ES 1040 Form (Estimated Taxes) TDLR Requirements for Salon Licensing & Equipment (COSMETOLOGY SALON LICENSE APPLICATION INSTRUCTIONS) Business (Building) Lease Agreement Business Policy and Procedure Employee Application Employee Handbook Sales Tax Permit Occupancy Permit Building Construction Permit 	<p>December 6 Wednesday 9:00am – 4:00pm</p> <p>Lecture Chapter 10: The Beauty Business</p> <p style="text-align: center;">Outside Models 10:30am, 1:30pm & 2:30pm</p> <p style="text-align: center;">Continue PORTFOLIO ASSIGNMENT</p> <p>(1) Lip Waxing Instructor Signature _____</p> <p>(1) Brow Waxing Instructor Signature _____</p> <p>1) Take A Moment Facial W / Paraffin Mask Instructor Sign _____</p> <p>1) Journey Facial W / Gommage Exfoliant Instructor Sign _____</p> <p>1) The Extreme Facial W / Eye & Lip Lift Instructor Sign _____</p>	<p>December 7 Thursday 9:00am–4:00pm</p> <p style="text-align: center;">Client Services 9:30am, 10:30am, 1:30pm & 2:30pm</p> <p style="text-align: center;">Complete Required Practicals Lecture / MindTap Activities Organize Supplies</p> <p style="text-align: center;">Continue PORTFOLIO ASSIGNMENT</p> <p style="text-align: center;">Part: ----- Prof: -----</p>
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<p>December 11 Monday 9:00am – 4:00pm</p> <p style="text-align: center;">Outside Models</p> <p style="text-align: center;">9:30am, 10:30am, 1:30pm & 2:30pm</p> <p style="text-align: center;">Continue PORTFOLIO ASSIGNMENT</p> <p>23. Diagram of Floor plan, Images of ReceptionArea, Workrooms, Equipment, Window Treatments, Floors, Dispensary...etc</p> <p>24. Service Menu</p> <p>25. Business Card</p> <p>26. Uniforms or Acceptable Work Attire</p> <p>27. Employee Pay Scale and Method of Payment</p> <p>28. Retail Pay Scale</p> <p>29. Employee Retail Incentives</p> <p>30. Advertising (Methods/Cost)</p> <p>31. Social Media (Accounts Examples)</p> <p>32. Business Flyers</p> <p>33. Specials or Discounts</p> <p>34. Appointment Cancelation Policy</p> <p>35. Inventory Control Log</p> <p>36. Back Bar Product</p> <p>37. Product Knowledge</p> <p>38. New Client Referral Program</p>	<p>December 12 Tuesday 9:00am – 4:00pm</p> <p style="text-align: center;">Outside Models</p> <p style="text-align: center;">9:30am, 10:30am, 1:30pm & 2:30pm</p> <p style="text-align: center;">Continue PORTFOLIO ASSIGNMENT</p> <p style="text-align: center;">Complete Required Practicals Lecture / MindTap Activities Organize Supplies</p>	<p>December 13 Wednesday 9:00am – 4:00pm</p> <p style="text-align: center;">Outside Models</p> <p style="text-align: center;">9:30am, 10:30am, 1:30pm & 2:30pm</p> <p style="text-align: center;">Continue PORTFOLIO ASSIGNMENT</p> <p style="text-align: center;">All Lecture, CIMA Homework, Lab Skills, Chapter Exams and Projects Due by 4:00pm</p>	<p>December 14 Thursday 9:00am – 4:00pm</p>
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SALON DEVELOPMENT PORTFOLIO GUIDELINES

This is an assignment for all **CSME 2343** students. 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 50% OF CLASS GRADE * DUE DATE IS DECEMBER 8, 2021 BY 4:00PM * NO LATE ASSIGNMENTS WILL BE ACCEPTED.

The criteria listed below for this assignment shall serve as the guideline for the letter grade of "A" and the number Grade of "(100)".

FINAL PORTFOLIOS MUST BE COMPLETE BY DECEMBER 8, 2022 ON FLASH DRIVE ONLY

Over-All Assignment Appearance in order: Professional (Look & Feel) All documentation.

1. **Cover Page:** Project Image (logo), Student Name, Project Name, Class Name & Number, Due Date
2. **Table of Content:** List All Document in Portfolio in a sequenced order
3. **Mission Statement:** Create a Business principle and philosophy.
4. **Cover Letter:** Clearly defined, professional letter and special attention to whom
5. **Resume:** Format and presentation of content (one page)
6. **References:** Reference type (3 - professional and 2 - personal) Five (5) Total List: Name, job position/title, address, city, state, zip, 2 forms contact information
7. **Thank You Note:** Hand Written thank you note to interviewer after an interview
8. DBA (Doing Business AS) Business Name (Your County Clerk's Office)
9. IRS SS-4 Form (Employer Identification Number) (IRS.gov Forms)
10. IRS Forms W2 (Wage and Tax Statement) (IRS.gov Forms)
11. IRS Form 1040 (Individual Tax Returns) (IRS.gov Forms)
12. IRS Schedule C 1040 Form (Profit or Loss Statement) (IRS.gov Forms)
13. IRS Schedule SE 1040 Form (Self Employment Tax) (IRS.gov Forms)
14. IRS Schedule ES 1040 Form (Estimated Taxes) (IRS.gov Forms)
15. TDLR Requirements for Salon Licensing & Required Equipment and square footage (COSMETOLOGY SALON LICENSE APPLICATION INSTRUCTIONS)
<https://www.tdlr.texas.gov/cosmet/salons/forms.htm>
16. Business (Building) Lease Agreement (Copy/Sample of Agreement)
17. Business Policy and Procedure
18. Employee Application (Copy/Sample of Application)
19. Employee Handbook (Copy/Sample of Handbook)
20. Sales Tax Permit (Copy/Sample of Application)
21. Occupancy Permit (Copy/Sample of Application)
22. Building Construction Permit (County or City Copy/Sample of Application)
23. Diagram of Floor plan, Images of Reception Area, Workrooms, Equipment, Window Treatments, Floors, Dispensary...etc
24. Service Menu
25. Business Card
26. Uniforms or Acceptable Work Attire
27. Employee Pay Scale and Method of Payment (How & when employees will be paid)
28. Retail Pay Scale(How & when employees will be paid)
29. Employee Retail Incentives (How & when employees will be paid, reward for up sales, motivation for selling)
30. Advertising (Methods/Cost)
31. Social Media (Accounts Examples)
32. Business Flyers
33. Specials or Discounts
34. Appointment Cancelation Policy
35. Inventory Control Log (how will you control products)
36. Back Bar Product (products for services not necessarily for retail)
37. Product Knowledge (info about products)
38. New Client Referral Program (How to grow your business)

(DO NOT WRITE ON THIS SHEET)

Student Name: _____

SALON DEVELOPMENT PORTFOLIO GUIDELINES GRADING SHEET
FOR THE LETTER GRADE OF "A" AND A NUMBER GRADE OF "100: ALL THE BELOW LISTED SUBJECT MATTER MUST BE SHOWN IN ORDER.

0 = Did Not Exhibit 2 = Exhibit Not Complete/Out of Order 5 = Exhibit Complete

Guidelines	Score			Instructor Comments
1. Cover Page: Project Image, Student Name, Project Name, Class Name & Number, Due Date	0	2	5	
2. Table of Content: List All Document in Portfolio	0	2	5	
3. Mission Statement: Business principle and philosophy.	0	2	5	
4. Cover Letter: Clearly defined, professional and special attention to whom?	0	2	5	
5. Resume: Format and presentation of content	0	2	5	
6. References: Reference type (3 - professional and 2 - personal) Five (5) Total Name, job position/title, address, city, state, zip, 2 contact information	0	2	5	
7. Thank You Note: thank you to interviewer after an interview	0	2	5	
8. DBA (Doing Business AS) Business Name	0	2	5	
9. IRS SS-4 Form (Employer Identification Number)	0	2	5	
10. IRS Forms W2 (Wage and Tax Statement)	0	2	5	
11. IRS Form 1040 (Individual Tax Returns)	0	2	5	
12. IRS Schedule C 1040 Form (Profit or Loss Statement)	0	2	5	
13. IRS Schedule SE 1040 Form (Self Employment Tax)	0	2	5	
14. IRS Schedule ES 1040 Form (Estimated Taxes)	0	2	5	
15. TDLR Requirements for Salon Licensing	0	2	5	
16. TDLR Requirements for Opening a Salon	0	2	5	
17. Business (Building) Lease Agreement	0	2	5	
18. Business Policy and Procedure	0	2	5	
19. Employee Application	0	2	5	
20. Employee Handbook	0	2	5	
21. Sales Tax Permit	0	2	5	
22. Occupancy Permit	0	2	5	
23. Business Construction Permit	0	2	5	
24. Diagram of Floor plan Images of Reception Area, Workrooms, Equipment, Window Treatments, Floors, Dispensary...etc.	0	2	5	
25. Service Menu	0	2	5	
26. Business Card	0	2	5	
27. Uniforms or Acceptable Work Attire	0	2	5	
28. Employee Pay Scale or Method of Payment	0	2	5	
29. Retail Pay Scale	0	2	5	
30. Employee Retail Incentives	0	2	5	
31. Advertising (Methods/Cost)	0	2	5	
32. Social Media (Accounts Examples)	0	2	5	
33. Business Flyers	0	2	5	
34. Specials or Discounts	0	2	5	
35. Appointment /Cancellation Policy	0	2	5	
36. Inventory Control Log	0	2	5	
37. Back Bar Product	0	2	5	
38. Product Knowledge	0	2	5	
39. New Client Referral Program	0	2	5	
40. OVER ALL APPEARENCE	0	2	5	

