



Course Number and Section: CSME2414.101HY

Name of Course: Cosmetology Instructor II

Course Semester: Fall 2022

November 7 – December 9, 2022

Mondays 8-12 & 1-5

Plus Required Lab

Mainland City Centre, room # 153

Instructor Information:

- Ms. Ellen Chicon, echicon@com.edu, 409-933-8480
- Ms. Jamie Hunsucker, jhunsucker1@com.edu, 409-933-8608

Student hours and location:

- Ms. Chicon, Monday 7:30– 8:00 and 5:00 – 5:30, Rm. 144
- Ms. Hunsucker, Monday 8:30- 9:00 AM, 4:00 - 4:30, Tuesday 8:30 – 9:00 AM, 4:00 - 4:30 PM, Wednesday 1:00 – 4:00 PM, Friday virtual 9:00 – 11:00 AM via Teams or email, Rm. 144

Required Textbook/Materials: Milady Standard Professional Educator Textbook, 4th Edition book bundle including the CIMA online supplement; TDLR Rules and Regulations Book, kit for skills

Course Description: This course is a continuation of the fundamentals of instructing cosmetology students and introduces students to methods and techniques of teaching informational theory relative to cosmetology.

Course requirements: As well as covering chapters from the textbook, this course will require the use of technologies in the classroom. A Power Point presentation will be used along with the lesson plan oral presentation.

Determination of Course Grade: professionalism, attendance, unit assignments, unit tests, skills assignments, oral presentation, lab assignment, final exam.

Detailed Grading Formula:

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

Grading Scale:

A-90 to 100

B-80 to 89

C-70 to 79

D-60 to 69

F-59 & below

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 planning with the instructor on the first day back from an absence; practical skill tests or final exams may not be made up.

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 one hour of the class period, the grade will reflect an absence. 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 sessions, they will be dismissed from the course. 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".

- This is a five-week course
- Class sessions meet on Monday from 8-12 and 1-5.
 - There are 5 Mondays in this course.
 - The morning and afternoon sessions are counted separately.
 - There are 5 labs.
 - This totals 10 Monday sessions + 5 labs = 15 sessions.
- For lab attendance, a signature page is found on the daily schedule of the syllabus.
 - The lab instructor must sign with times for the attendance record.
 - The completed signatures must be submitted each week and at the end of the course for lab credit.
- The scheduled labs count toward attendance.
 - If you will miss a lab, you must notify the lab and course instructor.
 - Arrangements with the lab instructor should be planned to make up the missed lab on a different day or time or the absence will count. Notify the course instructor of the plans to make up the lab.
- If a student misses more than an hour of the class session, the attendance will reflect an absence.
 - For a morning class, an absence would be recorded after 9:00. If the student leaves before 11:00 in the morning, an absence will be recorded.
 - For an afternoon session, an absence would be recorded if the student arrives after 2:00. If the student leaves before 4:00 in the afternoon, an absence will be recorded.
- If a student misses more than 4 sessions of the 15 sessions (this equates to approximately 25 % of the course), they will be dismissed from the program.
 - No credit will be awarded.
 - The student may not proceed in the program until the following Fall semester when the program begins again.

- This attendance record reflects your commitment and dependability.
- Late arrival or early departure:
 - If a student arrives after class begins, the late arrival counts as a tardy.
 - If a student leaves before the class is dismissed at 12:00 or 5:00, the early departure counts like a tardy.
 - Four late arrivals or early departures will equal one absence.
 - Again, good attendance habits are encouraged.
- If the student decides to withdraw, it is the student’s responsibility to withdraw through the admissions department before “W” day to receive a grade of “W”, otherwise the grade will record as a “F”.

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 Learner Outcome | Maps to Core Objective | Assessed via this Assignment |
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| 1. Demonstrate effective classroom/clinic management | Teamwork | Lab assignment |
| 2. Implement teaching methodologies | Critical thinking | Lab evaluation |
| 3. Develop lesson plans | Communication skills (oral) | Oral presentation |

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 and Continuing Education at 409-933-8616; cboone@com.edu

Course outline: begins on page 6

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 Michelle Brezina at 409-933-8124 or mvaldes1@com.edu. The Office of Services for Students with Disabilities is 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. Contact Ms. Chicon for withdrawal date.

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 by the instructor 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

Course Schedule Follows:

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| <p>Monday Nov. 7, 2022 Week 1</p> <p>8-12</p> <ul style="list-style-type: none"> • Share journals • Review of Inst. II • New Lab assignments • Choose lesson plan topics • Review grading rubric for Oral Presentations <p>1-5</p> <ul style="list-style-type: none"> • Ch. 8 theory • Begin CIMA and Brightspace Assignments • Begin writing lesson plans | <p>Online and Homework</p> <ul style="list-style-type: none"> • Complete CIMA and BS assignments • Continue work on Lesson Plan • Study for Chapter 8 test next Monday <ul style="list-style-type: none"> • Bring Scantron and pencil | <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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| <p>Monday Nov. 14, 2022 Week 2</p> <p>8-12</p> <ul style="list-style-type: none"> • Share journals • Test Ch. 8 • Ch. 9 theory <p>1-5</p> <ul style="list-style-type: none"> • Begin BS & CIMA assignments • Continue writing Lesson Plans ○ Create a skills grading rubric for lesson plan ○ Create a Power Point for Lesson Plan | <p>Online and Homework</p> <ul style="list-style-type: none"> • Complete CIMA and BS assignments • Continue work on Lesson Plan • Study for Chapter 9 test next Monday <ul style="list-style-type: none"> • Bring Scantron and pencil | <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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| <p>Monday Nov. 21, 2022 Week 3</p> <p>8-12</p> <ul style="list-style-type: none"> • Share journals • Ch. 9 test • Ch. 10 theory <p>1-5</p> <ul style="list-style-type: none"> • Cont. Lesson plans • Create a written test (20 questions) with answers for lesson plan. <ul style="list-style-type: none"> ○ Use a mix of multiple choice, fill in the blank, true/ false, or short answer. | <p>Online and Homework</p> <ul style="list-style-type: none"> • Complete CIMA and BS assignments • Finish Lesson Plans • Study for Chapter 10 test next Monday <ul style="list-style-type: none"> • Bring Scantron and pencil | <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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| <p>Monday Nov. 28, 2022 Week 4</p> <p>8-12</p> <ul style="list-style-type: none"> • Share journals • Test Ch. 10 • Begin Final Review <p>1-5</p> <ul style="list-style-type: none"> • Lesson Plan Presentations | <p>Online and Homework</p> <ul style="list-style-type: none"> • Complete Final Review • Submit Final Exam Review answers on BS for grading • Study Chapter 8-10 for Final Exam next Monday <ul style="list-style-type: none"> • Bring Scantron and pencil | <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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| <p>Monday December 5, 2022 Week 5</p> <p>8-12</p> <ul style="list-style-type: none"> • Share journals • Final Exam Review • Final Exam <p>1-5</p> <ul style="list-style-type: none"> • Complete presenting lesson plans with PP, test, and rubric | <p>Homework</p> <ul style="list-style-type: none"> • Send copy of Lab assignment sheets before Friday at noon | <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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