



**CSME 1410.501CL
Principals of Haircutting and Related Theory
Fall 2021**

Monday, Tuesday, and Thursday 9:00 AM-12:00 PM and 1PM to 4PM

Instructor Information: Ms. Elaine Baker ebaker@com.edu 409-933-8115

Student office hours and location: Monday 7:30- 9am and 12pm -1pm, Tuesday- 7:30am - 9am and 12 - 12:30pm and 4 – 5pm, Wednesday 11:30pm – 12:30pm, Thursday 7:30-9am and 12 - 12:30pm

Required Textbook: Milady Standard Cosmetology hard cover text; 2016, Cengage MindTap, Texas Cosmetology Laws and Rules Book, Texas Department of Licensing and Regulation

Course Description: This is an introduction to the theory and practice of haircutting. Topics include terminology, implements, sectioning, and finishing techniques. Students will learn to identify terminology and exhibit basic workplace competencies related to haircutting and finishing techniques. Demonstrate use of implements and various sectioning, haircutting and finishing skills

Course requirements: At least 2 Mannequins one long and one mid length or longer, Shears, razor, thinning shears, miscellaneous combs, miscellaneous brushes, station set up, clips, capes, neck strip, curling iron, blow-dryer, flat iron, shampoo bag, and clipper implements. Implements to complete all services listed on practical requirements sheet. 3 different colored pens, notebook, paper etc. Student Kits should be purchased at COM Book Store.

Determination of Course Grade/Detailed Grading Formula:

Professionalism, attendance, oral reports, lab skills, tests, daily work, portfolio, online with BlackBoard, MindTap and exams.

Determination of Course Grade/Detailed Grading Formula:

Professionalism	20%
Attendance	20%
Test, Assignments, Oral Report, Practicals, MindTap, Blackboard	20%
Final exam	20%
Portfolio	20%

Grading Scale:

- A = 90-100
- B = 80-89
- C = 70-79

D = 60-69

F = 59 and below

Late Work, Make-Up, and Extra-Credit Policy: All missed assignments must be completed and turned in the first day back to class after an absence. There is no make up for the oral report or practical test or exams.

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.

Tardiness Policy: Entering the class after the time class begins is counted as a tardy. Entering the class after the halfway mark of the class is counted as an absence. Every four tardies equals one absence.

Contagious Illnesses:

In the event a student contracts a contagious illness, such as COVID 19 or strep, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. For COVID 19, self-report on the COM website. Follow the instructions given.
2. Email the instructor with a copy of a doctor's note stating that you may not attend school, with dates and your name. (Any days missed prior to this will count toward total absences)
3. Once the instructor receives the doctor's note, they will email the student (to COM email) instructions on assignments that can be completed from home. These will be assigned on a case-by-case basis. Communicate with your instructor about this. If these assignments are completed by the due date, the days missed will not count toward your absences.

Exposure / Quarantine:

In the event a student has been exposed to COVID 19 and must quarantine, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. Self-report on the Com website. Follow instructions given.
2. Email your instructor and inform them how many days you must quarantine.
3. The instructor will email the student (to COM email) instructions for attending class virtually via Teams or Zoom, and on assignments that can be completed from home. These will be on a case-by-case basis. If the student attends class virtually and assignments are completed by the due date, the days missed will not count toward your absences.
4. Should the student become ill while quarantined, communicate that to the instructor. Adjustments may be made to the assignments.

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 Assignment
1. Knowledge of terminology for haircutting	Critical thinking	Written Exam
2. Understand implements and their uses	Social Responsibility Critical thinking	Written Exam
3. Understand sectioning	Critical Thinking	Practical Test
4. Proficiency with finishing techniques	Communication Skills Critical Thinking	Practical Test
5. TDLR Rules and Regulations and Sanitary Guidelines for haircutting safety	Social Responsibility Critical Thinking	Written Test

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 the appropriate discipline action.

Plagiarism: 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** and the student will be referred to the Office of Student Conduct for the appropriate discipline action. Google search, copy and paste are considered plagiarism.

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 Department Chair Jamie Hunsucker jhunsucker1@com.edu 409-933 8608.

Course outline: Detailed schedule starts on page 6

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 Holly Bankston at 409-933-8520 or hbankston@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 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8-week session is December 2.

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.

QEP (Quality Enhancement Plan):

This class has been selected to include oral communication in its curriculum, as part of College of the Mainland's Quality Enhancement Plan (QEP) on oral communication across the curriculum. A small percentage of classes will also be video recorded for institutional purposes.

Disclaimers/Additional Policies: Instructors may, at their discretion, withdraw a student due to lack of attendance, inability to maintain the prescribed minimum rate of progress (70% test average) stated in the course syllabus or for behavior detrimental to the learning process of the student or class. Students should be familiar with the Cosmetology Welcome Packet & Student Expectations.

Criminal History:

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.

If your instructor determines you are not meeting the Cosmetology Program's expectations, you will be referred to the Early Academic Alert Program. These are resources available to you as a COM Student to ensure your success. Visit www.com.edu/counseling/early-alert for more information.

Students who fail a written test are required to make an appointment with a tutor in COM's Writing Center, located on the main campus, Technical Vocational Building, Room 1306. To register for an appointment, students can go to the COM Website, scroll down and click on the Tutoring Center ICON or TAB, look for hyperlink at the top center, click on it. Enter your username which is your COM email address given to you at time of enrollment. Your password is your student ID to create an account. To schedule an appointment, select a tutor, day and time, then fill out the short request form. Students can select one-hour, in-person or online appointments that offer real-time chats with a tutor. For more information about the Tutoring Center, call 409-933-8703. Tutoring times are listed on the Tutoring Website.

Classroom Conduct Policy: College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook.

<http://www.com.edu/student-services/student-handbook.php>. Students should act in a professional manner at all times. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class.

Principals of Haircutting

Classes are held on Monday, Tuesday, and Thursday from 9-12 and 1-4pm.

Week 1

*Review syllabus and supplies needed for class.

*Portfolio for Principals of Haircutting

Portfolio will include all practical assignments (2 of each haircut with styling) Take 3 pictures of dry mannequin before and 3 pictures after with hair styled. Place pictures in your portfolio each week and all pictures need to have labels of each set of before pictures and each set of after pictures and the name of each haircut. Send all pictures of completed work by the end of the week (Sunday night by midnight) This is part of your daily grade.

*Intro to A Little More off the Top

Demo: 0 Degree haircut and 0 degree with angle around the face

Skills:

0 Degree Haircut – complete with blow dry

0 Degree Haircut – with angles around face blow dry, flat iron or curling iron

Skills Assignment:

Complete (2) 0 Degree Haircuts on a mannequin one with angle around face and one without. Take pictures place in portfolio. Complete with blow dry, flat iron or curling iron

Online Assignments:

BlackBoard:

Review all documents and answer the assignment questions.

MindTap:

Chapter 16

Week 2

Assign Oral Reports

Demo: 120-degree haircut, blow dry, flat iron or curling iron

Skills:

120 Degree haircut – complete with blow dry and styling

A Little More off the Top test

Skills Assignment:

Complete (2) 120 Degree Haircuts completed on a mannequin complete with blow dry, flat iron or curling iron. Take pictures place in portfolio.

Online Assignments:

BlackBoard

Review all documents and answer the assignment questions

MindTap:

Chp. 16

Week 3

Demo: 180 Degree haircut with blow dry, flat iron or curling iron

Skills: 180 Degree haircut with blow dry, flat iron or curling iron

Skills Assignment:

Complete 2 - 180-degree haircuts on a mannequin with blow dry, flat iron or curling iron

A Little More off the Top test chapter 2

Online assignments:

Blackboard:

Review all documents and answer the assignment questions

MindTap:

Chapter 16

Week 4

Demo: 45-degree haircut with blow dry, flat iron or curling iron

Skills: 45-degree haircuts with blow dry, flat iron or curling iron

A Little More off the Top test chapter 3

Oral Report due video yourself and email instructor with a copy of written report

Skills Assignment:

Complete 2 – 45-degree haircuts on a mannequin with blow dry, flat iron or curling iron

Blackboard:

Review all documents and answer the assignment questions

MindTap:

Chp 16

Week 5

Demo: 90 Degree Haircut with blow dry, flat iron or curling iron

Skills: 90 Degree Haircut with blow dry, flat iron or curling iron

Skills Assignment: 2 – 90-degree haircuts on a mannequin with 90 Degree Haircut with blow dry, flat iron or curling iron

A Little More off the Top test chapter 4

Online assignments:

BlackBoard:

Review all documents and answer the assignment questions

Safety Test

Mindtap:

Chp 16

Week 6

Demo: Cutting Ethnic Hair

Skills: Cut textured mannequin

Bring You're a Game

Skills Assignment: cut and style Ethnic mannequin

Online assignments:

BlackBoard:

Review all documents and answer the assignment questions

Mindtap:

Chp. 16

Week 7

Demo: Men's cuts, long hair, clipper cuts

Skills: Men's cuts, long hair, clipper cuts

Skills Assignment: 1 men's long hair cut and all clipper cuts

Bring You're a Game

Online assignments:

Watch Videos of Men's cuts

BlackBoard: Catch up on assignments

Review all documents and answer the assignment questions

Mindtap:

Catch up on assignments

BlackBoard:

Portfolio Due Tuesday Week 9

Chp 16 Review

Mindtap:

Chapter 16 review and final

Week 8

Skills: Final Written and Practical Exams

All work due the Tuesday by midnight

***Assignments may change at instructor's discretion, please check BB and MT assignments**

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

Student signature

Date