



**Course Number and Section BARB-2432-221CL (3427)**  
**Name of Course: Barber Law/Shop Management I**  
**Course Semester (Spring 2022)**  
**03/21/2022 thru 05/13/2022**  
**Mondays thru Thursdays 5 p.m. – 9:30 p.m. (Face-to-Face)**

**Instructor Information:** Mr. Marion Lewis, [mlewis22@com.edu](mailto:mlewis22@com.edu), 409-933-8732

**Student hours and location:** 2:15 p.m. – 5 p.m., Monday thru Thursday. Available via email at [mlewis22@com.edu](mailto:mlewis22@com.edu), GroupMe, or my office phone at 409-933-8732

**Required Textbook/Materials:**

- **Milady Standard Professional Barbering Book, 6th Edition 2017**
- **Cengage Mind Tap online, 13<sup>th</sup> Edition 2016**
- **Texas Barber Laws and Rules Book, TDLR**

**Course Description:** The course is an advance continuation of Barber Styling I, and Barber Styling II with emphasis on more advanced hands-on application of skills.

**Course requirements:** Milady Standard Professional Barbering Book Bundle, and the Student Barber Toolkit. Laptops are available for use during school hours only and cannot be borrowed or checked out for home use.

**Determination of Course Grade/Detailed Grading Formula:** Practical and theory participation, unit assignments, skills assignment, research presentation unit tests and exams. All written tests must be passed with a grade of 70 or higher to pass the course. Students are allowed one re-take of a test during the course. No re-take for end of semester exams.

**Detailed Grading Formula:**

Attendance:	**10%
Professionalism	**10%
Assignments:	**20%
Test	**30%
End of Semester Exams	**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 test may be made up by making

arrangement with the instructor on the first day back from an absence (this is the student's responsibility). Practical skills and Oral Reports 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 half the class period, 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 able to sit for the license exam. It is the student's responsibility to understand the course requirements and maintain sufficient attendance and work completion.

**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)

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Learn the Texas Barber Laws and Rules	Personal Responsibility	Skills Assessment
2. Prepare for Licensure and Employment	Personal Responsibility	Skills Assessment
3. The Business of Barbering.	Critical Thinking	Written Test
4. Review Safety and Sanitation	Social Responsibility	Skills Assessment

**Academic Dishonesty:** (Describe your academic dishonesty policy and state consequences if it is violated)

**Classroom Conduct Policy:** College of the Mainland requires that students enrolled at COM be familiar with and abide by the Student Code of Conduct, which can be found in the on-line handbook. <http://www.com.edu/student-services/student-handbook.php>. Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from the class.

**Dress Code:** Black pants, Polo style shirts (black, white, and gray), closed toe black shoes. It is required that each enrolled student within the barbering program wear a black barbering jacket each day of class. **NO SAGGING PANTS** will be allowed by students in the classrooms or labs. If the student refuses to pull up his/her pants to a respectable position, he/she will be asked to leave and may return on the next class day dressed appropriately. **HODDIES** are not allowed while attending class. If the student refuses to remove the hoodie, he/she will be asked to leave and may return on the next class day dressed appropriately. **NO OPEN-TOE SHOES** allowed while attending class. If the student refuses, he/she will be asked to leave and may return on the next class day dressed appropriately

**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 Jamie Hunsucker, Dept. Chair at 409-933-8608, email: [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu).

**Course outline:** (Please see outline beginning pages 4 thru 6 of this document)

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## 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](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](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](mailto: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](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email

[counseling@com.edu](mailto: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 1<sup>st</sup> 8-week session is March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 4.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> 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](http://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](http://com.edu/coronavirus) for future updates.

### **Week 1 - Mar.21, 2022 – Barber Law/Shop Management I**

Receive, Discuss, and Sign the Class Syllabus

Meeting Licensure Requirements (PSI – Candidate Information Bulletin)

Examination for Barber (Sec. 1603.354, Texas Barber Laws and Rules Book)

MindTap or Milady Barber Test and Assignments

Current trend via YouTube and other TDLR learning websites

**Week 2 – Mar. 28, 2022**

Preparing for Licensure (Chap. 19)  
The Written Exam  
Barber Law  
Type of Licenses  
Continue Education Requirements  
MindTap or Milady Barber Test and Assignments  
Current trend via YouTube and other TDLR learning websites

**Week 3 – Apr. 04, 2022**

Renew Dates and Penalties  
Permitting of Barbershops and Specialty Shops (Barber Law and Rule Book)  
The Practical Exam  
Methodologies  
MindTap or Milady Barber Test and Assignments  
Current trend via YouTube and other TDLR learning websites

**Week 4 – Apr. 11, 2022**

Prepare for Employment  
Actual Job Searches for Barbers on Career Builder, and Indeed.com  
Focus on Inventory of Personal Characteristics (Milady Barbering)  
Employment Portfolio  
MindTap and Milady Barbering Test and Assignments  
Current trend via YouTube and other TDLR learning websites

**Week 5 – Apr. 18, 2022**

Revisit The Professional Shave (In its entirety)  
Resume Development  
Online and Field Research  
The Interview Preparation  
MindTap and Milady Barbering Test and Assignment  
Current trend via YouTube and other TDLR learning websites

**Week 6 – Apr. 25, 2022**

Writing a Thank You Letter  
Creating a Brand as a Barber vs. Barbershop Owner (I vs. We)  
Business Regulations and Laws relating to Barbershop Ownership  
Review Safety and Sanitation Practices  
Current trend via YouTube and other TDLR learning websites

**Week 7 – May 02, 2022**

Study of All 8-Week subjects for End of Semester Finals  
Pre-test

**Week 8 – May. 09 -11, 2022**

Continue Study for Final Test

End of Semester Exam

Thorough cleaning of the Barber Student Lab

End of Semester Grading

**BARB 2431-221CL**

**Name of Course – Advanced Barber Styling I**

I, \_\_\_\_\_, (please print) acknowledge that I received, read, and understand this syllabus.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_