



**Course Number and Section: CSME 1410.501**  
**Name of Course: Principles of Haircutting**  
**Course Semester: Fall 2022**  
**Monday, Tuesday, and Thursday**  
**9-12 and 1-4**  
**10/10-12/8 (9 weeks)**

**Instructor Information:** Ms. Jamie Hunsucker, [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu), 409-933-8608

**Student hours and location:** office # 144

**face to face** – Monday 8:30-9am and 4-4:30pm,  
Tuesday 8:30-9am and 4-4:30pm,  
Wednesday 1:00-4:30pm.

**Virtual** – Friday 9-11, via Group Me, Teams or email.

**Required Textbook/Materials:** Milady Standard Cosmetology, 14<sup>th</sup> Edition, Cengage CIMA online, Texas Cosmetology Laws and Rules Book - TDLR

**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 define terminology and practice basic workplace competencies related to haircutting and finishing techniques; demonstrate use of implements; and various sectioning, haircutting and finishing skills.

**Course requirements:** Weekly assignments in CIMA, weekly tests, Brightspace D2L assignments, weekly skills practice, an e-portfolio with pictures of the work done in class, final exams, class attendance, and professional behavior.

**Required tools:**

Three mannequins – medium length, long length, curly texture (Kim, Amanda, and Maya from the kit), shears, razor, texturizing shears, clippers, haircutting/all-purpose combs, styling tools, and other kit items.

**Determination of Course Grade/Detailed Grading Formula:**

Professionalism	10%
Attendance	10%
Assignments	10%
Tests	20%
E-portfolio	20%
Final Exam	30%

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:** Any work late due to an absence should be turned in upon return to class; make up tests should be scheduled with instructor. There is no make up for Practical Skill Tests or the Final Exam.

**Attendance Policy:** Students must maintain regular attendance to guarantee completion of hours by the end of the program. Every class is important to your success in school. A sign in sheet will be provided in each class. Each student must sign themselves in and out daily.

Day time classes are Full Time Block scheduling. This means that all 3 classes are to be taken each semester. All classes must be passed with a grade of C or better to move to the next course. Due to this, schedule changing from daytime to evening or evening to daytime is not allowed. Only with special permission from the department chair and advisor can this be done; and it is limited to one switch per student. Plan your schedule accordingly throughout the program.

If a student misses more than one hour of the class period, the grade will reflect an absence. Each absence will result in a 10-point deduction from the Attendance grade.

If a student has more than 4 absences in any one course they will be dismissed from that course. If prior to “W” day, the student may withdraw to receive a grade of W. Otherwise the grade will be F. It is the student’s responsibility to withdraw through the admissions department.

Tardiness: Entering the class after the time class begins OR leaving the class before it has ended will be counted as a tardy. Each tardy will result in a 5-point deduction from the attendance grade. Four (4) tardies are equal to one absence.

\*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.

*For Excused absences see Welcome Packet.*

**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. (ex. Grades and attendance)

Also, it is expected that students log into D2L weekly to view course assignments, messages, etc.

Instructors will create a Group Me for the class as a way to connect outside of class. Updates and quick answers can be communicated through this app. Peer to peer communication is also available through this method.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Define terminology	Communication skills	Test
2. Practice workplace competencies related to haircutting and finishing techniques	Empirical and Quantitative skills	Portfolio
3. Demonstrate use of implements	Critical thinking	Skills assignment
4. Demonstrate sectioning, haircutting, and finishing skills	Critical Thinking	Skills assignment
5. Demonstrate professional ethics	Personal Responsibility	Evaluation

**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 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 this class.

**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.

### **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](http://www.tdlr.texas.gov)*

**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 Instruction, at [cboone@com.edu](mailto:cboone@com.edu) or 409-933-8618.

**Course outline can be found on page 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 Michelle Brezina at 409-933-8124 or [mvaldes1@com.edu](mailto:mvaldes1@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 1<sup>st</sup> 8-week session is October 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 1.

**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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**Course Schedule on next page:**

<p>Week 1 October 10 Monday</p> <ul style="list-style-type: none"> <li>*Orientation to Haircutting</li> <li>*Review syllabus and course requirements</li> <li>*TDLR rules pertaining to haircutting</li> <li>*Begin Ch. 7</li> <li>*Complete 0-degree hair cut <b>on Amanda</b></li> <li>*Finish with blow dry and flat iron</li> </ul> <p>CIMA Ch. 7 due 10/16</p>	<p>Tuesday</p> <ul style="list-style-type: none"> <li>*Continue Ch. 7</li> <li>*Analyze hair for texture, porosity, elasticity</li> <li>*Demo A-Line (angled) 0-degree cut</li> <li>*Complete A-Line 0-degree cut <b>on Amanda</b></li> <li>*Finish with blow dry and curling iron</li> </ul>	<p>Thursday</p> <ul style="list-style-type: none"> <li>*Complete Ch. 7 Check in's</li> <li>*Complete CIMA for Ch. 7</li> <li>*Study flash cards of terms on CIMA for test Monday</li> <li>*Work on skill sheet</li> </ul>
<p>Week 2 October 17 Monday</p> <ul style="list-style-type: none"> <li>*Test Ch. 7</li> <li>Begin Ch. 8</li> <li>* Demo long layers for Bob haircut (120 degree)</li> <li>*Complete 120 degree cut on <b>Amanda</b></li> <li>*Finish with blow dry and flat iron</li> </ul> <p>CIMA Ch. 7 due 10/23</p>	<p>Tuesday</p> <ul style="list-style-type: none"> <li>*Cont. Ch. 8</li> <li>*Face shape worksheets</li> <li>*Complete 120 degree cut on <b>Amanda</b></li> <li>*Finish with blow dry and curing iron</li> </ul>	<p>Thursday</p> <ul style="list-style-type: none"> <li>*Write out flash cards for Ch. 8 terms, draw illustration of the term when applicable</li> <li>*Complete Ch. 8 check in's</li> <li>*Complete CIMA for Ch. 8</li> <li>*Work on skills sheet</li> <li>*Study Ch. 8 for test Monday</li> </ul>

<p>Week 3 October 24 Monday</p> <ul style="list-style-type: none"> <li>*Test Ch. 8</li> <li>*Begin Ch. 11</li> <li>-diagram areas of the head</li> <li>-elevations</li> <li>-cutting lines</li> <li>-over-direction</li>   <li>*TDLR Haircut service</li> <li>- PSI requirements</li> <li>*Prepare note cards for TDLR haircut service</li>   <li>*Demo TDLR haircut</li> <li>*Complete TDLR haircut on Kim using notecards</li> </ul>	<p>Tuesday</p> <ul style="list-style-type: none"> <li>*Cont. Ch. 11</li> <li>-Tools</li> <li>-Body posture</li> <li>-Safety</li> <li>*Review TDLR PSI / Haircut service and Rules and Laws pertaining to haircutting</li>   <li>*Timed TDLR haircut</li> </ul>	<p>Thursday</p> <ul style="list-style-type: none"> <li>*Work on Ch. 11 check in's</li> <li>*Work on CIMA for Ch. 11</li> <li>*Work on skills sheet</li> <li>*Study TDLR notes for test Monday</li> <li><b>*Organize pictures for E-portfolio</b></li> </ul>
<p>Week 4 October 31 Monday</p> <ul style="list-style-type: none"> <li>*Test on TDLR rules and steps</li> <li>*Cont. Ch. 11</li> <li>*Basic Hair cutting techniques</li> <li>-Graduated 45-degree hair cut on <b>Kim</b></li> <li>-Texturizing</li> <li>-Fringe</li> <li>-Razor</li> </ul>	<p>Tuesday</p> <ul style="list-style-type: none"> <li>*Demo and then complete -</li> <li>*45 + 120 Degree w/ fringe and texture on <b>Amanda</b></li> <li>-finish styling techniques</li> </ul>	<p>Thursday</p> <ul style="list-style-type: none"> <li>*Research texturizing techniques with How- To's and be prepared to present Monday (may use video or photo from website)</li> <li>*Work on Ch. 11 check in's</li> <li>*Work on CIMA for Ch. 11</li> <li>*Work on skills sheet</li> <li><b>*Organize pictures for E-portfolio</b></li> </ul>

<p>Week 5 November 7 Monday</p> <p>*Presentations on Texturizing * Cont. Ch. 11 *Uniform layer 90-degree plus Pixie hair cut on <b>Kim</b></p>	<p>Tuesday</p> <p>*Cont. Ch. 11 *Curly cuts *Techniques for cutting curly hair *90-degree cut on Maya *Finish styling with curly hair products for natural look</p>	<p>Thursday</p> <p>*Work on Ch. 11 check in's *Work on CIMA for Ch. 11 *Work on skills sheet <b>*Organize pictures for E-portfolio</b></p>
<p>Week 6 November 14 Monday</p> <p>*Cont. Ch. 11 *Dry cutting on curly hair *Dry 90- degree on Maya</p>	<p>Tuesday</p> <p>*Cont. Ch. 11 *Men's 90-degree cut with Shears and shear-over-comb technique *Style using paste/gel</p>	<p>Thursday</p> <p>*Work on Ch. 11 check in's *Work on CIMA for Ch. 11 *Work on skills sheet <b>*Organize pictures for E-portfolio</b></p>
<p>Week 7 November 21 Monday</p> <p>*Cont. Ch. 11 *Men's cut – square layers using shears and clippers</p>	<p>Tuesday</p> <p>Cont. Ch. 11 *Men's cut – undercut using shears and clippers</p>	<p>Thursday</p> <p><b>Closed for Thanksgiving!</b></p>



<p>Week 8 November 28 Monday</p> <p>*Advanced cuts / Combination cuts demo *Work on portfolio</p>	<p>Tuesday</p> <p>*Study guide for Final Exam *<b>Complete portfolio- due tomorrow!</b></p>	<p>Thursday</p> <p>*Complete all work for CIMA and Skills Sheet *<b>Complete Portfolio due today by 4 pm !</b></p>
<p>Week 9 December 5 Monday</p> <p>*Review for Final Exam *<b>Complete skills sheet – due today by 4pm!</b></p>	<p>Tuesday</p> <p>*<b>Final Exam!</b> Free day to make over a classmate</p>	<p>Thursday</p> <p>End of Semester Luncheon and Party !</p>