



**CSME 2401.501CL**  
**Principles of Hair Coloring & Related Theory**  
**Course Semester: Spring 2022**  
**March 21<sup>st</sup> – May 13<sup>th</sup>**  
**Monday, Tuesday & Thursdays 9:00am – 12:00pm and 1:00pm – 4:00pm**

**Instructor Information:** Mrs. Candice Edmonston, cburgess1@com.edu 409-933-8481

**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.

**Class Time:** Monday, Tuesday, Thursday

**Required Textbook:** Milady's Standard Textbook of Cosmetology –  
MindTap Cengage Online  
Texas Department of Licensing and Regulation Laws and Rule Book  
Milady MindTap Course Key: TBA

**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.

**Course Description:** This is a presentation of the theory, practice, and chemistry of hair color. Instruction will identify terminology, demonstration of the proper application and exhibit workplace competency related to hair color.

**Course Requirements:** Students will complete Chapter 21 on MindTap. The students will have 3 projects assigned for this class. See name & due dates below:

Color Wheel Project: April  
Vivid Project: Last Week  
Hair color Portfolio: Last Week

**Daily Grades:** Consist of a daily participation grade. This also includes a duty that will be assigned each week. If the duty is not performed, 10 points will be deducted from the Daily Grade.

**Materials:** 2 mannequins, station set up bag, capes, brushes & clips bag, hair color bag, thermal styling bag.

**Determination of Course Grades:**

Professionalism, Attendance	10%
MindTap, Daily Grades, Diagrams, Client Lab	30%
Color Wheel Project, Practical Sheets	20%
Chapter Exams	20%
Final Exams (Written & Practical)	20%

**See detailed daily class schedule attached.**

**Professionalism Grading Rubric:** Prompt to class, prepared for class, conduct online, through email and through GroupMe.

**Principles of Hair Color Lab Skill Sheets** are to completely be done in lab when class meets face to face to receive 100%.

**Additional Classroom Conduct:**

- Students may not use phone during lecture, practical assignments. If students are using phone during these times, a 5point deductions will occur on their Professionalism grade.
- Students must come to class in dress code every day. Students not in dress code will have a 5point deduction on their Professionalism grade.
- Students must bring supplies to every class. Students that do not have supplies during class will receive a 5point deduction from their Professionalism grade.

**Attendance Policy:** Every class is important to your success in school. Make every effort to attend all classes. Assign 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 during a 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 10 points off the attendance grade. Each absence is 15 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 nextcourses 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. Leaving class

before it's over is counted as a tardy. Every four tardy equals one absences.

**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 March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2nd 8-week session is May 4.

**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.

**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.

**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.

**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, Director of the Cosmetology Department, 409-933-8480 [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu)

**Make-Up Policy:** Written assignments/book work may be turned in on the **First** day back. Written tests may be made up by making arrangements with the instructor on the first day back

from an absence (this is the students responsibility; Practical skills & Oral Reports may not be made up. **NO LATE WORK IS ACCEPTED**

1. Define Related Terminology	Critical Thinking	Exam
2. Demo Proper Application	Empirical and Quantitative	Practical Skills Sheet/Exam/Portfolio
3. Demonstrate Safety and Sanitation	Social Responsibility	Sanitation and Safety Exam
4. Workplace Competencies	Teamwork	Lab Skills

**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.

### **Institutional Policies and Guidelines**

**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.

**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)

**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 in the Student Success Center.

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

### **Contagious Illness**

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, or test results 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.

**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) Should you wish to request a review of the impact of criminal history on your potential TDLR Cosmetology Operator Certificate which leads to testing for licensure, prior to or during your quest for a certificate, you can visit [www.tdlr.texas.gov](http://www.tdlr.texas.gov) and request a "Criminal History Evaluation": This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

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

**Professionalism Grading Rubric:** Prompt, Prepared, Uniform & Compliance & Hair/Make-up. All five areas must be met to receive a grade of 100%. If not met the daily professional grade will be 0.

**Zero Tolerance Policies:**

1. Bullying. Physical or Mental. We will strive to maintain a positive atmosphere at all times.
2. Uniform. Wear it or return home, get in uniform and return to school including lab jacket
5. No Borrowing. Bring your supplies or go home, retrieve your supplies and return to school.

**Counseling Statement:** Any student that is 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 setup their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

## **Principals of Haircutting Weekly Schedule**

### **Week 1**

1. Review syllabus and supplies needed for class.
2. MindTap – Course Code MTPN-P9RQ-9TTG
3. Portfolio – Go over Rubric for Principals of Haircutting  
Notes: 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. Can be in PowerPoint or on Social Media. Due Tuesday, March 9<sup>th</sup> .

Color Wheel Project – This project can be anything such as a painting, artwork, food, etc. Your project must have all colors on the color wheel, any object will be accepted. Be creative in this assignment. Rubric will be attached below.

4. Bags needed for this class: Station Set Up, Capes, Clips & Brushes Bag, Haircolor Bag, Hot Tools & Hairstyling Bag.
5. Every day we meet, student must be prepared for practical assignments. If a student does not participate in daily assignments, 10 points will be deducted from daily grades.
6. Start on Chapter 21 PowerPoint – Part One
7. Models will be scheduled for every Tuesday in April, except for \$/13. Mrs. Cruz will be our guest artist. Must get your model approved by an instructor before scheduling.

**Week 1**  
**Monday, March 21st**

**Instructor Demo:**

1. Lecture: Ch. 21, Part 1
2. Identifying Natural Hair Level & Tone – With Level Finder
3. Haircolor & Developer. How to mix the 2
4. Moch - Basic All Over

**Student Assignment:**

1. Notes: Ch. 21, Part 1
2. Find natural level of Mannequin
3. Moch Basic All Over – Time
4. Zero Degree HC
5. Shampoo & ROUND BRUSH Style
6. Sanitize station & tools.

Daily Grade: 3/22/22 \_\_\_\_\_

Professionalism Grade: 3/22/22 \_\_\_\_\_

**Tuesday, March 22<sup>nd</sup>**

**Instructor Demo:**

1. Lecture: Ch. 21, Part 1
2. Diagram: Basic All Over
3. Formulate: Quad Mannequin

**Student Assignment:**

1. Notes: Ch. 21, Part 1
2. Formulation Cards
3. Quad Mannequin – Apply formulated color.
4. 120 Degree HC, Shampoo & Style
5. Take photo for Portfolio. Must have formulation included.

Daily Grade: 3/23/22 \_\_\_\_\_  
Professionalism Grade: 3/23/22 \_\_\_\_\_

**Thursday, March 25<sup>th</sup>**  
**Client Lab**

Daily Grade: 3/25/22 \_\_\_\_\_  
Professionalism Grade: 3/25/22 \_\_\_\_\_

**Week 1 -2 Online Assignments:**

**MindTap:**

**Chapter 21 – Work Due on Saturday, 4/2/21.**

**Week 2**  
**Monday, March 28<sup>th</sup>**

**Instructor Demo:**

1. Lecture: Ch. 21, Part 1
2. Reminder: Exam is next Monday, 4/4
3. Assign: Color Wheel Projects – Hand out Rubric. Due 4/19
4. Go over Lightener & Developer & how its mixed.
5. Diagonal Slice Highlights – Partial Head
6. Toners – Go Over Shades EQ & Processing Solutions

**Student Assignment:**

1. Notes: Ch. 21, Part 1
2. Diagonal Slice Highlights
3. Toners – Shades EQ & Processing Solution



4. Take Photo for Portfolio – Must Have Formulation!

Daily Grade: 3/28/22 \_\_\_\_\_

Professionalism Grade: 3/28/22 \_\_\_\_\_

**Tuesday, March 29<sup>th</sup>**

**Instructor Demo:**

1. Lecture: Ch. 21, Part 1 – Students take notes (for a grade)
2. Diagram Diagonal Slice Highlights
3. Toners – To be continued
4. Horizontal Weave Highlights & Baby Lights

**Student Assignment:**

1. Notes: Ch. 21, Part 1 (TEST MONDAY, April 4<sup>th</sup>)
2. Horizontal Weave Highlights & Baby Lights, Tone
3. Shampoo & Style, Directional Blow Dry
4. Sanitize station & tools.
5. Take Photo for Portfolio – Must Have Formulation!

Daily Grade: 3/29/22 \_\_\_\_\_

Professionalism Grade: 3/29/22 \_\_\_\_\_

**Thursday, March 30<sup>th</sup>**  
**Client Lab**

**Week 1 -2 Online Assignments:**

**MindTap:**

**Chapter 21 – Work Due THIS Saturday, 4/2/22.**

**Week 3**  
**Monday, April 4<sup>th</sup>**

**Instructor Demo:**

1. Exam: Ch. 21, Part 1
2. Notes: Chapter 21, Part 2
3. Color Wheel Project Reminder – Due Week 5, 4/19
4. Quad Mannequin: HighLights & LowLights – Student will use mock color for LowLights

**Student Assignment:**

1. Exam: Ch. 21, Part 1
2. Notes: Chapter 21, Part 2
3. Quad Mannequin: Highlights & Lowlights
4. Cut 180 Degree Haircut
5. Shampoo & Style
6. Take photo for Portfolio. Must have formulation included

Daily Grade: 4/4/22 \_\_\_\_\_  
 Professionalism Grade: 4/4/22 \_\_\_\_\_

**Tuesday, April 6<sup>th</sup>  
 Model Day**

Daily Grade: 4/5/22 \_\_\_\_\_  
 Professionalism Grade: 4/5/22 \_\_\_\_\_

**Thursday, April 6<sup>th</sup>  
 Client Lab**

Daily Grade: 4/6/22 \_\_\_\_\_  
 Professionalism Grade: 4/6/22 \_\_\_\_\_

**Week 3 - 4 Online Assignments:**

**MindTap:**

**Chapter 21, Part 2 Next Saturday, 4/16/22.**

**Week 4  
 Monday, April 11<sup>th</sup>**

**Instructor Demo:**

1. Notes: Chapter 21, Part 2
2. Reminder: Exam next Monday 4/19
3. Reminder: Color Wheel Project– Due Week 5, 4/19
4. Diagram: Quad Mannequin: HighLights & LowLights
5. Bayalage

**Student Assignment:**

1. Notes: Chapter 21, Part 2
2. Diagram: Highlights & Lowlights
3. Bayalage
4. Shampoo & Style
5. Take photo for Portfolio. Must have formulation included

Daily Grade: 4/11/22\_\_\_\_\_

Professionalism Grade: 4/11/22\_\_\_\_\_

**Tuesday, April 12<sup>th</sup>**

**Guest Artist**

Daily Grade: 4/12/22\_\_\_\_\_

Professionalism Grade: 4/12/22\_\_\_\_\_

**Thursday, April 14<sup>th</sup>**

**Client Lab**

Daily Grade: 4/14/22\_\_\_\_\_

Professionalism Grade: 4/14/22\_\_\_\_\_

**Week 3 - 4 Online Assignments:**

**MindTap:**

**Chapter 21, Part 2 DUE THIS Saturday, 4/16/22.**

**Week 5**

**Monday, April 18<sup>th</sup>**

**Color Wheel Project Due TODAY**

**Instructor Demo:**

1. Color Wheel Projects Due Today
2. Exam: Ch. 21, Part 2
3. Notes: Ch. 21, Part 3

4. Bayalage 2 (Bring Higher to Root)

**Student Assignment:**

1. Exam: Ch. 21, Part 2
2. Present: Color Wheel Projects
3. Bayalage 2 (Bring Higher to Root)
4. Shampoo & Style
5. Take photo for Portfolio. Must have formulation included.

Daily Grade: 4/18/22\_\_\_\_\_

Professionalism Grade: 4/18/22\_\_\_\_\_

**Tuesday, April 19<sup>th</sup>**  
**Model Day**

Daily Grade: 4/19/22\_\_\_\_\_

Professionalism Grade: 4/19/22\_\_\_\_\_

**Thursday, April 21<sup>st</sup>**  
**Client Lab**

Daily Grade: 4/21/22\_\_\_\_\_

Professionalism Grade: 4/21/22\_\_\_\_\_

**Week 5 - 6 Online Assignments:**

**MindTap:**

**Chapter 21, Part 2 NEXT Saturday, 4/30//22.**

**Week 6**

**Monday, April 25<sup>th</sup>**

**Instructor Demo:**

1. Notes: Ch. 21, Part 3
2. Reminder: Vivids Project Due Week 8, Monday, May 10<sup>th</sup> at the BEGINNING of class
3. Blonde All Over – Talk about what would need to happen to go back dark.
4. Diagram: Vivid Placement

**Student Assignment:**

1. Notes: Ch. 21, Part 3
2. Blonde All Over
3. Shampoo & Style
4. Take photo for Portfolio. Must have formulation included.
5. Diagram: Vivid Placement

Daily Grade: 4/25/22\_\_\_\_\_  
Professionalism Grade: 4/25/22\_\_\_\_\_

**Tuesday, April 26<sup>th</sup>  
Model Day**

Daily Grade: 4/26/22\_\_\_\_\_  
Professionalism Grade: 4/26/22\_\_\_\_\_

**Thursday, April 9<sup>th</sup>  
Client Lab**

Daily Grade: 4/28/22\_\_\_\_\_  
Professionalism Grade: 4/28/22\_\_\_\_\_

**Week 5 - 6 Online Assignments:**

**MindTap:**

**Chapter 21, Part 3 DUE THIS Saturday, 5/7//22.**

**Week 7**

**Monday, May 2<sup>nd</sup>**

**Instructor Demo:**

1. Exam: Ch. 21, Part 3
2. Reminder: Vivids Project Due Week 8, Monday, May 10<sup>th</sup> at the BEGINNING of class
3. Quad Mannequin, Complete Color Assignment

**Student Assignment:**

1. Exam: Ch. 21, Part 3
2. Quad Mannequin – Complete Color Assignment
3. Take photo of Quad for Portfolio. Formulations must be on each quad

Daily Grade: 5/2/22\_\_\_\_\_

Professionalism Grade: 5/2/22\_\_\_\_\_

**Tuesday, May 4<sup>th</sup>**  
**Catch Up Day**

Daily Grade: 5/3/22\_\_\_\_\_

Professionalism Grade: 5/3/22\_\_\_\_\_

**Thursday, May 6<sup>th</sup>**  
**Client Lab**

Daily Grade: 5/5/22\_\_\_\_\_

Professionalism Grade: 5/5/22\_\_\_\_\_

### **Week 8**

- **Practical Exam – Monday 5/9/22**
- **Portfolio Due Monday, 5/9/22**
- **Vivids Project Due Tuesday 5/10/22**
- **Written Exam – 5/10/21**



**CSME 2441.501  
Prep for State licensing  
Spring 2022**

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

\_\_\_\_\_

**Student signature**

\_\_\_\_\_

**Date**

**Candice Edmonston  
Associate Professor  
Department Coordinator**

**College of the Mainland Cosmetology Department**