



BARB -1404 -101C3
Introduction to Barber Styling
Fall 2025
Aug 18-Dec 03 - 2025
M-T 9am-12:30pm & Wed 9am-12pm

Instructor Information: Crystal Whaley, cwhaley1@com.edu 409-933-8480

Office hours and location: Monday-Wednesday 8:30am-9am. Available via email at cwhaley1@com.edu, by phone on 409-933-8480, @10000 Emmett F. Lowry Expressway Suite 4000 Texas City, TX 77591

Required Textbook/Materials: Milady Standard Professional Barbering Book, 7th Edition, Foundations, CIMA online assignments, current Texas Barber Laws and Rules Book, TDLR student barber tool/supply kit, mannequins for skills and final exams, all implements/supplies to complete skills in preparation for TDLR Class A Barber Exam, and Candidate Bulletin (PSI)

Course Description: Basic techniques for hair cutting. Introduction to the related skills of shampooing and treatments, and of trimming beards and mustaches.

Course requirements: Milady Standard Professional Barbering Book Bundle, the Student Barber Tool kit. Models upon request. Replenished supplies when needed.

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

Detailed Grading Formula:

Attendance	**10%
Professionalism	**20%
Daily Assignments	**20%
Tests	**20%
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 tests may be made up by planning with the instructor on the first day back from an absence (this is the student's responsibility).

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 can 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 sit for the license exam. It is the student's responsibility to understand the course requirements, maintain sufficient attendance, and complete the work.

Prenatal appointments: For doctor appointments due to maternity, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. Communicate with your instructor before the absence appointment.
2. Bring a note from the doctor stating the appointment date and time upon returning to class. You are expected to attend class before or after your appointment.
3. Make-up work will be assigned on a case-by-case basis.

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. YOU MUST INFORM INSTRUCTOR ON DUTY THROUGH EMAIL OR TEAMS, OF TARDY/ABSENCE ON ANY/ALL CLIENTS DAYS OR IT MAY BE CONSIDERED A DISCIPLINARY - WRITE UP OFFENSE

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Identify and discuss hair products and their chemistry;	Communication Skills Personal Responsibilities Critical Thinking	Practical Skills
2. Demonstrate shampooing and treatment techniques and identify the basic anatomy of the head, face, and neck	Professional Responsibility Critical Thinking	Practical Tests Practical Skills
3. Demonstrate standard shaving techniques	Professional Responsibility Critical Thinking	Practical Skills
4. Define haircutting terms and exhibit proficiency in giving a basic haircut	Professional Responsibilities Critical Thinking	Written Tests Practical Skills
5. Practice safety and sanitation.	Professional Responsibility Personal Responsibility Social Responsibility	Practical Tests Practical Skills

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 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 Jamie Hunsucker, at 409933-8480, or jhunsucker1@com.edu

Course outline: COURSE OUTLINE CAN BE FOUND ON PAGE 5

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://www.com.edu/student-services/student-handbook.html>. *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.*

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 accommodation is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, 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 1st 8-week session is October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

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 or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.