



Course Number and Section (CSME 1401.221CL/9373)
Orientation to Cosmetology
Fall 2021
5:00pm-9:00pm, Monday & Wednesday

Instructor Information: Sharon B. Goebel, sgoebel@com.edu, (832) 372 - 4635

Student hours and location: 5:00-9:00pm, Monday & Wednesday, Cosmetology Bldg. Rm 123

Required Textbook/Materials: Milady Book Bundle

Course Description: This course is an introductory overview of skills and knowledge of The Basics of Cosmetology.

- Milady Chapters 1-4, 5, 6, 11, 12 & 13
- Labs (In-Person), Skills, Basic Cuts, Mock: Tints, Bleach, Foils, Relaxers, Basic Mani/Pedi

Course requirements: Complete online Theory Assignments and Learn Lab Skills taught in Hybrid Classes.

Determination of Course Grade/Detailed Grading Formula: (methods of evaluation to be employed to include a variety of means to evaluate student performance)

- **Detailed Grading Formula**

Professionalism	10%
Attendance	10%
Weekly Assignments	10%
Weekly Tests	10%
Lab Practical's	20%
Final Practical Exam	20%
Written Final Exam	20%

- **Grading Scale:**

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 & below

Late Work, Make-Up, and Extra-Credit Policy: NO LATE PRACTICALS. Late written work receives a 10 point reduction each day for the first three days, after that no exceptions. Extra credit only if cleared with instructor.

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 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 sit for the licenser 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)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate Introductory Skills of Professional Interaction	Critical Thinking	Role Playing, Consultation Drills, Online Assignments, and Written Tests
2. Demonstrate Professional Ethics	Personal Responsibility	Tests Milady Ch. 1,2,4
3. Demonstrate Safety, Sanitation, Ergonomic correctness & Physical health	Social Responsibility	Tests & Assignments Milady Ch. 5,6
4. Demonstrate knowledge of Hair & Scalp, the Basics of Chemistry & Electricity, and How they relate to Cosmetology	Knowledge of Elements of Cosmetology	Tests & Assignments Milady Ch. 11,12,13

Academic Dishonesty: Any incident of dishonesty of policy will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty such as cheating on exams is a serious offense and will result in a grade of ZERO on the exam. The student will be referred to the OFFICE of STUDENT CONDUCT for the appropriate disciplinary 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, Cosmetology Department Chair, at Jhunsucker1@com.edu or (409)933-8608.

Course outline: Includes a Daily Schedule posted in Blackboard, complete with assignments on Blackboard, and due dates, etc.

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. *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.

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 on assignments that can be completed from home. These will be on a case-by-case basis. If the 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.

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I, _____, (please print) acknowledge that I have received, read and understand the syllabus.

Student Signature

Date

*This is to be signed for assignment grade.

<p>MONDAY Week 1 <u>Session 1</u> Syllabus, Orientation, Introductions</p> <p>Go over Syllabus, School rules Needed:</p> <ul style="list-style-type: none"> • Notebook • Pen <p><i>Paperwork: Forms & photos must be turned in by 8/31</i></p>	<p>WEDNESDAY Week 1 <u>Session 2</u> Assignments:</p> <ul style="list-style-type: none"> • Read milady Ch. 1&2 • Do Review questions Ch. 1&2 • Ch. 1&2 Vocab words • 1-page written assignment on “Why I’m Becoming a Cosmetologist” (include goals for future years) 		<p>MONDAY Week 2 <u>Session 3</u> Chapters 1&2 Review & Test</p> <p>Lab: Kit-packing, Station set-up, Shampoo, Condition & Massage Demo</p> <p>Practical work on mannequin for above demos</p>	<p>WEDNESDAY Week 2 <u>Session 4</u> <u>Test corrections</u> <u>Ch 1-2</u> Read Ch. 3&4</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Do review questions • Client intake forms fill-in • Service notecards prepare • Write a half page paper on handling communication barriers based on textbook pgs. 59-62
<p>MONDAY Week 3 <u>Session 5</u></p> <p>Test Ch.3&4</p> <p>Demo blow-dry style, paddle-brush, and round-brush styles w/product knowledge</p> <p>Lab: Station set-up & drape, shampoo, deep condition, blow-dry style (1 paddle-brush, 1 round-brush)</p>	<p>WEDNESDAY Week 3 <u>Session 6</u></p> <p><u>Test corrections Ch 3&4</u> Read Ch. 5 Infection Control</p> <p>Do Review Questions on pg. 107 in textbook</p> <p>Vocab words pg. 107-111 <i>Due: wk4, session 8</i></p>		<p>MONDAY Week 4 <u>Session 7</u> Demo: Marcel curling iron</p> <p>Lab: Station set-up, Shampoo, condition, head massage, blow-dry style (round-brush), and Marcel curl *Repeat above w/paddle-brush</p>	<p>WEDNESDAY Week 4 <u>Session 8</u> TDLR Rulebook: Read TDLR rules pgs. 1r-45r</p> <p>Begin a personal, professional, projected biography using a timeline from when you began school to your end career goals. 3 pages. <i>Due wk5, session 10</i></p> <p>Test Review posted in BB</p>

<p>MONDAY Week 5 <u>Session 9</u> Test Ch. 5</p> <p>Demo: Wet-set & style</p> <p>Lab: Station set-up, shampoo, condition, wet-set 2 mannequins, dry & comb-out style</p>	<p>WEDNESDAY Week 5 <u>Session 10</u> <u>Test Corrections</u> <u>Ch 5</u></p> <p>Read Ch. 6 (General Anatomy & Physiology) pgs. 114-140</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Review questions 1-10 <i>due: wk6, Session12</i> • Projected Biography paper due 		<p>MONDAY Week 6 <u>Session 11</u></p> <p>Demo: 9 section permanent wave</p> <p>Presentation; product knowledge; products from dispense</p> <p>Lab: Section 9-section perm wave & wrap, assign product knowledge for wave to be presented on wk7, session 13</p>	<p>WEDNESDAY Week 6 <u>Session 12</u></p> <p>Anatomy Assignments:</p> <ul style="list-style-type: none"> • Label bones & nerves on head and neck • Begin vocab: pgs. 141-144 <i>due: wk7, session/14</i>
<p>MONDAY Week 7 <u>Session 13</u></p> <p>Quiz over nerves & bones on head and neck (daily grade)</p> <p>Demo: chemical mocks (basic all-over, diagonal, & horizontal foils)</p> <p>Lab: on mannequin, full head of foils</p>	<p>WEDNESDAY Week 7 <u>Session 14</u></p> <p>Assignments:</p> <ul style="list-style-type: none"> • Vocab words pgs. 145-148 <i>due: wk8, session/16</i> • Chart of the 11 body systems, their functions, & major organs. Refer to pg. 118 textbook <i>due: wk8, s16</i> 		<p>MONDAY Week 8 <u>Session 15</u></p> <p>Demo: bleach retouch & virgin</p> <p>Lab: 2 quarters of head in foils (1 diagonal, 1 horizontal) & 2 quarters in bleach (1 retouch, 1 virgin)</p>	<p>WEDNESDAY Week 8 <u>Session 16</u></p> <p>Vocab words & body chart due from Session/14</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Vocab words pgs. 149-151 <i>due: wk9, session/18</i> • Label bones of hand & foot. Label muscles of hand & foot. Refer to pgs. 126-128 <i>Due: wk9, session/18</i> <p>Test Review Ch.6 in class.</p>

Class Begins: 8/23/2021, 5-9pm **Class Ends:** 12/10/2021 **MONDAYS:** and **WEDNESDAYS:**

<p>MONDAY Week 9 <u>Session 17</u> Test Ch. 6</p> <p>Demo: virgin tint & tint retouch</p> <p>Lab: Station set-up, virgin tint, tint retouch</p>	<p>WEDNESDAY Week 9 <u>Session 18</u></p> <p><u>Test Ch 6 corrections</u></p> <p>Read Ch. 11 – Properties of Hair & Scalp</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Milady review questions pg. 248 • Ch. 11 Vocab pgs. 248-251 <i>due: wk10, session/20</i> <p>Test Review Ch. 11 posted on Blackboard</p>		<p>MONDAY Week 10 <u>Session 19</u> Test Ch. 11</p> <p>Demo: virgin relaxer & retouch</p> <p>Lab: virgin relaxer & relaxer retouch</p> <p><u>Reminder:</u> Vocab & review questions Ch. 11 due on session 20</p>	<p>WEDNESDAY Week 10 <u>Session 20</u> <u>Test corrections chapter 11</u></p> <p>Homework Ch. 11 due</p> <p>Read Ch. 12 – Basics of Chemistry</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Review questions pg. 268 • Vocab pgs. 268-271 <i>due: wk11, session/22</i>
<p>MONDAY Week 11 <u>Session 21</u> Ch. 12 Chemistry</p> <p>Demo: haircuts (0 degree HC, layered cuts, 90 degree, 180 degree)</p> <p>Lab: do above 3 haircuts</p>	<p>WEDNESDAY Week 11 <u>Session 22</u> Homework due Test review Ch. 12 Assignments:</p> <ul style="list-style-type: none"> • Continue review for test • Begin a 1-page report comparison on 6 different brand shampoos and conditioners whether they are acid or alkaline <i>Due & presented: wk12, s23</i> 		<p>MONDAY Week 12 <u>Session 23</u> Test Ch. 12 Presentation of shampoo reports</p> <p>Demo: basic manicure/one hand</p> <p>Lab: 2 two-hand manicures</p>	<p>WEDNESDAY Week 12 <u>Session 24</u> <u>Test corrections Ch. 12</u></p> <p>Read Ch. 13 – Basics of Electricity</p> <p>Assignments:</p> <p>half-page report: pgs. 274-275 or 284-286 <i>Due: wk13, s26</i></p>

<p>MONDAY Week 13 <u>Session 25</u></p> <p>Demo: basic pedicure</p> <p>Lab: 2 pedicures</p>	<p>WEDNESDAY Week 13 <u>Session 26</u> Ch. 13 cont.</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Vocab words pgs. 289-291 <i>due: wk14, s28</i> • Study test review on BB for Ch 13 • Half-page report & review questions due today 		<p>MONDAY Week 14 <u>Session 27</u> Review Ch .13</p> <p>Lab: Find a picture on internet and copy the style on your mannequin & do your favorite HC on your mannequin & style</p>	<p>WEDNESDAY Week 14 <u>Session 28</u> Vocab Ch. 13 due Test chapter 13</p> <p>Go back to the beginning of this semester & compile a study sheet of all the chapters for your final test. You may you use previous tests and homework. <i>Due: wk15, session/30</i></p>
<p>MONDAY Week 15 <u>Session 29</u></p> <p><u>Test corrections</u> <u>Ch 13</u></p> <p>Work on a Classmate (last lab before practical final) Consultation w/classmate</p> <ul style="list-style-type: none"> • Chemicals will have to be okayed by instructor • Choose style & complete 	<p>WEDNESDAY Week 15 <u>Session 30</u> Study sheet on Final by Mrs. Goebel Review in class</p> <p>Written & Practical Finals on Monday (wk16, session/30)</p> <p>Practical test to consist of 3 horizontal foils, 3 diagonal foils, 1 quadrant color retouch, 1 quadrant bleach retouch, 1 quadrant virgin relaxer</p>		<p>MONDAY Week 16 <u>Session 31</u></p> <p>Written Final</p> <p>LAB: Practical Final</p>	<p>WEDNESDAY Week 16 <u>Session 32</u></p> <p>Grades/PARTY</p> <p>Have a Great Holiday Break!!</p>