



**Course Number and Section: 1453.301CL**

**Name of Course: Chemical Reformation & Related Theory**

**Course Semester: Fall 2021**

**Mon – Fri 1:30pm – 5:30pm**

**Instructor Information:** Beth Darden, bdarden1@com.edu 409-933-8129

**Student hours and location:** Monday – Friday, 1:30pm – 5:30pm, Room 119

**Student & Office Hours:** Monday – Friday, 11:30pm – 1:30pm

Monday – Tuesday, 5:30pm – 6:30pm

**Required Textbook/Supplies:** Milady Cengage Mind Tap online  
Supply Kit from Bookstore  
Lab Jacket from Smockers  
TDLR Rules Book  
PSI Exams Candidate Bulletin  
Binder with tabs  
Notecards

**Course Description:** Theory and practical skills for chemical reformation including terminology, application, and workplace competencies.

**Course Requirements:** This course covers Chapters 7, 8, 22, 23, 24. Assignments in this class will be in Blackboard and MindTap, Portfolio, Daily Assignments & Skills, Chapter Exams & Final Exams. Supplies needed for this class:

- One medium length, straight hair mannequin
- Ethnic mannequin
- Permanent wave implements
- Chemical relaxer implements
- Station set up bag
- Gel & cholesterol
- Scantrons
- Shampoo supplies
- Pencils, pen, and paper

**Late Work, Make-Up, and Extra-Credit Policy:** Written assignment and written test are due the first day after the missed class. There is no make up for practical assignments, oral exams or test missed due to an absence.

**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.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
Identify terminology related to chemical Reformation	Critical Thinking	Test
Follow safety and sanitation laws and rules according to the state licensing agency	Social Responsibility	Safety and Sanitation Test
Exhibit workplace competencies related to chemical reformation	Personal Responsibility	Skills Assessment

**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 Department Chair Jamie Hunsucker [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu) 409-933 8608.

**Course Outline:** Detailed schedule starts on page 6

**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.

**See weekly assignments for all supplies needed each week.**

**Grading Scale:**

A- 90 to 100

- B- 80 to 89
- C- 70 to 79
- D- 60 to 69
- F- 59 & below

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

- |   |     |
|---|-----|
| • Professionalism                           | 10% |
| • Attendance                                | 10% |
| • MindTap Assignments & Quizzes             | 20% |
| • Lab Skill Sheets, Daily Grades & Schedule | 20% |
| • Chapter Exams & Oral Presentation         | 20% |
| • Final Exam                                | 20% |

**Professionalism Grade: Grade starts at 100. Anytime the following rules are broken, student will be deducted 5 points from their professionalism grade:**

- **Sleeping in class**
- **Sitting while you should be standing doing a practical assignment**
- **Not in dress code**
- **On phone during lecture or client lab**
- **Watching movies while in school**
- **Eating or drinking on client lab**
- **Being rude or disrespectful to instructor or classmate. Bullying is not tolerated & could result in being dropped from the program.**
- **Failure to do duties such as sanitizing desk at the end of class & performing assigned duties. Must put all supplies back after use.**
- **Not being prepared for the day, not having supplies for lecture, practical skills or client lab services. Students may NOT borrow supplies from their classmates.**
- **Cursing or using inappropriate language.**

**If any of the above actions may result in a write up. After 3 write ups, student will be dropped from the program.**

**Course outline & Schedule:** See page 6.

**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 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 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. Entering the class after the halfway mark of the class is counted as an absence. Every four tardies equals one absence.

## 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 October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 2.

**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.

**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.

**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 always maintain a positive atmosphere.
2. Uniform. Must be worn to attend school.

# Weekly Schedule

## **Week 1**

Orientation to Skin Care  
E portfolio assignment  
Review Ch. 7, Complete Mind Tap Assignments  
Prepare bag for facial services  
Review TDLR Sanitation rules for Facial services  
Client services in the Salon

## **Week 2**

Test Ch. 7  
Review Ch. 8, complete MindTap assignments  
Consultation and intake forms for facial service  
Draping for Facial services  
Complete a Basic Facial – take photos for portfolio.  
Client services in the Salon

## **Week 3**

Test Ch. 8  
Special project assignment\*  
Review Ch. 22, complete MindTap assignments  
Hair removal – waxing and tweezing  
Complete the Take a Moment facial – take photo for portfolio  
Client services in the Salon

## **Week 4**

Test Ch. 22  
Review Ch. 23, complete MindTap assignments  
Massage techniques  
Complete the Journey Facial – take photo for portfolio  
Client services in the Salon

## **Week 5**

Test Ch. 23

Review Ch. 24, complete MindTap assignments

Complete Make up application for Daytime and Evening looks - take photo for portfolio

Client services in the Salon

## **Week 6**

Test Ch. 24

Review lash applications – strip and tabbing

Complete make up application with lash application for Daytime and Evening looks- take photo for portfolio

Client services in the Salon

## **Week 7**

Present projects in class \* Review

TDLR facial procedure Review for

Final Exam

## **Week 8**

Written final exam – Chapters 7, 8, 22, 23, 24

Skills final exam – Station Set Up, Bloodspill,

Waxing, Facial, Eyelash, Station Clean Up,

TDLR EXAM

**\*Assignments may change at instructor's discretion, please check BB and MT assignments**

## Portfolio

**For your Portfolio (3 pictures before and 3 pictures after of each skill)**

Sectioning

Basic 9 section perm

Real permanent wave on mannequin

TDLR Perm W/cotton

Highlight cap perm

Ponytail Perm

Spiral Perm

Weave Perm

Piggyback Perm

Brick Lay Perm

Playful Swirl Perm

Ocean Wave Perm

Mock Virgin Relaxer

Mock Relaxer Retouch

Soft Curl Perm

Keratin Smooth Straightner

**CSME 1453.301CL  
Chemical Reformation  
Fall 2021**

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

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

\_\_\_\_\_  
Date

**Beth Darden  
Associate Professor  
Cosmetology Department  
College of the Mainland**