



**CSME 2401.502CL**  
**Principles of Hair Coloring & Related Theory**  
**Course Semester: Fall 2023**  
**Monday, Tuesday, and Thursday**  
**August 28th to October 19th**

**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.

**Student hours and location:** Monday – Tuesday 8:00 to 8:30, 12:00 to 1:00 and Thursday 8:00 to 10:00 and 12:00 to 1:00 plus 4-6 Thursday virtually. Also, Teams and email.

Office number 145

**Class Time:** Monday, Tuesday

**Required Textbook:** Milady's Standard Textbook of Cosmetology  
CIMA  
Texas Department of Licensing and Regulation Laws and Rule Book

**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 16 on CIMA. The students will have 3 projects assigned for this class. See name & due dates below:

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

**Color Wheel Project:**

Vivid Project: Last Week

Hair color Portfolio: Last Week

Quad: 5<sup>th</sup> 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%
CIMA, Daily Grades, Diagrams, Client Lab	30%
Color Wheel Project, Practical Sheets	20%
Chapter Exams	20%
Final Exams (Written & Practical)	20%

**Professionalism Grading Rubric:** Prompt to class, prepared for class, conducted 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%. It's all or nothing.

**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 10point deduction on their Professionalism grade. Students will also be asked to leave and come back after lunch. This will give you half an absence.
- 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**

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.

## **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. Please refer to your classes' syllabi for specific guidelines on your instructor's tardy policy.

## **Absence:**

Any time missed will affect the total number of hours needed for completion.

If a student misses 1 hour or more per session, the grade will reflect an absence. Each absence will result in a 10-point deduction from the Attendance grade.

If a student misses more than 10 percent of class time 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.

Please refer to your classes' syllabi for specific guidelines on your instructor's absence police.

## **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 prior to the appointment of the absence.
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.

No other absences will be excused.

\*Any absence will affect your success in class. Do your best to attend every class. Communicate with your instructors when issues arise and know what assignments need to be made up. \*

**Attendance Policy:** 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. You may fail one test and re-take after your second failed test you could be dropped from the program.

**Close door policy:** 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.

**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.

**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 appropriate discipline action. Google search, copy and paste are considered plagiarism.

**Make-Up Policy:** Written assignments/Book work may be turned in on the ***First*** day back from an absence at the beginning of class; Written tests may be made up by making arrangements with the instructor on the first day back from an absence (this is the student's responsibility); Practical skills & Oral Reports may not be made up. **NO LATE WORK IS ACCEPTED**

### **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 [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *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 accommodations is requested to contact Kimberly Lachney at 409-933-8919 or [klachney@com.edu](mailto:klachney@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 11<sup>th</sup>. The last date to withdraw from the 16-week session is November 28<sup>th</sup>. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 7<sup>th</sup>.

**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).

**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. 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.

**Concerns/Questions Statement:** 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 the Department Chair Jamie Hunsucker, [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu) 409-933-8608 or Department Dean Rebecca Montz [rmontz@com.edu](mailto:rmontz@com.edu) 409-933-8616.

**Color Weekly Schedule**

## Week 1

1. Review syllabus and supplies needed for class.
2. CIMA
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 October 17th  
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, Hair color Bag, Hot Tools & Hairstyling Bag.
5. Every day we meet, students 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 16 PowerPoint – Part One

## Week 1

**Monday, August 28th**

### **Instructor Demo:**

1. Lecture: Ch. 16, 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. 16, 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.

**Tuesday  
August 29<sup>th</sup>**

**Instructor Demo:**

1. Lecture: Ch. 16 Part 1
2. Diagram: Basic All Over
3. Formulate: Quad Mannequin

**Student Assignment:**

1. Notes: Ch. 16, Part 1
2. Formulation Cards
3. Quad Mannequin – Apply formulated color.
4. 180 Degree HC, Shampoo & Style
5. Take photo for Portfolio. Must have formulation included.

Daily Grade: \_\_\_\_\_  
Professionalism Grade: \_\_\_\_\_

**Thursday  
Client Lab**

Daily Grade: \_\_\_\_\_  
Professionalism Grade: \_\_\_\_\_

**Week 2  
Monday September 4<sup>th</sup>**

**Off for Labor Day**

**Instructor Demo:**

1. Lecture: Ch. 16, Part 1
2. Reminder: Exam is Monday, 9/11
3. Assign: Color Wheel Projects – Hand out Rubric. Due 9/18
4. Go over Lightener & Developer & how it's mixed.
5. Diagonal Slice Highlights – Partial Head
6. Toners – Go Over Shades EQ & Processing Solutions

**Student Assignment:**



1. Notes: Ch. 16 Part 1
2. Diagonal Slice Highlights
3. Toners – Shades EQ & Processing Solution
4. Take Photo for Portfolio – Must Have Formulation!

Daily Grade: \_\_\_\_\_  
Professionalism Grade: \_\_\_\_\_

**Tuesday  
September 5<sup>th</sup>**

**Instructor Demo:**

1. Lecture: Ch. 16, 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. 16, Part 1 (**TEST MONDAY, September 11<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: \_\_\_\_\_  
Professionalism Grade: \_\_\_\_\_

**Thursday  
Client Lab**

**CIMA**

**Chapter 16– Work Due Monday October 10<sup>th</sup>**

**Week 3**

**Monday, September 11th**

**Instructor Demo:**

1. Exam: Ch. 16, Part 1
2. Notes: Chapter 16, Part 2
3. Color Wheel Project Reminder – Due 9/18
4. Quad Mannequin: HighLights & LowLights – Student will use mock color for LowLights

**Student Assignment:**

1. Exam: Ch. 16, Part 1
2. Notes: Chapter 16, 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: \_\_\_\_\_  
Professionalism Grade: \_\_\_\_\_

**Tuesday, September 12<sup>th</sup>**  
**Model Day**

Daily Grade: \_\_\_\_\_  
Professionalism Grade: \_\_\_\_\_

**Thursday**  
**Client Lab**

Daily Grade: \_\_\_\_\_  
Professionalism Grade: \_\_\_\_\_

**CIMA**

**Chapter16– Work Due Monday October 10<sup>th</sup>**

**Week 4**  
**Monday, September 18<sup>th</sup>**

**Instructor Demo:**

1. Notes: Chapter 16, Part 2
2. Reminder: Exam Monday 9/25
3. Reminder: Color Wheel Project– Due
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: \_\_\_\_\_  
Professionalism Grade: \_\_\_\_\_

**Tuesday, September 19<sup>th</sup>**  
**Guest Artist**

Daily Grade: \_\_\_\_\_  
Professionalism Grade: \_\_\_\_\_

**Thursday**

**Client Lab**

Daily Grade: \_\_\_\_\_  
Professionalism Grade: \_\_\_\_\_

**CIMA**

**Chapter16– Work Due Monday October 10<sup>th</sup>**

**Week 5**  
**Monday, September 25<sup>th</sup>**

**Instructor Demo:**

1. Vivid Projects due October 2<sup>nd</sup>

2. Exam: Ch. 16, Part 2
3. Notes: Ch. 16, Part 3
4. Bayalage 2 (Bring Higher to Root)

**Student Assignment:**

1. Exam: Ch. 16, Part 3 **Test October 3<sup>rd</sup>**
2. Bayalage 2 (Bring Higher to Root)
3. Shampoo & Style
4. Take photo for Portfolio. Must have formulation included.

Daily Grade: \_\_\_\_\_  
 Professionalism Grade: \_\_\_\_\_

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

Daily Grade: \_\_\_\_\_  
 Professionalism Grade: \_\_\_\_\_

**Thursday,  
 Client Lab**

Daily Grade: \_\_\_\_\_  
 Professionalism Grade: \_\_\_\_\_

**MindTap:**

**Chapter 16, Part 3 Due Monday October 9<sup>th</sup>**

**Week 6**

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

**Instructor Demo:**

1. Notes: Ch. 16, Part 3
2. Reminder: Vivids Project Due October 2<sup>nd</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. 16, Part 3
2. Blonde All Over
3. Shampoo & Style
4. Take photo for Portfolio. Must have formulation included.

Daily Grade: \_\_\_\_\_

Professionalism Grade: \_\_\_\_\_

**Tuesday, October 3rd**  
**Practical day**

Daily Grade: \_\_\_\_\_

Professionalism Grade: \_\_\_\_\_

**Thursday**  
**Client Lab**

Daily Grade: \_\_\_\_\_

Professionalism Grade: \_\_\_\_\_

**CIMA:**

**Chapter 16, Part 3 DUE Monday October 9th**

**Week 7**

**Monday, October 9<sup>th</sup>**

**Instructor Demo:**

1. Exam: Ch. 16, Part 3 **Test Monday October 9<sup>th</sup>**
2. Reminder: Vivids Project Due Week 8 Monday 5/1/23, at the BEGINNING of class
3. Quad Mannequin, Complete Color Assignment

**Student Assignment:**

1. Exam: Ch. 16, Part 3
2. Quad Mannequin – Complete Color Assignment

3. Take photo of Quad for Portfolio. Formulations must be on each quad

Daily Grade: \_\_\_\_\_  
Professionalism Grade: \_\_\_\_\_

**Tuesday, October 10<sup>th</sup>**  
**Catch Up Day**

Daily Grade: \_\_\_\_\_  
Professionalism Grade: \_\_\_\_\_

**Thursday**  
**Client Lab**

Daily Grade: \_\_\_\_\_  
Professionalism Grade: \_\_\_\_\_

**Week 8**

- **Color Wheel Project Due 9/18/23**
- **Vivids Project Due Monday 10/2/23**
- **Written Exam – 10/16/23**
- **Practical Exam – Monday 10/16/23**
- **Portfolio Due Tuesday, 10/17/23**



**CSME 2401.502CL**  
**Principles of Hair Coloring & Related Theory**  
**Course Semester:**  
**Fall 2023**

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**