



CSME 1410.302 C1
Intro to Haircut and Related Theory
(Spring 2025)
Monday through Thursday 1:30-6:30 p.m.

Instructor Information: Emily Kassler
Email: enoel@com.edu Phone: 409-938-8119 Office: 149

Student hours and location: Mainland City Centre
100000 Emmett F Lowry Expy, Suite 4000 1A
Texas City, TX 77591,
Room 154
Office Hours: Thursday 1:30-2:30

Required Textbook/Materials: Milady Standard Cosmetology 14th Edition, Milady Standard Foundations, CIMA Milady, Texas Cosmetology Laws & Rule Book, required kit and supplies.

Course Description: An overview of the skills and knowledge necessary for cosmetology.

Course requirements: Weekly online assignments in CIMA, notes, weekly tests, weekly skills practice, an e-portfolio project, final exams, and class attendance, and professional behavior. This class will cover chapters Milady Chapter 7,8,11 TDLR Rules Book Ch. 83.103,83.111.
Skills- Haircuts (0,180,45,90, combination haircuts, men's cuts), Texturizing techniques, fringe, dry cuts, styling and finishing techniques with products.
Review PSI FOR THIS SECTION (180 H/C Follow textbook procedure)
E-portfolio (using One Drive to save photos) with before and after pictures of each skill

Determination of Course Grade/Detailed Grading Formula:

Attendance 10%
Professionalism 10%
Daily Grades (CIMA, Syllabus, Notes) 20%
Special Assignments (e-portfolio, Lab skills sheet) 20%
Final Exam (Written & Practical) 20%
Grading Scale: A= 90-100 B= 80-90 C=70-89 D= 60-69 F= 60-0

Late Work, Make-Up, and Extra-Credit Policy: **No late work will be accepted.** Written assignments/online work may be turned in/completed on the First day back from an absence. 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, and final exams may not be made up.

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**. 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**.

Daytime 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 changes from daytime to evening or evening to daytime are not allowed. This can be done only with special permission from the department chair and advisor; 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 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 policy.

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.

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.

NO OTHER ABSENCES WILL BE EXCUSED

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 D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Define terminology	Communication Skills	Test
2. Practice workplace competencies related to haircutting and finishing techniques	Empirical and Quantitative skills	Portfolio
3. Demonstrate use of implements	Critical Thinking	Skills assignment
3. Demonstrate sectioning, haircutting, and finishing skills	Critical Thinking	Skills assignment
5. Demonstrate professional ethics	Personal Responsibility	Evaluation

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 will result in a **GRADE OF ZERO** on that exam and the student will be referred to the Office of Student Conduct for 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 Dept. Chair email: jhunsucker1@com.edu

Course outline: See Page 6

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/docs/Student_Handbook_2024-2025_v2.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.*

Academic Success & Support Services: College of the Mainland is committed to providing students with 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, 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 February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2nd 8-week session is April 30.

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. Issuing the FN grade is at the instructor's discretion. 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 especially 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 challenging 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.

Course Outline

<p>WEEK 1</p> <p>January 13th-16th</p> <p><i>Welcome back!!!!</i></p>	<ul style="list-style-type: none"> - Review Welcome Packet - Syllabus - TDLR Haircutting rules 83.103 -Ch. 7 – Lecture/Notes - Diagram - 0 Degree Square <p>Practical:</p> <ul style="list-style-type: none"> -0 Degree Triangle (Amanda), Station Set Up, Drape, Round Brush, Flat Iron - Ch. F5, 3, & 4 (TDLR exams & outlines due next week) <p>Prof: _____ Part: _____ *Take _____ photo</p>	<ul style="list-style-type: none"> - Finish Ch. 7 Lecture & Notes -Analyze hair texture, porosity & elasticity -Laws & Rules 83.111 -Diagram for 0 Degree Square -Who’s is your favorite influencer? <p>Practical:</p> <ul style="list-style-type: none"> - 0 Degree Square Brush, Blow dry, Curl <p>Prof: _____ Part: _____ *Take _____ photo</p>	<ul style="list-style-type: none"> -Ch. 7 – Test Tuesday -Review Laws & Rules - Work on Skill Sheet - Diagram Triangle 0 Degree HC -Tone Amanda <p>Practical:</p> <ul style="list-style-type: none"> -Triangle 0 Degree, Flat Wrap Blow dry, Curl <p>Prof: _____ Part: _____ *Take photo _____</p>	<p>Client Lab Assignment: Wet Set</p> <p>Prof: _____ Part: _____</p>
<p>WEEK 2</p> <p>January 20th-23rd</p> <p><u>Important Dates:</u></p> <p>CIMA Ch. 7 Due & Exam Tuesday, 1/24</p> <p>Exam – Laws & Rules 83.103 & 83.111</p> <p>– Ch. 5,6 & Outlines & Exams Due 1/23</p>	<ul style="list-style-type: none"> -Review Ch. 7 -Review Laws & Rules 83.103 & 83.111 -Begin Ch. 8 Lecture/Notes -Assign Student a Disease, Present on Wed. -Laws & Rules 83.70 -180 Degree Layers <p>Practical:</p> <ul style="list-style-type: none"> -180 Degree Layers -Catch Up Time -Outlines Due Tomorrow -TDLR Exams tomorrow. Ch. F5, 3 & 4 <p>Prof: _____ Part: _____</p>	<p>-Ch. 7 Exam</p> <p>-Laws & Rules Exam</p> <ul style="list-style-type: none"> -Ch. 8 Lecture Con’t -Laws & Rules 83.70 continued -Color Wheel -Level System -Go over Blood Spill Procedures <p>Practical:</p> <ul style="list-style-type: none"> -Blood Spill Kit <p>Level 2s:</p> <ul style="list-style-type: none"> -State Board Exams – Ch. 5, 6, <p>Prof: _____ Part: _____</p>	<ul style="list-style-type: none"> -Ch. 8 - Continued -Laws & Regulations 83.70 -Student Present Disease - Face shapes -Diagram 0 Round HC <p>Practical:</p> <ul style="list-style-type: none"> -0 Degree Round HC -Slide Cutting in Front -Tapering in Front -Blow Dry, Marcel Curls <p>Prof: _____ Part: _____ *Take photo _____</p>	<p>Client Lab Assignment: 9 Section Perm</p> <p>Prof: _____ Part: _____</p>

<p>WEEK 3</p> <p>January 27th-30th</p> <p><u>Important Dates:</u></p> <p>CIMA Due - Ch. 8 Due Tuesday, Jan 31st</p> <p>Exam – Laws & Rules 83.70 Tuesday, Jan 28</p> <p>– Ch. 8,10 & 11 Outlines & Exams Due</p>	<p>-Ch. 8 Review/Game -Laws & Regulations 83.70 Review/Game -Ch. 11 - Haircutting Part 1 Lecture/Notes -Laws & Rules 83.100 & 83.101 (Health & Safety Definitions) -Diagram 90 Layers</p> <p>Practical: -90 Degree Layers (Amanda) -Blow Dry Style</p> <p>Prof: _____ Part: _____ *Take photo _____</p>	<p>-Ch. 8 Exam --Laws & Rules Exam 83.70</p> <p>-Continue Ch. 11 – Part 1 -Laws & Rules 83.100 & 83.101</p> <p>-Practical: -Catch Up Day</p> <p>– Ch. 8, 10 & 11 Outlines Due, Exams Due</p> <p>Prof: _____ Part: _____</p>	<p>-Ch. 11 – Haircutting -Laws & Rules 83.100 Practical -Level 2s – Begin Study on Ch. 4 Skin Disorders & Disease</p> <p>Practical: -45 Degree Square Haircut -Blowdry Style</p> <p>Prof: _____ Part: _____ *Take photo _____</p>	<p>Client Lab Assignment: Basic All Over Color Timed Drills Blow Dry Style Thermal Straightening Marcel Curls</p> <p>Prof: _____ Part: _____</p>
<p>WEEK 4</p> <p>February 3rd-6th</p> <p><u>Important Dates:</u></p> <p>CIMA - Ch. 11/Part 1 Due & Exam Tuesday, 2/4</p> <p>Exam –Tuesday 2/4 Laws & Rules 83.100 & 83.101</p> <p>Outlines Due Ch. 12,13,15</p>	<p>Ch. 11/Part 1 – Hairstyling Notes Continued/Game -Laws & Rules 83.100 & 83.101 Continued/Game -Begin Ch. 11 Part 2 Lecture/Notes -Laws & Rules 83.102 & 83.104 -Diagram 45 Degree Triangle</p> <p>Practical: -45 Degree Triangle</p> <p>Prof: _____ Part: _____ *Take photo _____</p>	<p>-Ch. 11, Part 1 Exam --Laws & Rules Exam 83.100 & 83.101</p> <p>-Ch. 11, Part 2 Lecture & Notes cont. -Laws & Rules 83.102 & 83.104</p> <p>Practical: -0 Degree Square HC on Natural Manni</p> <p>Level 2s: – S -Ch. 12,13,15 Outlines & Exams Due</p> <p>Prof: _____ Part: _____ *Take photo _____</p>	<p>-Ch. 11, Part 2 Lecture & Notes cont. -Laws & Rules 83.102 & 83.104</p> <p>Practical: -180 Degree Layers on Natural Manni</p> <p>Prof: _____ Part: _____</p>	<p>Client Lab Assignment: Haircut 0 Degree Round w/ 120 Layers Round Brush Blow Dry & Style</p> <p>Prof: _____ Part: _____</p>
<p>WEEK 5</p> <p>February 10th-13th</p> <p><u>Important Dates:</u></p> <p>CIMA - Ch. 11/Part 2 Due & Exam Tuesday, 2/11</p> <p>Exam – 2/11 Laws & Rules 83.102 & 83.104</p>	<p>-Ch. 11/Part 2 – Hairstyling Notes Continued/Game -Laws & Rules 83.102 & 83.104 Continued/Game -Begin Ch. 11 Part 3 Lecture/Notes -Begin Laws & Rules 83.105, 83.106 & 83.107</p>	<p>- Exam: Ch. 11/Part 2 – Hairstyling -Exam: Laws & Rules 83.102 & 83.104 Continued/Game</p> <p>- Continue Ch. 11 Part 3 Lecture/Notes -Continue Laws & Rules 83.105, 83.106 & 83.107</p> <p>Practical: -90 Degree Haircut on Maya (natural manni)</p>	<p>Catch up day/ practical skills day/ model day</p>	<p>Client Lab</p>

<p>– Ch.16,20,21 Outlines & Exams Due Tuesday, 2/11</p>	<p>Practical: -Block Color on Graduation (Amanda)</p> <p>Prof: _____ Part: _____</p>	<p>Level 2s: Level 2s: -TDLR Exams 16,20,21</p> <p>Prof: _____ Part: _____</p>	<p>Prof: _____ Part: _____</p>	<p>Prof: _____ Part: _____</p>
<p>WEEK 6 February 17th-20th</p> <p>Important Dates:</p> <p>CIMA - Ch. 11/Part 3 Due & Exam Tuesday, 2/18</p> <p>Exam 2/18 Laws & Rules 83.105, 83.106, 83.107</p> <p>– Exam & Outlines Ch.22,23,24</p>	<p>–Ch. 11/Part 3 – Hairstyling Notes Continued/Game -Laws & Rules 83.105,83.106,83.107 Continued/Game -Begin TDLR – Haircutting Portion of TDLR Exam -Begin Laws & Rules 83.108, 83.109 & 83.110,83.111</p> <p>Practical: -Combo Cut – 0 Degree Round & 180 on Kim</p> <p>Prof: _____ Part: _____</p>	<p>-Ch. 11/Part 3 Exam -Laws & Rules 83.105,83.106,83.107 Exam</p> <p>-Continue TDLR – Haircutting Portion of TDLR Exam -Continue Laws & Rules 83.108, 83.109 & 83.110,83.111</p> <p>Practical: -Pixie Haircut on Amanda</p> <p>Level 2 – Exam & Outlines DUE Ch.22,23,24</p> <p>Prof: _____ Part: _____ <i>*Take photo</i> _____</p>	<p>Practical skills/tldr drills</p> <p>Prof: _____ Part: _____</p>	<p>Client Lab (Catch Up Day)</p> <p>Prof: _____ Part: _____</p>
<p>WEEK 7 February 24th-27th</p> <p>Important Dates:</p> <p>State Board Written Exam - Tuesday, 2/25</p> <p>Tuesday 2/25 Laws & Rules Exam 83.108, 83.109, 83.110& 83.111</p> <p>Level 2 – Ch. 17,18,19 Outlines & Exam Tuesday,2/25</p>	<p>-Laws & Rules 83.112- 8.115 -Review for Written Exam</p> <p>Practical: Model Day</p> <p>Prof: _____</p>	<p>-State Board – Practical Exam -Exam Laws & Rules Exam 83.108, 83.109, 83.110& 83.111</p> <p>-Laws & Rules 83.112- 8.115 -Review for Written Exam</p> <p>Practical: Men’s Haircut (Amanda) Level 2: Outlines & Exam Due for Ch. 17,18,19</p> <p>Prof: _____ Part: _____</p>	<p>Model Day</p> <p>Prof: _____ Part: _____</p>	<p>Client Lab</p> <p>Assignment: Diagonal Slices & Horizontal Weave Combo Blow Dry Style</p> <p>Prof: _____</p>

	Part: _____	*Take photo _____	Prof: _____ Part: _____	Part: _____
<p>WEEK 8</p> <p>March 3rd-6th</p> <p>Important Dates:</p> <p>Tuesday, 3/4 Written Exams</p> <p>Portfolio Due Tuesday, 3/4 All work due Tuesday, 3/4 Exam – Laws & Rules 3/4</p> <p>Level 2s – Comprehensive Exam Tuesday</p>	<p>-</p> <p>Catch Up Day</p> <p>Portfolios Due All work due today!</p> <p>Prof: _____ Part: _____</p>	<p>Final Exams</p> <p>Level 2 – Comprehensive Exam</p> <p>Prof: _____ Part: _____</p>		

CSME 1410.302 C1
Into to Haircutting and Related Theory
Spring 2025-Dual Credit Level 2

I _____ (please print), that I have received, read and understand the syllabus, schedule & other content.

I understand this schedule is subject to change.

Student signature & date