



**Course Number and Section- CSME 2549.101**  
**Name of Course- Cosmetology Instructor III**  
**Course Semester- Spring 2022**  
**Meets Mondays 8-12 and 1-5, plus scheduled lab time and online assignments**  
**6-week class**

**Instructor Information:** Ellen Chicon, [echicon@com.edu](mailto:echicon@com.edu) 409-933-8481

**Student hours and location:** Monday 7:30 – 8:00 AM and 5:00 – 5:30 PM in Adjunct Office at Mainland Centre' located at 10000 Emmett F>Lowry Expressway, Suite 4000, Texas City, Texas 77591

**Required Textbook/Materials:** Milady Master Educator, Third edition

**Course Description:** Presentation of lesson plan assignments and evaluation techniques.

**Course requirements:** Students will complete chapters 13, 14, and 15 of the text, including chapter Mind Tap assignments and unit tests. Project assignment will consist of creating a course syllabus, course outline, lesson plan, skills rubric, and Power Point. This will be presented in class.

**Determination of Course Grade/Detailed Grading Formula:** Students will be graded on professionalism, attendance, course assignments, tests, lab assignments, oral presentation of project, and final exam.

**Detailed Grading Formula:**

Professionalism:	10
Attendance:	10
Assignments:	10
Tests:	10
Lab assignment:	10
Oral presentation:	20
Final exam:	30

**Grading Scale:**

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

**Make-Up Policy:** Written assignments may be turned in 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; practical skill tests or final exams may not be made up.

**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.

**Students may not miss more than 2 morning or afternoon sessions or 1 full day during this 6-week course. Arrangements must be made with the course instructor to makeup any missed lab times. The assigned lab instructor and course instructor should also be notified in advance of an absence.**

**If a student misses more than 30 minutes of a morning or afternoon session or 1 hour for the whole day, the grade will reflect an absence.**

Attendance grades are calculated as follows: Each late arrival or early departure (more than 30 minutes) scores as 10 points off the attendance grade. Each absence is 15 points off the attendance grade.

If a student misses more than 1 day or 2 sessions, 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, to receive the certificate of completion, and receive the TDLR program credits required for licensure testing.

It is the student's responsibility to understand the course requirements and maintain sufficient attendance and work completion.

**Additional policies:** Instructors may, at their discretion, withdraw a student due to lack of attendance, inability to maintain the minimal rate of progression (70% test average) stated in department Welcome Packet, or for behavior detrimental to the learning process of the student or class. Students should be familiar with the COM Catalog, the Department Welcome Packet, and Student expectations.

**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)

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Present lessons using multimedia technology	Communication skills (visual)	Lesson plan Power Point presentation
2. Develop evaluation techniques used in a Cosmetology program	Empirical and quantitative skills	Rubric development
3. Demonstrate practical applications in a classroom setting	Communication skills (verbal)	Lab assignment
4. Demonstrate professional ethics	Personal responsibility	Professionalism evaluation

**Academic Dishonesty:** Any incident of academic dishonesty 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.

**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 Mrs. Jamie Hunsucker, Chair, Human Service Careers at 409-933-8608 / [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu)

**Course outline:** begins on page 6 of this document.

## **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%20Handbook%202019-2020v5.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%20Handbook%202019-2020v5.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 at 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 March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 4.

**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 to meet your academic goals.

**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.

**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 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.

### Course Outline

<p><b>Monday</b> Week 1 Jan. 17, 2022</p> <p><b>MLK Holiday</b></p>	<p><b>Tuesday</b></p> <p>Review Black board and Mind Tap. Review course syllabus and Special Project assignment.</p>	<p><b>Lab Assignments</b></p> <p>Date and time: _____ Instructor initial: _____</p> <p><input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with class work <input type="checkbox"/> not on phone</p> <p>Complete Journal entry</p>
<p><b>Monday</b> Week 2 January 24, 2022</p> <p>8-12 *Discuss syllabus and semester special assignments. *Confirm MindTap course key *Choose lab times (6 required) *Review the syllabus template and WECM for student learner outcomes.</p> <p>1-5 *Discuss skill practice schedule for Op. skills *Ch. 13 theory</p>	<p><b>Mind Tap assignments:</b></p> <p>Ch. 13</p>	<p><b>Lab Assignments</b></p> <p>Date and time: _____ Instructor initial: _____</p> <p><input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with class work <input type="checkbox"/> not on phone</p> <p>Complete Journal entry</p>

<p><b>Monday</b> Week 3 January 31, 2022</p> <p>8-12 *Ch. 13 test *Discuss journal entries *Ch. 14 theory *Review syllabus and begin course outline. Use text to determine schedule and time spent on theory/skills.</p> <p>1-5 Skills practice</p>	<p><b>Mind Tap assignments:</b></p> <p>Ch. 14</p>	<p><b>Lab Assignments</b></p> <p>Date and time: _____ Instructor initial: _____</p> <p><input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with class work <input type="checkbox"/> not on phone</p> <p>Complete Journal entry</p>
<p>Monday Week 4 February 7, 2022</p> <p>8-12 *Ch. 14 test *Discuss journal entries *Ch. 15 theory *Choose one day from the syllabus to prepare a lesson plan and Power Point.</p> <p>1-5 Skills practice</p>	<p><b>Mind Tap assignments:</b></p> <p>Ch. 15</p>	<p><b>Lab Assignments</b></p> <p>Date and time: _____ Instructor initial: _____</p> <p><input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with class work <input type="checkbox"/> not on phone</p> <p>Complete Journal entry</p>

<p>Monday Week 5 February 14, 2022</p> <p>8-12 *Ch. 15 test *Discuss journal entries *Complete lesson plan and Power Point *Create skill rubric for presentation</p> <p>1-5 Study guide for final exam</p>	<p>Mind Tap assignments:  Review for final exam</p>	<p><b>Lab Assignments</b></p> <p>Date and time: _____ Instructor initial: _____</p> <p><input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with class work <input type="checkbox"/> not on phone</p> <p>Complete Journal entry</p>
<p>Monday Week 6 February 21, 2022</p> <p>8-12 and 1-5 Final exam (scantron)</p> <p>Project presentations.</p>		<p><b>Lab Assignments</b></p> <p>Date and time: _____ Instructor initial: _____</p> <p><input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with class work <input type="checkbox"/> not on phone</p> <p>Complete Journal entry</p>



**Student signature for CSME 2549.101cl, Cosmetology Instructor III**

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

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

Date \_\_\_\_\_

**Course Instructor**

Ellen Chicon  
Adjunct Faculty  
Retired Associate Professor  
Cosmetology Department  
College of the Mainland