



**CSME- 1451.502CL**  
**Artistry of Hair Theory and Practical**  
**(Spring 2023)**  
**Wednesday 9am-4pm**  
**Friday 9am-12pm**

**Instructor Information:**

**Danielle Stephenson, [dstephenson@com.edu](mailto:dstephenson@com.edu) , 409-938-8119 Room #149**  
**You may also reach me via email, GROUPME and Microsoft Teams**

**Office Hours: Wednesday 8:30am -8:45am & 4:00pm- 4:15pm**  
**Friday 8:30am- 8:45am & 12:00pm- 12:15pm**

**Student hours and location:** Wednesday 9am-4pm  
Friday 9pm-4pm

**Required Textbook/Materials:** Milady Standard Textbook, 14<sup>th</sup> edition

Texas Cosmetology Laws and Rules Book, TDLR

CIMA: online for assignments and homework

**Course Description:** This course is an introduction of the theory and practice of skin care. Students will learn to identify the terminology related to skin treatments, demonstrate proper application and exhibit workplace competencies in skin care.

**Course requirements:** Hands on practice of skills; E-portfolio of work completed; Mind tap assignments through Cengage, requiring internet and computer access; assignments in the Salon; testing; and a group project.

**Determination of Course Grade/Detailed Grading Formula:** professionalism, attendance, unit assignments, unit tests, oral presentation, portfolio, lab assignment, final exam. All written exams must be passed with a 70 or better. Students may retake **one** per test per course.

**Late Work, Make-Up, and Extra-Credit Policy:** There will be **no late work 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: 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 policy.

### **COVID**

In the event a student contracts or is exposed to COVID 19 the following steps can be utilized to avoid being withdrawn for excessive absences.

#### **1. For COVID 19**

- a. self-report on the COM website. Follow the instructions given.
- b. Email your instructors with a copy of doctor's note or test result. These should be dated.

c. Make up work will be assigned on a case-by-case basis.

2. For other contagious illnesses

a. These will be handled on a case-by-case basis. Communicate with your instructor and you may be referred to the department chair.

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. \*

**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. Terminology related to skin care treatments	CT	Test
2. Skin care procedures	C, O	Presentation
3. Safety and sanitation practices	SR	Skill test
4. Workplace competencies in skin care	T	Lab assignment

**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.

**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, at 409-933-8480, or [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu)

**Course outline:** See page 5

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## 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:** 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 March 1, 2023. The last date to withdraw from the 16-week session is April 24<sup>th</sup> 2023. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 23, 2023.

**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)*

## Artistry of Hair Theory and Practical Course Outline

### Week 1

- Orientation
- Syllabus
- Go over skills sheets
- Kit inventory
- Kit packing
- Learn proper shampoo techniques

### Week 2

- Chapter 1 Theory Read Pages 6-19
- All outlines and vocabulary Due Tuesday at 11:59
- Learn proper shampoo/blow-dry techniques using Denman and round brush. (Using Kim)
- Start thinking about what your research topic is going to be.

### Week 3

- Research topics due this week by Tuesday 11:59.
- Don't forget to take picture of your before and after work.
- Round brush on Amanda or Kim
- How to use your marcel Iron/ proper curl techniques

### Week 4

#### Chapter 10 pages 204-239 Outline due Tuesday 11:59

- Work on Power Point for research papers
- 3-strand braid
- 4- strand braid
- Fishtail braid
- Continue blow-drying
- Proper Shampoo/ herbal treatment/ rinse textured hair

### Week 5

- Continue Chapter 10 pages 204-239 Theory and lab
- Research presentations Due online at 11:59
- Present research Papers in class. If you don't present, you will receive a zero. This is a major grade and can make a huge impact on your overall grade.
- Go over hot tools and "crafter tools"

### Week 6

#### Chapter 13 outlines due by Tuesday at 11:59

- Box Braid
- Feed in hair
- Corn Rows

### Week 7

- Begin wet sets Look over pages 397-406
- Finger waves
- Learn Silk press.

### Week 8

- Learn the TDLR Blow-dry
- Start updos and special event styles- Chignon and French twist

### Week 9

Chapter 12 p. 356-409 outline due the Tuesday before class by 11:59pm.

- Start updos and special event styles- Half up hair style

### Week 10

Start Preparing ideas for Updo Contest (major grade)

- Continue with up dos, learn how to do sew up in up dos.

### Week 11

- Continue working on Updos.
- Begin Extension Work

### Week 12

- Go over TDLR handbook
- Extension work

### Week 13

- Chapter 14: Wigs Hair and Additions
- Go over I-tips
- Go over hand tied

### Week 14

- Continue extensions

### Week 15

- Skills Catch up week
- Review for finals
- E-portfolio due

### Week 16

Finals week

- There will be a test or a quiz every week.
- There is 1-2 project due in this course.
- There is 1 research paper.
- An outline and vocabulary of every chapter is due the Tuesday before class at 11:59pm. (If it is not turned in by this time it will be graded as a zero.
- There is a Portfolio due at the end of the semester.
- You will have a skills sheet to complete. This skills sheet is an all or nothing grade. If you lose the skills sheet, I will give you another, however I will not sign for the ones that you have already done. It is up to you to re-do all the skills you lost or missed because of absence. You will only be able to get signature from me for Artistry skills and no other instructors.