



**CSME 1451-501C3**  
**Artistry of Hair: Theory and Practice**  
**Fall 2025**  
**Wednesday 9am-4pm & Friday 9am-12:15pm**

**Instructor Information:** Catie Morrow, [cmorrow@com.edu](mailto:cmorrow@com.edu), 409-938-3705,  
(You may also reach me via Microsoft Teams)

**Office hours and location:** Wednesday 8:30am-9:00am    Friday 8:30am-8:45am & 12:15pm-12:30pm

**Required Textbook/Materials:** Milady Standard Textbook, 14th edition, Texas Cosmetology Laws and Rules Book, CIMA: online for assignments and homework.

**Course Description:** Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design.

**Course requirements:** Students will have theoretical instruction and demonstrate understanding through discussion, chapter assignments, tests, and skills. E-portfolio of work completed.

**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 test per course.

Attendance: 10%

Assignments: 10%

Skills sheet: 15%

Tests: 20%

Portfolio: 20%

Final exam: 25%

**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. Extenuating circumstances will be at the discretion of the instructor.

**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. 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.

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.

**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.

**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. It is the responsibility of the student to check and stay up to date with communication through D2L.

| Student Learner Outcome  | Maps to Core Objective            | Assessed via this Assignment |
|--|-----------------------------------|------------------------------|
| 1. Students will be able to identify the terminology related to Artistry of Hair | Critical Thinking                 | Chapter Test                 |
| 2. Students will be able to demonstrate proper skills in hair design.            | Empirical and Quantitative Skills | Skills assignments           |
| 3.Safety and Sanitation practices  | Personal Responsibility           | TDLR Procedure Exam          |
| 4.Students will demonstrate workplace competencies                               | Social Responsibility             | Lab assignments              |

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

**Course outline:** See page 5

---

## 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/student-handbook.html>. *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 accommodation is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto: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 1<sup>st</sup> 8-week session is October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2<sup>nd</sup> 8-week session is November 25.

**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).

**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.

# **Artistry of Hair Course Outline**

chapters covered: 1, 9, 10, 12, 13, 14

all chapter outlines & vocabulary are due Wednesday's at 9am

## **Week 1 – August 20 & 22**

Orientation – Ice Breakers

- ❖ Research assignment
- ❖ What is Cosmetology to me?

## **Week 2 – August 27 & 29**

Chapter 1: History & Career Opportunities

- ❖ CIMA & D2L navigation
- ❖ start on outlines Research paper due 8/27

## **Week 3 – September 3 & 5**

Chapter 1 test on 9/3

- ❖ Chapter 1 outline and Vocab. due before test

Chapter 9: Principles of Hair Design

- ❖ Demo & hands-on skills

## **Week 4 – September 10 & 12**

Chapter 9 test on 9/10

- ❖ Chapter 9 outline and Vocab. due before test.

Chapter 10: Hair Service Preparation

- ❖ shampoo, draping, & blow-dry techniques
- ❖ curl techniques using a Marcel curling iron & flat iron

## **Week 5 – September 17 & 19**

Chapter 10 test on 9/17

- ❖ Chapter 10 outline and Vocab. due before test.

Chapter 12: Hairstyling

- ❖ wet sets, finger waves, flexi rod sets

## **Week 6 – September 24 & 26**

Chapter 12: Hairstyling

- ❖ up-styling, chignon, French twist

Vote on Up-do contest theme

### **Week 7 – October 1 & 3**

Oct.1 -No School

Introduce TDLR curling section of the PSI

- ❖ timed drills
- ❖ Chapter 12 test review

Details for Pumpkin contest.

### **Week 8 – October 8 & 10**

Chapter 12 test on 10/8

- ❖ Chapter 12 outline and Vocab. due before test.
- ❖ Catch-up on skills

### **Week 9 – October 15 & 17**

Chapter 13: Braiding & Braid Extensions

- ❖ 3-strand braiding, fishtail braiding, box braids, corn rows

### **Week 10 – October 22 & 24**

- ❖ continue chapter 13 skills
- ❖ Braid Extensions
- ❖ work on up-do style submissions

### **Week 11 – October 29 & 31**

Chapter 13 test on 10/29

- ❖ Chapter 13 outline and Vocab. due before test.

Chapter 14: Wigs & Hair Additions

- ❖ Introduce extensions (tape in, I-tips, K-tips, weft)
- ❖ continue with, braiding, up-styling

Pumpkins Due 10/29

### **Week 12 – November 5 & 7**

Chapter 14 test on 11/05

- ❖ Chapter 14 outline and Vocab. due before test.
- ❖ Continue working on skills

### **Week 13 – November 12 & 14**

Complete up-do contest project. Submit on 11/12 by 4pm

Up-do contest winners reveal on 11/19

- ❖ continue extensions, braiding, up-styling
- ❖ work on up-do contest submission

### **Week 14 – November 19 & 21**

Assignments & skills sheet catch-up

Final Exam review handout.

Up-do contest winners reveal on 11/19

**Week 15 – November 26 & 28**

Skills sheets & e-portfolio due 11/26/25, 12PM

Final exam review due 11/28

No School 11/28

**Week 16 - December 3**

Final exam on 12/3

## **IMPORTANT DATES & INFO**

- ❖ There will be a test and/or a quiz every week.
- ❖ There are 2 projects & 1 research assignment.
- ❖ An outline & vocabulary of every chapter is due the morning of test day.
- ❖ There is an E-Portfolio due at the end of the semester.
- ❖ You will have a skills sheet to complete; it's 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.

– **RESEARCH PAPER DUE**

8/27/25

– **NO SCHOOL**

9/1/25-LABOR DAY

11/27-11/30-THANKSGIVING BREAK

– **PUMPKINS DUE**

10/29

– **UPDO CONTEST SUBMISSION DUE BY 4PM**

11/12/25

– **SKILL SHEET & E-PORTFOLIO DUE BY 12PM**

11/26/25

– **FINAL EXAM**

12/3/25

– **LAST DAY OF SCHOOL**

12/4/25

Please note the syllabus/outline is subject to change at instructors discretion. Any changes will be updated via D2L & students will be notified.