



Course Number and Section BARB 2444-101CL (7932)

Name of Course Barber Law/Shop Management II

Course Semester (Summer 2023)

Tuesday and Thursday 8:30 a.m. - 12:30p.m. and 1:30 p.m.-5:30 p.m. Face to Face

Instructor Information: Andrea Cruz,acruz12@com.edu, 409-933-8480, Office hours Friday 5:30pm-6pm

Student hours and location: 8:30am-12:30pm, 1:30pm-5:30pm, 100000 Emmett F Lowry Expressway, Texas City Texas, 77591

Required Textbook/Materials:

- **Miladys Standard Professional Barbering Book 6th Edition**
- **Texas Barber Laws and Rules Book**

Course Description: Continuation of barber law and shop management. Includes advanced business management and preparation for the State Board Examination for a barber license.

Course requirements: Students will have theoretical instruction and demonstrate understanding through discussion, chapter assignments, tests, and skills.

Determination of Course Grade/Detailed Grading Formula:

Professionalism	30%
Attendance	20%
Assignments	20%
Exams	20%
Project	10%

Late Work, Make-Up, and Extra-Credit Policy: Written assignments/on line 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 students responsibility) Practical skills & Oral Reports 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. If a student misses more than half the class period, the grade will reflect an absence. Any time missed will affect the total number days required for completion. 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. A positive Covid test, or maternity appt are the ONLY excused absences.

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)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Compare management functions of a barber shop owner and manager	Communication, demonstration, personal responsibility	Written and practical exam
2 Define types of business ownership	Communication	Create social media
3. Explain shop layout factors;	Personal responsibility	Testing
4. Discuss advertising	Critical thinking, social and personal responsibility	Master system used to run the facilities barber shop
5. Explain the causes of business failure	Critical thinking	Create business plans
6. Demonstrate customer service and soft skills	Personal responsibility	1. Roll play, service clientele in the lab
7. Develop a business plan for a barber shop	Critical thinking	project
8. Practice safety and sanitation.	Practical demonstration	Demonstrate and test

Pass comprehensive exams with a grade of 85 or higher	Demonstration	Testing
Understand Texas Administration Code Title 16-part 4 Chapter 82	Personal responsibility	Testing
Comprehend Texas Occupations Code, Title 9: Chapter 1601-03	Critical Thinking	Testing

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.

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

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 Head of Dept. at jhunsucker1@com.edu

Classroom Conduct Policy: Students must follow and be familiar with the student code of conduct which can be found online on the COM student services website, any violation may result in early dismissal from class. No violence of any kind will be tolerated in the classroom, this will also result in dismissal. Disrespect or endangering the health and safety of the student or instructors are direct grounds for dismissal as well.

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. *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

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 Michelle Brezina at 409-933-8124 or mvaldes1@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 1st 8-week session is October 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2nd 8-week session is December 1.

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 or communityresources@com.edu.

- See syllabus on page 5 and 6

Week 1- June 5-7, 2023

TDLR- responsibilities/fees
Section 1601.001- Define
Advisory Board
Barber law review
Chapter 19 Outline
Test

Week 2 June 12-14,2023

Disinfection Laws
82.100- Health and Safety
Outline Ch 4,5,10
Test
Pre-Exam set-up
Blood Exposure Incident

Week 3 June 26-28, 2023

Chapter 11 Outline
Proper draping for services
Shampoo and Scalp care
Mens Haircutting Service
Project for Barber Shop Layout
Test

Week 4 July 10-12,2023

Chapter 14 & 16 Outline
Men/Women hair cutting
Analysis/Consultation
Styling Hair
Blow dry Style and Barrel Curl
Test

Week 5 July 17-18, 2023

Consultations
Chapter 18 Outline
Haircoloring and lightening
Chemical Safety precautions
Color Application

Test

Week 6 July 10-12, 2023

Chapter 17 Outline
Chemical Relaxing/Services
Permanent Waving
Perm Wave Service
Test

Week 7 July 17-19, 2023

Nail Care Appendix
Chapter 9 Skin Care Outline
Manicure Service
Facial Service
Test

Week 8 July 24-26, 2023

Chapter 12, 13 Outline
Shaving and Razor Safety
Beard Trimming
Shave Prep and Sequence
Test*Project Due*

Week 9 July 31

Pre-test for all chapters
Final Prep for State Board

Week 10 August 07-10, 2023

Finals for all Written and practical

* Must meet Class Requirements for TDLR Written Exam Criteria

- Complete comprehensive exam in presence of an instructor
- All exams must have a score of 85 or higher
- All exams must be witnessed by an instructor with signature and date