



Course Number and Section - CSME 1401.502cl

Name of Course – Orientation to Cosmetology

Course Semester - Spring 2022

**Time and days of course-
Monday, Tuesday, Thursday
9-12 and 1-4
1/18 – 3/3 (7 weeks)**

Instructor Information: Ms. Jamie Hunsucker, jhunsucker1@com.edu, 409-933-8608

Student hours and location: 8:30-9, and 4-5 Monday and Tuesday; 9-12 Wednesday, and 10-12 Thursday. My office or by phone or Group Me.

Required Textbook/Materials: Milady Standard Cosmetology text, Cengage Mind Tap online supplement, Texas Cosmetology Laws and Rules Book from TDLR.

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

Course requirements: Weekly assignments in Mind Tap, weekly tests, weekly skills practice, an e-portfolio project, final exams, and class attendance and professional behavior.

Determination of Course Grade/Detailed Grading Formula:

Attendance	10%
Professionalism	10%
Assignments	10%
Tests	20%
E-portfolio	20%
Final exam	30%

Grading Scale:

- A – 90-100
- B – 80-89
- C – 70-79
- D – 60-69
- F – 59-and 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 making arrangements with the instructor on the first day back from an absence; practical skill tests or 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.

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.

Absence: Any time missed will affect the total number of hours needed for completion.

If a student misses more than one hour the class period, the grade will reflect an absence. Each absence will result in a 15-point deduction from the Attendance grade.

If a student has more than 4 absences 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.

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 10-point deduction from the attendance grade. Four (4) tardies are equal to one absence.

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. Demonstrate introductory Skills	Critical Thinking	Skill assessment
2. Demonstrate professional ethic	Personal responsibility	Professionalism evaluation
3. Demonstrate safety and sanitation	Social responsibility	Skill assessment
4. Explain the laws and rules of the state.	Communication (W)	Written Test

Classroom Conduct Policy: College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. <http://www.com.edu/student-services/student-handbook.php>. Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

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 assignment and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

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

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 Dr. Boone, Dean of Instruction at cboone@com.edu.

Course outline: Begins on 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://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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in 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. Counseling services are available on campus in the student center for free and students can also email 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 1st 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 2nd 8-week session is May 4.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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.

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. 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 for future updates.

Week 1 Monday	Tuesday	Thursday
MLK Holiday	*First day Orientation: Welcome packet, Blackboard, Mind Tap, Microsoft 365, email, student forms... *Syllabus review *Ch. 2 theory *Ch. 3 theory Homework: Bring laptop Thursday (if available)	*Log in to Mind tap Complete Chs. 2 and 3 *Log in to Blackboard Complete Bb assignment *Review Mani/pedi supply list Prepare kit supplies for mani/pedi Bring manicure/pedicure supplies Monday

		Homework: study for test Ch. 2 & 3 - Must have scantron
<p>Week 2 Monday</p> <ul style="list-style-type: none"> *Test Chs. 2 & 3 *Theory Ch. 4 *Review manicure tools and terms, station set up *Demo Basic Manicure *Skills practice Manicures 	<p>Tuesday</p> <ul style="list-style-type: none"> *Theory Ch. 5 *Demonstrate Basic Pedicure *Skills practice Pedicures <p>Homework: Complete Mind Tap Ch. 4 & 5</p>	<p>Thursday</p> <ul style="list-style-type: none"> *Skills practice mani/pedi *Review haircutting supply list *Prepare kit supplies for haircutting <p>Bring haircutting supplies Monday and Kim mannequin</p> <p>Homework: Study for test Ch. 4 & 5 - Must have scantron</p>
<p>Week 3 Monday</p> <ul style="list-style-type: none"> *Test Ch. 4 & 5 *Theory Ch. 6 *Review haircutting tools and terms, station set up and draping *Demonstrate 0-degree haircut *Skills practice 0-degree haircut 	<p>Tuesday</p> <ul style="list-style-type: none"> *Ch. 6 Theory continued *Skills practice 0-degree haircut and blow-dry style and flat iron 	<p>Thursday</p> <ul style="list-style-type: none"> *Skills practice 0-degree haircut and blow dry style and iron curl *Work on Skills sheet *Complete Mind Tap Ch. 6 <p>Bring haircutting supplies Monday and Kim mannequin</p>

		Homework: Study for test Ch. 6 - Must have scantron
<p>Week 4 Monday</p> <ul style="list-style-type: none"> *Test Ch. 6 *Theory Ch. 11 *Review Haircutting terms *Demo 180-degree haircut *Skills practice 180-degree haircut 	<p>Tuesday</p> <ul style="list-style-type: none"> *Theory Ch. 11 cont. *Skills practice 180-degree haircut with blow-dry style and flat iron 	<p>Thursday</p> <ul style="list-style-type: none"> *Skills practice 180-degree haircut with blow-dry style and iron curl *Work on Skills sheet *Review Chemical Mocks supply list *Prepare kit bags for Mocks, bring Monday with Kim <p>Complete MindTap Ch. 11</p> <p>Homework: Study for test Ch. 11 - Must have scantron</p>
<p>Week 5 Monday</p> <ul style="list-style-type: none"> *Test Ch. 11 *Theory Ch. 12 *Review Chemical service tools and terms, draping *Demo tint applications *Skills practice tint apps 	<p>Tuesday</p> <ul style="list-style-type: none"> *Theory Ch. 13 *Demo Chemical relaxer applications *Skills practice Chem. relaxer 	<p>Thursday</p> <ul style="list-style-type: none"> *Skills practice tint and relaxer *Work on Skills sheet *Review foiling supply list *Prepare kit bags for foiling, bring Monday with Kim <p>Complete MindTap Ch. 12 & 13</p>

		Homework: Study for test Ch. 12 & 13- Must have scantron
Week 6 Monday <ul style="list-style-type: none"> *Test Ch. 12 & 13 *Study guide for Final Exam *Review tools and terms for foiling *Demo foil application *Skills practice foiling 	Tuesday <ul style="list-style-type: none"> *Complete full head foils 	Thursday <ul style="list-style-type: none"> *Complete full head foils *Work on Skills sheet *Complete study guide *Study for final exam -must have scantron
Week 7 Monday <ul style="list-style-type: none"> *Final exam *Work on E-portfolio and *Work on Skills sheet 	Tuesday <ul style="list-style-type: none"> *Work on Skills sheet *Work on E-portfolio 	Thursday <ul style="list-style-type: none"> *Complete E-portfolio Due by 5pm today