



Intro to Salon Development CSME 1244.101C0.2517

Course Semester Fall 2024

9:00AM - 4:00PM 11/20 - 12/05 Monday - Thursday

Instructor Information: Savannah Davis, sdavis@com.edu, 409-933-8116

Student hours and location: Cosmetology Dept. 10000 Emmett F. Lowry Expressway Suite 4000
Texas City, TX 77591 Mon & Tues. 4:00PM-7:00PM Wednesday 4:00PM-5:30PM Room 141

Required Textbook/Materials: 12th Edition Milady Standard of Fundamentals Esthetic Bundles
ISBN 9780357255148 Foundation Textbook, Fundamentals Textbook and CIMA Online Course
FLASH DRIVE ONLY (2 GB should be sufficient).

Course Description: Develop procedures for appointment scheduling and record management. Identify issues related to inventory control and operational management. Discover all aspects of owning/operating a business.

Course requirements: Demonstrate professional ethics, sanitation and safety. Demonstrate the rules and regulations of the institution department, and state. Texas Department of Licensing and Regulations (TDLR) Administrative Code / Chapter 83.100 / Sec. 83.101 / Sec. 83.102 & Sec. 83.103 Students are expected to assume the responsibility for learning. Your instructor will assist you, but the actual responsibility rests with you. Students are also expected to devote their energy to attain the skills and knowledge required for their career goals.

Determination of Course Grade:

Grading Scale:

Unit Exams, Lecture and Written Assignments 10%

Professionalism/Attendance 20%

Project Presentation Assignment: 50%

Lab Skill Sheet: 20%

Detailed Grading formula: A – 93 to 100, B – 92 to 85, C – 84 to 77, D – 76 to 69, F – 68 & Below

Late Work, Make-Up, and Extra-Credit Policy: *Late assignments will not be accepted.* Students will receive a “0”. *Incomplete assignments will not be accepted.* Students will receive a “0”. Chapter exams/test/quiz must be taken at designated hours & allotted time period. Final exams cannot be made up; therefore, any student missing, any Final Exam (written or practical) will receive a failing number grade of “O”. (See Cosmetology Department Rules & Regulations).

Attendance Policy: The faculty believes that experiences in the classroom and laboratory cannot be duplicated adequately. The Skin Care / Cosmetology Programs are designed to teach professional work

habits, such as attendance. Excessive absences, four (4) days missed, in either lecture or lab will result in a dismissal from the program. Students who fail to show up on a Thursday, **Client Lab Day** without prior notification, will not receive a participation signature. As a result, lab skill sheet will be incomplete and will result in a number grade of “0”.

Tardy Policy: Any late arrival or leaving early will equal one (1) tardy. Two (2) tardies are equal to one (1) absence. If the student’s absences range four (4) days in any one course, the student will be dismissed from that course. If prior to “W” day the student may withdraw from the course through the admissions office to receive a grade of “W”. If after “W” day, or if the student fails to withdraw themselves, a grade of “F” will be recorded.

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 D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate professional ethics	Communication Skills	Paper Exams
2. Demonstrate sanitation and safety.	Personal Responsibility	Paper Exam
3. Demonstrate the rules and regulations of the institution, department, and state	Social Responsibility	Paper Exam
4. Create a salon portfolio	Communication Skills	Digital Project
5. Create documentation for gainful employment.	Communication Skills	Paper Assignment

Academic Dishonesty: Any incident of Academic Dishonesty will be dealt with in accordance with the College of the Mainland Policy and Student Handbook. Academic dishonesty, such as cheating on an exam, plagiarism and collusion is a serious offense and will result in the grade of a zero (0) on that exam. The student/ students involved will be referred to the Office of Student Conduct for the appropriate discipline. All students must maintain an **Exam GPA of “70” or higher, Attendance GPA of “70”, or higher, Homework/Lecture of 70% or Higher and an Accumulative GPA of “70” or higher** to remain in registered class. Students failing to maintain the required **GPA** average will be dropped from the program.

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 Dept. Chair, J. Hunsucker at jhunsucker@com.ed.

Course outline: SALON DEVELOPMENT PORTFOLIO GUIDELINES

This is an assignment for all CSME 1244 students. This assignment shall enforce information in the understanding of salon ownership, salon management, workplace entry-level expectations, business marketing, business promotion, self-promotion and enhance computer software skills. Project is worth 50% of class grade * **due date is December 4 , 2024** * by 4:00PM. No late assignments will be accepted. The criteria listed below for this assignment shall serve as the guideline for the letter grade of “A” and the number grade of “(100)”. Final portfolios must be complete by December 4, 2024, and submitted on a **FLASH DRIVE ONLY (2 GB should be sufficient)**. Demonstrate professional ethics, sanitation and safety. Demonstrate the rules and regulations of the institution department, and state. Texas Department of Licensing and Regulations (TDLR) Administrative Code / Chapter 83.100 / Sec. 83.101 / Sec. 83.102 & Sec. 83.103

Week 14 WEEK 14 Chapter 8: Career Planning	Students Practical Complete Student Project
Week 15 <u>Standard Foundations</u> Chapter 9: On the Job Chapter 10: The Beauty Business	Students Practical Complete Student Project
Week 16 <u>Standard Foundations Chapter Completion</u>	Complete All Practicals Turn in Salon Project

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/docs/Student_Handbook_2024-2025_v2.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.*

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:
Kimberly Lachney, Student Accessibility Services Coordinator
Phone: 409-933-8919
Email: 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 1st 8-week session is October 2. The last date to withdraw from the 16-week session is November 15. The last date to withdraw for the 2nd 8-week session is November 26.

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.

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.

		<p>Week 14 Wednesday November 20 9:00am-4:00pm</p> <p>Lecture Chapter 8: Career Planning</p> <p>CIMA 92 Activities Chapter 8: Career Planning Chapter 9: On the Job Chapter 10: The Beauty Business Due Dec. 4, 2024, by 4:00PM</p> <p>May have Outside Models 10:30, 1:30 & 2:30</p> <p>(1) Brow Bleaching, Set Lash & Brow Tinting Instructor Signature _____</p> <p>(1) Set Artificial Lash Application (8 Each Eye) Instructor Signature _____</p>	<p>Thursday November 21 9:00am-4:00pm</p> <p>Client Services 9:30am, 10:30am, 1:30pm & 2:30pm</p> <p>Complete Required Practicals Lecture / CIMA Activities Organize Supplies</p> <p>Continue PORTFOLIO ASSIGNMENT</p> <p>Participation _____</p> <p>Professionalism: _____</p>
<p>Week 15 November 25 Monday 9:00am – 4:00pm</p> <p>Lecture Chapter 9: On the Job</p> <p>Outside Models 10:30am, 1:30pm & 2:30pm</p> <p>Start PORTFOLIO ASSIGNMENT</p> <ol style="list-style-type: none"> Overall Look and feel of project. Cover Page: Project Image(Logo), Student Name, Project Name(business name), Class Name & Number, Due Date Table of Content: List All Document in Portfolio in a sequenced order Mission Statement: Business principle and philosophy. Cover Letter: Clearly defined, professional and special attention to whom Resume: Format and presentation of content References: Reference type (3 – professional and 2 – personal Name, job position/title, address, city, state, zip, 2 forms contact information) 	<p>November 26 Tuesday 9:00am-4:00pm</p> <p>Outside Models 9:30, 10:30, 1:30 & 2:30</p> <ol style="list-style-type: none"> IRS Forms W2 (Wage and Tax Statement) IRS Form 1040 (Individual Tax Returns) IRS Schedule C 1040 Form (Profit or Loss Statement) IRS Schedule SE 1040 Form (Self Employment Tax) IRS Schedule ES 1040 Form (Estimated Taxes) TDLR Requirements for Salon Licensing & Equipment (COSMETOLOGY SALON / SPECIALTY LICENSE APPLICATION INSTRUCTIONS) Reporting Complaints Sign (PDF) "Stop Human Trafficking" - multi-language version (PDF) Business (Building) Lease Agreement Business Policy and Procedure Employee Application Employee Handbook Sales Tax Permit (Comptroller's Office) Occupancy Permit Signage Permit 	<p>November 27 Wednesday 9:00am – 4:00pm</p> <p>Lecture Chapter 10: The Beauty Business</p> <p>Continue PORTFOLIO ASSIGNMENT</p> <p>(1) Lip / Brow Waxing Instructor Signature _____</p> <p>1) Take A Moment Facial W / Paraffin Mask Instructor Sign _____</p> <p>1) Refresh & Renew Facial W / Gommage Exfoliant & Modeling Masque Instructor Sign _____</p> <p>1) The Ultimate Facial W / Marine Peel & Eye / Lip Lift Instructor Sign _____</p>	<p>November 28 Thursday 9:00am–4:00pm</p> <p>Happy Thanksgiving</p> 

<p>8. Thank You Note: thank you to interviewer after an interview.</p> <p>9. DBA (Doing Business AS) Business Name</p> <p>10. Articles of Incorporation (LLC, SC, C, LP, GP, LLP, S)</p> <p>11. IRS SS-4 Form (Employer Identification Number)</p>			
<p>Week 16 December 2 Monday 9:00am – 4:00pm</p> <p>Outside Models 9:30am, 10:30am, 1:30pm & 2:30pm</p> <p>Continue PORTFOLIO ASSIGNMENT</p> <p>27. Diagram of Floor plan, Images of ReceptionArea, Workrooms, Equipment, Window Treatments, Floors, Dispensary...etc</p> <p>28. Service Menu</p> <p>29. Business Card</p> <p>30. Uniforms or Acceptable Work Attire</p> <p>31. Employee Pay Scale and Method of Payment</p> <p>32. Retail Pay Scale</p> <p>33. Employee Retail Incentives</p> <p>34. Advertising (Methods/Cost)</p> <p>35. Social Media (Accounts Examples)</p> <p>36. Business Flyers</p> <p>37. Specials or Discounts</p> <p>38. Appointment Cancelation Policy</p> <p>39. Inventory Control Log</p> <p>40. Product Knowledge</p> <p>41. New Client Referral Program</p>	<p>December 3 Tuesday 9:00am – 4:00pm</p> <p>Outside Models 9:30am, 10:30am, 1:30pm & 2:30pm</p> <p>Continue PORTFOLIO ASSIGNMENT</p> <p>Complete Required Practicals Lecture / MindTap Activities Organize Supplies</p>	<p>December 4 Wednesday 9:00am – 4:00pm</p> <p>Outside Models 9:30am, 10:30am, 1:30pm & 2:30pm</p> <p>Continue PORTFOLIO ASSIGNMENT</p> <p>All Lecture, CIMA Homework, Lab Skills, Chapter Exams and Projects Due by 4:00pm</p>	

SALON DEVELOPMENT PORTFOLIO GUIDELINES

This is an assignment for all **CSME 1244** students. This assignment shall enforce information in the understanding of Salon Ownership, Salon Management, Workplace Entry-Level Expectations, Business Marketing, Business Promotion, Self-Promotion, and Enhance Computer Software Skills. **PROJECT IS WORTH 50% OF CLASS GRADE * DUE DATE IS DECEMBER 4, 2024, BY 4:00PM * NO LATE ASSIGNMENTS WILL BE ACCEPTED. The criteria listed below for this assignment shall serve as the guideline for the letter grade of "A" and the number Grade of "(100)". FINAL PORTFOLIOS MUST BE COMPLETE BY DECEMBER 4, 2024, ON FLASH DRIVE ONLY**

1. **Over-All Assignment Appearance in order: Professional (Look & Feel) All documentation.**
2. **Cover Page:** Project Image (logo), Student Name, Project Name (Business Name), Class Name & Number, Due Date
3. **Table of Content:** List All Document in Portfolio in a sequenced order
4. **Mission Statement:** Create a business principle and philosophy.
5. **Cover Letter:** Clearly defined, professional letter and special attention to specific person
6. **Resume:** Format and presentation of content (one page)
7. **References:** Reference type (3 - professional and 2 - personal) Five (5) Total List: Name, job position/title, address, city, state, zip, 2 forms contact information
8. **Thank You Note:** Handwritten (**ONLY**) thank you note to interviewer after an interview
9. DBA (Doing Business AS) Application Business Name (Your County Clerk's Office)
10. Articles of Incorporation (LLC, SC, BC, C, LP, GP, LLP, S)
11. IRS SS-4 Form (Employer Identification Number) (IRS.gov Forms)
12. IRS Forms W2 (Wage and Tax Statement) (IRS.gov Forms)
13. IRS Form 1040 (Individual Tax Returns) (IRS.gov Forms)
14. IRS Schedule C 1040 Form (Profit or Loss Statement) (IRS.gov Forms)
15. IRS Schedule SE 1040 Form (Self Employment Tax) (IRS.gov Forms)
16. IRS Schedule ES 1040 Form (Estimated Taxes) (IRS.gov Forms)
17. TDLR Requirements for Salon Licensing & Required (COSMETOLOGY SALON/SPECIALTY LICENSE APPLICATION INSTRUCTIONS) <https://www.tdlr.texas.gov/cosmet/salons/forms.htm>.
18. Reporting Complaints Sign (PDF)
19. "Stop Human Trafficking" - multi-language version (PDF)
20. Business (Building) Lease Agreement (Copy/Sample of Agreement)
21. Business Policy and Procedure
22. Employee Application (Copy/Sample of Application)
23. Employee Handbook (Copy/Sample of Handbook)
24. Sales Tax Permit (Copy/Sample of Application) Comptrollers Office
25. Occupancy Permit (Copy/Sample of Application) City Planning or Business Office
26. Signage Permit (County or City Copy/Sample of Application)
27. Diagram of Floor plan, Images of Reception Area, Workrooms, Equipment, Window Treatments, Floors, Dispensary...etc
28. Service Menu
29. Business Card
30. Uniforms or Acceptable Work Attire
31. Employee Pay Scale and Method of Payment (How & when employees will be paid)
32. Retail Pay Scale(How, how much & when employees will be paid)
33. Employee Retail Incentives (How & when employees will be paid, reward for up sales, motivation for selling)
34. Advertising (Methods/Cost)
35. Social Media (Accounts Examples)
36. Business Flyer
37. Specials or Discounts
38. Appointment Cancellation Policy
39. Inventory Control Log (how will you control products)
40. Product Knowledge (info about products)
41. New Client Referral Program (How to grow your business)

(DO NOT WRITE ON THIS SHEET)

Student Name: _____

SALON DEVELOPMENT PORTFOLIO GUIDELINES GRADING SHEET

FOR THE LETTER GRADE OF "A" AND A NUMBER GRADE OF "100: ALL THE BELOW LISTED SUBJECT MATTER MUST BE SHOWN IN ORDER.

0 = Did Not Exhibit 2 = Exhibit Not Complete/Out of Order 5 = Exhibit Complete

Guidelines	Score			Instructor Comments
1. OVERALL APPEARANCE: Look, Feel, Continuity, Organization	0	2	5	
2. Cover Page: Project Image, Student Name, Project Name, Class Name & Number, Due Date	0	2	5	
3. Table of Content: List All Document in Portfolio	0	2	5	
4. Mission Statement: Business principle and philosophy.	0	2	5	
5. Cover Letter: Clearly defined, professional and special attention to whom?	0	2	5	
6. Resume: Format and presentation of content	0	2	5	
7. References: Reference type (3 - professional and 2 - personal) Five (5) Total Name, job position/title, address, city, state, zip, 2 contact information	0	2	5	
8. Thank You Note: thank you to interviewer after an interview	0	2	5	
9. DBA (Doing Business AS) Business Name	0	2	5	
10. Articles of Incorporation (LLC, S, C, LP, GP, LLP, SC)				
11. IRS SS-4 Form (Employer Identification Number)	0	2	5	
12. IRS Forms W2 (Wage and Tax Statement)	0	2	5	
13. IRS Form 1040 (Individual Tax Returns)	0	2	5	
14. IRS Schedule C 1040 Form (Profit or Loss Statement)	0	2	5	
15. IRS Schedule SE 1040 Form (Self Employment Tax)	0	2	5	
16. IRS Schedule ES 1040 Form (Estimated Taxes)	0	2	5	
17. TDLR Requirements for Salon Licensing / TDLR Requirements for Opening a Salon	0	2	5	
18. Reporting Complaints Sign	0	2	5	
19. "Stop Human Trafficking	0	2	5	
20. Business (Building) Lease Agreement	0	2	5	
21. Business Policy and Procedure	0	2	5	
22. Employee Application	0	2	5	
23. Employee Handbook	0	2	5	
24. Sales Tax Permit	0	2	5	
25. Occupancy Permit	0	2	5	
26. Signage Permit (County or City Copy/Sample of Application)	0	2	5	
27. Diagram of Floor plan Images of Reception Area, Workrooms, Equipment, Window Treatments, Floors, Dispensary...etc	0	2	5	
28. Service Menu	0	2	5	
29. Business Card	0	2	5	
30. Uniforms or Acceptable Work Attire	0	2	5	
31. Employee Pay Scale or Method of Payment	0	2	5	
32. Retail Pay Scale	0	2	5	
33. Employee Retail Incentives	0	2	5	
34. Advertising (Methods/Cost)	0	2	5	
35. Social Media (Accounts Examples)	0	2	5	
36. Business Flyers	0	2	5	
37. Specials or Discounts	0	2	5	
38. Appointment /Cancellation Policy	0	2	5	
39. Inventory Control Log	0	2	5	
40. Product Knowledge	0	2	5	
41. New Client Referral Program	0	2	5	



Intro to Salon Development
CSME 1244.101C0.2517
2 Credit Hrs. Course Semester: Fall 2024

Criminal History Evaluation:

Effective September 1, 2019, 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:

<https://www.tdlr.texas.gov/cosmet/cosmetschools.htm>

Should you wish to request a review of the impact of criminal history on your potential Operator Certificate, prior to or during your quest for a degree, you can visit this link and request a “Criminal History Evaluation”:

<https://www.tdlr.texas.gov/crimHistoryEval.htm>

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 or not 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.

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 should act in a professional manner always. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class.

Client Lab expectations:

- Must show up on time, at 9:00 AM.
- Client services begin at 9:30 AM; must be completely set up by 9:20 AM.
- In proper uniform, with required white lab coats.
- Shoes must be closed toe, ***solid white or black only***. Absolutely NO Crocs.
- Hair needs to be neat, secure and put back, no loose or dangling jewelry.
- Always show respect to your classmates, clients, and instructors.
- Show respect to the machines, devices, and tools.
- Sanitize your station after each client.
- No lounging in the lab on client days. Students must remain in designated areas.
- No food or drink in the service lab.
- Students may only be in the service lab while working on clients or completing practical skills.
- Must have all supplies needed every Thursday.
- Must give 24-hour notice if you will not be able to attend client day.
- Even if you are off books, always be prepared to take a walk in or if a classmate calls out.
- Each client must be charted in Meevo; if failure to chart, you will not receive a signature for that day.
- All duties must be completed before leaving for the day to receive signatures
- If this contract is breached, you will be asked to leave for the day and receive a write-up.

I, _____, (please print) acknowledge that I have received, read and understand the Syllabus, Criminal History Evaluation, Conduct Policy and Client Lab Expectations. I confirm that all safety procedures and pre-cautions will always be maintained.

Name _____

Date _____