



BARB-2444-222CL
Barber Law/Shop Management II
Fall Semester 2022
Mon-Thur 5pm – 10pm
10000 Emmit F Lowery Suite 4000 Texas City, TX 77591

Instructor Information: Mrs. Crystal Whaley, cwhaley1@com.edu , or 409-933-8480

Student hours and location: Monday through Thursday, 4:30-5pm at 10000 Emmett F. Lowry Expressway Suite 4000 Texas City, TX 77591, email at cwhaley1@com.edu, or by phone at 409-933-8480, and room 149

Required Textbook/Materials:

Milady Standard Professional Barbering Book, 6th. Edition 2017
Cengage Mind Tap online, 13th. Edition 2016
Texas Barber Laws and Rules Book, TDLR

Course Description: Continuation of Barber Law and Shop Management I. Includes advanced business management and preparation for the State Board Examination for a barber license.

Course requirements: Milady Standard Professional Barbering Book Bundle, the Student Barber Toolkit. Note: Laptop is available for use during school hours only and cannot be borrowed or checked out.

Determination of Course Grade/Detailed Grading Formula:

Attendance:	**10%
Professionalism	**10%
Assignments:	**20%
Test	**30%
End of Semester Exams	**30%

Late Work, Make-Up, and Extra-Credit Policy: Written assignments/online work may be turned in completed on the first day back from an absence; Written tests may be made up by planning with the instructor on the first day back from an absence (this is the student's responsibility)

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 of 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 to sit for the license exam. It is the student's responsibility to understand the course requirements, maintain sufficient attendance, and work completion.

Contagious Illnesses:

In the event a student contracts a contagious illness, such as COVID 19 or strep, 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 the doctor's note or test result. These should be dated.
2. For other contagious illnesses
 - a. Email the instructor with a copy of a doctor's note stating that you may not attend school, with dates and your name. (Any days missed prior to this will count toward total absences)
3. Once the instructor receives the Test result or doctor's note, they will email the student (to COM email) instructions on assignments that can be completed from home. These will be assigned on a case-by-case basis. **Communicate with your instructor about this.** If these assignments are completed by the due date, the days missed will not count toward your absences.

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

**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.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
4. Understand How to Employ Soft-Skills and Customer Service as it relates to being a successful barber	Communication Skills Personal Responsibilities	Emotional Intelligence Interpersonal Collaboration Life Skills

5. Compare management functions of a barber shop owner and manager	Personal Responsibility, Social Responsibility	Professionalism Career Passion
3. Demonstrate Safety and Sanitary Knowledge and Procedures	Personal Responsibility Critical Thinking	Rubrics Learning Decision Making Skills
4. Define types of business ownership; explain shop layout factors; discuss advertising; explain the causes of business failure;	Professional Responsibilities, Critical Thinking	Ethics Learning Succeed in Higher Learning
5. Complete final preparation for state board examination.	Professional Responsibility, Personal Responsibility	Criteria Awareness Safety Awareness

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 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 Jaime Hunsucker, Chair of Cosmetology Department at 409-933-8608 or jhunsucker1@com.edu.

Course outline: See page 5 for Course Outline/Class Schedule

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 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 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.

Barber Fall Semester Class Schedule/Outline

Week 1 – August 22-25, 2022

Welcome Packet

Syllabus, class schedule

Demonstrate - TDLR Blood Exposer Incident **Ch.4** - pgs. 95- 97

Skill Assignment – Practice Blood Exposure Incident on a mannequin

Online/MindTap Assignment – Ch 4 Review Questions and Licensure

Ch.19 - pgs. 708-731-**Preparing for Licensure and Employment- Review Questions**

Review for Final Exam Written and Practical

Week 2 – August 29-Sept 1, 2022

Importance of Nail Care and Identify Nail Composition

Nail Disorders and Diseases

Recognize Nail Equipment, Implements, and Products Go over pages 782-791

Demonstrate - TDLR Manicure Service **Appendix**/pgs. 803-806

Skill Assignment – Practice TDLR Manicure Service on fellow student

Online/MindTap Assignment – Nail Care Review Questions and Definitions/terms and Licensure

Ch.21 - pgs. 756-779 – **The Business of Barbering- Review Questions**

Review for Final Exam Written and Practical

Week 3 –Sept 5-8, 2022

Identify Skin Disorders and Understand Theory of Massage Service

Effleurage, Petrissage, Friction, and Vibration Manipulations

Equipment and Supplies Used to Perform a Facial

Demonstrate - TDLR Facial Massage **Ch. 12** pgs. 331-332

Skill Assignment – Practice TDLR Facial Service on fellow student

Online/MindTap Assignment – Ch 12 Review Questions and Licensure

Review for Final Exam Written and Practical

Week 4 – Sept 12-15, 2022

Chemical Texture Service

Client Consultation and Analysis

Chemistry of Texture Services

Permanent Waves and Chemical Relaxers

Discuss Hair Languages/Terms /Chemical Reformation Services Ch. 17 pgs. 578-611

Chemical Curl Reformations

Texturizers and Chemical Blowouts

Demonstrate - TDLR Permanent Wave **Ch 17** pgs. 614-618

Skill Assignment – Practice TDLR Permanent Wave Service on mannequin

Online/MindTap Assignment – Ch 17 Review Questions and Licensure

Review for Final Exam Written and Practical

Week 5 –Sept 19-22, 2022

Haircoloring and Lightening Service

Understand Color Theory and Products

Recognize Hair color Safety and Precautions

Identify Importance of Consultation and Hair/Scalp Analysis

Hair Coloring for Men

Haircoloring Products

Discuss Hair Coloring Techniques /Products Ch.18 pgs. 642-677

Demonstrate - TDLR Single Process Color Retouch Application/Test Strand and Patch Test/Curl Service **Ch 18** pgs,678-680, pgs. 686-688

Skill Assignment – TDLR Single Process Color Retouch Application/Curl Service on mannequin

Online/MindTap Assignment – Ch 18 Review Questions and Licensure

Review for Final Exam Written and Practical

Week 6 – Sept 26-29, 2022

TDLR EXAM PRACTICAL REVIEW

Review for Final Exam Written and Practical

Week 7 – Oct 3-6, 2022

TDLR EXAM PRACTICAL REVIEW

Review for Final Exam Written and Practical

Week 8 – Oct 10-13, 2022

Final Exam Written and Practical

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I, _____, (please print) acknowledge that I received, read, and understand this syllabus.

Student Signature: _____

Date: _____

Print Name: _____

Date: _____