



**Course Number and Section (CSME 1435.101HY)**  
**Name of Course (Orientation to Instruction of  
Cosmetology)**  
**Course Semester: Fall 2022**  
**Time and days of course: 8/22/22 -9/23/22**  
**Mondays 8-12 & 1-5**  
**Plus 3 hour lab**  
**Mainland City Centre, room # 153**

**Instructor Information:**

- Ms. Ellen Chicon, [echicon@com.edu](mailto:echicon@com.edu), 409-933-8480
- Ms. Jamie Hunsucker, [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu), 409-933-8608

**Student hours and location:**

- Ms. Chicon, Monday 7:30– 8:00 and 5:00 – 5:30, Rm. 144
- Ms. Hunsucker, Monday 8:30- 9:00 AM, 4:00 - 4:30, Tuesday 8:30 – 9:00 AM, 4:00 - 4:30 PM, Wednesday 1:00 – 4:00 PM, Friday virtual 9:00 – 11:00 AM via Teams or email, Rm. 144

**Required Textbook/Materials:** Milady Standard Professional Educator Textbook, 4<sup>th</sup> Edition book bundle including the CIMA online supplement; personal laptop, and teaching kit for skills

**Course Description:** This course presents an overview of skills and knowledge necessary for the instruction of cosmetology students, including methods and techniques of teaching skills, theory of teaching basic unit planning and daily skill lesson plan development.

**Course requirements:** As well as covering 3 chapters from the textbook, this class will require an oral presentation and preparation of a lesson plan including skills demonstration.

**Determination of Course Grade/Detailed Grading Formula:** professionalism, attendance, unit assignments, unit tests, oral presentation, lab assignment, final exam.

**Detailed Grading Formula:**

|                    |     |
|--------------------|-----|
| Professionalism:   | 10% |
| Attendance:        | 10% |
| Assignments:       | 10% |
| Tests:             | 20% |
| Oral presentation: | 20% |
| Final exam:        | 30% |

**Late Work, Make-Up, and Extra-Credit Policy:** Written assignments may be turned in 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; practical skill tests or final exams 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 1 hour of 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/early departure is 5 points off the attendance grade. Each absence is 10 points off the attendance grade.

If a student misses more than 3 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 receive the certificate of completion. It is the student's responsibility to understand the course requirements and maintain sufficient attendance and work completion.

- Class sessions meet on Monday from 8-12 and 1-5.
  - There are 5 Mondays with Labor Day as a holiday totaling 4 Mondays.
    - The morning and afternoon sessions are counted separately.
  - There are 5 labs.
  - This totals 8 Monday sessions + 5 labs = 13 sessions.
- For lab attendance, a signature page is found on the daily schedule of the syllabus.
  - The lab instructor must sign with times for the attendance record.
  - The completed signatures must be submitted each week and at the end of the course for lab credit.
- The scheduled labs count toward attendance.
  - If you will miss a lab, you must notify the lab and course instructor.
  - Arrangements with the lab instructor should be planned to make up the missed lab on a different day or time or the absence will count. Notify the course instructor of the plans to make up the lab.
- If a student misses more than an hour of the class session, the attendance will reflect an absence.
  - For a morning class, an absence would be recorded after 9:00. If the student leaves before 11:00 in the morning, an absence will be recorded.
  - For an afternoon session, an absence would be recorded if the student arrives after 2:00. If the student leaves before 4:00 in the afternoon, an absence will be recorded.
- If a student misses more than 3 sessions of the 13 sessions (this equates to 25 % of the course), they will be dismissed from the program.
  - No credit will be awarded.
  - The student may not proceed in the program until the following Fall semester when the program begins again.
  - This attendance record reflects your commitment and dependability.
- Late arrival or early departure:
  - If a student arrives after class begins, the late arrival counts as a tardy.
  - If a student leaves before the class is dismissed at 5:00, the early departure counts

- like a tardy.
- Four late arrivals or early departures will equal one absence.
- Again, good attendance habits are encouraged.
- If the student decides to withdraw, it is the student’s responsibility to withdraw through the admissions department before “W” day to receive a grade of “W”, otherwise the grade will record as a “F”.

**Communication 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. (There are additional monitoring and communication expectations via Brightspace and CIMA)

| Student Learner Outcome                | Maps to Core Objective  | Assessed via this Assignment |
|--|-------------------------|------------------------------|
| 1. Identify teaching methodologies     | Critical Thinking       | Written test                 |
| 2. Observed lesson plan implementation | Personal responsibility | Lab assignment               |
| 3. Monitor various learning settings   | Social responsibility   | Lab assessment               |

**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.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact Ms. Ellen Chicon using the contact information previously provided. If, after discussing your concern with Ms. Chicon, you continue to have questions, please contact Ms. Jamie Hunsucker, Department Chair, [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu), 409-933-8608.

**Course outline:** Will begin on page 6 of this document.

---

## **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](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](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 [mvaldez1@com.edu](mailto:mvaldez1@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. Please contact Ms. Chicon for this course's withdrawal date.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> 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 difficulty 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) .

|   |   |  |
|---|---|--|
| <p><b>Monday August 22, 2022 Week 1</b><br/>8-12<br/>Orientation to COM Cosmetology</p> <ul style="list-style-type: none"> <li>• Rules and policies</li> <li>• Meet and Greet</li> <li>• Tour Facilities</li> <li>• Lab assignments</li> <li>• Review syllabus</li> <li>• Review CIMA</li> <li>• Review Brightspace (BS)</li> </ul> <p>1-5</p> <ul style="list-style-type: none"> <li>• Chapter1 The Professional Educator</li> </ul> <p>Homework:</p> <ul style="list-style-type: none"> <li>• Begin CIMA &amp; D2L Brightspace assignments</li> </ul> | <p><b>Online and Homework</b></p> <ul style="list-style-type: none"> <li>• Finish assignments</li> <li>• Begin Lesson Plan</li> <li>• Complete Vision Board of your goals.</li> <li>• Accomplishments to date</li> <li>• Why did you choose to teach?</li> <li>• What are your career goals?</li> <li>• What are your professional development goals?</li> <li>• <b>Present your boards Monday, Aug. 29th</b></li> </ul> <p>Wk 1 Lab Journal</p> <p>Study for Ch. 1 test Monday 8/29/22</p> | <p><b>Lab day</b><br/>Course:<br/>Instructor:<br/>Date and Time:<br/>Evaluation:<br/>___ on time<br/>___ in uniform<br/>___ attentive<br/>___ stayed busy with Cosmetology<br/>___ not on phone</p> <p><b>INSTRUCTOR INITIAL:</b></p> <p>Begin journaling assignment.<br/>Journal entry:</p> |
|---|---|--|

|  |   |  |
|--|---|--|
| <p><b>Monday</b><br/> <b>Aug. 29, 2022</b><br/> <b>Week 2</b></p> <p>8-12</p> <ul style="list-style-type: none"> <li>• Test Ch. 1</li> <li>• Share journal entries</li> <li>• Present Vision Boards</li> <li>• Lesson plan assignments and template review</li> </ul> <p>1-5</p> <ul style="list-style-type: none"> <li>• Chapter 2 Study and Testing Skills</li> <li>• Review PSI: OP &amp; FA packets</li> <li>• Kit packing</li> </ul> <p>Homework:</p> <ul style="list-style-type: none"> <li>• Read Ch. 2</li> <li>• Begin CIMA &amp; BS assignments</li> </ul> | <p><b>Online and Homework</b></p> <ul style="list-style-type: none"> <li>• Finish CIMA and BS assignments</li> <li>• Study for Ch. 2 test</li> <li>• Prepare kits for skills</li> </ul> | <p><b>Lab day</b></p> <p>Course:</p> <p>Instructor:</p> <p>Date and Time:</p> <p>Evaluation:</p> <p>___ on time</p> <p>___ in uniform</p> <p>___ attentive</p> <p>___ stayed busy with Cosmetology</p> <p>_____</p> <p>___ not on phone</p> <p>INSTRUCTOR INITIAL:</p> <p>Journal entry:</p> |
|--|---|--|

|  |  |   |
|--|--|---|
| <p><b>Monday</b><br/><b>Sept. 5, 2022</b><br/><b>Week 3</b></p> <p><b>Labor Day Holiday!</b><br/><b>No School!</b></p> | <p><b>Online and Homework</b></p> <ul style="list-style-type: none"> <li>• Read Ch. 3</li> <li>• Complete Chapter 3 CIMA and BS assignments</li> <li>• Catch up on assignments, lesson plans, and kit packing</li> <li>• Study for Chapter 2 test</li> </ul> | <p><b>Lab day</b></p> <p>Course:</p> <p>Instructor:</p> <p>Date and Time:</p> <p>Evaluation:</p> <p>___ on time</p> <p>___ in uniform</p> <p>___ attentive</p> <p>___ stayed busy with Cosmetology</p> <p>___ not on phone</p> <p>INSTRUCTOR INITIAL:</p> <p>Journal entry:</p> |
|--|--|---|



|   |  |   |
|---|--|---|
| <p><b>Monday</b><br/><b>Sept. 12, 2022</b><br/><b>Week 4</b></p> <p>8-12</p> <ul style="list-style-type: none"> <li>• Test Ch. 2</li> <li>• Share journal entries</li> <li>• Review lesson plans</li> </ul> <p>Theory<br/>Ch. 3, Learning Characteristics and Learning Principles</p> <p>Homework:</p> <ul style="list-style-type: none"> <li>• Complete remaining CIMA &amp; BS assignments</li> </ul> | <p><b>Online and Homework</b></p> <ul style="list-style-type: none"> <li>• Complete remaining CIMA &amp; BS assignments</li> <li>• Review and complete lesson plans</li> <li>• For this week's journal, identify learning styles in your lab.</li> <li>• Study Ch. 3</li> <li>• <u>Review for Final Exam Chapters 1-3</u></li> <li>• <u>Must have scantron!</u></li> </ul> | <p><b>Lab day</b></p> <p>Course:</p> <p>Instructor:</p> <p>Date and Time:</p> <p>Evaluation:</p> <p>___ on time<br/>___ in uniform<br/>___ attentive<br/>___ stayed busy with Cosmetology<br/>___ not on phone</p> <p>INSTRUCTOR INITIAL:</p> <p>Journal entry:</p> |
|---|--|---|

|   |  |   |
|---|--|---|
| <p><b>Monday</b><br/><b>Sept. 19, 2022</b><br/><b>Week 5</b></p> <p>8-12</p> <ul style="list-style-type: none"> <li>• Share journal entries, include learning styles</li> <li>• Final exam (Ch. 1-3)</li> <li>• Begin presentation of lesson plans</li> </ul> <p>1-5</p> <ul style="list-style-type: none"> <li>• Complete lesson plan presentations</li> </ul> | <p><b>Online and Homework</b></p> <p>Email photos of lab signatures as soon lab is complete.</p> | <p><b>Lab day</b></p> <p>Course:</p> <p>Instructor:</p> <p>Date and Time:</p> <p>Evaluation:</p> <p>___ on time</p> <p>___ in uniform</p> <p>___ attentive</p> <p>___ stayed busy with Cosmetology</p> <p>___ not on phone</p> <p>INSTRUCTOR INITIAL:</p> <p>Journal entry:</p> |
|---|--|---|

Fall 2022, CSME 1435.101, Orientation to the Instruction of Cosmetology

I, \_\_\_\_\_, (Printed name)

have read and understand the syllabus for the above course.

Signature \_\_\_\_\_

Date \_\_\_\_\_

- The instructor reserves the right to adjust the course schedule if needed.