



Course Number and Section: CSME 2414.101CL
Name of Course: Instructor of Cosmetology II
Course Semester: Fall 2021
November 8 – December 10, 2021
Mondays 8-12 & 1-5, Tuesdays 8-12, plus labs

Instructor Information: Ms. Jamie Hunsucker; jhunsucker1@com.edu; 409-933-8607

Student hours and location: Wednesday and Friday 1-4 in office; Friday 9-10:30 virtually

Required Textbook/Materials: Milady Master Educator, 3rd Edition.

Course Description: This course is a continuation of the fundamentals of instructing cosmetology students and introduces students to methods and techniques of teaching informational theory relative to cosmetology.

Course requirements: As well as covering chapters from the textbook, this course will require the use of technologies in the classroom. A Power Point presentation will be used along with the lesson plan oral presentation.

Determination of Course Grade: professionalism, attendance, unit assignments, unit tests, skills assignments, oral presentation, lab assignment, final exam.

Detailed Grading Formula:

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

Grading Scale:

- A- 90 to 100
- B- 80 to 89
- C- 70 to 79
- D- 60 to 69
- F- 59 & 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: 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 half or more of the class period, the grade will reflect an absence. 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. It is the student's responsibility to withdraw through the admissions department if before "W" day to receive a grade of "W", otherwise the grade will be "F".

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
1. Demonstrate effective classroom /clinic management	Teamwork	Lab assignment
2. Implement teaching methodologies	Critical thinking	Lab evaluation
3. Develop lesson plans	Communication skills (oral)	Oral presentation

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.

Concerns/Questions Statement: 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. Carla Boone, Dean of Workforce and Continuing Education at 409-933-8616; cboone@com.edu

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

Course outline: find 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 October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8-week session is December 2.

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.

Course Schedule Follows:

Monday Nov. 8, 2021 Week 1	Tuesday	Wednesday	Thursday	Friday
8-12 – theory - Review of Inst. II-Share journals -New Lab assignments -Chose lesson plan topics -Begin Ch. 10 theory	8-12 -Review grading rubric for Oral Presentations -continue work on Lesson Plan	Lab assignment: DATE AND TIME ___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology not on phone	Lab assignment: DATE AND TIME ___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology not on phone	Lab assignment: DATE AND TIME ___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology not on phone
1-5 - Complete Ch. 10 - Begin writing lesson plans - Homework – - Mind Tap assignments	1-5 Lab assignment: DATE AND TIME ___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology not on phone	<hr/> INSTRUCTOR INITIAL Journal entry	<hr/> INSTRUCTOR INITIAL Journal entry	<hr/> INSTRUCTOR INITIAL Journal entry
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Monday Nov. 15, 2021 Week 2	Tuesday	Wednesday	Thursday	Friday
8-12- theory Share journals Test Ch. 10, -Begin Ch. 11 theory	8-12 Continue Lessonplan/ practice presenting	Lab assignment: DATE AND TIME ___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology not on phone	Lab assignment: DATE AND TIME ___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology not on phone	Lab assignment: DATE AND TIME ___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology not on phone
1-5 - Complete Ch. 11 - Continue writing Lesson Plans Homework: - Mind Tap assign.	1-5 Lab assignment: DATE AND TIME ___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology not on phone	INSTRUCTOR INITIAL Journal entry	INSTRUCTOR INITIAL Journal entry	INSTRUCTOR INITIAL Journal entry
	INSTRUCTOR INITIAL Journal entry			

Monday Nov. 22, 2021 Week 3	Tuesday	Wednesday	Thursday	Friday
<p>8-12- theory -Ch. 11 test -Share journals -Begin Ch. 12</p> <p>1-5 - Complete Ch. 12 -Cont. Lesson plans /practice presenting</p> <p>Homework: Ch. 12 Mind Tap assign.</p>	<p>8-12</p> <p>Bring laptops to Prepare Powerpoint for lesson plan <i>(project grade)</i></p> <p>1-5 Lab assignment:</p> <hr/> <p>DATE AND TIME __ on time __ in uniform __ attentive __ stayed busy with Cosmetology not on phone</p> <hr/> <p>INSTRUCTOR INITIAL</p> <p>Journal entry</p>	<p>Lab</p> <p>assignment:</p> <p>DATE AND TIME</p> <p>__ on time __ in uniform __ attentive __ stayed busy with Cosmetology not on phone</p> <hr/> <p>INSTRUCTOR INITIAL</p> <p>Journal entry</p>	<p>Holiday</p>	<p>Holiday</p>

Monday Nov. 29, 2021 Week 4	Tuesday	Wednesday	Thursday	Friday
8-12 -Share journals - Test Ch. 12 - Create a written test (20 questions) with answers for lesson plan. Use a mix of multiple choice, fillin the blank, true/ false, or short answer.	8-12 - Begin presenting lesson plans with PP, written test, and skills rubric	Lab <hr/> assignment: DATE AND TIME ___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology not on phone	Lab <hr/> assignment: DATE AND TIME ___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology not on phone	Lab <hr/> assignment: DATE AND TIME ___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology not on phone
1-5 Create a skills grading rubric for lesson plan.	<hr/> 1-5 Lab assignment: DATE AND TIME ___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology not on phone <hr/> INSTRUCTOR INITIAL Journal entry	<hr/> INSTRUCTOR INITIAL Journal entry	<hr/> INSTRUCTOR INITIAL Journal entry	<hr/> INSTRUCTOR INITIAL Journal entry

Monday December 6, 2021 Week 5	Tuesday	Wednesday	Thursday	Friday
8-12 -Share journals - Continue lesson plan presentations, with PP, test, and rubric	8-12 Final Exam (Ch. 10 – 12) Must have scantron Lab assignment:	Lab assignment: DATE AND TIME ___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology not on phone	Lab assignment: DATE AND TIME ___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology not on phone	Lab assignment: DATE AND TIME ___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology not on phone
1-5 - Complete presenting lessonplans with PP, test, and rubric -Review for FinalExam	DATE AND TIME ___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology not on phone	<hr/> INSTRUCTOR INITIAL Journal entry	<hr/> INSTRUCTOR INITIAL Journal entry	<hr/> INSTRUCTOR INITIAL Journal entry
- Homework: turn in Lab assignments by Friday	<hr/> INSTRUCTOR INITIAL Journal entry			