

## CSME 1244.101CL.2517 Course Semester Fall 2022 9:00AM - 4:00PM 11/23-12/8 Monday - Thursday

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

**Student Office Hours and Location:** Cosmetology Dept. 10000 Emmett F. Lowry Expressway Suite 4000 Texas City, TX 77591 Mon – Tues 4:00PM-6:30PM Room 141 Wednesday Teams Online Chat/Video 4:00PM – 6:00PM

**Required Textbook/Materials:** 12<sup>th</sup> Edition Milady Standard of Fundamentals Esthetic Bundles ISBN 9780357255148 Foundation Textbook, Fundamentals Textbook and MindTap Course Key MTPNQ6VQPZ4F

**Course Description:** Develop procedures for appointment scheduling and record management. Identify issues related to inventory control and operational management.

**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 attaining the skills and knowledge required for their career goals.

## 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 9*, *2021* \* 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 9, 2021 on a **FLASH DRIVE ONLY.** 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 attaining the skills and knowledge required for their career goals.

# **Determination of Course Grade/Detailed Grading Formula:**

**Grading Scale:** 

Determination of Course Grade: Paper Assignment: Unit Exams and Written Assignments 10% Professionalism: Professionalism/Attendance 20% Project Presentation Assignment: 50% Lab Skill Sheet: 20% Grading formula: A = 90 - 100, B = 80 - 89, C = 70 - 79, D = 60 - 69, F = 59 and below

#### Late Work, Make-Up, and Extra-Credit Policy: Make-Up Policy:

Class Make-up assignments will be made-up by the next day of class attendance. *Late assignments will not be accepted.* Student will receive a "0". *Incomplete assignments will not be accepted.* Student will receive a "0". *Any missed chapter exam/test/quiz must be taken immediately in/at the COM Testing Center or in the department within a 24 hour 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. If a student is absent. In addition, 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". **Tardiness Policy:** A student may not miss more than four days per course. Any late arrival or leaving early will equal one (1) tardy. Four (4) 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 Blackboard 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	Social Responsibility	Paper Exam
institution, department, and state		
4. Create a salon portfolio	Communication Skills	Digital Project
5. Create documentation for gainful employment.	Communication Skills	Paper Assignment

Student Learner Outcome Maps to Core Objective Assessed via this Assignment

**Academic Dishonesty:** Any incident of Academic Dishonesty will be dealt with in accordance with 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 with the grade of a zero 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, & Accumulative GPA of "70" or higher* to remain in registered class. Students failing to maintain 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. hair, J. Hunsucker at <u>jhunsucker@com.ed</u>

Course Outline:	
Week 14 Chapter 8: Career Planning Chapter 9.5 Part 1: On the Job	Students Practical Complete Student Project
Week 15 <u>Standard Foundations</u> Chapter 9.5 Part 2: On the Job Chapter 10: The Beauty Business	Students Practical Complete Student Project
Week 16 <u>Standard Foundations</u> Final Exams	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.<<u>https://build.com.edu/uploads/sitecontent/files/student-services/Student Handbook 2019-2020v5.pdf</u>. *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 <u>hbankston@com.edu</u>. 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 <u>hbankston@com.edu</u>. Counseling services are available on campus in the student center for free and students can also email

<u>counseling@com.edu</u> to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

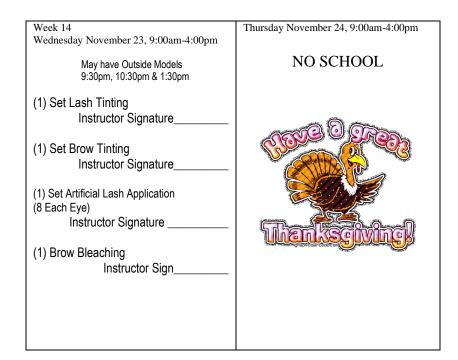
**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**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 1<sup>st</sup> 8-week session is October 6. The last date to withdraw for the 16-week session is November 19. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 2.

**F**<sub>N</sub> **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 <u>www.com.edu/coronavirus</u>. In compliance with <u>Governor Abbott's May 18 Executive</u> <u>Order</u>, 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 <u>com.edu/coronavirus</u> for future updates.



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Ideal Business Contents Include:       8. DBA (Doing Business AS) Business Name)       9. IRS SS-4 Form (Employer Identification Number)       9. IRS SS-4 Form (Employer Identification Number)       10. Structor Signature       11. Brow Waxing       26. Ch 9 Do: Case Study (Foundations)         0. Utside Models 1:30pm & 2:30pm       0. Outside Models 1:30pm & 2:30pm       0. Outside Models 1:30pm & 2:30pm       10. TAKE A MOMENT FACIAL w / Paraffin Mask       10. TAKE A MOMENT FACIAL w / Paraffin Mask       10. TAKE A MOMENT FACIAL w / Paraffin Mask       10. TAKE A MOMENT FACIAL w / Paraffin Mask       10. TAKE A MOMENT FACIAL w / Paraffin Mask       10. TAKE A MOMENT FACIAL w / Paraffin Mask       10. TAKE A MOMENT FACIAL w / Paraffin Mask       10. TAKE A MOMENT FACIAL w / Paraffin Mask       10. TAKE A MOMENT FACIAL w / Paraffin Mask       10. TAKE A MOMENT FACIAL w / Paraffin Mask       10. TAKE A MOMENT FACIAL w / Paraffin Mask       10. TAKE A MOMENT FACIAL w / Paraffin Mask       10. TAKE A MOMENT FACIAL w / Paraffin Mask       10. TAKE A MOMENT FACIAL w / Paraffin Mask       10. TAKE A MOMENT FACIAL w / Paraffin Mask       10. TAKE A MOMENT FACIAL w / Paraffin Mask       10. TAKE A MOMENT FACIAL w / Paraffin Mask       10. TAKE A MOMENT FACIAL w / Paraffin Mask       10. TAKE A MOMENT FACIAL w / Gommage Exfoliant       11. TAKE A MOMENT FACIAL w / Gommage Exfoliant       11. JOURNEY FACIAL w / Gommage Exfoliant       11. JOURNEY FACIAL w / Gommage Exfoliant       11. JOURNEY FACIAL w / Eye & Lip Lift       11. THE EXTREME FACIAL w / Eye & Lip Lift       11. THE EXTREME FACIAL w / Eye & Lip Lift       11. THE EXTREME FACIAL w / Eye & Lip Lift		Ideal Business Contents Include:	(1) Brow Waxing		
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INSTRUCTOR SIGN       INSTRUCTOR SIGN       31. Ch 9 Discuss: Beauty Pro Butterflies         31. Ch 9 Discuss: Beauty Pro Butterflies       32. Ch 9 Read: Summarize Employment         32. Ch 9 Read: Summarize Employment       Options in the Real World         33. Ch 9 Do: Employment Status Descriptions       Matching         34. Ch 9 Do: Job Description on Pathbrite       35. Ch 9 Read: Practice Money Management         35. Ch 9 Read: Practice Money Management       35. Ch 9 Read: Practice Money Management         35. Ch 9 Read: Instructor SIGN       1) THE EXTREME FACIAL w / Eye & Lip Lift         INSTRUCTOR SIGN       1) THE EXTREME FACIAL w / Eye & Lip Lift         INSTRUCTOR SIGN       1) STRUCTOR SIGN         INSTRUCTOR SIGN       1) STRUCTOR SIGN	8. DBA (Doing Business AS) Business Name )			(1) Brow Waxing	27. Ch 9 Read: Explain What It's Like on the
INSTRUCTOR SIGN       INSTRUCTOR SIGN       31. Ch 9 Discuss: Beauty Pro Butterflies         31. Ch 9 Discuss: Beauty Pro Butterflies       32. Ch 9 Read: Summarize Employment         32. Ch 9 Read: Summarize Employment       Options in the Real World         33. Ch 9 Do: Employment Status Descriptions       Matching         34. Ch 9 Do: Job Description on Pathbrite       35. Ch 9 Read: Practice Money Management         35. Ch 9 Read: Practice Money Management       35. Ch 9 Read: Practice Money Management         35. Ch 9 Read: Instructor SIGN       1) THE EXTREME FACIAL w / Eye & Lip Lift         INSTRUCTOR SIGN       1) THE EXTREME FACIAL w / Eye & Lip Lift         INSTRUCTOR SIGN       1) STRUCTOR SIGN         INSTRUCTOR SIGN       1) STRUCTOR SIGN	9. IRS SS-4 Form (Employer Identification	Number)		Instructor Signature	28 Ch 9 Discuss: Making Teamwork
INSTRUCTOR SIGN       INSTRUCTOR SIGN       31. Ch 9 Discuss: Beauty Pro Butterflies         31. Ch 9 Discuss: Beauty Pro Butterflies       32. Ch 9 Read: Summarize Employment         32. Ch 9 Read: Summarize Employment       Options in the Real World         33. Ch 9 Do: Employment Status Descriptions       Matching         34. Ch 9 Do: Job Description on Pathbrite       35. Ch 9 Read: Practice Money Management         35. Ch 9 Read: Practice Money Management       35. Ch 9 Read: Practice Money Management         35. Ch 9 Read: Instructor SIGN       1) THE EXTREME FACIAL w / Eye & Lip Lift         INSTRUCTOR SIGN       1) THE EXTREME FACIAL w / Eye & Lip Lift         INSTRUCTOR SIGN       1) STRUCTOR SIGN         INSTRUCTOR SIGN       1) STRUCTOR SIGN	Number)		Part: Prof:		29. Ch 9 Read: Describe the Expectations of
INSTRUCTOR SIGN       INSTRUCTOR SIGN       31. Ch 9 Discuss: Beauty Pro Butterflies         31. Ch 9 Discuss: Beauty Pro Butterflies       32. Ch 9 Read: Summarize Employment         32. Ch 9 Read: Summarize Employment       Options in the Real World         33. Ch 9 Do: Employment Status Descriptions       Matching         34. Ch 9 Do: Job Description on Pathbrite       35. Ch 9 Read: Practice Money Management         35. Ch 9 Read: Practice Money Management       35. Ch 9 Read: Practice Money Management         35. Ch 9 Read: Instructor SIGN       1) THE EXTREME FACIAL w / Eye & Lip Lift         INSTRUCTOR SIGN       1) THE EXTREME FACIAL w / Eye & Lip Lift         INSTRUCTOR SIGN       1) STRUCTOR SIGN         INSTRUCTOR SIGN       1) STRUCTOR SIGN	Outside Models 1:30pm & 2:30pm	Outside Models 1:30pm & 2:30pm			Moving from School to Work
INSTRUCTOR SIGN       INSTRUCTOR SIGN       31. Ch 9 Discuss: Beauty Pro Butterflies         31. Ch 9 Discuss: Beauty Pro Butterflies       32. Ch 9 Read: Summarize Employment         32. Ch 9 Read: Summarize Employment       Options in the Real World         33. Ch 9 Do: Employment Status Descriptions       Matching         34. Ch 9 Do: Job Description on Pathbrite       35. Ch 9 Read: Practice Money Management         35. Ch 9 Read: Practice Money Management       35. Ch 9 Read: Practice Money Management         35. Ch 9 Read: Instructor SIGN       1) THE EXTREME FACIAL w / Eye & Lip Lift         INSTRUCTOR SIGN       1) THE EXTREME FACIAL w / Eye & Lip Lift         INSTRUCTOR SIGN       1) STRUCTOR SIGN         INSTRUCTOR SIGN       1) STRUCTOR SIGN				Part: Prof:	30. Ch 9 Do: Moving from School to Work True
INSTRUCTOR SIGN	1) TAKE A MOMENT FACIAL w / Paraffin Mask	1) TAKE A MOMENT FACIAL w / Paraffin Mask			011036
I) JOURNEY FACIAL w / Gommage Exfoliant       1) JOURNEY FACIAL w / Gommage Exfoliant       33.       Ch 9 Do: Employment Status Descriptions Matching         INSTRUCTOR SIGN       INSTRUCTOR SIGN       34.       Ch 9 Do: Job Description on Pathbrite         1) THE EXTREME FACIAL w / Eye & Lip Lift       1) THE EXTREME FACIAL w / Eye & Lip Lift       35.       Ch 9 Do: Presonal Budget on Pathbrite         INSTRUCTOR SIGN       INSTRUCTOR SIGN       1) THE EXTREME FACIAL w / Eye & Lip Lift       36.       Ch 9 Do: Personal Budget on Pathbrite         INSTRUCTOR SIGN       INSTRUCTOR SIGN       INSTRUCTOR SIGN       37.       Ch 9 Read: Master Selling in the Salon, Spa, and Barbershop					
I) JOURNEY FACIAL w / Gommage Exfoliant       1) JOURNEY FACIAL w / Gommage Exfoliant       33. Ch 9 Do: Employment Status Descriptions Matching         INSTRUCTOR SIGN       INSTRUCTOR SIGN       34. Ch 9 Do: Job Description on Pathbrite         1) THE EXTREME FACIAL w / Eye & Lip Lift       1) THE EXTREME FACIAL w / Eye & Lip Lift       35. Ch 9 Wad: Practice Money Management         INSTRUCTOR SIGN       1) THE EXTREME FACIAL w / Eye & Lip Lift       36. Ch 9 Wad: On Borrowed Time         INSTRUCTOR SIGN       INSTRUCTOR SIGN       37. Ch 9 Do: Personal Budget on Pathbrite         INSTRUCTOR SIGN       INSTRUCTOR SIGN       38. Ch 9 Read: Master Selling in the Salon, Spa, and Barbershop	INSTRUCTOR SIGN		-		
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37.       Ch 9 Do: Personal Budget on Pathonie         38.       Ch 9 Read: Master Selling in the Salon,         Spa, and Barbershop       Spa, and Barbershop	1) THE EXTREME FACIAL w / Fve & Lin Liff	1) THE EXTREME FACIAL w / Eve & Lip Lift			
INSTRUCTOR SIGN Spa, and Barbershop		,			
	INSTRUCTOR SIGN	INSTRUCTOR SIGN			
					39. Ch 9 Watch: Ditch the Pitch

December 5, 0004 Marches, 0,00 and 4,00 and	Describes C 0004 Testeller 0.00 4.00	December 7, 0004, We december 0,000	D	40. Ch 9 Discuss: Selling Mastery
December 5, 2021 Monday 9:00am – 4:00pm	December 6, 2021 Tuesday 9:00am – 4:00pm	December 7, 2021 Wednesday 9:00am –	December 8, 2021 Thursday 9:00am – 4:00pm	40. Ch 9 Discuss: Selling Mastery 41. Ch 9 Read: Use Marketing to Expand Your
		4:00pm		Client Base
Outside Models	Outside Models			42. Ch 9 Do: Marketing on Pathbrite
		Outside Models	Outside Models	43. Ch 10 Read: Chapter Learning Objectives
9:30am, 10:30am, 1:30pm & 2:30pm	9:30am, 10:30am, 1:30pm & 2:30pm			(Foundations)
		9:30am, 10:30am, 1:30pm & 2:30pm	9:30am, 10:30am, 1:30pm & 2:30pm	44. Ch 10 Read: Explain the Beauty Business
Continue PORTFOLIO ASSIGNMENT	Continue PORTFOLIO ASSIGNMENT			45. Ch 10 Do: Dream Career on Pathbrite
				46. Ch 10 Read: Outline the Requirements of
23. Diagram of Floor plan, Images of	23. Diagram of Floor plan, Images of Reception	(1) Set Artificial Lash Application	(1) Set Lash Tinting	Owning a Business
ReceptionArea, Workrooms,	Area, Workrooms, Equipment, Window		Instructor Signature	47. Ch 10 Watch: Styling a Business Plan for
Equipment, Window Treatments,	Treatments, Floors, Dispensaryetc	(8 Each Eye)		your Salon, Spa, or Barbershop
Floors, Dispensaryetc	24. Service Menu	Instructor Signature	_	48. Ch 10 Do: Vision and Mission Statement on
24. Service Menu	25. Business Card		(1) Set Brow Tinting	Pathbrite
25. Business Card	26. Uniforms or Acceptable Work Attire	(1) Brow Bleaching	Instructor Signature	49. Ch 10 Discuss: Boost Your Brand
26. Uniforms or Acceptable Work Attire	27. Employee Pay Scale and Method of	3		50. Ch 10 Watch: The Importance of Keeping
	Payment	Instructor Sign		Good Records
27. Employee Pay Scale and Method of	28. Retail Pay Scale		()	51. Ch 10 Read: Describe Booth Rental
Payment	29. Employee Retail Incentives	Part: Prof:		<ol> <li>52. Ch 10 Watch: Rental vs. Commission</li> <li>53. Ch 10 Discuss: The Booth Rental Debate</li> </ol>
28. Retail Pay Scale	30. Advertising (Methods/Cost)			54. Ch 10 Discuss: The Booth Rental Debate
29. Employee Retail Incentives	31. Social Media (Accounts Examples)	Complete Required Practicals	<b>.</b>	Successful Salon, Spa, or Barbershop
30. Advertising (Methods/Cost)	32. Business Flyers	Lecture / MindTap Activities	(1) Prov Pleashing	55. Ch 10 Watch: Scheduling Appointments
31. Social Media (Accounts Examples)		Organize Supplies	(I) Brow Broadming	56. Ch 10 Watch: Making the Most Out of Your
32. Business Flyers	33. Specials or Discounts	Projects Due by 4:00pm	Instructor Sign	Interview
33. Specials or Discounts	34. Appointment Cancelation Policy	Tojects Due by 4.00pm		57. Ch 10 Read: List Marketing Strategies for
34. Appointment Cancelation Policy	35. Inventory Control Log		Part: Prof:	Building Your Business
35. Inventory Control Log	36. Back Bar Product		1 drt 1 101	58. Ch 10 Watch: External Marketing
36. Back Bar Product	37. Product Knowledge			59. Ch 10 Flashcards: Key Terms Review
	38. New Client Referral program		Complete Required Practicals	(Foundations)
				60. Ch 10 Discuss: Essential Discoveries
38. New Client Referral Program			Organize Supplies	61. Ch 10 Study Notes (Foundations)

### SALON DEVELOPMENT PORTFOLIO GUIDELINES

This is an assignment for all <u>CSME 2343</u> 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 7, 2021 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 7, 2022 ON FLASH DRIVE ONLY

#### Over-All Assignment Appearance in order: Professional (Look & Feel) All documentation.

- 1. <u>Cover Page:</u> Project Image (logo), Student Name, Project Name, Class Name & Number, Due Date
- 2. <u>Table of Content:</u> List All Document in Portfolio in a sequenced order
- 3. <u>*Mission Statement:*</u> Create a Business principle and philosophy.
- 4. <u>Cover Letter:</u> Clearly defined, professional letter and special attention to whom
- 5. *Resume:* Format and presentation of content (one page)
- 6. <u>References:</u> Reference type (3 professional and 2 personal) Five (5) Total List: Name, job position/title, address, city, state, zip, 2 forms contact information
- 7. <u>Thank You Note:</u> Hand Written thank you note to interviewer after an interview
- 8. DBA (Doing Business AS) Business Name (Your County Clerk's Office)
- 9. IRS SS-4 Form (Employer Identification Number) (IRS.gov Forms)
- 10. IRS Forms W2 (Wage and Tax Statement) (IRS.gov Forms)
- 11. IRS Form 1040 (Individual Tax Returns) (IRS.gov Forms)
- 12. IRS Schedule C 1040 Form (Profit or Loss Statement) (IRS.gov Forms)
- 13. IRS Schedule SE 1040 Form (Self Employment Tax) (IRS.gov Forms)
- 14. IRS Schedule ES 1040 Form (Estimated Taxes) (IRS.gov Forms)
- 15. TDLR Requirements for Salon Licensing & Required Equipment and square footage (COSMETOLOGY SALON LICENSE APPLICATION INSTRUCTIONS) https://www.tdlr.texas.gov/cosmet/salons/forms.htm
- 16. Business (Building) Lease Agreement (Copy/Sample of Agreement)
- 17. Business Policy and Procedure
- 18. Employee Application (Copy/Sample of Application)
- 19. Employee Handbook (Copy/Sample of Handbook)
- 20. Sales Tax Permit (Copy/Sample of Application)
- 21. Occupancy Permit (Copy/Sample of Application)
- 22. Building Construction Permit (County or City Copy/Sample of Application)
- 23. Diagram of Floor plan, Images of Reception Area, Workrooms, Equipment, Window Treatments, Floors, Dispensary...etc
- 24. Service Menu
- 25. Business Card
- 26. Uniforms or Acceptable Work Attire
- 27. Employee Pay Scale and Method of Payment (How & when employees will be paid)
- 28. Retail Pay Scale(How & when employees will be paid)
- 29. Employee Retail Incentives (How & when employees will be paid, reward for up sales, motivation for selling )
- 30. Advertising (Methods/Cost)
- 31. Social Media (Accounts Examples)
- 32. Business Flyers
- 33. Specials or Discounts
- 34. Appointment Cancelation Policy
- 35. Inventory Control Log (how will you control products)
- 36. Back Bar Product (products for services not necessarily for retail)
- 37. Product Knowledge (info about products)
- 38. New Client Referral Program (How to grow your business)

### (DO NOT WRITE ON THIS SHEET) 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 Complet Guidelines		
	0 2 5	Instructor Comments
Cover Page: Project Image, Student Name, Project Name, Class Name & Number, Due Date     Table of Content: List All Document in Portfolio	0 2 5	
3. Mission Statement: Business principle and philosophy.	0 2 5	
4. Cover Letter: Clearly defined, professional and special attention to whom?	0 2 5	
5. Resume: Format and presentation of content	0 2 5	
<ol> <li>References: Reference type (3 - professional and 2 - personal) Five (5) Total Name, job position/title, address, city, state, zip, 2 contact information</li> </ol>	0 2 5	
Name, job position/title, address, city, state, zip, 2 contact information		
7. Thank You Note: thank you to interviewer after an interview	0 2 5	
8. DBA (Doing Business AS) Business Name	0 2 5	
9. IRS SS-4 Form (Employer Identification Number)	0 2 5	
10. IRS Forms W2 (Wage and Tax Statement)	0 2 5	
11. IRS Form 1040 (Individual Tax Returns)	0 2 5	
12. IRS Schedule C 1040 Form (Profit or Loss Statement)	0 2 5	
13. IRS Schedule SE 1040 Form (Self Employment Tax)	0 2 5	
14. IRS Schedule ES 1040 Form (Estimated Taxes)	0 2 5	
15. TDLR Requirements for Salon Licensing	0 2 5	
16. TDLR Requirements for Opening a Salon	0 2 5	
17. Business (Building) Lease Agreement	0 2 5	
18. Business Policy and Procedure	0 2 5	
19. Employee Application	0 2 5	
20. Employee Handbook	0 2 5	
21. Sales Tax Permit	0 2 5	
22. Occupancy Permit	0 2 5	
23. Business Construction Permit	0 2 5	
24. Diagram of Floor plan Images of Reception Area, Workrooms, Equipment, Window Treatments, Floors, Dispensaryetc.	0 2 5	
25. Service Menu	0 2 5	
26. Business Card	0 2 5	
27. Uniforms or Acceptable Work Attire	0 2 5	
28. Employee Pay Scale or Method of Payment	0 2 5	
29. Retail Pay Scale	0 2 5	
30. Employee Retail Incentives	0 2 5	
31. Advertising (Methods/Cost)	0 2 5	
32. Social Media (Accounts Examples)	0 2 5	
33. Business Flyers	0 2 5	
34. Specials or Discounts	0 2 5	
35. Appointment /Cancelation Policy	0 2 5	
36. Inventory Control Log	0 2 5	
37. Back Bar Product	0 2 5	
38. Product Knowledge	0 2 5	
39. New Client Referral Program	0 2 5	
40. OVER ALL APPEARENCE	0 2 5	
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