



CSME-1451-221CL-6870

Artistry of Hair

Summer 2023

Monday & Wednesday 5-8:30pm Tuesday & Thursday 5-9pm

Instructor Information: Ashley Johnson, ajohnson66@com.edu, Sharon Goebel, sgoebel@com.edu 409-933-8480

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 hours and location: Monday & Wednesday 5-8:30pm Tuesday & Thursday 5-9pm, Room #155, COM/Mainland City Centre

Required Textbook: Milady's Standard Cosmetology 14th Edition

CIMA by Milady Online Learning

Milady Online Exam Preparation for Operators www.milady.com, Delmar Publishing, Thompson Learning

Texas Cosmetology Laws and Rules, Texas Department of Licensing and Regulation

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.

Course Description: Instruction in the Artistry of Hair Design. Topics include theory, techniques, and application of hair designs.

Course requirements: Define terminology related to Artistry of Hair; demonstrate braiding, thermal styling, wet styling, updos & hair extensions; practice safety and sanitation according to the laws and rules of the state licensing agency; and exhibit workplace competencies. Students will exhibit abilities to demonstrate skill in hair design. Students will create a virtual portfolio of their work throughout the class including before and after photos. Students will also take part in a class project. They will create a bridal style that includes ornamentation. Students will enter a competition with their peers.

Required supplies:

- Long Haired and Medium Length Mannequin
- **Station set-up bag** including: hand sanitizer, EPA, water spray bottle, paper towels, blood exposure kit, windex
- **Thermal Styling Bag** including: towel, rat tail comb, all purpose comb, round brush, vent brush, clips, blow-dryer, marcel curling iron
- Drape, neck strips, towels
- Shampoo & conditioner
- Flat iron
- Wet set rollers

Determination of Course Grade/Detailed Grading Formula:

Attendance	10%
Professionalism	10%
Daily grades & skills sheet	20 %
Chapter Tests	20%
Virtual Portfolio & Updo Bridal Project	20%
Final Exam	20%

Grading Scale:

A- 90 to 100 B - 80 to 89 C- 70 to 79 D- 60 to 69 F- 59 and below

Course outline:

June 13th – Chapter 1 Test
 June 27th – Chapter 9 Test
 July 11th – Chapter 10 Test
 July 25th – Chapter 12 Test
 August 1st - Chapter 13 & 14 Test
 August 2nd – Updo Class Project Due
 August 8th - Written Final Exam, Online Portfolio Due
 August 9th – Practical Final Exam

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Students will be able to identify the terminology related to Artistry of Hair.	Critical Thinking	Chapter Tests
2. Students will be able to demonstrate proper skills with hair design	Empirical and Quantitative Skills	Skills assignments
3. Students will be able to demonstrate an understanding of the sanitation and sterilization laws set up for salons by TDLR as they relate to hair design.	Personal Responsibility	TDLR Procedure Exam
4. Student will demonstrate workplace competencies	Social Responsibility	Skills performed on models

Attendance Policy: Students must maintain regular attendance to guarantee completion of hours by the end of the program. Every class is important to your success in school. A sign in sheet will be provided in each class. Each student must sign themselves in and out daily.

Day time classes are Full Time Block scheduling. This means that all 3 classes are to be taken each semester. All classes must be passed with a grade of C or better to move to the next course. Due to this, schedule changing from daytime to evening or evening to daytime is not allowed. Only with special permission from the department chair and advisor can this be done; and it is limited to one switch per student. Plan your schedule accordingly throughout the program.

Tardiness: Entering the class after the time class begins OR leaving the class before it has ended will be counted as a tardy. Each tardy will result in a 5-point deduction from the attendance grade. Four (4) tardies are equal to one absence. Please refer to your classes' syllabi for specific guidelines on your instructor's tardy policy.

Absence: Any time missed will affect the total number of hours needed for completion.

If a student misses 1 hour or more per session, the grade will reflect an absence. Each absence will result in a 10-point deduction from the Attendance grade.

If a student misses more than 10 percent of class time in any one course, they will be dismissed from that course. If prior to "W" day, the student may withdraw to receive a grade of W. Otherwise the grade will be F. It is the student's responsibility to withdraw through the admissions department.

Please refer to your classes' syllabi for specific guidelines on your instructor's absence policy.

Prenatal 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. You are expected to attend class before or after your appointment.
3. Make up work will be assigned on a case-by-case basis.

No other absences will be excused.

*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. *

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.

Plagiarism: The practice of taking someone else's work or ideas and passing them off as one's own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a grade of zero and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

Link to resource about ways to avoid plagiarism:
<http://en.writecheck.com/ways-to-avoid-plagiarism/>

Late Work, Make-Up Policy: Arrangements for written exams must be made up the next day of class. The student is responsible for scheduling the makeup test session with the course instructor. If a student misses classwork it must be turned in the following class period after the work was given. In general, late work is not excepted. All work must be turned in on time or the student will receive a zero.

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 Mrs. Hunsucker Chair of Human Service Careers Department at 409-933-8608, jhunsucker1@com.edu.

IMPORTANT: Eligibility for an occupational license may be impacted by one's criminal history. Students with a criminal history should confer with faculty or the department chairperson. Students have a right to request a criminal history evaluation letter from the applicable licensing agency.

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 Should you wish to request a review of the impact of criminal history on your potential TDLR Cosmetology Operator Certificate which leads to testing for licensure, prior to or during your quest for a certificate, you can visit www.tdlr.texas.gov and request a "Criminal History Evaluation": 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.

Disclaimers/Additional Policies: Instructors may, at their discretion, withdraw a student due to lack of attendance, or the inability to maintain the prescribed minimum rate of progress (70% test average) stated in the course syllabus. Also, any behavior detrimental to the learning process of the student or class. Students should be familiar with the Cosmetology Welcome Packet & Student Expectations.

Professionalism Grading Rubric: Prompt, Prepared, Uniform & Compliance with Professional Appearance. All five areas must be met to receive a grade of 100%. If not met the daily professional grade will be 0.

Zero Tolerance Policies:

1. Bullying. Physical or Mental. We will strive to maintain a positive atmosphere at all times.
2. Uniform. Wear it or return home, get in uniform and return to school including lab jacket
5. No Borrowing. Bring your supplies or go home, retrieve your supplies and return to school.

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 Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

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 March 1. The last date to withdraw from the 16-week session is April 24. The last date to withdraw for the 2nd 8-week session is May 3.

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 is 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.

**I, _____ (Please print) have received,
read, and understand this syllabus and class schedule.**

Student Signature

Date

College of the Mainland Summer 2023

Artistry of Hair

Class Schedule

<p>Week 1 June 5th Monday</p> <p>Go over syllabus, class schedule, and rules. Complete kit packing and student folders, etc.</p>	<p>Tuesday</p> <p>Chapter 1 History and Career Opportunities</p> <ul style="list-style-type: none"> • Ancient Cultures p.6-15 • Explain Syllabus & Expectations <p>Home Work CIMA Ch. 1 Completed</p>	<p>Wednesday</p> <p>Chapter 1 History and Career Opportunities</p> <p>Shampoo & Blowdry Rope Braid & Fishtail Braid</p> <hr/> <p>Home Work CIMA Ch. 1 Completed</p>	<p>Thursday</p> <p>Chapter 1 History and Career Opportunities</p> <ul style="list-style-type: none"> • Career Opportunities p.15-18 • Review for Ch. 1 Test <p>Rope Braid & Fishtail Braid & Chignon</p> <hr/> <p>Home Work CIMA Ch. 1 Completed</p>
<p>Week 2 June 12th Monday</p> <p>Chapter 9 Principles of Hair Design</p> <p>Shampoo & Blowdry French Braid & Dutch Braid</p> <hr/> <p>Home Work CIMA Ch. 9 Completed</p>	<p>Tuesday</p> <p>Chapter 9 Principles of Hair Design</p> <p>*Chapter 1 Test* *CIMA Online Due*</p> <ul style="list-style-type: none"> • Design Philosophy & Five Elements of Hair Design p.168-176 <p>French Braid & Dutch Braid</p> <hr/> <p>Home Work CIMA Ch. 9 Completed</p>	<p>Wednesday</p> <p>Chapter 9 Principles of Hair Design</p> <p>Shampoo & Blowdry French Twist Pleat & Freestyle</p> <hr/> <p>Home Work CIMA Ch. 9 Completed</p>	<p>Thursday</p> <p>Chapter 9 Principles of Hair Design</p> <ul style="list-style-type: none"> • Five Principles of Hair Design p.176-180 <p>Updo with French Braid & Twist Pleat</p> <hr/> <p>Home Work CIMA Ch. 9 Completed</p>

<p>Week 5 July 3rd Monday</p> <p>Chapter 10 Hair Service Preparation</p> <p>Marcel Styling with Stove</p> <hr/> <p>Home Work CIMA Ch. 10 Completed</p>	<p>Tuesday</p> <p>*No Class*</p> <p>Happy Independence Day!</p>	<p>Wednesday</p> <p>Chapter 10 Hair Service Preparation</p> <p>Wrap & Style</p> <hr/> <p>Home Work CIMA Ch. 10 Completed</p>	<p>Thursday</p> <p>Chapter 10 Hair Service Preparation</p> <ul style="list-style-type: none"> • Shampoo Types & Conditioner Types • Review for Ch. 10 Test <p>Wrap & Style</p> <hr/> <p>Home Work CIMA Ch. 10 Completed</p>
<p>Week 6 July 10th Monday</p> <p>Chapter 12 Hairstyling</p> <p>Roller Wrap</p> <hr/> <p>Home Work CIMA Ch. 12 Completed</p>	<p>Tuesday</p> <p>Chapter 12 Hairstyling</p> <p>*Chapter 10 Test* *CIMA Online Due*</p> <ul style="list-style-type: none"> • Consultation , Implements & Styling Aids p.356-366 <p>Roller Wrap</p> <hr/> <p>Home Work CIMA Ch. 12 Completed</p>	<p>Wednesday</p> <p>Chapter 12 Hairstyling</p> <p>Flat Iron Ribboning</p> <hr/> <p>Home Work CIMA Ch. 12 Completed</p>	<p>Thursday</p> <p>Chapter 12 Hairstyling</p> <ul style="list-style-type: none"> • Thermal Styling p.366-383 • TDLR Blowdrying and Thermal Curling <p>TDLR Section & Marcel Iron Style</p> <hr/> <p>Home Work CIMA Ch. 12 Completed</p>

<p>Week 9 July 31st Monday</p> <p>Chapter 14 Wigs & Hair Additions</p> <ul style="list-style-type: none"> • Take 30 min. to find a braided style online (Practice and be prepared to do in class next day) <p>Online Braided Style & Braids for Final</p> <hr/> <p>Home Work CIMA Ch. 14 Completed</p>	<p>Tuesday</p> <p>Chapter 14 Wigs & Hair Additions</p> <p>*Chapter 13 & 14 Test* *CIMA Ch. 13 Due*</p> <ul style="list-style-type: none"> • Hair Additions & Hair Extension Methods p.514-524 • Present Online Braided Style <p>Online Braided Style & Braids for Final</p> <hr/> <p>Home Work CIMA Ch. 14 Completed</p>	<p>Wednesday</p> <p>Chapter 14 Wigs & Hair Additions</p> <p>*Updo Class Project Due*</p> <ul style="list-style-type: none"> • Guest to teach Corn Rows & Extensions <p>Corn Rows</p> <hr/> <p>Home Work CIMA Ch. 14 Completed</p>	<p>Thursday</p> <p>Chapter 14 Wigs & Hair Additions</p> <ul style="list-style-type: none"> • Wigs & Hairpieces p.524-533 • Review for Final Exam <p>Sew in Extensions</p> <hr/> <p>Home Work CIMA Ch. 14 Completed</p>
<p>Week 10 August 7th Monday</p> <p>Chapter 14 Wigs & Hair Additions</p> <ul style="list-style-type: none"> • Demo Tape-in Extensions <p>Tape-in Extensions</p> <hr/>	<p>Tuesday</p> <p>*Written Final Exam*</p> <p>*CIMA Online Ch. 14 Due* *Online Portfolio Due* *All Work Due*</p> <p>Practice Practical Final</p> <hr/>	<p>Wednesday</p> <p>*Practical Final Exam*</p> <p>•</p>	<p>Thursday</p> <p>Enjoy the rest of your Summer!</p>

Syllabus May Change at the Discretion of the Instructor