



CSME-1410-221C3

Intro Haircut Related Theory

**Spring 2025**

**Tuesday & Thursday 5-10pm**

**Instructor Information:** Nickey R. Fowler, [nfowler@com.edu](mailto:nfowler@com.edu), 409-933-8480

**Student hours and location:** Tuesdays & Thursdays 5-10pm COM City Centre, Room 137

**Required Textbook/Materials:** Milady's Standard Cosmetology 14th Edition CIMA by Milady Online Learning Milady Online Exam Preparation for Operators [www.milady.com](http://www.milady.com), Delmar Publishing, Thompson Learning Texas Cosmetology Laws and Rules, Texas Department of Licensing and Regulation

**Course Description:** This is an introduction to the theory and practice of haircutting. Topics include terminology, implements, sectioning, and finishing techniques. Students will learn to identify terminology and exhibit basic workplace competencies related to haircutting and finishing techniques. Demonstrate use of implements and various sectioning, haircutting and finishing skills.

**Course requirements:** An online portfolio of all the students' work will be required at the end of the course in a PowerPoint format with at least four pictures and a detailed description of each haircut shown. The online portfolio is a special project for this course and will be counted at 20% of the student's grade.

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

Attendance/Professionalism	20%
Daily grades & Skills sheet	20%
Unit Exams	20 %
Virtual E- Portfolio	20%
Final Written/Practical Exams	20%

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

**Late Work, Make-Up, and Extra-Credit Policy:** Arrangements for written exams must be made up the next day of class. If a student misses classwork, it must be turned in the following class period after the work was given. Late work is not accepted, all work must be turned in on time or the student will receive a zero. • Tests/Exams: •Missed written test arrangements must be made up on the day the student returns to school o The student is responsible for scheduling the makeup test session with the course instructor ■ If the test is not made up within the week of the absence, the student will receive a zero

**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 class. Each student must sign themselves in and out daily. If a student misses more than an hour of class, 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 advance to the next courses and be eligible for the licensor exam. It is the student's responsibility to understand the course requirements and maintain sufficient attendance and work completion.

**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 D2L or other LMS)

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Active Participation	Engage in active learning	Students will engage in online class participation while doing skills work
2. Utilize Information	Apply literacy knowledge to hands on practice	Upon reading from textbook, student will put that knowledge to use while practicing skills
3. Personal Responsibility	Demonstrate Safety & Sanitation	Sanitizing implements, workstation, and tools
4. Think Critically	Students will develop and practice analytical skills, and problem-solving skills	Taking Tests, quizzes, and final exam
5. Technology proficiency	Students will demonstrate computer and technology skills	Students will use computers and technology as appropriate in their course of study

**Academic Dishonesty:** Any incident of Academic Dishonesty will be dealt with in accordance with the 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 zero on that exam. The student/ students involved will be referred to the Office of Student Conduct for the appropriate discipline.

**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 Department Chair Jamie Hunsucker, [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu), 409-933-8608

**Course outline:**

Quiz 1\_\_\_\_\_

Quiz 2\_\_\_\_\_

Quiz 3\_\_\_\_\_

Quiz 4\_\_\_\_\_

Chapter 7 Unit Exam\_\_\_\_\_

Chapter 8 Unit Exam\_\_\_\_\_

Chapter 11 Unit Exam\_\_\_\_\_

Practical Final Exam\_\_\_\_\_

Written Final Exam\_\_\_\_\_

Virtual Portfolio Due\_\_\_\_\_

Practical Skills Sheet Due\_\_\_\_\_

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## 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://www.com.edu/student-services/docs/Student\\_Handbook\\_2024-2025\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.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.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students with 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, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, 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 1<sup>st</sup> 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2<sup>nd</sup> 8-week session is April 30.

**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. Issuing the FN grade is at the instructor's discretion. 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 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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**Nondiscrimination Statement:**

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

**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](http://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](http://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 & Hair/Make-up. 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
3. No Borrowing. Bring your supplies or go home, retrieve your supplies and return to school.