



Course number and Section- CSME 2445.101HY
Name of Course – Instructional Theory and Clinic Operation
Course Semester – Spring 2023
Time and days of course –8-12 and 1-5 Mondays
4/17/2023 – 5/12/2023

Instructor Information:

Ellen Chicon, echicon@com.edu 409-933-8481

Jamie Hunsucker, jhunsucker1@com.edu, 409-933-8608

Student hours and location:

Chicon: Monday 5:00 – 6:00

Adjunct Office # 149 COM, Cosmetology Department, 10000 Mainland City Centre' located at 10000 Emmett F>Lowry Expressway, Suite 4001, Texas City, Texas 77591

Hunsucker:

M - 8:30-9am, 4-5pm

T - 8:30-9am, 4-5pm

W - 1-4:30pm

Th- 3:30-4:30pm

Office #144 COM, Cosmetology Department, Mainland City Centre' located at 10000 Emmett F>Lowry Expressway, Suite 4001, Texas City, Texas 77591

Available in person, by phone, or class Group Me

Required Textbook/Materials: Milady Master Educator, Fourth edition. TDLR Rules and Regulations Book or internet access from TDLR site.

Course Description: This course is an overview of the previous objectives required by the Texas Department of Licensing and Regulation Instructor Examination, also employment skills including the preparation of resumes and interviewing techniques.

Course requirements: Students will exhibit a thorough knowledge of licensing requirements and TDLR Law and Rules. Students will practice interviewing techniques, complete an updated resume, complete a job application, and demonstrate safety and sanitation along with classroom and lab management skills. 4 additional lab hours per week.

Determination of Course Grade/Detailed Grading Formula: Students will be graded on professionalism, attendance, course assignments, tests, lab assignments, oral presentation of project, and final exam.

Detailed Grading Formula:

Professionalism:	10%
Attendance:	10%
Assignments:	10%
Tests:	10%
Lab assignment:	20%
Oral presentations:	20%
Final exam:	20%

Grading Scale:

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

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

- Two points will be deducted for each day an assignment is late.
- 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 or by planning with the instructor to complete the missed test in lab.
- If the lesson plan presentation is not completed as scheduled during week 5 or 6, you must plan with the instructor for credit.
- If the final written exam is missed, planning with the course instructor is also required for credit.
- See D2L Brightspace for Extra-Credit opportunities.

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.

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.

COVID

In the event a student contracts or is exposed to COVID 19 the following steps can be utilized to avoid being withdrawn for excessive absences.

1. For COVID 19
 - a. self-report on the COM website. Follow the instructions given.
 - b. Email your instructors with a copy of the doctor's note or test result. These should be dated.
 - c. Make-up work will be assigned on a case-by-case basis.
2. For other contagious illnesses
 - a. These will be handled on a case-by-case basis. Communicate with your instructor and you may be referred to the department chair.

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. **

Attendance Information for Student Instructors:

Students may not miss more than 1 session during this 4-week course.

Arrangements must be made with the lab instructor to make up for any missed lab times. If labs are not made up, the absence will count as a part of the 1-session limit.

The assigned lab instructor and course instructor should be notified in advance (if possible) of an absence.

Any late arrival or counts toward the attendance limit. 4 late arrivals equal 1 absence.

If a student misses more than one hour of a morning or afternoon session, the time missed will reflect as an absence.

If a student misses more than 1 session, they will be dismissed from the course, according to College of the Mainland policies.

Attendance grades are calculated as follows: Each late arrival or early departure (more than 1 hour) scores 5 points off the attendance grade. Each absence is 10 points off the attendance grade.

It is the student’s responsibility to ensure completion of 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.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate skills required for completion of instructor’s state licensing exam.	Personal responsibility	Lesson plan presentation
2. Manage lab/clinic in a cosmetology program.	Teamwork	Lab evaluation
3. Practice safety and sanitation according to the laws and rules of the state licensing agency.	Social responsibility	Safety and sanitation test
4. Execute classroom management skills.	Communication (verbal)	Lab assignment
5. Demonstrate professional ethics	Personal responsibility	Professionalism evaluation

Academic Dishonesty: Any incident of academic policy 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 exam and the student will be referred to the Office of Student Conduct for appropriate discipline action.

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. Jamie Hunsucker, Chair, Human Service Careers at 409-933-8608 / jhunsucker1@com.edu

Course outline: begins on page 8 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. *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 career. 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 Kimberley Lachney at 409-933-8919 or klachney@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 only permitted to withdraw six times during their college career by State law. See advisor for course withdrawal date. The last date to withdraw from this 4 week course is 5/8/2023.

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 for you to meet your academic goals.

Counseling Statement: Any student needing counseling services is requested to please contact Destin Trochesset in the student success center at 409-933-8684 or dtrochesset@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.

<p>Monday Week 1 April 17, 2023</p> <p>8-12</p> <ul style="list-style-type: none"> • Journal sharing • Syllabus overview • Lab schedule confirmed • Review of instructor requirements related to classroom management • Teaching assignments confirmed • Review of lab evaluation document • Sanitation and Safety Sections of TDLR book <p>1-5</p> <ul style="list-style-type: none"> • MEEVO Training • Review Sections of TDLR Rules Book • Lab skills timed drills requirement for next week 	<p>Coursework See d2L Brightspace for course content and assignment submission</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Meet with lab instructor to determine classroom or lab management opportunities. <ul style="list-style-type: none"> ○ Create a written summary of all components of the assignment ○ Present lab management evaluation to course lab instructor for review of accomplishments and recommendations ○ Ask lab instructor to discuss evaluation and then place the completed document in course instructor's mailbox • Complete and submit Sanitation and Safety handout <ul style="list-style-type: none"> ○ Study for S&S Quiz • Complete Lesson Plan on assigned section of TDLR rules book. Use any format <ul style="list-style-type: none"> ○ Prepare to present in week 3 	<p>Lab Day</p> <p>Lab assignment:</p> <p>DATE AND TIME</p> <hr/> <p>INSTR. INITIAL</p> <hr/> <p>__ on time __ in uniform __ attentive __ stayed busy with class work __ not on phone</p> <p>Journal entry</p> <p>completed</p> <p>Lab assignment: ask instructor if you can review students for a test, review rules, or some other type of review the class. Journal the experience</p>
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Monday
Week 2
April 24, 2023

8-12
Timed Drills

1-5

- Share journal entries
Review
Sanitation and
Safety Handouts
- Sanitation and
Safety Test
- Interviewing
- Review of employment
options
- Preparing for the
workforce
 - Degree
requirements
 - Skills
requirements
 - Certificate
documentation
 - Portfolio
 - Resume
Enhancement
 - Job application
 - Ethics
 - Interviewing

Coursework
Assignment:

- Complete and submit
Resume
- Complete and submit job
application
- Complete and submit
interview questions
- Complete MEEVO training

Lab Day

Lab assignment:

DATE AND TIME:

INSTR. INITIAL

__ on time
__ in uniform
__ attentive
__ stayed busy with class
work
__ not on phone

Journal entry completed

Lab assignment: ask instructor if
you can review students for a test,
review rules, or some other type
of review the class. Journal the
experience

<p>Monday Week 3 May 1, 2023</p> <p>8-12</p> <ul style="list-style-type: none"> • Share journal entries • Review Cosmetology Acronyms • Interviewing workshop <p>1-5 TDLR rules presentation</p>	<p>Coursework Assignments:</p> <ul style="list-style-type: none"> • Complete handout on cosmetology acronyms • Study for Final Exam <ul style="list-style-type: none"> ○ Sanitation, TDLR Rules, and Acronyms 	<p>Lab Day</p> <p>Lab assignment:</p> <p>DATE AND TIME</p> <hr/> <p>INSTR. INITIAL</p> <p>__ on time</p> <p>__ in uniform</p> <p>__ attentive</p> <p>__ stayed busy with class work</p> <p>__ not on phone</p> <p>Journal entry completed</p> <p>Lab assignment: ask instructor if you can review students for tests, review rules, or some other type of review the class. Journal the experience</p>
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<p>Monday Week 4 May 8, 2023</p> <p>8-12</p> <ul style="list-style-type: none"> • Share journal entries • PSI CIB testing requirements pages 1-17, CEU requirements, and license renewal • What's next: teaching responsibilities and trainings <p>1-5 Comprehensive Exam</p>	<p>Course grade review COM email</p>	<p>Lab Day</p> <p>Lab Day</p> <p>Lab assignment:</p> <p>DATE AND TIME: _____</p> <p>INSTR. INITIAL _____</p> <p><input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with class work <input type="checkbox"/> not on phone</p> <p>Journal entry completed</p>
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**CSME
245.101HY
Cosmetology Instructor
Theory and Clinic
Operation
Spring 2023**

I, _____ (please print), acknowledge that I
have received, read, and understand the syllabus and course requirements.

Student signature

date

Additional policies: Instructors may, at their discretion, withdraw a student due to lack of attendance, inability to maintain the minimal rate of progression (70% test average) as stated in department Welcome Packet or for behavior detrimental to the learning process of the student or class. Students should be familiar with the COM Catalog, the Department Welcome Packet, and student expectations. The course instructor reserves the right to adjust the course schedule as deemed necessary.