



**Course number and Section- CSME 2445.101cl**  
**Name of Course – Instructional Theory and Clinic Operation**  
**Course Semester – Spring 2022**  
**Time and days of course –8-12 and 1-5 Mondays, lecture room 154**  
**8-12 Tuesday Coursework**  
**3 additional lab hours per week**  
**4/18/2022 – 5/13/2022; 4-week class**

**Instructor Information:**

Ellen Chicon, [echicon@com.edu](mailto:echicon@com.edu) 409-933-8481  
Jamie Hunsucker, [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu), 409-933-8608

**Student hours and location:**

Chicon: Monday 7:30 – 8:00 and 5:00 – 5:30  
Adjunct Office at COM Cosmetology Department, 10000 Mainland City Centre' located at 10000 Emmett F>Lowry Expressway, Suite 4001, Texas City, Texas 77591

Hunsucker: Monday and Tuesday, 8:30-9:00 and 4:00 -5:00, Wednesday 10:00-12:00  
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, Third edition

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

**Course requirements:** Students will prepare for the state licensure exam by reviewing pertinent chapters, preparing a lesson plan, and practicing the presentation. Students will also practice safety and sanitation and classroom and lab management skills.

**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 presentation:	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:** 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; 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.

**Students may not miss more than 3 morning or afternoon sessions or 1.5 days during this 6-week course. Arrangements must be made with the course instructor to make up any missed lab times. The assigned lab instructor and course instructor should also be notified in advance (if possible) of an absence.**

**If a student misses more than 30 minutes of a morning or afternoon session or 1 hour for the whole day, the grade will reflect an absence.**

Attendance grades are calculated as follows: Each late arrival or early departure (more than 30 minutes) scores as 10 points off the attendance grade. Each absence is 15 points off the attendance grade.

If a student misses more than 1.5 days or 3 sessions, 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 be able to advance to the next courses, to receive the certificate of completion, and receive the TDLR program credits required for licensure testing.

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.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
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 the 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](mailto:jhunsucker1@com.edu)

**Course outline:** begins on page 8 of this document.

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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://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](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](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 Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is 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](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to setup 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 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 the 1<sup>st</sup> 8-week session is March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 4.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> 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.

**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](http://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](http://com.edu/coronavirus) for future updates.

**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)*

**CSME 2445.101**  
**Instructional Theory and Clinic Operation**  
**Spring 2022**

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

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
date

<p><b>Monday Week 1 April 18, 2022</b></p> <p>8-12 Theory: Syllabus overview Schedule lab</p> <p>Assignment: Review ch. 1-4</p> <p>1-5 Chapter Tests 1-4 Review all PSI lesson plan topics, choose one for TDLR exam. Review kit packing. Begin writing lesson plan</p>	<p><b>Tuesday 8-12</b></p> <p>Retake any tests with a grade under 85</p> <p>Review ch. 5-8 Work on lesson plan</p>	<p><b>Lab Day</b></p> <p>Lab assignment: DATE AND TIME</p> <p>_____</p> <p>INSTRUCTOR INITIAL</p> <p>Journal entry</p>
<p><b>Monday Week 2 April 25, 2022</b></p> <p>8-12 Share journal entries Chapter tests 5-8</p> <p>1-5 Work on lesson plans Retake any tests with a grade under 85 Lab assignment: ask instructor if you can take roll, check uniforms, check station set up- whatever inspection they need. Journal the experience.</p>	<p><b>Tuesday 8-12</b></p> <p>Practice lesson plans</p> <p>Review ch. 9-12</p>	<p><b>Lab Day</b></p> <p>Lab assignment: DATE AND TIME</p> <p>_____</p> <p>INSTRUCTOR INITIAL</p> <p>Journal entry</p>

<p><b>Monday</b> <b>Week 3</b> <b>May 2, 2022</b></p> <p>8-12 Share journal entries Ch. tests 9-12 Retake any tests with a grade under 85 Work on lesson plan 1-5 Continue lesson plan Complete study guide for Comprehensive Exams <b>Lab assignment:</b> ask instructor if you can review students for test, review rules, or some other type of review the class. Journal the experience</p>	<p><b>Tuesday 8-12</b></p> <p>Comprehensive Exam I</p> <p>Practice lesson plans</p> <hr/>	<p><b>Wednesday</b></p> <p>Lab assignment:</p> <p>DATE AND TIME</p> <hr/> <p>INSTRUCTOR INITIAL</p> <p>Journal entry:</p>

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<p><b>Monday</b> <b>Week 4</b> <b>May 9, 2022</b></p> <p>8-12 Comprehensive Exam II Final graded lesson plan presentations</p> <p>1-5 Continue Final graded lesson plan presentations</p>	<p><b>Tuesday</b></p> <p>Course grade review COM email</p>	<p><b>Wednesday</b></p> <p>Lab assignment: DATE AND TIME</p> <hr/> <p>INSTRUCTOR INITIAL</p> <p>Journal entry</p>
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