



CSME 1401.301C1
Orientation to Cosmetology
Semester: Fall 2025
Class Time: Monday – Thursday 1:30pm – 6:30pm

Instructor Information:	Beth Darden Email: bdarden1@com.edu Phone: 409-933-8129 Office: 142
Student hours and location:	Mainland City Centre 100000 Emmett F. Lowry Expy, Suite 4000-1A, Texas City, TX 77591, Room 138
Class Time:	Monday thru Thursday 1:30pm – 6:30pm
Student Hours:	<i>Monday: 1pm – 1:30pm</i> <i>Tuesday: 8:30am – 1:30pm</i> <i>Friday: 8am – 10am (Virtual)</i>
Required Textbook/Materials:	<ol style="list-style-type: none">1. Milady Standard Cosmetology 14th Edition2. Milady Standard Foundations3. CIMA Milady Book Bundle4. Texas Cosmetology Laws & Rules Book5. Supply Kit6. Lab Jacket

Course Description: An overview of the skills and knowledge necessary for the field of cosmetology.

Course requirements Students will be evaluated based on the successful completion of the following components:

- **Online Assignments:** Assigned through the CIMA platform and must be completed by the specified deadlines.
- **Course Notes:** Students are expected to maintain organized and comprehensive notes for each chapter covered.
- **Examinations:** Includes chapter quizzes, midterm exams, and a comprehensive final exam.
- **Practical Skills Assessments:** Hands-on evaluations to demonstrate proficiency in core cosmetology techniques.

- **E-Portfolio Project:** A culminating digital portfolio showcasing the student's work, progress, and professional development throughout the course.
- **Attendance and Professionalism:** Regular attendance, punctuality, participation, and adherence to professional standards will contribute to the final grade.

Students must maintain a test **average of 70** or higher. Here's a week-by-week schedule of assignments:

Ch. F1 – Life Skills – CIMA & Exam Due Tuesday, Week #2
 Ch. F2 - Professional Image - CIMA & Exam Due Tuesday, Week #2
 Ch. F3 – Communicating for Success - CIMA & Exam Due Tuesday, Week #3
 Ch. F4 – The Healthy Professional - CIMA & Exam Due Tuesday, Week #3
 Ch. F5 – Infection Control - CIMA & Exam Due Tuesday, Week #4
 Ch. F6 – Chemistry & Chemical Safety - CIMA & Exam Due Tuesday, Week #5
 Ch. F7 – Electricity & Electrical Safety - CIMA & Exam Due Tuesday, Week #6
 Ch. 2 – General Anatomy & Physiology - CIMA & Exam Due Tuesday, Week #7
 Practical Exam – Thursday, Week #7
 Written Exam – Monday, Week 8
 Portfolio Due & Skills Sheet Due Thursday, Week 7

Determination of Course Grade/Detailed Grading Formula:

Attendance	10%
Professionalism	10%
Daily Grades (CIMA, Syllabus, Notes)	20%
Special Assignments (e-Portfolio, Lab Skills Sheet)	20%
Chapter Exams (CIMA Exams & F2F Exams – Ch F1,F2,F3,F4,F5,F6,F7,2)	20%
Final Exams (Written & Practical)	20%

Grading Scale:

A = 90 – 100
 B = 80 – 89
 C = 70 – 79
 D = 60 – 69
 F = 90 – 100

Make-Up Policy: Written and online (CIMA) assignments must 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: 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.

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

If a student misses more than one hour the class period, the grade will reflect an absence. Each absence will result in a 15-point deduction from the Attendance grade.

If a student has more than 4 absences 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.

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 10-point deduction from the attendance grade. Four (4) tardies are equal to one absence.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email, D2L or Microsoft Teams. 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 introductory Skills	Critical Thinking	Skill assessment
2. Demonstrate professional ethic	Personal responsibility	Professionalism evaluation
3. Demonstrate safety and sanitation	Social responsibility	Skill assessment
4. Explain the laws and rules of the state.	Communication (W)	Written Test

Classroom Conduct Policy: College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. <http://www.com.edu/student-services/student-handbook.php>. Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

The student will receive a 10-point deduction if the following rules are not followed:

1. Students are expected to wear the required uniform while in class. Every time the instructor has to tell the student to change or put lab jacket on, it will result in a deduction of 10 points of their professionalism grade
2. Students are expected to have all the supplies and tools each day of attendance. Students will be asked to leave if they are not prepared for class.
3. Students who are not providing client service will be expected to work on their required skills.

4. Students will be expected to do assigned practical work on clients.
5. All work is performed under supervision of an instructor and evaluated in order to monitor a student's progress. An instructor must check all work.
6. Clean-up duties are assigned on a rotation basis and must be maintained throughout the day and before leaving the lab for the day. The duty assignments are a portion of the professionalism grade.
7. Students are expected to keep workstations and tools sanitary. Students are expected to clean and disinfect areas used before advancing to the next procedure.
8. Students must handle equipment and tools with respect and follow all safety procedures.
9. Students must follow all guidelines set by the department for inventory control.
10. Students are expected to be friendly and polite when serving clients.
11. Friends, children, and relatives are not permitted to visit during class time unless they are a model or a paying customer during client days.
12. College of the Mainland is a non-smoking facility. Smoking is only permitted inside the student's personal vehicle.
13. No food is allowed in the Client Labs or classrooms. Drink containers must have lids in the allowed areas.
14. Students are not permitted to use the office telephones for personal calls.
15. Students are not permitted to use the copy machine, fax machine or printers. The innovations lab or COM library are available for student use.
16. Students are not allowed in unauthorized areas without permission. (Workroom, storage room, offices, dispensary, reception area, or Lifelong Learning lobby)
17. ALL electronic communication with the instructor must be through your COM email or TEAMS. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may include an additional statement requiring monitoring and communication expectations via Brightspace (D2L) or other learning management system)
18. Compliant (meaning in accordance with a wish or demand) to the COM Student Code of Conduct policies and the expectations within this document. For more information visit the Student Conduct page.
19. Cell phones must be kept silent. Please do not answer any calls while in class/ lab. The lobby is acceptable for phone use. Please be respectful to others, go outside if needed.
20. The TDLR inspector as well as any College of the Mainland employee has the Right of Access, and Discovery of Violation (Refer to the TDLR Rules and Regulations). The TDLR Inspector has the right to inspect the premises at any time during business hours.
21. Kit checks will be performed periodically. Students must comply with sanitary guidelines.
22. The Salon at COM shares parking with other stores and offices within the Mainland City Center. HSC's designated parking is directly in front of the doors that say "Salon, Spa & Barbering". Please do not park in front of other establishments. Do not leave trash in the parking lot, use appropriate receptacles which are placed near each entrance. Do not park in fire lanes, or spaces designated for handicap use unless appropriate. Fines or disciplinary actions could apply.
23. Per COM policy, students are not allowed to receive monetary tips or any form of compensation for client services. Donations derived from client services are deposited into the Skin, Shears & Beards Society club account that funds a luncheon for all graduating cohorts.
24. College of the Mainland is not responsible for lost or stolen items or equipment.
25. Student is not allowed to sleep in class.
26. Cursing or talking negatively about a classmate or COM staff. Student must NOT bully another student or disrespect COM staff. Bullying or fighting another student will result in being removed from the program)

If rules continuously are broken, it will result in a write up. After 3 write ups, the student will be dropped from the program.

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

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

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 Ms. Jamie Hunsucker, Human Services Department Chair jhunsucker1@com.edu 409-933-8608

Course outline: Begins on page 7

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/student-handbook.html>. *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 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 accommodation 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 1st 8-week session is October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

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 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 or 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.

Darden's Dual Credit

Orientation to Cosmetology Course Outline

Name: _____

Chapters covered: Fundamental Book: 1, 2, 3, 4, 5, 6, 7 Milady 14th Edition: 2

CIMA & Chapter Exams will be due every Tuesday at 1:30pm

Week 1

Begin: *Ch. F1: Life Skills & Ch. F2 Professional Image (Notes)*

TDLR Rule Terms & Definitions, 1602.254, 1602.351

- Orientation -Welcome Packet - Syllabus – Skills Sheet – Microsoft Office 365 – D2L – CIMA - MEEVO - Handouts
- Practical Assignments: Have Supply Kit by Thursday. Will do supply check & pack. Station Set, Sanitation, Basic Manicure & Pedicure
- Assign: Trolleys
- Bring textbook bundle & CIMA card by Monday

Mon

Prof: _____

Part: _____

Tues

Prof: _____

Part: _____

Wed

Prof: _____

Part: _____

Thurs

Prof: _____

Part: _____

Week 2

Exam & CIMA Due Tuesday: *Ch. F1 Life Skills, Ch. F2 Professional Image & TDLR Rule 1602.254, 1602.351 Terms & Definitions, CIMA due on Tuesday*

Begin: *Ch. F3: Communications & Ch. F4 The Healthy Professional*

TDLR Rule 1602.352

- Practical Assignments: Blow Dry Style, Product Knowledge
- Hair Skills & Drills: Flat Iron, Marcel Curling Iron, Wet Set

Mon

Prof: _____

Part: _____

Tues

Prof: _____

Part: _____

Wed

Prof: _____

Part: _____

Thurs

Prof: _____

Part: _____

Week 3 – Labor Day Monday 9/1/25 - Holiday

Exam & CIMA Due Tuesday: *Ch. F3: Communications & Ch. F4 The Healthy Professional, TDLR Rule 1602.352*

Begin: *Ch. F5 - Infection Control, TDLR Rule 1602.354*

- Practical Assignments: Perm, Bendy Rods, Haircutting Supplies, Terms, Draping & Haircuts
- Hair Skills & Drills

<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>
Prof: _____	Prof: _____	Prof: _____	Prof: _____
Part: _____	Part: _____	Part: _____	Part: _____

Week 4

Exam & CIMA Due Tuesday: *Ch. F5 - Infection Control*, TDLR Rule 1602.354

Begin: *Ch. F6 Chemistry & Chemistry Safety & TDLR Rule 1602.401 & 83.100*

- Practical Assignments: Chemical Relaxers Tools, Terms & Draping
- Hair Skills & Drills – Relaxer Applications – Virgin & Retouch

<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>
Prof: _____	Prof: _____	Prof: _____	Prof: _____
Part: _____	Part: _____	Part: _____	Part: _____

Week 5

Exam & CIMA Due Tuesday: *Ch. F6 Chemistry & Chemistry Safety &*, TDLR Rule 1602.401 & 83.100

Begin: *Ch. F7 Electricity & Electrical Safety, TDLR Rule 83.101*

- Facial Terms, Tools & Draping
- Practical Assignments: Facials

<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>
Prof: _____	Prof: _____	Prof: _____	Prof: _____
Part: _____	Part: _____	Part: _____	Part: _____

Week 6

Exam & CIMA Due Tuesday: *Ch.*

F7 Electricity & Electrical Safety, TDLR Rule 83.101

Begin: *Ch. 2 Anatomy & Physiology, TDLR Rule 83.102*

- Hair color & Lightening Terms, Tools & Draping
- Practical Assignments: Basic All Over Hair color, Highlights - Slices & Weaves

<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>
Prof: _____	Prof: _____	Prof: _____	Prof: _____
Part: _____	Part: _____	Part: _____	Part: _____

Week 7

Exam & CIMA Due Tuesday: *Ch. 2 Anatomy & Physiology*, TDLR Rule 83.102

Begin: *Review for Finals*

- Final Exam – Review for finals Monday & Tuesday, Take Practical on Wednesday
- Practical Assignments: Catch up on skills

Mon

Prof: _____
Part: _____

Tues

Prof: _____
Part: _____

Wed

Prof: _____
Part: _____

Thurs

Prof: _____
Part: _____

Week 8

Written Final Exam on Monday

ePortfolio & Skills Sheet Due Monday

- Practical Assignments: Party – You finished your 1st course!

Mon

Prof: _____
Part: _____

Tues

Prof: _____
Part: _____

Wed

Prof: _____
Part: _____

Thurs

Prof: _____
Part: _____

Important Dates & Information

Special Notes:

Exams & CIMA will be due on Tuesday of every week!

10/9/25 is last day of class

ePortfolio & Skills Sheet:

Due Thursday, October 2nd

Final Exams:

Practical Exam Thursday, October 2nd

Written Exam Monday, October 6th

CSME 1401.301C1
Orientation & Related Theory
Fall 2025 – Dual Credit

I _____ (please print), that I have received, read and understand the syllabus, schedule & other content.

I understand that this schedule is subject to change.

Student Signature & Date