



Course Number and Section: CSME1534.101HY
Name of Course: Instruction of Cosmetology I
Course Semester: Fall 2022
Time and days of course: Mondays 8-12 & 1-5 plus assigned lab
9/26/22 – 11/4/22

Instructor Information:

- Ms. Ellen Chicon, echicon@com.edu, 409-933-8480
- Ms. Jamie Hunsucker, jhunsucker1@com.edu, 409-933-8608

Student hours and location:

- Ms. Chicon, Monday 7:30– 8:00 and 5:00 – 5:30, Rm. 144
- Ms. Hunsucker, Monday 8:30- 9:00 AM, 4:00 - 4:30, Tuesday 8:30 – 9:00 AM, 4:00 - 4:30 PM, Wednesday 1:00 – 4:00 PM, Friday virtual 9:00 – 11:00 AM via Teams or email, Rm. 144

Required Textbook/Materials: Milady Standard Professional Educator Textbook, 4th edition text
CIMA online; Texas Cosmetology Laws and Rules Book
TDLR PSI Exams Candidate Bulletin

Course Description: This course covers the fundamentals of instructing cosmetology students, including methods of teaching skills in a lab situation. Outcomes include classroom/clinic management, designing teaching methodologies.

Course requirements: As well as covering chapters from the textbook, this course will require practical skills practice of the TDLR required skills. A research assignment with an oral presentation is also required.

Determination of Course Grade/Detailed Grading Formula: professionalism, attendance, unit assignments, unit tests, oral presentation, lab assignment, final exam. All written exams must be passed with a 70 or better. Students may retake **one** per test per course.

Detailed Grading Formula:

Professionalism:	10%
Attendance:	10%
Assignments:	10%
Tests:	20%
Oral presentation:	20%
Final exam:	30%

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/online work may be turned in/completed on the **First** day back from an absence; Written tests may be made up by making arrangements with the instructor on the first day back from an absence (this is the student's responsibility) Practical skills & Oral Reports 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. If a student misses more than 1 hour of the class period, the grade will reflect an absence.

Any time missed will affect the total number days required for completion. Attendance grades are calculated as follows: Each tardy/early departure is 5 points off the attendance grade. Each absence is 10 points off the attendance grade.

If a student misses more than 3 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 be able to advance to the next courses and to be able receive the certificate of completion. It is the student's responsibility to understand the course requirements and maintain sufficient attendance and work completion.

- Class sessions meet on Monday from 8-12 and 1-5 for 6 weeks.
 - There are 6 Mondays in this course
 - The morning and afternoon sessions are counted separately.
 - There are 6 labs.
 - This totals 12 Monday sessions +6 labs = 18 sessions.
- For lab attendance, a signature page is found on the daily schedule of the syllabus.
 - The lab instructor must sign with times for the attendance record.
 - The completed signatures must be submitted each week and at the end of the course for lab credit.
- The scheduled labs count toward attendance.
 - If you will miss a lab, you must notify the lab and course instructor.
 - Arrangements with the lab instructor should be planned to make up the missed lab on a different day or time or the absence will count. Notify the course instructor of the plans to make up the lab.
- If a student misses more than an hour of the class session, the attendance will reflect an absence.

- For a morning class, an absence would be recorded after 9:00. If the student leaves before 11:00 in the morning, an absence will be recorded.
- For an afternoon session, an absence would be recorded if the student arrives after 2:00. If the student leaves before 4:00 in the afternoon, an absence will be recorded.
- If a student misses more than 4 sessions of the 18 sessions (this equates to 20 % of the course), they will be dismissed from the program.
 - No credit will be awarded.
 - The student may not proceed in the program until the following Fall semester when the program begins again.
 - This attendance record reflects your commitment and dependability.
- Late arrival or early departure:
 - If a student arrives after class begins, the late arrival counts as a tardy.
 - If a student leaves before the class is dismissed at 5:00, the early departure counts like a tardy.
 - Four late arrivals or early departures will equal one absence.
 - Again, good attendance habits are encouraged.
- If the student decides to withdraw, it is the student’s responsibility to withdraw through the admissions department before “W” day to receive a grade of “W”, otherwise the grade will record as a “F”.

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 classroom and clinic management	TW	Lab skills assignment
2. Differentiate teaching methodologies	CT	Test
3. Identify different learning styles	PR	Journal
4. Assess lesson plans	SR	Classroom assignment

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 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 at 409-933-8608 or jhunsucker1@com.edu .

Course outline: Begins in page 6.

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.

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ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Michelle Brezina at 409-933-8124 or mvaldes1@com.edu. The Office of Services for Students with Disabilities is located 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 permitted to withdraw only six times during their college career by state law. Please contact me for withdrawal dates.

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 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 difficulty 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

Note: Instructor reserves the right to modify the schedule as deemed necessary.

<p>Week 1 Monday Sept. 26</p> <p>8-12</p> <ul style="list-style-type: none"> • Syllabus review • Lab assignments • Lesson plan template review • PSI review • Ch. 4 Theory <p>1-5</p> <ul style="list-style-type: none"> • Chapter 4 Theory continued • Read Chapter 4 • Begin Brightspace and CIMA assignments • Choose a lesson plan topic and write cover sheet, greeting and motivation. 	<p>Online and Homework</p> <ul style="list-style-type: none"> • Complete Chapter 4 BS and CIMA assignments • Study for Chapter 4 test next week <ul style="list-style-type: none"> ◦ Bring Scantron and pencil • Review the PSI skills for Operator/Facial license • Write procedure cards for each applicable skill. • Prepare supplies in properly packed bags for each skill. 	<p>Lab assignment:</p> <p>DATE AND TIME</p> <p>___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology ___ not on phone</p> <hr/> <p>INSTRUCTOR INITIAL</p> <p>Journal entry</p>
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<p>Week 2 Monday Oct. 3 8-12</p> <ul style="list-style-type: none"> • Test CH. 4 • Share Journals • Ch. 5 Theory <p>1-5</p> <ul style="list-style-type: none"> • Practice skills from Operator/Facial PSI packet 	<p>Online and Homework</p> <ul style="list-style-type: none"> • Review lesson plan; write major topics and key points • Read Chapter 5 • Complete Chapter 5 BS and CIMA assignments • Study for Chapter 5 test next week <ul style="list-style-type: none"> ○ Bring Scantron and pencil 	<p>Lab assignment:</p> <p>DATE AND TIME</p> <p>___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology ___not on phone _____</p> <p>INSTRUCTOR INITIAL</p> <p>Journal entry</p>
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<p>Week 3 Monday Oct. 10 8-12</p> <ul style="list-style-type: none"> • Test CH. 5 • Share Journal exercise • Ch. 6 Theory <p>1-5</p> <ul style="list-style-type: none"> • Practice skills from Operator/Facial PSI packet 	<p>Online and Homework</p> <ul style="list-style-type: none"> • Review Lesson Plan and write summary and questions • Complete Chapter 6 BS and CIMA assignments • Study for Chapter 6 test next week • Bring Scantron and pencil 	<p>Lab assignment:</p> <p>DATE AND TIME</p> <p>___ on time</p> <p>___ in uniform</p> <p>___ attentive</p> <p>___ stayed busy with</p> <p>Cosmetology</p> <p>___ not on phone</p> <hr/> <p>INSTRUCTOR INITIAL</p> <p>Journal entry</p>
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<p>Week 4 Monday Oct. 17 8-12</p> <ul style="list-style-type: none"> • Test CH. 6 • Share Journal entries • Ch. 7 Theory <p>1-5</p> <ul style="list-style-type: none"> • Practice skills from Operator/Facial PSI packet 	<p>Online and Homework</p> <ul style="list-style-type: none"> • Complete Lesson Plan, with hand out, prepare to present it next week • Complete Chapter 7 BS and CIMA assignments • Study for Chapter 7 test next week <ul style="list-style-type: none"> ○ Bring Scantron and pencil 	<p>Lab assignment:</p> <p>DATE AND TIME</p> <p>___ on time</p> <p>___ in uniform</p> <p>___ attentive</p> <p>___ stayed busy with Cosmetology</p> <p>___not on phone</p> <p>_____</p> <p>INSTRUCTOR INITIAL</p> <p>Journal entry</p>
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<p>Week 5 Monday Oct. 24</p> <p>8-12</p> <ul style="list-style-type: none"> • Test CH. 7 • Share journal entries • Lesson Plan Presentations <p>1-5</p> <ul style="list-style-type: none"> • Lesson Plan Presentations continued • Complete Final Exam Study Guide for grading • Bring TDLR Rules Book for assignment completion 	<p>Online and Homework</p> <ul style="list-style-type: none"> • Study for final exam next week over chapter 4-7 <ul style="list-style-type: none"> ○ Bring Scantron and pencil 	<p>Lab assignment:</p> <p>DATE AND TIME</p> <p>___ on time</p> <p>___ in uniform</p> <p>___ attentive</p> <p>___ stayed busy with</p> <p>Cosmetology</p> <p>___not on phone</p> <hr/> <p>INSTRUCTOR INITIAL</p> <p>Journal entry</p>
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<p>Week 6 Monday Oct. 31</p> <p>8-12</p> <ul style="list-style-type: none"> • Share journal entries • Study Guide grading and study time • Final Exam – must have scantron <p>1-5</p> <ul style="list-style-type: none"> • Test corrections • Review of Lesson Plan Presentations • PSI Test 		<p>Lab assignment: DATE AND TIME</p> <p>___ on time ___ in uniform ___ attentive ___ stayed busy with Cosmetology ___ not on phone</p> <hr/> <p>INSTRUCTOR INITIAL</p> <p>Journal entry</p>
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