



Course Number and Section (CSME 1451.501CL)

Name of Course (Artistry of Hair)

Course Semester (Fall 2021)

Wednesday and Friday 9am-4pm

Instructor Information: Mrs. Danielle Stephenson, dstephenson@com.edu, 409-933-8480

Office Hours: 8:30am Wednesday and Friday

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 hours and location: Wednesday 9am – 4pm & Friday 9am – 4pm
available via email, phone, Group Me, or Bb Collaborate

Required Textbook: Milady's Standard Cosmetology text and
Cengage Mind Tap online; 13th Edition 2016
Texas Cosmetology Laws and Rules Book, TDLR

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.

Course Description: Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design.

Course requirements: Students will have theoretic instruction and demonstrate understanding through discussion, chapter assignments, tests, and skills.

Determination of Course Grade/Detailed Grading Formula:

Professionalism	10%
Attendance	20%
Assignments	20%
Final exam	20%
Portfolio/project/contest	30%

Course outline: see attached outline beginning page 6.

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 half 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 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 be able to advance to the next courses and to be able sit for the licensor exam. It is the student's responsibility to understand the course requirements and maintain sufficient attendance and work completion.

Tardiness Policy: Entering the class after the time class begins is counted as a tardy. Entering the class after the halfway mark of the class is counted as an absence. Every four tardies equals one absence.

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. **The last day to withdraw for Fall 2021 is November 19, 2021.**

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.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is 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.

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.

Plagiarism: Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate discipline action. Google search, copy and paste are considered plagiarism.

Make-Up 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.

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 [insert name and title of direct supervisor] at [phone number/email address].

End-of-Course Outcomes: Practice basic competencies related to the artistry of hair design; demonstrate use of tools; exhibit basic manipulative skills; and follow safety and sanitation laws and rules according to the state licensing agency.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Practice basic competencies related to the artistry of hair design	EQS	Chapter tests
2. Demonstrate use of tools	CT	Portfolio
3. Exhibit basic manipulative skills	CT	Portfolio
4. Follow safety and sanitation laws and rules according to the state licensing agency.	SR	Test

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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to setup their appointment. Appointments are strongly encouraged; however some concerns may be addressed on a walk-in basis.

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.. Students are required to watch a training [video](#), complete the [self-screening](#), and acknowledge the safety guidance at: www.com.edu/selfscreen. In addition, students, faculty, and staff must perform a [self-screening](#) prior to each campus visit. Finally, students, faculty, or staff which have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the [self-report tool](#).

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 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 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.