



Course Number and Section: CSME 1410 301CL

Name of Course: Principles of Haircutting

Semester: Spring 2023

1/17/23 – 3/10/23

Instructor Information: Bethany Darden bdarden1@com.edu, 409-933-8129

Student hours and location: Mainland City Centre 10000 Emmet F Lowry Expy, Suite 4000-1A, Texas City, TX 77591, Room 138

Class Time: Monday – Thursday, 1:30pm – 6:30pm

Student Hours: Monday = 11am-1:30pm, 6:30pm – 7pm

Tuesdays = 11:30am – 1:30pm, 6:30pm – 7pm

Wednesdays & Thursdays = 6:30pm – 7pm

Fridays = 1:00pm – 3:00pm (Virtual)

Required Textbook/Materials:

- 1) Milady Standard Cosmetology Edition 14
- 2) Milady Standard Foundations
- 3) CIMA Milady – Online Registration Code
- 4) Texas Cosmetology Laws and Rules Book from TDLR

Course Description: This is an introduction to the theory and practice of haircutting. Topics include terminology, implements, sectioning, and finishing techniques. Students will learn to define terminology and practice basic workplace competencies related to haircutting and finishing techniques; demonstrate use of implements; and various sectioning, haircutting and finishing skills.

Course requirements: Weekly assignments in CIMA, weekly tests, Brightspace D2L assignments, weekly skills practice, an e-portfolio with pictures of the work done in class, final exams, class attendance, and professional behavior.

Required tools:

Three mannequins – medium length, long length, curly texture (Kim, Amanda, and Maya from the kit), shears, razor, texturizing shears, clippers, haircutting/all-purpose combs, styling tools, and other kit items.

Determination of Course Grade/Detailed Grading Formula:

- 20% Professionalism/Attendance (See professionalism rubric below)
- 20% Daily Grades (CIMA average, notes, syllabus signature)
- 20% Projects/ePortfolio/Practical Skills Sheet/Flashcards/Diagrams (See rubric Below)
- 20% Chapter Exams
- 20% Final Exams (Written & Practical)

Grading Scale:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 and below

Late Work, Make-Up, and Extra-Credit Policy: Any work late due to an absence should be turned in upon return to class; make up tests should be scheduled with instructor. There is no make up for Practical Skill Tests or the Final Exam.

Students must maintain a test average of 70 of the student will be dismissed from the program.

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. Due to this, schedule changing from daytime to evening or evening to daytime is not allowed. Only with special permission from the department chair and advisor can this be done; and it is limited to one switch per student. Plan your schedule accordingly throughout the program.

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.

Please refer to your classes’ syllabi for specific guidelines on your instructor’s absence policy.

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. (ex. Grades and attendance)

Also, it is expected that students log into D2L weekly to view course assignments, messages, etc.

Instructors will create a Group Me for the class as a way to connect outside of class. Updates and quick answers can be communicated through this app. Peer to peer communication is also available through this method.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Define terminology	Communication skills	Test
2. Practice workplace competencies related to haircutting and finishing techniques	Empirical and Quantitative skills	Portfolio
3. Demonstrate use of implements	Critical thinking	Skills assignment
4. Demonstrate sectioning, haircutting, and finishing skills	Critical Thinking	Skills assignment
5. Demonstrate professional ethics	Personal Responsibility	Evaluation

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:

*Cell phone usage (student may occasionally check phones. No phones during lecture, practical skills, or clients)

- *Dress code – (If student is NOT in dress code student, then they will be asked to go home & change)
- *Follow all TDLR rules and COM cosmetology rules
- *Punctual in attendance and stays till class is release
- *Sleeping in class
- *Cursing or talking negatively about a classmate or COM staff
- *Not having supplies (student must bring required supplies to class every day)
- *Student must NOT bully another student or disrespect COM staff. Bullying or fighting another student will result in being removed from the program)
- *Not doing daily assigned duties

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 the 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 can be found on page 6 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 [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *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 accommodations is requested to contact Kimberly Lachney at 409-933-8919 or klachney@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. The last date to withdraw from the 1st 8-week session is March 1. The last date to withdraw from the 16-week session is April 24. The last date to withdraw for the 2nd 8-week session is May 3.

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.

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 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.

Course Schedule on next page:

Daily Schedule & Outline Haircutting 2023

<p>WEEK 1</p> <p>January 16th -19th</p> <p><i>Welcome back!!!!</i></p>	<ul style="list-style-type: none"> - Review Welcome Packet - Syllabus - TDLR Haircutting rules 83.103 -Ch. 7 – Lecture/Notes - Diagram - 0 Degree Square <p>Practical:</p> <ul style="list-style-type: none"> -0 Degree Triangle (Amanda), Station Set Up, Drape, Round Brush, Flat Iron <p>Level 2's:</p> <ul style="list-style-type: none"> - Ch. F5, 3, & 4 (TDLR exams & outlines due next week) <p>Prof: _____ Part: _____ *Take photo _____</p>	<ul style="list-style-type: none"> - Finish Ch. 7 Lecture & Notes -Analyze hair texture, porosity & elasticity -Laws & Rules 83.111 -Diagram for 0 Degree Square -Who's is your favorite influencer? <p>Practical:</p> <ul style="list-style-type: none"> - 0 Degree Square Brush, Blow dry, Curl <p>Prof: _____ Part: _____ *Take photo _____</p>	<ul style="list-style-type: none"> -Ch. 7 Game – Test Tuesday -Review Laws & Rules - Work on Skill Sheet -Study with Flashcards - Diagram 180 Layers <p>Practical:</p> <ul style="list-style-type: none"> -180 Degree Layers, Flat Wrap Blow dry, Curl <p>Prof: _____ Part: _____ *Take photo _____</p>	<p>Client Lab Assignment: Wet Set</p> <p>Prof: _____ Part: _____</p>
<p>WEEK 2</p> <p>January 23 - 26</p> <p><u>Important Dates:</u></p>	<ul style="list-style-type: none"> -Review Ch. 7 -Review Laws & Rules 83.103 & 83.111 -Begin Ch. 8 Lecture/Notes 	<ul style="list-style-type: none"> -Ch. 7 Exam -Laws & Rules Exam -Ch. 8 Lecture Con't -Laws & Rules 83.70 continued 	<ul style="list-style-type: none"> -Ch. 8 - Continued -Laws & Regulations 83.70 -Student Present Disease 	

<p>CIMA Ch. 7 Due & Exam Tuesday, 1/24</p> <p>Exam – Laws & Rules 83.103 & 83.111</p> <p>Level 2 – Ch. 5,6 & Outlines & Exams Due 1/24</p>	<p>-Assign Student a Disease, Present on Wed.</p> <p>-Laws & Rules 83.70</p> <p>-Diagram Highlights</p> <p>Practical:</p> <p>-Highlights on Amanda w/ real product</p> <p>-Catch Up Time</p> <p>Level 2s:</p> <p>-Outlines Due Tomorrow</p> <p>-TDLR Exams tomorrow. Ch. F5, 3 & 4</p> <p>Prof: _____</p> <p>Part: _____</p>	<p>-Color Wheel</p> <p>-Level System</p> <p>Practical:</p> <p>-Tone Amanda</p> <p>Level 2s:</p> <p>-Outlines Due TODAY</p> <p>-State Board Exams – Ch. 5, 6, & 7</p> <p>Prof: _____</p> <p>Part: _____</p>	<p>- Face shapes</p> <p>-Diagram 0 Round HC</p> <p>Practical:</p> <p>-0 Degree Round HC</p> <p>-Slide Cutting in Front</p> <p>-Tapering in Front</p> <p>-Blow Dry, Marcel Curls</p> <p>Prof: _____</p> <p>Part: _____</p> <p>*Take photo _____</p>	<p>Client Lab Assignment: 9 Section Perm</p> <p>Prof: _____</p> <p>Part: _____</p>
<p>WEEK 3</p> <p>January 30 – February 2</p> <p>Important Dates:</p> <p>CIMA Due - Ch. 8 Due Tuesday, Jan 31st</p> <p>Exam – Laws & Rules 83.70 Tuesday, Jan 31st</p> <p>Level 2 – Ch. 8,10 & 11 Outlines & Exams Due</p>	<p>-Ch. 8 Review/Game</p> <p>-Laws & Regulations 83.70 Review/Game</p> <p>-Ch. 11 - Haircutting Part 1 Lecture/Notes</p> <p>-Laws & Rules 83.100 & 83.101 (Health & Safety Definitions)</p> <p>-Diagram 90 Layers</p> <p>Practical:</p> <p>-90 Degree Layers (Amanda)</p> <p>-Blow Dry Style</p> <p>Prof: _____</p> <p>Part: _____</p> <p>*Take photo _____</p>	<p>-Ch. 8 Exam</p> <p>--Laws & Rules Exam 83.70</p> <p>-Continue Ch. 11 – Part 1</p> <p>-Laws & Rules 83.100 & 83.101</p> <p>-Practical:</p> <p>-Catch Up Day</p> <p>Level 2s</p> <p>– Ch. 8, 10 & 11 Outlines Due, Exams Due</p> <p>Prof: _____</p> <p>Part: _____</p>	<p>-Ch. 11 – Haircutting</p> <p>-Laws & Rules 83.100 Practical</p> <p>-Level 2s – Begin Study on Ch. 4 Skin Disorders & Disease</p> <p>Practical:</p> <p>-45 Degree Square Haircut</p> <p>-Blowdry Style</p> <p>Prof: _____</p> <p>Part: _____</p> <p>*Take photo _____</p>	<p>Client Lab Assignment: Basic All Over Color Timed Drills</p> <p>Blow Dry Style</p> <p>Thermal Straightening</p> <p>Marcel Curls</p> <p>Prof: _____</p> <p>Part: _____</p>
<p>WEEK 4</p> <p>February 6-9</p> <p>Important Dates:</p> <p>CIMA - Ch. 11/Part 1 Due & Exam Tuesday, 2/7</p> <p>Exam –Tuesday 2/7 Laws & Rules 83.100 & 83.101</p>	<p>Ch. 11/Part 1 – Hairstyling Notes Continued/Game</p> <p>-Laws & Rules 83.100 & 83.101</p> <p>Continued/Game</p> <p>-Begin Ch. 11 Part 2 Lecture/Notes</p> <p>-Laws & Rules 83.102 & 83.104</p> <p>-Diagram 45 Degree Triangle</p> <p>Practical:</p>	<p>-Ch. 11, Part 1 Exam</p> <p>--Laws & Rules Exam 83.100 & 83.101</p> <p>-Ch. 11, Part 2 Lecture & Notes cont.</p> <p>-Laws & Rules 83.102 & 83.104</p> <p>Practical:</p> <p>-0 Degree Square HC on Natural Manni</p> <p>Level 2s: – S</p> <p>-Ch. 12,13,15 Outlines</p>	<p>-Ch. 11, Part 2 Lecture & Notes cont.</p> <p>-Laws & Rules 83.102 & 83.104</p> <p>Practical:</p> <p>-180 Degree Layers on Natural Manni</p>	<p>Client Lab Assignment: Haircut 0 Degree Round w/ 120 Layers</p> <p>Round Brush Blow Dry & Style</p>

<p>Level 2 – Exams & Outlines Due Ch. 12,13,15</p>	<p>-45 Degree Triangle</p> <p>Prof: _____ Part: _____ <i>*Take photo</i> _____</p>	<p>& Exams Due</p> <p>Prof: _____ Part: _____ <i>*Take photo</i> _____</p>	<p>Prof: _____ Part: _____</p>	<p>Prof: _____ Part: _____</p>
<p>WEEK 5</p> <p>February 13 - 16</p> <p>Important Dates:</p> <p>CIMA - Ch. 11/Part 2 Due & Exam Tuesday, 2/14</p> <p>Exam – 2/14 Laws & Rules 83.102 & 83.104</p> <p>Level 2 – Ch.16,20,21 Outlines & Exams Due Tuesday, 2/14</p>	<p>-Ch. 11/Part 2 – Hairstyling Notes Continued/Game</p> <p>-Laws & Rules 83.102 & 83.104 Continued/Game</p> <p>-Begin Ch. 11 Part 3 Lecture/Notes</p> <p>-Begin Laws & Rules 83.105, 83.106 & 83.107</p> <p>Practical:</p> <p>-Block Color on Graduation (Amanda)</p> <p>Prof: _____ Part: _____</p>	<p>- Exam: Ch. 11/Part 2 – Hairstyling</p> <p>-Exam: Laws & Rules 83.102 & 83.104 Continued/Game</p> <p>- Continue Ch. 11 Part 3 Lecture/Notes</p> <p>-Continue Laws & Rules 83.105, 83.106 & 83.107</p> <p>Practical:</p> <p>-90 Degree Haircut on Maya (natural manni)</p> <p>Level 2s: Level 2s: -TDLR Exams 16,20,21</p> <p>Prof: _____ Part: _____</p>	<p>Field Trip</p> <p>Prof: _____ Part: _____</p>	<p>Client Lab</p> <p>Prof: _____ Part: _____</p>
<p>WEEK 6</p> <p>February 20 - 24</p> <p>Important Dates:</p> <p>CIMA - Ch. 11/Part 3 Due & Exam Tuesday, 2/21</p> <p>Exam 2/21 Laws & Rules 83.105, 83.106, 83.107</p> <p>Level 2 – Exam & Outlines Ch.22,23,24</p>	<p>--Ch. 11/Part 3 – Hairstyling Notes Continued/Game</p> <p>-Laws & Rules 83.105,83.106,83.107 Continued/Game</p> <p>-Begin TDLR – Haircutting Portion of TDLR Exam</p> <p>-Begin Laws & Rules 83.108, 83.109 & 83.110,83.111</p> <p>Practical:</p> <p>-Combo Cut – 0 Degree Round & 180 on Kim</p> <p>Prof: _____ Part: _____</p>	<p>-Ch. 11/Part 3 Exam</p> <p>-Laws & Rules 83.105,83.106,83.107 Exam</p> <p>-Continue TDLR – Haircutting Portion of TDLR Exam</p> <p>-Continue Laws & Rules 83.108, 83.109 & 83.110,83.111</p> <p>Practical:</p> <p>-Pixie Haircut on Amanda</p> <p>Level 2 – Exam & Outlines DUE Ch.22,23,24</p> <p>Prof: _____ Part: _____ <i>*Take photo</i> _____</p>	<p>Model Day</p> <p>Prof: _____ Part: _____</p>	<p>Client Lab (Catch Up Day)</p> <p>Prof: _____ Part: _____</p>

<p>WEEK 7</p> <p>February 27 – March 2</p> <p><u>Important Dates:</u></p> <p>State Board Practical Exam - Tuesday, 2/28</p> <p>Tuesday 2/28 Laws & Rules Exam 83.108, 83.109, 83.110& 83.111</p> <p>Level 2 – Ch. 17,18,19 Outlines & Exam Tuesday,2/28</p>	<p>-Laws & Rules 83.112-8.115</p> <p>-Review for Written Exam</p> <p>Practical: Model Day</p> <p>Prof: _____ Part: _____</p>	<p>-State Board – Practical Exam</p> <p>-Exam Laws & Rules Exam 83.108, 83.109, 83.110& 83.111</p> <p>-Laws & Rules 83.112-8.115</p> <p>-Review for Written Exam</p> <p>Practical: Men’s Haircut (Amanda)</p> <p>Level 2: Outlines & Exam Due for Ch. 17,18,19</p> <p>Prof: _____ Part: _____ <i>*Take photo _____</i></p>	<p>Model Day</p> <p>Prof: _____ Part: _____</p>	<p>Client Lab</p> <p>Assignment: Diagonal Slices & Horizontal Weave Combo Blow Dry Style</p> <p>Prof: _____ Part: _____</p>
<p>WEEK 8</p> <p>March 6-9</p> <p><u>Important Dates:</u></p> <p>Tuesday, 3/7 Written Exams</p> <p>Portfolio Due Tuesday, 3/7</p> <p>All work due Tuesday, 3/7</p> <p>Exam – Laws & Rules 3/7</p> <p>Level 2s – Comprehensive Exam Tuesday</p> <p>Party on Thursday</p>	<p>-</p> <p>Catch Up Day</p> <p>Portfolios Due</p> <p>All work due today!</p> <p>Prof: _____ Part: _____</p>	<p>Final Exams</p> <p>Level 2 – Comprehensive Exam</p> <p>Prof: _____ Part: _____</p>	<p>End of Class Party</p>	

