



Course number and Section- CSME 2544.101cl
Name of Course – Cosmetology Instructor IV
Course Semester – Spring 2022
Time and days of course – 8-12 and 1-5 Mondays
Tuesdays 8-12 coursework
2/28/2022 – 4/15/2022;
3 hours scheduled weekly for lab time

Instructor Information:

Ms. Ellen Chicon, echicon@com.edu 409-933-8481
Ms. Jamie Hunsucker, 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, 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 offers advanced concepts of instruction in a cosmetology program. Topics include demonstration, development and implementation of advanced evaluation and assessment techniques. Successful students will exhibit instructional skills; develop assessment and evaluation techniques that promote student learning and implement evaluation tools to measure student outcomes.

Course Requirements: Students will complete chapters 16 through 20, including chapter review questions and tests; lesson plan preparation and presentation for lab; lesson plan preparation and presentation from PSI packet, including written test.

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:	10%
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 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.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Practice instructional skills	Personal responsibility	Lab evaluation
2. Develop assessments.	Empirical and quantitative Skills	Lesson plan assessment assignment
3. Evaluate techniques that promote student learning.	Critical thinking	Lesson plan preparation
4. 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

Course outline: can be found at the end 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. <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.

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 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 set up 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 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 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2nd 8-week session is May 4.

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.

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. 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 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

CSME 2544.101
Cosmetology Instructor IV
Spring 2022

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

Student signature

date

<p>Monday Week 1 Feb. 28 8-12 Theory: Orientation to Instructor IV Special lab assignment Share journals Begin Ch. 16</p> <p>1-5 Complete Ch. 16 Choose a lesson plan topic from PSI packet</p>	<p>Tuesday 8-12pm</p> <p>Coursework: See Blackboard for assignments and Chapter 16 MindTap assignments</p> <p>Homework: Complete Ch. 16 Review questions</p>	<p>Lab Day Lab assignment: DATE AND TIME</p> <hr/> <p>INSTR. INITIAL</p> <p><input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with class work <input type="checkbox"/> not on phone</p> <p>Journal entry:</p>
<p>Monday Week 2 March 7 8-12 Present review questions Test Ch. 16 Share journals Theory Ch. 17</p> <p>1-5 Complete Ch. 17 Review lesson plans</p>	<p>Tuesday 8-12pm</p> <p>Coursework: See Blackboard for assignments and Chapter 17 MindTap assignments</p> <p>Homework: Complete Ch.17 review questions Spring Break next week!! 3/14 – 3/18</p>	<p>Lab Day Lab assignment: DATE AND TIME</p> <hr/> <p>INSTR. INITIAL</p> <p><input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with class work <input type="checkbox"/> not on phone</p> <p>Journal entry:</p>

<p>Monday Week 3 March 21 8-12 Present review questions Test Ch. 17 Share journals Theory Ch. 18</p> <p>1-5 Complete Ch. 18 Critique lesson plans and assessments</p>	<p>Tuesday</p> <p>Coursework: See Blackboard for assignments and Chapter 18 MindTap assignments</p> <p>Homework: Complete Ch. 18 questions</p>	<p>Lab Day</p> <p>Lab assignment: DATE AND TIME</p> <hr/> <p>INSTR. INITIAL <input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with class work <input type="checkbox"/> not on phone</p> <p>Journal entry:</p>
<p>Monday Week 4 March 28 8-12 Present review questions Test Ch. 18 Share journals Theory Ch. 19</p> <p>1-5 Complete Ch. 19 Critique lesson plans</p>	<p>Tuesday</p> <p>Coursework: See Blackboard for assignments and Chapter 19 MindTap assignments</p> <p>Homework: Chapter 19 review questions</p>	<p>Lab Day</p> <p>Lab assignment: DATE AND TIME</p> <hr/> <p>INSTR. INITIAL <input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with class work <input type="checkbox"/> not on phone</p> <p>Journal entry:</p>

<p>Monday Week 5 April 4</p> <p>8-12 Present review questions Test Ch. 19 Share journals</p> <p>1-5 Ch. 20 theory and Review questions</p>	<p>Tuesday</p> <p>Coursework: See Blackboard for assignments and Chapter 20 Mindtap assignments</p> <p>Homework: Ch. 20 review questions</p> <p>Review for final exam Ch. 16, 17, 18, 19, 20</p>	<p>Lab Day</p> <p>Lab assignment: DATE AND TIME</p> <hr/> <p>INSTR. INITIAL</p> <p><input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with class work <input type="checkbox"/> not on phone</p> <p>Journal entry:</p>
<p>Monday Week 6 April 11</p> <p>8-12 Lesson plan presentations</p> <p>1-5 Complete presentations</p> <p>Final exam (Scantron)</p>	<p>Tuesday</p> <p>Grade review via COM email</p>	<p>Lab Day</p> <p>Lab assignment: DATE AND TIME</p> <hr/> <p>INSTR. INITIAL</p> <p><input type="checkbox"/> on time <input type="checkbox"/> in uniform <input type="checkbox"/> attentive <input type="checkbox"/> stayed busy with class work <input type="checkbox"/> not on phone</p> <p>Journal entry:</p>