



CSME 1410 301C1

Introduction to Haircutting

Semester: Spring 2025

1/13/23 – 3/06/23

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:

Monday: 11:00pm – 1:30pm, 6:30pm-7pm
Tuesday: 11:00pm – 1:30pm
Wednesday: 12:30pm – 1:30pm, 6:30pm – 7pm
Thursday: 12:30 pm – 1:30pm, 6:30pm – 7pm
Friday: 8am – 9am, 1pm-3pm (Virtual)

Required Textbook/Materials:

1. Milady Standard Cosmetology 14th Edition
2. Milady Standard Foundations
3. CIMA Milady Book Bundle
4. Texas Cosmetology Laws & Rules Book
5. Supply Kit
6. Lab Jacket

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: We will be covering the following courses in this class: Foundations Ch. F4, Milady 14th Edition 7,8,11, Laws & Rules 83.103, 83.109, 83.111. 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 (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 - 3 grades, notes, syllabus signature)
- 20% Projects/ePortfolio/Practical Skills Sheet/Flashcards/Diagrams (See rubric Below)
- 20% Chapter Exams & 2 MEEVO Certifications (all or nothing) (Level 2's – TDLR EXAMS)
- 20% Final Exams (Written & Practical) (Level 2's – TDLR Written Exam)

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: **No late work will be accepted.** 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, and final exams may not be made up. CIMA will close every Tuesday night.

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**.

Tardiness: Entering the class after the time class begins OR leaving the class before it has ended will be counted as 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.

Any absence will affect your success in class. Do your best to attend every class. Communicate with your instructors when issues arise and know what assignments need to be made up.

Communicating with your instructor: 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. (ex. Grades and attendance)

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

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.

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.

The student will receive a 10-point deduction from their professionalism grade 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)

*Bullying and being disrespectful to students and staff is not allowed. Bullying or fighting another student will result in being removed from the program)

*Not doing daily assigned duties

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 https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.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.*

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 February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2nd 8-week session is April 30.

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 Haircutting Course Outline

Name: _____

Chapters covered: Foundations Ch. F4, Milady 14th Edition 7,8,11, Laws & Rules 83.103, 83.109, 83.111

**CIMA & Chapter Exams will be due every Tuesday at 1:30pm
Model Days/Client Lab Days will be every Wednesday**

Week 1

Begin: *Ch. F4: The Healthy Professional*

- Welcome Packet - Syllabus – Skills Sheet
- Ch. F4 Notes, Vision Boards, 0 Degree Triangular Square Round & Haircuts, 180 Degree Haircut, Diagrams, Blow Dry Styles, Style, Review Client Lab Consultations, Meevo, Client Lab Expectations

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

Week 2 – Monday, January 20th – Martin Luther King Jr Day – No Class

Exam & CIMA Due Tuesday: *Ch. F4 The Healthy Professional*

Begin: *Ch. 7 - Hair & Scalp Preparation*

- Practical Assignments: Diagrams, Highlights on Ms. Amanda, Tone, Slide Cutting, Haircutting and Blow Dry & Style

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

Week 3

Exam & CIMA Due Tuesday: *Ch. 7 - Hair & Scalp Preparation*

Begin: *Ch. 8 Hair & Scalp Disease & Disorders*

- Practical Assignments: Bayalage & Shadow Root, Diagrams, 90 Degree Haircut, Triangular Layers, Texturizing, Point Cutting Moch Highlights & Lowlights

<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. 8 Hair & Scalp Disease & Disorders*

Begin: *Ch. 11 Haircutting*

- Practical Assignments: 180 Degree Layers on Ms. Maya, 45 Degree Triangular Haircut, 45 Degree Square Haircut

<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: *No Exam or CIMA due this week*

Continue: *Ch. 11 Haircutting*

- Field Trip, Model Day, Catch Up Week

<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. 11 Haircutting*

Begin: *Laws & Rule 83.103, 83.109, 83.111*

- *Review for practical finals. Take practical final Thursday of next week.*
- *ePortfolio & practical sheet due next Thursday*
- *Pixie Cuts, Long Mens Haircuts*

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

Week 7

Exam Tuesday: *Laws & Rule 83.103, 83.109, 83.111*

- Thursday: Practical Final, Portfolio Due
- Practical Assignments: Clipper Cuts, Men’s Taper Cuts, Catch up on Skills

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

Week 8

Written Final Exam on Monday

- Catup Up Day

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

Important Dates & Information

Special Notes:

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

You will have a skills sheet to complete, it's an all-or-nothing grade. If you lose the skills sheet, I will give you another, however, I will not sign for the ones that you have already done. It is up to you to re-do all the skills you lost or missed because of absence. You will only be able to get a signature from me for artistry skills and no other instructors unless permission is granted prior.

Monday, January 20th, No Class – Martin Luther King Jr Day
Model & Client Lab Days will be on Wednesdays

ePortfolio:

Due Thursday, February 27th

Final Exams:

Practical Exam Thursday, February 27th
Written Exam Monday, March 3rd

**CSME 1410.301CL
Haircutting
Spring 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.
