



Course Number and Section BARB 1404-101CL (4805)
Name of Course (Introduction to Barber Styling)
Fall Semester 2022
08/22/2022 Thru 10/14/2022
Monday thru Thursday 1:30 p.m. – 6:30 p.m. face-to-face

Instructor's Information: Mr. Marion Lewis, mlewis22@com.edu 409-933-8732

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:

Mon. and Wed. 11:30 a.m. - 1:30 p.m. Barber Student Lab, room #136
Tues and Thurs. 12:30 p.m. – 1:30 p.m., Barber Student Lab, room #136
Fri. 9:00 a.m. – 10:30 a.m. available via MS-Teams or email.

Required Textbook:

- **Milady Standard Professional Barbering Book, 6th. Edition 2017**
- **Cengage Mind Tap online, 13th. Edition 2016**
- **Texas Barber 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:

This is an overview of the skills and knowledge necessary for the field of Barbering.

Course requirements Milady Standard Professional Barbering Book Bundle, the Student Barber Toolkit. Note: Laptop are available for use during school hour only and cannot be borrowed or checked-out

Determination of Course Grade/Detailed Grading Formula: Practical and theory participation, unit assignments, skills assignment, research presentation unit tests and exams. All written tests must be passed with a 70 or higher to pass the course. Students are allowed one re-take of a test during the course. No re-take for end of semester exams.

Detailed Grading Formula:

Attendance:	**10%
Professionalism	**10%
Assignments:	**20%
Test	**30%
End of Semester Exams	**30%

Late Work, Course Grade/Detailed Grading Formula: Written assignment/work may be turned in /completed on the first day back from an absence. Written test 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 and oral reports may 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 half the class period, the grade will reflect an absence. Any time missed will affect the total number of 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 to sit for the license 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 equal 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 date to withdraw from the 1st 8-week session is October 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2nd 8-week session is December 1.

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 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.

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 works of 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.

Classroom Conduct Policy: College of the Mainland requires that students enrolled at COM be familiar with and abide by the Student Code of Conduct, which can be found in the on-line 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 the class.

Dress Code: Black pants, Polo style shirts (black, white, and gray), closed toe black shoes.

It is required that each enrolled student within the barbering program wear a black barbering jacket each day of class. **NO SAGGING PANTS** will be allowed by students in the classrooms or labs. If the student refuses to pull up his/her pants to a respectable position, he/she will be asked to leave and may return on the next class day dressed appropriately. **HODDIES** are not allowed while attending class. If the student refuses to remove the hoodie, he/she will be asked to leave and may return of the next class day dressed appropriately. **NO OPEN-TOE SHOES** allowed while attending class. If the student refuses, he/she will be asked to leave and may return of the next class day dressed appropriately

Success Tips for Students: Be familiar with these resources:

- Texas Administration Code: Title 16, Part 4 Chapter 82, www.tdlr.texas.gov
- Texas Occupations Code, Title 9: Chapters 16 1601 and 1603, www.tdlr.texas.gov

- YouTube – www.youtube.com/user/andisonvideo
- Cengage Learning – www.login.cengage.com

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 Jaime Hunsucker, Dept. Chair at 409-933-8608 or jhunsucker1@com.edu.

Course Outline: Please see outline beginning page 5 thru 7 of this document.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Employ proper use of all barbering tools & equipment.	Professional Responsibility Personal Responsibility	Critical Awareness Safety Awareness
2. Understand how to employ soft-skills (as it relates to being a successful barber)	Communication skills Personal Responsibility Social Responsibility	Emotional Intelligence Interpersonal Skills Life Skills
3. Demonstrate safety and sanitary knowledge and procedures	Personal Responsibility Critical Thinking	Rubrics Learning Decision Making Skills
4. Understand and employ TDLR's Rules and Regulations	Professional Responsibility Critical Thinking	Ethics Learning Success in Higher Learning

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.

Contagious Illnesses:

In the event a student contracts a contagious illness, such as COVID 19 or strep, 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.
2. For other contagious illnesses
 - a. Email the instructor with a copy of a doctor's note stating that you may not attend school, with dates and your name. (Any days missed prior to this will count toward total absences)
3. Once the instructor receives the Test result or doctor's note, they will email the student (to COM email) instructions on assignments that can be completed from home. These will be assigned on a case-by-case basis. **Communicate with your instructor about this.** If these assignments are completed by the due date, the days missed will not count toward your absences.

Maternity 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.
2. Bring a note from the doctor stating the appointment date and time upon returning to class.
3. Make up work will be assigned on a case-by-case basis.

*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.

Criminal History:

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.

Classes for the Fall Semester will be held Monday thru Thursday from 1:30 p.m. to 6:30 p.m.

Week 1 – Aug. 22, 2022

Set Students with Cengage MindTap

Barbering Orientation Folder Checklist

Chapter 1 - The Orientation to Barbering

MindTap Test

Current events in barbering via YouTube and other professional learning websites.

Week 2– Aug 29, 2022

Chap. 3 Professional Image, *Marion Lewis*

Health Habits in Your Daily Routine

Personal Grooming

Posture, and Body Movement

Employ Proper Ergonomics to Protect Your Body

Effective Human Relations and Communication Skills

MindTap Assignment

Current events in barbering via YouTube and other professional learning websites.

Week 3 – Sept 05, 2022

Chapter 5 – Implements, Tools, and Equipment, *Marion Lewis*)

Principal Tools of the Trade Used in Barbering

Identify Types of Combs and Brushes

Know About Haircutting Shears

How to Hold Shears and Comb

Know About Clippers and Outliners

Know About Clipper Blades and Guards

Identify Parts of the Straight Razor

How to Hold the Straight Razor

Know the Features of the Barber Chair

Appliances Used in Barbering Services (page 128)

Towel Wrapping

Current events in barbering via YouTube and other professional learning websites.

MindTap Assignment

Week 4– Sept. 12, 2022

Chap. 13 – Shaving and Facial Design, *Marion Lewis*

Client Consultation

Identify the 14 Shave Areas of the Face

Razor Positions and the Strokes

Infection Control for Safety Precautions while Shaving

Demonstrate how to Handle a Straight Razor

Demonstrate a Straight Razor Service

Demonstrate a Mustache Trim and Beard Design

Current events in barbering via YouTube and other professional learning websites.

Week 5 Sept. 19, 2022

Chap. 4, Infection Control; Principles and Practices, *Marion Lewis*

Meet the Current Regulations for Health and Safety

Understanding the Principles of Infection

Prevent the Spread of Disease

Types of Disinfectants

Following Safe Work Practices and Safety Precautions

Current events in barbering via YouTube and MindTap Assignment

Week 6 – Sept. 26,

Chap. 14 - Men's Basic Haircutting and Hairstyling, *Marion Lewis*

Introduction to working with the manikins)

Shear Cuts and Clipper Cuts

Caesar Cut

Quo Vadis Cut

Crew Cut

Taper (Straight and Curly)

Basics of Trimming Beards and Mustaches.

Basic Shampooing and Conditioning of the hair

Practice Sanitary and Safety Procedures.

Current events via YouTube and other professional learning websites

Mind Tap Assignments

Week 7 Oct. 03, 2022

Chapter 14 –Men's Haircutting and Styling – Continuation, *Marion Lewis*

Learn the Sections of the Head

Preparing for End of Semester Final

Current events in barbering via YouTube and other professional learning websites.

Week 8 – Oct. 10, 2022

Continue Preparing for End of Semester Final

Final Test

Grading of Final Test

BARB 1404

**Name of Course - Introduction to Barber Styling
Fall Semester 2022**

I, _____, (please print) acknowledge that I received, read, and understand this syllabus.

Student Signature: _____

Date: _____

Print Name: _____

Date: _____