



CSME-1451-501CL
Artistry of Hair: Theory and Practice
Fall 2023
Wednesday 9 am-4 pm
Friday 9 am-12 pm

Instructor Information: Michaela Cruz, mcarrillo@com.edu, 409-938-8119
You may also reach me via GroupMe.

Office Hours: Wednesday: 8:30am-8:45am & 4pm-4:15pm
Friday: 8:30am-8:45am & 12pm-12:15pm

Student hours and location: Wednesday: 9am-4pm
Friday: 9pm-12pm
COM/Mainland City Centre - Room #149

Required Textbook/Materials: Milady Standard Textbook, 14th edition, Texas Cosmetology Laws and Rules Book, TDLR, CIMA: online for assignments and homework.

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. E-portfolio of work completed.

Determination of Course Grade/Detailed Grading Formula: Professionalism, attendance, unit assignments, unit tests, oral presentation, portfolio, lab assignment, final exam. All written exams must be passed with a 70 or better. Students may retake **one** per test per course.

Attendance: 10%

Assignments: 10%

Skills sheet: 10%

Tests: 20%

Portfolio: 20%

Final exam: 30%

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.

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**.

Daytime 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 changes from daytime to evening or evening to daytime are not allowed. This can be done only with special permission from the department chair and advisor; 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.

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.
2. Bring a note from the doctor stating the appointment date and time upon returning to class. *You are expected to attend class before or after your appointment.*
3. Make-up work will be assigned on a case-by-case basis.

NO OTHER ABSENCES WILL BE EXCUSED

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. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
Students will be able to identify the terminology related to Artistry of Hair.	Critical Thinking	Chapter Tests
Students will be able to demonstrate proper skills with hair design.	Empirical and Quantitative Skills	Skills assignments
Safety and sanitation practices.	Personal Responsibility	TDLR Procedure Exam
Student will demonstrate workplace competencies.	Social Responsibility	Lab assignments

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 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 disciplinary 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 Jamie Hunsucker, at 409-933-8480, or jhunsucker1@com.edu

Course outline: See page 5.

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_2023-2024_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 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 October 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2nd 8-week session is December 7.

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.

Artistry of Hair: Theory and Practice

Course Outline

Chapters Covered: 1, 9, 10, 12, 13, 14

All outlines and vocabulary are due Tuesdays at 11:59pm

Week 1 - Aug. 30 & Sept. 1

Chapter 1: *History & Career Opportunities*

Chapter 9: *Principles of Hair Design*

Chapter 9 outline & vocabulary due by 9/5, 11:59pm

- ★ Orientation/Syllabus
- ★ Go over skills sheets
- ★ Kit inventory & kit packing

Week 2 - Sept. 6 & 8 NO CLASS SEPT. 4 – CLOSED FOR LABOR DAY

Chapter 10: *Hair Service Preparation*

Chapter 10 outline & vocabulary due by 9/12, 11:59pm

- ★ Shampoo, draping, & blow-dry techniques on **KIM**
- ★ Go over tools, thermal irons, styling aids
- ★ Plan out your research topic

Week 3 - Sept. 13 & 15

Chapter 12: *Hairstyling*

Chapter 12 outline only (no vocab) due by 9/19, 11:59pm

Research topics due by 9/15, 11:59pm

- ★ Learn proper curl techniques with a Marcel curling iron
- ★ Create E-portfolio & take before/after photos
- ★ Round brush on **AMANDA** or **KIM**

Week 4 – Sept. 20 & 22

Chapter 12 continued

- ★ Curly hair blow-drying/diffusing techniques
- ★ Continue working on blow-drying & curling techniques
- ★ Work on PowerPoint for research papers

Week 5 – Sept. 27 & 29

Chapter 13: *Braiding & Braid Extensions*

Chapter 13 outline & vocabulary due by 10/3, 11:59pm

Research PowerPoints due via email 9/27, 11:59pm

- ★ Present research papers in class on 9/27. If you don't present, you will receive a zero. (This is a major grade and can greatly impact your overall average.)
- ★ 3-strand braiding, 4- strand braiding, fishtail braiding

Week 6 – Oct. 4 & 6

Chapter 13 continued

- ★ Box braids
- ★ Feed-in hair
- ★ Corn Rows

Week 7 – Oct. 11 & 13

- ★ Wet sets
- ★ Finger waves

Week 8 – Oct. 18 & 20

- ★ TDLR Blow-dry
- ★ Up-Styling/Up Do's

Week 9 – Oct. 25 & 27

- ★ Practice Up-Styling/Up-Do's
- ★ French Twists & Chignon

Week 10 – Nov. 1 & 3

Prepare ideas for Up-Do Contest (major grade)

- ★ Continue with up-do's
- ★ Go over & practice on other class requests for hairstyles

Week 11 – Nov. 8 & 10

Chapter 14: *Wigs & Hair Additions*

Chapter 14 outline & vocabulary due by 11/14 11:59pm

- ★ Go over tape-in extensions
- ★ Wig & extensions hair types
- ★ Tools for wigs & extensions
- ★ Continue working on Up Do's

Week 12 – Nov. 15 & 17

- ★ Go over TDLR handbook
- ★ Continue extensions, wigs, up-styling

Week 13 – Nov. 22 & 24 *THANKSGIVING HOLIDAY-NO SCHOOL*

NOV. 23 & 24

- ★ Complete Up-do Contest project & submit by end of day on 11/22, 4pm

Week 14 – Nov. 29 & Dec. 1

- ★ Continue extensions
- ★ Up-do Contest winners reveal
- ★ Finalize E-portfolio

Week 15 – Dec. 6 & 8

E-portfolio due by 12/8, 11:59pm

- ★ Skills catch-up week
- ★ Review for finals

Week 16 – Dec. 13 & 15

- ★ Final exam on 12/13
- ★ Skills sheets due 12/13
- ★ Last day of class/holiday party 12/15

IMPORTANT DATES & INFO

- ★ There will be a test or a quiz every week.
- ★ There is 1 project.
- ★ There is 1 research paper.
- ★ An outline and vocabulary of every chapter is due the Tuesday **before** class at 11:59pm. (If it is not turned in by this time it will be graded as a zero.
- ★ There is an E-Portfolio due at the end of the semester.
- ★ You will have a skills sheet to complete. This skills sheet is 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.

SEPT. 4 – CLOSED FOR LABOR DAY, NO CLASS

SEPT. 15 - RESEARCH TOPICS DUE BY 11:59PM

SEPT. 27 - RESEARCH POWERPOINTS DUE BY 11:59PM

NOV. 22 - UP-DO CONTEST PROJECT DUE BY 4PM

NOV. 23 & 24 - THANKSGIVING HOLIDAY, NO SCHOOL

DEC. 8 - E-PORTFOLIO DUE BY 11:59PM

DEC. 13 – FINAL EXAM, SKILL SHEETS DUE

DEC. 15 – LAST DAY OF SCHOOL