



**BARB 1404.101/301CL**  
**Introduction to Barber Styling**  
**Fall 2023**

**08/28/2023-10/20/2023 Monday- Thursday 01:30PM - 06:30PM Room 160**

**Instructor Information:** Andrea Cruz, [acruz12@com.edu](mailto:acruz12@com.edu), 409-933-8480

**Student hours and location:** 1pm-1:30pm on Mondays and Tuesdays Office #149

**Required Textbook/Materials:** Miladys 16<sup>th</sup> Edition Barbering Textbook, CIMA program, 3 ring binders, pen and paper, inexpensive extra supplies not issued in your kit i.e. spray and squeeze bottles, first aid kits, etc.

**Course Description:** Introduction to Barbering includes history, work ethic and professionalism, customer service, advertising your brand upselling, presentation, basic structures of hair, skin, and nails, safety and sanitation

**Course requirements:** Retaining and test over material covered, learning to perform various skills in lab to practice and test.

**Determination of Course Grade/Detailed Grading Formula:**

Attendance 20%

Professionalism 20%

CIMA 20%

Tests 20%

Practical 20%

**Attendance Policy:** -5 points everyday your absent, -2 for tardies (Points for looking your best every day, drinking water, being on time, participation, ect. Once you have 4 absences you will be dropped and forced to take a W or F. You may not restart the program until the next Fall semester. When my door is closed, you will knock to get in, disrupt class and be counted tardy. BE ON TIME.

**Late Work, Make-Up, and Extra-Credit Policy:** DON'T HAVE LATE WORK, you are responsible for getting your assignments and have 1 day to make them up, may not retake practical, may retake test if lower than 70 ONCE,

**Professionalism:** Points for looking your best every day, always coming prepared, drinking water, being on time, and participation.

**CIMA:** all work assignments on CIMA will be turned in by their due date, must have access to this and Miladys Barber textbook

**Late Work, Make-Up:** DON'T HAVE LATE WORK, if you must, you are responsible for getting your assignments and have 1 day to make them up, may not retake practicals, may retake tests if lower than 70 1 time, and could drop your lowest test grade for a higher grade if eligible. Instructors' discretion on extra credit.

**Practical Grade:** consists of the technical skills you have been taught, AND having your sheets signed off every day and keeping this paper immaculate as this reflects your level of responsibility and dedication

**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
1. Understanding the History of barbering	Educational presentation	Test
2. Safety and Sanitation	Social and personal responsibility	Practical Assignments
3. Work Ethic	Personal responsibility	Role play
4. Professionalism	Demonstration, Communication	Daily rubric grades
5. Structures, Disorders, and Diseases	Critical thinking	Tests
Practical services performed in lab setting	Demonstration	Test

**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 is using someone else's words or 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.

Dishonesty, plagiarism or any type of cheating on tests can be grounds for be an automatic dismissal

**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 [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu) or call 409-933-8480

**Course outline: Introduction to Barbering**

**BARB 1404.101 section 7411**  
**Introduction to Barber Styling**

**Week 1-** Introductions

Understanding technology available to you (syllabus, Office 365, CIMA, your kits)

Do's and don'ts

What we'll be learning/ Rubrics for skills

Safety and sanitation

Group presentation on learned vocabulary

*Pre-exam and end of exam disinfection*

**Week 2-** History

Review for Sanitation test

Safety and sanitation test

Report on History (group project due next week)

Time management

Study skills

Test on safety and sanitation

*Manicure*

**Week 3-** Structure

Structure of the hair

Structure of the skin  
Structure of the nails  
Test over History  
Test over manicure

**Week 4-** Diseases and Disorders

Present on diseases and disorders  
Discuss health, exercise, cleanliness and hygiene.  
Cleanliness and work ethic  
Role play on greetings and consultation  
Test over all structures  
Facial

**Week 5-** Facials

Ingredients and chemicals  
Greetings and consultation  
Review for diseases and disorders and test  
Test over facial

**Week 6-** Blood exposure incident

All learned skills  
What is your passion  
Test over blood exposure

**Week 7-** Review and study all skills and finals

**Week 8-** Test over all skills and finals

## 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](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](mailto: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 1<sup>st</sup> 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 2<sup>nd</sup> 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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).