



**CSME 1401.501C1**  
**Orientation to Cosmetology**  
**Fall 2024**  
**Monday, Tuesday, Thursday**  
**9-12 & 1-4**  
**8/19-10/3 (7 weeks)**

**Instructor Information:** Jamie Hunsucker, [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu), 409-933-8608

**Student hours and location:** office # 144

**Face to face** – Monday 8:30–9am and 4–4:30pm

Tuesday 8:30–9am and 4–4:30pm

Wednesday 1-4:30pm

**Virtual** – Friday 9-11 via Teams, or Email

**Required Textbook/Materials:** Milady Standard Foundations and Milady Standard Cosmetology, 14<sup>th</sup> Edition, CIMA online access, Texas Cosmetology Laws and Rules Book from TDLR, Cosmetology Kit

**Course Description:** An overview of the skills and knowledge necessary for the field of Cosmetology.

**Course requirements:** Kit with supplies to practice skills, weekly assignments in CIMA, unit tests, weekly skills practice, an e-portfolio, final exam, class attendance, professional behavior including wearing uniform daily.

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

Attendance	10%
Professionalism	10%
Assignments	10%
Tests	20%
E-portfolio	20%
Final exam	30%

**Grading Scale:**

A – 90-100

B – 80-89

C – 70-79

D – 60

**Make-Up Policy:** Written assignments may be turned in 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; practical skill tests or 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 also sign themselves in and out daily using Meevo.

Day time 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 changing from daytime to evening or evening to daytime is not allowed. Only with special permission from the department chair and advisor can this be done; and 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.

**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.

Each class day builds on the prior day. It is essential to have good attendance in order to be successful.

If a student misses more than **4 days** 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. This class will have to be repeated.

**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. You should attend school before/ after the appointment.
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. This is the student’s responsibility.

**Disclaimers/Additional Policies:** Instructors may, at their discretion, withdraw a student due to lack of attendance, or the inability to maintain the prescribed minimum rate of progress (70% test average) stated in the course syllabus. Also, any behavior detrimental to the learning process of the student or class. Students should be familiar with the Cosmetology Welcome Packet & Student Expectations.

**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. It is expected that students check D2L for daily for updates or changes to the syllabus.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Demonstrate introductory skills	Critical thinking	Skill assessment
2. Demonstrate professional ethics	Personal responsibility	Professionalism evaluation
3. Demonstrate safety and sanitation	Personal responsibility	Skill assessment
4. . Explain the laws and rules of the state	Communication (W)	Written test

**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 appropriate discipline action.

**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. 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.

**Zero Tolerance Policies:**

1. Bullying: physical or mental. We will always strive to maintain a positive atmosphere.
2. Uniform: Wear it or return home, get in uniform and return to school **including lab jacket**. Attendance policy will apply.
3. No Borrowing. Bring your supplies or go home, retrieve your supplies and return to school. Attendance policy will apply.

**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 Victor Vega, Dean of Instruction, at [vvega2@com.edu](mailto:vvega2@com.edu).

**The instructor may update the syllabus at any time. Please refer to D2L BrightSpace regularly for updates or changes.**

**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](http://www.tdlr.texas.gov)

**Course outline:** begins on **page 6** of this document.

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**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](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 accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto: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 1<sup>st</sup> 8-week session is October 2. The last date to withdraw from the 16-week session is November 15. The last date to withdraw for the 2<sup>nd</sup> 8-week session is November 26.

**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).

**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.

<p>Week 1 Monday 8/19</p> <p>First day Orientation Welcome packet TDLR registration D2L, Microsoft 365, com email Safe college training</p>	<p>Tuesday 8/20</p> <p>Syllabus Course requirements Goal setting TDLR laws and Rules Work sheet due <b>Tuesday</b>. Vision board assignment, bring supplies Thursday!</p>	<p>Thursday 8/22</p> <p>Trolley/ station assignment Work on Vision Boards, <b>Due on Monday.</b> <b>Bring kits and books Monday!</b> And kit packing supplies</p>
<p>Week 2 Monday 8/26</p> <p>Share Vision Boards CIMA registration Kit packing</p>	<p>Tuesday 8/27</p> <p>Worksheet due Test over TDLR Laws and Rules Begin Foundations text Ch's. 1 &amp; 2 Manicuring tools and terms Station set up Basic manicures Basic pedicures</p>	<p>Thursday 8/29</p> <p>Work on skill sheet/portfolio Complete Foundations Ch's. 1 &amp; 2 in CIMA, Complete Ch's 1 &amp; 2 Check-in's and write vocabulary</p> <p>Bring haircutting supplies, blow dry / styling supplies, and Ms. Joslyn on Monday</p>
<p>Week 3 Monday 9/2</p> <p>Test Ch. 1 &amp; 2 Ch. 3 Foundations Haircutting tools and terms Station set up Draping for haircuts 0-degree/ Blunt haircut Blow dry and flat iron</p>	<p>Tuesday 9/3</p> <p>Ch. 4 Foundations 180-degree hair cut Blow dry and curl iron</p>	<p>Thursday 9/5</p> <p>Work on skills sheet/portfolio Complete Foundations Ch. 3 &amp; 4 Check in's and vocabulary Complete CIMA Foundations Ch. 3 &amp; 4 Complete D2L assignment Study for test Monday, Ch. 3 &amp; 4 Bring facial supplies and manikin on Monday</p>

<p>Week 4 Monday 9/9</p> <p>Test Ch. 3 &amp; 4 Ch. 5 Foundations Review facial terms and tools Draping for facials Steps to basic facials Practice on a manikin</p> <p>Bring personal skin care products tomorrow.</p>	<p>Tuesday 9/10</p> <p>Ch. 5 Foundations cont.</p> <p>Practice basic facials on a classmate</p>	<p>Thursday 9/12</p> <p>Work on skills sheet/portfolio Complete Ch. 5 Check in's and vocabulary Complete CIMA Ch. 5 Study for test Monday, Ch. 5 Bring supplies for Chemical Mocks (color and chemical Relaxer) and Joslyn on Monday</p>
<p>Week 5 Monday 9/16</p> <p>Test Ch. 5 Ch. 6 Foundations Review Chemical services tools and terms Chemical service draping Tint applications – virgin and retouch</p>	<p>Tuesday 9/17</p> <p>Ch. 7 Foundations Review chemical relaxers tools and terms Relaxer applications – virgin and retouch</p>	<p>Thursday 9/19</p> <p>Work on skills sheet/portfolio Complete Ch. 6 and 7 Check in's and vocabulary Complete CIMA Ch. 6 and 7 Study for test Monday, Ch. 5 Bring Hi-lighting tools and Standard Textbook (red book) and Joslyn on Monday</p>
<p>Week 6 Monday 9/23</p> <p>Test Ch. 6 &amp; 7 Ch. 2 <b>Standard text</b> Review tools and terms for foiling Foil hi-light application</p>	<p>Tuesday 9/24</p> <p>Continue Ch. 2 Standard text Complete foiling application A&amp;P collaborative project assignment</p>	<p>Thursday 9/26</p> <p>Work on projects and be prepared to present on Monday Complete Ch. 2 Check in's and vocabulary Complete CIMA Ch. 2</p>

<p>Week 7 Monday 9/30</p> <p>A&amp;P Presentations Review for Final Exam Work on skill sheet / portfolio Due tomorrow!</p>	<p>Tuesday 10/1</p> <p><b>Final Exam- scantron needed Portfolios due today by 4pm</b></p>	<p>Thursday 10/3</p> <p>Complete skill sheet – due by 4pm today!</p>
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**Important information:**

Cima online work will be due each week. Once the due date has passed the assignment will close.

Chapter Check in's and Vocabulary terms will be due each week.

Skill sheet must be signed by the instructor for each skill. If lost, I cannot fill in previous skills without proof, take pictures each week. All skills must be completed for the grade, it's all or nothing.

**The E portfolio is 20 % of the overall grade.** Before and after pictures of each skill must be included. Remember to take pictures of each skill.





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I, \_\_\_\_\_ (please print) have received, read, and understand this syllabus and its contents.

\_\_\_\_\_

Student signature

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Date

*Jamie Hunsucker*

Department Chair

Human Service Careers Department