



**CSME-1453-501CL**  
**Chemical Reformation Related Theory**  
**Spring 2023**  
**9am-12pm/1pm-4pm Wednesday**  
**8am-12pm Friday**

**Instructor Information:** Crystal Whaley, [cwhaley1@com.edu](mailto:cwhaley1@com.edu), 409-933-8480

**Student hours and location:** 8:30-9am Wednesday/7:30-8am Friday, Rm. 149

**Required Textbook/Materials:**

Milady Standard Textbook, 14<sup>th</sup> edition  
Texas Cosmetology Laws and Rules Book  
CIMA, online assignments and homework

**Course Description:** This course will identify terminology related to chemical reformation, demonstrate the proper application, and exhibit workplace competencies related to chemical reformation.

**Course requirements:** Theory work will require access to CIMA (text online component). Skills will require 1 medium and 1 long length straight hair mannequin and 1 curly hair mannequin. All supplies for Station Set up requirements and chemical services – perm rods, papers, bowl and brush, chemical cape, towels, etc.  
Skills- Basic perm wrap, creative wraps (spiral, brick-lay, curvature, bender rods(beachy), braid wrap, etc...)  
Relaxer application (virgin, retouch),  
Keratin complex smoothing treatment,  
Silk press.

**E-portfolio** (Using One Drive to save photos) with before and after pictures of each skill completed during the class will be required; can be used in the PowerPoint.

**PowerPoint** of work including description of any assignments or special projects.

**Project:**

Creative wrap competition using household items to wrap a perm (example: coke bottles, pencils, etc...)

## **Determination of Course Grade**

### **Detailed Grading Formula:**

Attendance	10%
Professionalism	10%
Daily Assignments	20%
Tests	30%
Final Exams	30%

### **Grading Scale:**

A-	90 to 100
B-	80 to 89
C-	70 to 79
D-	60 to 69

### **Late Work, Make-Up, and Extra-Credit Policy:**

No late work is accepted. Make-up work if absent, will be received immediately upon return to class. No extra credit given unless determined.

**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 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 sit for the licensor exam. It is the student's responsibility to understand the course requirements and maintain sufficient attendance and work completion.

### **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.*

**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 Blackboard or other LMS)

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Define terminology related to Chemical reformation	CT	Test
2. Follow safety and sanitation laws and rules according to the state licensing agency	SR	Lab Skills Assignment
3. Demonstrate workplace competencies.	PR	Portfolio
4. Practice professional ethics.	SR	Rubric

**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.

**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 Dr. Carla Boone at 409-933-8616, or [cboone@com.edu](mailto:cboone@com.edu).

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**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:** on pages 6-10 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 [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *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 March 1. The last date to

withdraw from the 16-week session is April 24. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 3.

**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).

**CSME 1453.502 Chemical Reformation Spring 2023**

<p>Week 1 – WEDNESDAY</p> <p>Review syllabus, course requirements, D2L, CIMA Discuss client services, lab duties and requirements</p> <p>Begin Ch. 15</p> <p><i>Use medium or long mannequin</i> Section for 8 section perm <b>BEGIN E PORTFOLIO</b></p>	<p>Continue Ch. 15</p> <p><i>Use medium or long mannequin</i> End paper placements Wrap 8 section perm with half base placements Use correct band placements</p>	<p>Friday</p> <p>Salon training Skills sheet Work on portfolio</p> <p>Homework – CIMA due Sunday</p>
<p>Week 2 – WEDNESDAY</p> <p>Continue Ch. 15</p> <p><i>Use medium or long mannequin</i> <b>Timed drills</b> for 9 section wrap – <b>BRING TIMER</b> <b>BEGIN E PORTFOLIO</b></p>	<p>Continue Ch. 15</p> <p><i>Use medium or long mannequin</i></p>	<p>Friday</p> <p>Salon training Skills sheet Work on portfolio</p> <p>Homework – CIMA due Sunday</p>
<p>Week 3 – WEDNESDAY</p>	<p>Continue Ch. 15</p>	<p>Friday</p>

<p>Continue Ch. 15</p> <p><i>Use medium or long mannequin</i></p> <p><b>Design Wraps-</b> Brick lay wrap <b>BEGIN E PORTFOLIO</b></p>		<p>Salon services Skills sheet Work on portfolio</p> <p>Homework – CIMA due Sunday</p>
<p>Week 4 – WEDNESDAY</p> <p>Continue Ch. 15</p> <p><i>Use long mannequin</i></p> <p>Spiral perm wrap <b>BEGIN E PORTFOLIO</b></p>		<p>Friday</p> <p>Salon services Skills sheet Work on portfolio</p> <p>Homework – CIMA due Sunday</p>
<p>Week 5 – WEDNESDAY</p> <p>Continue Ch.15</p> <p><i>Use long mannequin</i></p> <p>Beachy Waves wrap - Bender- rods Review processing and neutralizing methods <b>BEGIN E PORTFOLIO</b></p>	<p>Continue Ch.15</p>	<p>Friday</p> <p>Salon services Skills sheet Work on portfolio</p> <p>Homework – CIMA due Sunday</p>
<p>Week 6 – WEDNESDAY</p> <p>Continue Ch. 15</p> <p>Wrap perm of your choice and process/neutralize</p> <p><b>PROJECT</b> <b>BEGIN E PORTFOLIO</b></p>	<p>Continue Ch 15</p> <p>Brick Lay Wrap Braid Wrap Spiral Wrap Beachy Wrap</p>	<p>Friday</p> <p>Salon services Skills sheet Work on portfolio</p> <p>Homework – CIMA due Sunday</p>
<p>Week 7 – WEDNESDAY</p> <p>Continue Ch. 15</p>	<p>Continue Ch. 15</p>	<p>Friday</p> <p>Salon services Skills sheet Work on portfolio</p>

<p><i>Use curly mannequin</i> Silk Press</p> <p><b>PROJECT</b> <b>BEGIN E PORTFOLIO</b></p>		<p>Homework – CIMA due Sunday</p>
<p>Week 8 – WEDNESDAY</p> <p>Continue Ch. 15</p> <p><i>Use curly mannequin</i> MOCK- Chemical relaxer virgin application</p> <p><b>BEGIN E PORTFOLIO</b></p>	<p>Continue Ch. 15</p>	<p>Friday</p> <p>Salon services Skills sheet Work on portfolio</p> <p>Homework – CIMA due Sunday</p>
<p>Week 9 – WEDNESDAY</p> <p>Continue Ch 15</p> <p><i>Use curly mannequin</i> MOCK- Chemical relaxer re-touch application</p> <p><b>BEGIN E PORTFOLIO</b></p>		<p>Friday</p> <p>Salon services Skills sheet Work on portfolio</p> <p>Homework – CIMA due Sunday</p>
<p>Week 10 – WEDNESDAY</p> <p>Continue Ch. 15</p> <p><i>Use curly mannequin</i> Virgin Relaxer Fully processed <b>AND</b> Relaxer Retouch 1 quadrant each= 2 quadrants</p> <p><b>PROJECT</b> <b>BEGIN E PORTFOLIO</b></p>		<p>Friday</p> <p>Salon services Skills sheet Work on portfolio</p> <p>Homework – CIMA due Sunday</p>



<p>Week 11 – WEDNESDAY</p> <p>Continue Ch. 15</p> <p><i>Use curly mannequin</i></p> <p>Keratin Smoothing Treatment 1 quadrant</p> <p><b>PROJECT</b> <b>BEGIN E PORTFOLIO</b></p>		<p>Friday</p> <p>Salon services Skills sheet Work on portfolio</p> <p>Homework – CIMA due Sunday</p>
<p>Week 12 – WEDNESDAY</p> <p>Continue Ch. 15</p> <p><i>Use curly mannequin</i></p> <p>Silk Press 1 quadrant</p> <p><b>PROJECT</b> <b>BEGIN E PORTFOLIO</b></p>		<p>Friday</p> <p>Salon services Skills sheet Work on portfolio</p> <p>Homework – CIMA due Sunday</p>
<p>Week 13 – WEDNESDAY</p> <p>Continue Ch. 15</p> <p>Curl Reformation wrap ½ Head</p> <p>Thio Combed Straightener 1/2 head</p> <p><b>PROJECT</b> <b>PROCESS-</b></p>	<p>HAND OUT REVIEW FOR COMPLETION BY NEXT WEDNESDAY TO STUDY.</p>	<p>Friday</p> <p>Salon services Skills sheet Work on portfolio Study for Finals</p> <p>Homework – CIMA due Sunday</p>
<p>Week 14 – WEDNESDAY</p> <p>Practice and review for finals TDLR services</p> <p>Work on skills sheet and portfolio</p>		<p>Friday</p> <p>Salon services Skills sheet Work on portfolio</p> <p><b>*All CIMA DUE SUNDAY*</b></p>

<p>Week 15 – WEDNESDAY</p> <p><b>Skills Final Exam TIMED</b> (2 mannequins needed)</p> <p>TDLR perm service TDLR relaxer services</p> <p>Skills sheet due by 4pm <b>Portfolio due by 4 pm</b></p>		<p>Friday</p> <p>Salon clean -up</p> <p>Empty trolleys and turn-in keys</p>
<p>Week 16 - WEDNESDAY</p> <p><b>Written final exam</b> – scantron required</p>	<p>YOU ARE NOW FINISHED AND HAVE COMPLETED ONE CLASS CLOSER TO THE END!</p>	<p>CONGRATULATIONS!</p>

## Chemical Reformation E portfolio assignment

Create a PowerPoint type presentation of work done in class.

Include before and after picture for each skill listed, properly labeled; include a title slide with your name, course name, and semester.

Skills:

1. 9 -sections on a draped mannequin
2. Brick lay perm wrap
3. Spiral perm wrap
4. Beachy perm wrap
5. *Perm wrap of your choice* and processed- show before, during, and after processed/completed
6. Chemical relaxer virgin application
7. Chemical relaxer retouch application
8. Keratin smoothing treatment (1 quadrant) - show before, during, and after processed
9. Silk press (1 quadrant) - show before, during, and after processed
10. Relaxer application processed (1 quadrant) - show before, during, and after processed
11. *Curl Reformation Wrap* (Wet Set rollers) or HUGE PERM RODS on “Pre-Permed” manikin ½ head
12. *Thio Combed-Straightener* on “Pre-Permed” manikin ½ head  
**# 11 & 12** Before, during, and after PROCESSED
13. TDLR Chemical Reformation services – permanent wave and relaxer.
14. Bonus slide for extra credit – complete a perm wrap from a current trend that is not listed here. Include the inspiration photo and your representation.