



CSME1401.301CL
Orientation to Cosmetology
Fall 2022
8/22/2022 – 10/13/2022 (8 weeks)

Instructor Information: Ms. Beth Darden, bdarden1@com.edu, 409-933-8129

Student hours and location: Mainland City Centre 10000 Emmet F Lowry Expy, Suite 4000-1A, Texas City, TX 77591

Class Time: Monday – Thursday, 1:30pm – 6:30pm
Student Hours: 11am – 1:30pm-1:30pm, 6:30pm – 7pm – Monday
11:30am – 1:30pm, 6:30pm – 7pm – Tuesday
6:30pm – 7:30pm – Wednesday & Thursday
1pm – 3pm – Friday (Virtual)

Required Textbook/Materials:

- 1) Milady Standard Cosmetology Edition 14
- 2) Milady Standard Foundations
- 3) CIMA Milady – Online Registration Code
- 4) Texas Cosmetology Laws and Rules Book from TDLR

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

Course requirements: Weekly online assignments in CIMA, weekly tests, weekly skills practice, an e-portfolio project, final exams, and class attendance and professional behavior.

Determination of Course Grade/Detailed Grading Formula:

Attendance	10%
Professionalism	10%
Daily Grades (CIMA, Syllabus, Notes)	20%
Special Assignments (e-Portfolio, Lab Skills Sheet, Practical Sheet)	20%
Chapter Exams (CIMA Exams & F2F Exams)	20%
Final Exams (Written & Practical)	20%

Grading Scale:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

Make-Up Policy: Written assignments may be turned in on the first day back from an absence; written tests may be made up by planning 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 sign themselves in and out daily.

Absence: Any time missed will affect the total number of hours needed for completion.

If a student misses more than one hour the class period, the grade will reflect an absence. Each absence will result in a 15-point deduction from the Attendance grade.

If a student has more than 4 absences 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.

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 10-point deduction from the attendance grade. Four (4) tardies are equal to one absence.

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)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate introductory Skills	Critical Thinking	Skill assessment
2. Demonstrate professional ethic	Personal responsibility	Professionalism evaluation
3. Demonstrate safety and sanitation	Social responsibility	Skill assessment
4. Explain the laws and rules of the state.	Communication (W)	Written Test

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. <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 this class.

The student will receive a 10-point deduction if the following rules are not

followed:

- *Cell phone usage (student may occasionally check phones. No phones during lecture, practical skills, or clients)
- *Dress code – (If student is NOT in dress code student, then they will be asked to go home & change)
- *Follow all TDLR rules and COM cosmetology rules
- *Punctual in attendance and stays till class is release
- *Sleeping in class
- *Cursing or talking negatively about a classmate or COM staff
- *Not having supplies (student must bring required supplies to class every day)
- *Student must NOT bully another student or disrespect COM staff. Bullying or fighting another student will result in being removed from the program)
- *Not performing daily assigned duties

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 the appropriate discipline action.

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

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 Ms. Jamie Hunsucker, Human Services Department Chair jhunsucker1@com.edu 409-933-8608

Course outline: See below

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://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 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 Michelle Brezina at 409-933-8124 or mvaldes1@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 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.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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.

Name: _____

Orientation to Cosmetology Outline & Schedule

Week #1 (8/22 – 8/26)

Day #1:

- | | |
|---|--|
| <input type="checkbox"/> Orientation | <input type="checkbox"/> Microsoft 356/Email – How to Use (User ID & Password) |
| <input type="checkbox"/> Ice Breaker | <input type="checkbox"/> Student Folders – Complete Forms & Return this Thursday |
| <input type="checkbox"/> Uniform | <input type="checkbox"/> Review Syllabus, Outline, ePortfolio, |
| <input type="checkbox"/> Welcome Packet | <input type="checkbox"/> Order Smockers |
| <input type="checkbox"/> Tour Building, Cosmo Club | <input type="checkbox"/> Issue Trolley Keys |
| <input type="checkbox"/> Book Bundle & Supplies (Bring to next class) | |
| <input type="checkbox"/> CIMA – How to Use | |
| <input type="checkbox"/> Brightspace D2L - How to Use | |

Day #2:

- Finish Completing Above
- Run Hide Fight Video
- Pack Bags - Station Set Bag, Shampoo Bag, Blow Dry Bag for next week's practical skills

Lecture: Chapter 1 – History & Career Opportunities – Milady Standard 14th Edition
Chapter 1 – Life Skills – Milady Foundations
Cosmetology Laws & Rules Book

Homework, Quizzes, Exams & Online Assignments:

- CIMA Folder Opens at Midnight, Monday, August 22nd
- CIMA Folder Closes at 11:59am, Sunday, August 28th

Quiz next Wednesday over Chapters 1 & 1

Check Kits for Missing Supplies
Pack Supplies

Week #2 (8/29 – 9/4)

Lecture: Chapter 2 – General Anatomy & Physiology – Milady Standard 14th Edition
Chapter 2 – Professional Image – Milady Foundations
Cosmetology Laws & Rules Book

Homework, Quizzes, Exams & Online Assignments:

- CIMA Folder Opens at Midnight, Monday, August 29th
- CIMA Folder Closes at 11:59am, Sunday, September 4th

Quiz on Wednesday over Chapters 1 & 1, Laws & Rules
Level 2s – Practice TDLR Written Exam
Social Media – Create an Account – Rubric on D2L

Practical Skills:

Supplies Needed: Station Set Up Bag, Brushes, Clips, Capes, Combs Bag, Thermal Dry Bag, Mannequin & Stand

Monday, August 22nd:

Station Set Up & Sanitation
Shampoo/Condition, Product Knowledge
Shampoo Bowl Sanitation
Blow Dry Style – Directional (Paddle Brush)
Flat Ironing

Professional: _____

Participation: _____

Tuesday, August 23rd:

Station Set Up & Sanitation
Head Massage w/ Tea Tree
Blow Dry Style – Round Brush
Marcel Curling

Professional: _____

Participation: _____

Wednesday, August 24th:

Station Set Up & Sanitation
Shampoo/Condition, Product Knowledge
Shampoo Bowl Sanitation
Blow Dry Style – Flat Wrap (Paddle Brush)
Braiding

Professional: _____

Participation: _____

Thursday, August 25th:

Level 2s – Client Lab
Level 1s – Practical Skills Sheet – Copy a Style

Professional: _____

Participation: _____

Week #3 (9/5/22 – 9/11/22)

Lecture: Chapter 7 – Hair and Scalp Prep – Milady Standard 14th Edition
Chapter 3 – Communicating for Success – Milady Foundations
Cosmetology Laws & Rules Book

Homework, Quizzes, Exams & Online Assignments:

- CIMA Folder Opens at Midnight, Monday, September 5th
- CIMA Folder Closes at 11:59am, Sunday, September 11th

Quiz on Wednesday over Chapters 2 & 2, Laws & Rules
Level 2s – Practice TDLR Written Exam

Practical Skills

Supplies Needed: Station Set Up Bag, Brushes, Clips, Capes, Combs Bag, Thermal Bag, Curl Bag, Mannequin & Stand

Monday, September 5th :

Shampoo/Condition, Product Knowledge
Shampoo Bowl Sanitation
Wet Set & Style

Professional: _____

Participation: _____

Tuesday, September 6th:

Station Set Up & Sanitation

Wednesday, September 7th:

Station Set Up & Sanitation
9 Section Perm
Professional: _____
Participation: _____

Level 2s – Client Lab
Level 1s – Practical Skills Sheet
Professional: _____
Participation: _____

Thursday, September 8th:

Week #4 (9/12 – 9/18)

Lecture: Chapter 8 – Hair and Scalp Disease & Disorder– Milady Standard 14th Edition
Chapter 4 – The Healthy Professional – Milady Foundations
Cosmetology Laws & Rules Book

Homework, Quizzes, Exams & Online Assignments:

- CIMA Folder Opens at Midnight, Monday, September 12th
- CIMA Folder Closes at 11:59am, Sunday, September 18th

Quiz on Wednesday over Chapters 7 & 3, Laws & Rules
Level 2s – Practice TDLR Written Exam

Practical Skills

Supplies Needed: Station Set Up Bag, Brushes, Clips, Capes, Combs Bag, Chemical Moch Bag, Mannequin & Stand

Monday, September 12th :

Station Set Up & Sanitation
Color Retouch – 1 hair color, Product Knowledge
Shampoo/Condition
Professional: _____
Participation: _____

Wednesday, September 14th:

Station Set Up & Sanitation
Foil – Diagonal Slices, Horizontal Weave,
Product Knowledge
Shampoo Bag
Professional: _____
Participation: _____

Tuesday, September 13th:

Station Set Up & Sanitation
Basic All Over – 1 hair color, Product Knowledge
Shampoo/Condition
Professional: _____
Participation: _____

Thursday, September 15th:

Level 2s – Client Lab
Level 1s – Practical Skills Sheet – Copy a Style
Professional: _____
Participation: _____

Week #5 (9/19 – 9/25)

Lecture: Chapter 5 – The Healthy Professional – Milady Foundations
Cosmetology Laws & Rules Book

Homework, Quizzes, Exams & Online Assignments:

- CIMA Folder Opens at Midnight, Monday, September 19th
- CIMA Folder Closes at 11:59am, Sunday, September 25th

Quiz on Wednesday over Chapters 8 & 4, Laws & Rules
Level 2s – Practice TDLR Written Exam

Practical Skills

Supplies Needed: Station Set Up Bag, Brushes, Clips, Capes, Combs Bag Thermal, Chemical Moch Bag, Mannequin & Stand

Monday, September 19th :

Station Set Up & Sanitation
Bleach Retouch, Product Knowledge
Shampoo/Condition
Professional: _____
Participation: _____

Tuesday, September 20th:

Station Set Up & Sanitation
Chemical Relaxer, Product Knowledge
Shampoo Bag
Professional: _____
Participation: _____

Wednesday, September 21st:

Station Set Up & Sanitation
Work on a Classmate & Copy A Style
Professional: _____
Participation: _____

Thursday, September 22nd:

Level 2s – Client Lab
Level 1s – Practical Skills Sheet
Professional: _____
Participation: _____

Week #6 (9/26 – 10/1)

Lecture: Chapter 6 – Chemistry & Chemistry – Milady Foundations
Cosmetology Laws & Rules Book

Homework, Quizzes, Exams & Online Assignments:

- CIMA Folder Opens at Midnight, Monday, September 26th
- CIMA Folder Closes at 11:59am, Sunday, October 1st

Quiz on Wednesday over Chapters 5, Laws & Rules

Level 2s – Practice TDLR Written Exam

Practical Skills

Supplies Needed: Station Set Up Bag, Brushes, Clips, Combs & Capes Bag, Haircutting Bag, Thermal Bag, Manicure & Pedicure Bag, Mannequin & Stand

Monday, September 19th :

Station Set Up & Sanitation
Shampoo/Condition
Haircut - O Degree Square & Round
Blow Dry Style
Professional: _____
Participation: _____

Tuesday, September 20th:

Station Set Up & Sanitation
Shampoo/Condition
Manicure
Blow Dry Style

Wednesday, September 21st:

Station Set Up & Sanitation
Shampoo/Condition
Haircut 180 Degree Layers
Work on a Classmate & Copy A Style
Professional: _____
Participation: _____

Thursday, September 22nd:

Level 2s – Client Lab
Level 1s – Practical Skills Sheet
Professional: _____
Participation: _____

Week #7 (10/3 – 10/9)

Lecture: Chapter 7 – Electricity & Electrical Safety – Milady Foundations
Cosmetology Laws & Rules Book

Homework, Quizzes, Exams & Online Assignments:

- CIMA Folder Opens at Midnight, Monday, September 26th
- CIMA Folder Closes at 11:59am, Sunday, October 1st

**Quiz on Wednesday over Chapters 6, Laws & Rules
Level 2s – Practice TDLR Written Exam**

Practical Skills

Supplies Needed: All Bags

Monday, October 3rd:

Pedicure
Review for Finals – Catch Up Day
Professional: _____
Participation: _____

Tuesday, October 4th:

Models
Professional: _____
Participation: _____

Wednesday, October 5th:

Models
Professional: _____
Participation: _____

Thursday, October 6th:

Level 2s – Client Lab
Level 1s – Practical Skills Sheet
Professional: _____
Participation: _____

Week #8 (10/10 – 10/13)

Practical Skills

Supplies Needed: All Bags

Monday, October 10th :

Review for Finals – Catch Up Day
Professional: _____
Participation: _____

Tuesday, October 11th:

ePortfolio Due & Lab Skills Sheets Due
Professional: _____
Participation: _____

Wednesday, October 12th:

Written & Practical Finals
Professional: _____
Participation: _____

Thursday, October 13th:

Celebrate completion of Orientation
Professional: _____
Participation: _____

