



CSME 1244.221CL
Intro. To Salon Development
Spring 2022
1/18/22- 2/3/22 Monday- Thursday 5pm-10:15pm

Instructor Information: M. Massey, mmassey1@com.edu, 409-933-8114

Student hours and location: 3pm-5pm at The Salon, Spa & Barbering at COM: 10000 Emmett F. Lowry Expressway Suite 4000 Texas City, TX 77591

Required Textbook/Materials: : Milady Standard Foundations with Standard Esthetics: Fundamentals, 12th edition, ISBN 9780357263792 Milady MindTap™ Online Platform ISBN: 9781337095150 Texas Occupations Code General Rules & Regulations Texas Department of Licensing & Regulations. <https://www.tdlr.texas.gov/cosmet/cosmetrules.htm> 882-E Scantrons, Flash drive & #2 Pencil (OPTIONAL LEARNING MATERIAL) Milady Online Exam Preparation for Esthetics; Milady's Standard Ingredient Dictionary Esthetics PRACTICAL EXAM REVIEW, newest Edition

Course Description: Develop procedures for appointment scheduling and record management. Identify issues related to inventory control and operational management.

Course requirements: Salon Development Portfolio Guidelines. This assignment shall enforce information in the understanding of Salon Ownership, Salon Management, Workplace Entry-Level Expectations, Business Marketing, Business Promotion, Self-Promotion And Enhance Computer Software Skills. PROJECT IS WORTH 50% OF CLASS GRADE * ON USB FLASH DRIVE ONLY

Demonstrate professional ethics, sanitation and safety. Demonstrate the rules and regulations of the institution department, and state. Texas Department of Licensing and Regulations (TDLR) Administrative Code / Chapter 83.100 / Sec. 83.101 / Sec. 83.102 & Sec. 83.103

Determination of Course Grade/Detailed Grading Formula:

Paper Assignment: MindTap assignments	10%
Final:	10%
Professionalism:	10%
Attendance:	10%
Project Presentation Assignment:	50%
Lab Practical Skill Sheet:	20%

CSME 1244.221CL SALON DEVELOPMENT PORTFOLIO GUIDELINES GRADING SHEET
FOR THE LETTER GRADE OF "A" AND A NUMBER GRADE OF "100: ALL THE
BELOW LISTED SUBJECT MATTER MUST BE INCLUDED IN PORTFOLIO.

0 = Did Not Exhibit 2 = Exhibit Not Complete / Inaccurate 5 = Exhibit Complete
Score

1. Cover Page:	0	2	5
2. Project image, Student Name, Project Name, Class Name & Number, Due Date			
3. Table of Content: List All Document in Portfolio	0	2	5
4. Mission Statement Business principle and philosophy.	0	2	5
5. Cover Letter. Clearly defined, professional and special attention to whom?	0	2	5
6. Resume: Format and presentation of content & Transcripts of education	0	2	5
7. References: Reference type (3 - professional and 2 - personal) Five (5) Total	0	2	5
8. Name, job position/title, address, city, state, zip, 2 contact information	0	2	5
9. Thank You Note: thank you to interviewer after an interview	0	2	5
10. DBA (Doing Business As) Business Name	0	2	5
11. IRS SS-4 Form (Employer identification Number)	0	2	5
12. IRS Forms W2 (Wage and Tax Statement)	0	2	5
13. IRS Form 1040 (Individual Tax Returns)	0	2	5
14. IRS Schedule C 1040 Form (Profit or Loss Statement)	0	2	5
15. IRS Schedule SE 1040 Form (Self Employment Tax)	0	2	5
16. IRS Schedule ES 1040 Form (Estimated Taxes)	0	2	5
17. TDLR Requirements for Salon Licensing	0	2	5
18. TDLR Requirements for Opening a Salon	0	2	5
19. Business (Building) Lease Agreement	0	2	5
20. Business Policy and Procedure	0	2	5
21. Employee Application	0	2	5
22. Employee Handbook	0	2	5
23. Sales Tax Permit	0	2	5
24. Occupancy Permit	0	2	5
25. Business Construction Permit	0	2	5
26. Diagram of Floor plan: Images of Reception Area, Workrooms, Equipment, Window Treatments, Floors, Dispensary...etc.	0	2	5
27. Service Menu	0	2	5
28. Business Card	0	2	5
29. Uniforms or Acceptable Work Attire	0	2	5
30. Employee Pay Scale or Method of Payment	0	2	5
31. Retail Pay Scale	0	2	5
32. Employee Retail Incentives	0	2	5
33. Advertising (Methods/Cost)	0	2	5
34. Social Media /Accounts Examples	0	2	5
35. Business Flyers	0	2	5
36. Specials or Discounts	0	2	5

37. Appointment /Cancelation Policy	0	2	5
38. inventory Control Log	0	2	5
39. Back Bar Product	0	2	5
40. Product Knowledge	0	2	5
41. New Client Referral Program	0	2	5
42. OVER ALL APPEARANCE	0	2	5

Late Work, Make-Up, and Extra-Credit Policy: Any late MindTap activities will result in a 10 point deduction for each week it is late. No work will be taken past the class end date. Tests and activities can be made up upon return with a 10 point reduction per week. It is the student's responsibility to request make up tests and assignments. Extra credit is not available.

Attendance Policy: The faculty believes that experiences in the classroom and laboratory cannot be adequately duplicated if a student is absent. In addition, the Skin Care / Cosmetology Programs are designed to teach professional work habits, such as attendance. Every class is important to your success in school and you must, first, go online and self-screen before entering the building at www.com.edu/selfscreen . Make every effort to attend all classes if you do not have any symptoms listed from the online screening. In the event you have COVID or have been in contact with someone who tested positive for COVID, you must self-report at <https://www.com.edu/coronavirus/self-report-gateway> and stay home for the designated amount of time. Those who have no symptoms and have self-screened should sign in on the sheet that will be provided in each class. Excessive absences in either lecture or lab will result in a dismissal from the scheduled class. Students arriving late (after 5:15pm) or leaving early (before 10pm) or before class is dismissed is considered a tardy. Any student missing more than an hour of class per day, will be counted absent. Any time past 4 absences, will result in being dropped from the class.

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. Our class also uses the GroupMe app that you should download onto your mobile device.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate professional ethics & salon operation.	Communication Skills	Paper Exam
2. Demonstrate TDLR sanitation and safety.	Personal Responsibility	Observation and paper exam
3. Demonstrate the TDLR rules and regulations of the institution, department, and state	Social Responsibility	Observation and paper exam
4. Create a salon portfolio	Personal Responsibility	Digital Project
5. Create documentation for gainful employment.	Personal Responsibility	Paper Assignment

Academic Dishonesty: Any incident of Academic Dishonesty will be dealt with in accordance with College of the Mainland Policy and Student Handbook. Academic dishonesty, such as cheating on an exam, plagiarism and collusion is a serious offense and will result with the grade of a zero on that exam. The student/ students involved will be referred to the Office of Student Conduct for the appropriate discipline.

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 “0” and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

Link(s) to resource(s) about ways to avoid plagiarism: <http://en.writecheck.com/ways-to-avoid-plagiarism/>

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 J. Hunsucker Chair of Human Service Careers at jhunsucker1@com.edu or 409-933-8608.

Course outline: See Black Board for more detailed info:

<p>Week 1 Esthetics: Ch 8 Facial Treatments Standard Foundations: Chapter 8: Career Chapter 9.5 Part 1: On the Job</p>	<ul style="list-style-type: none"> • Review Salon Development Portfolio rubric. • Review machines and how to use client software • Begin practical sheet. • MindTap online test & activities
<p>Week 2 Standard Foundations Chapter 9.5 Part 2: On the Job</p>	<ul style="list-style-type: none"> • Chapter 8 Esthetics book exam • Instructor Demo Led Photo Light equipment/facial • Continue practicals, portfolio project & MindTap online test & activities
<p>Week 3 Standard Foundations Chapter 10: The Beauty Business</p>	<ul style="list-style-type: none"> • Instructor Demo Crystal Microdermabrasion machine/facial • Final Chapters 8-10 of Foundations book • Practical sheet; Salon Project and MindTap test & activities due

IMPORTANT: Eligibility for an occupational license may be impacted by one's criminal history. Students with a criminal history should confer with faculty or the department chairperson. Students have a right to request a criminal history evaluation letter from the applicable licensing agency.

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 Should you wish to request a review of the impact of criminal history on your potential TDLR Cosmetology Operator Certificate which leads to testing for licensure, prior to or during your quest for a certificate, you can visit www.tdlr.texas.gov and request a "Criminal History Evaluation": This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

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.

Professionalism Grading Rubric: Prompt, Prepared, Uniform & Compliance & Hair/Make- up. All five areas must be met to receive a grade of 100%. If not met the daily professional grade will be 0.

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.
3. No Borrowing. Bring your supplies or go home, retrieve your supplies and return to school. Student's attendance grade will be affected by having to leave class to retrieve needed supplies.

The instructor can update the syllabus at any time. Please refer to blackboard for updates or changes.

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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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 March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2nd 8-week session is May 4.

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.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.