



**CSME-1451-501CL**  
**Artistry of Hair: Theory and Practice**  
**Spring 2024**  
**Wednesday 9 am-4 pm**  
**Friday 9 am-12 pm**

**Instructor Information:** Michaela Cruz, [mcarrillo@com.edu](mailto:mcarrillo@com.edu), 409-938-8119  
**You may also reach me via Microsoft Teams.**

**Office Hours:** Wednesday: 8:30am-8:45am & 4pm-4:15pm  
Friday: 8:30am-8:45am & 12pm-12:15pm

**Student hours and location:** Wednesday: 9am-4pm  
Friday: 9pm-12pm  
COM/Mainland City Centre - Room #137

**Required Textbook/Materials:** Milady Standard Textbook, 14<sup>th</sup> edition, Texas Cosmetology Laws and Rules Book, CIMA: online for assignments and homework.

**Course Description:** Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design.

**Course requirements:** Students will have theoretical instruction and demonstrate understanding through discussion, chapter assignments, tests, and skills. E-portfolio of work completed.

**Determination of Course Grade/Detailed Grading Formula:** Professionalism, attendance, unit assignments, unit tests, oral presentation, portfolio, lab assignment, final exam. All written exams must be passed with a 70 or better. Students may retake **one** test per course.

Attendance: 10%  
Assignments: 10%  
Skills sheet: 10%  
Tests: 20%  
Portfolio: 20%  
Final exam: 30%

**Late Work, Make-Up, and Extra-Credit Policy:** **No late work will be accepted.** Written assignments/online work may be turned in/completed 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 (this is the student's responsibility). Practical skills, oral reports, and 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**.

Daytime 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 changes from daytime to evening or evening to daytime are not allowed. This can be done only with special permission from the department chair and advisor; 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 tardy. Each tardy will result in a 5-point deduction from the attendance grade. Four (4) tardies are equal to one absence. Please refer to your classes' syllabi for specific guidelines on your instructor's tardy policy.

**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. If a student misses more than 10 percent of 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. Please refer to your classes' syllabi for specific guidelines on your instructor's absence policy.

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.

**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. Bring a note from the doctor stating the appointment date and time upon returning to class. *You are expected to attend class before or after your appointment.*
3. Make-up work will be assigned on a case-by-case basis.

**NO OTHER ABSENCES WILL BE EXCUSED**

**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. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
Students will be able to identify the terminology related to Artistry of Hair.	Critical Thinking	Chapter Tests
Students will be able to demonstrate proper skills in hair design.	Empirical and Quantitative Skills	Skills assignments
Safety and sanitation practices.	Personal Responsibility	TDLR Procedure Exam
Students will demonstrate workplace competencies.	Social Responsibility	Lab assignments

**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 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 disciplinary 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 Jamie Hunsucker, at 409-933-8480, or [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu)

**Course outline:** See page 6.

### **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 or [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 with 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 1st 8-week session is February 28. The last date to withdraw from the 16-week session is April 22. The last date to withdraw for the 2nd 8-week session is May 1. The last date to withdraw for spring mini session is May 29.

**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, and 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).

**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](http://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](http://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.

# Artistry of Hair Course Outline

chapters covered: 1, 9, 10, 12, 13, 14

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**all chapter outlines & vocabulary are due Wednesday's at 9am**

Week 1 – Jan 17 & 19

- ★ orientation - syllabus - skills sheets - handouts

Week 2 – Jan 24 & 26

Chapter 1: *History & Career Opportunities*

- ★ plan research topic for power-point presentation
- ★ kit inventory & packing

Week 3 – Jan 31 & Feb 2 // research topics due via D2L on 2/2, 12pm

Chapter 1 test on 1/31

Chapter 9: *Principles of Hair Design*

Week 4 – Feb 7 & 9

Chapter 9 test on 2/7

Chapter 10: *Hair Service Preparation*

- ★ shampoo, draping, & blow-dry techniques

Week 5 – Feb 14 & 16

Chapter 10 test on 2/14

Present research power-points on 2/16

- ★ continue chapter 10 skills
- ★ timed drills

Week 6 – Feb 21 & 23

Chapter 12: *Hairstyling*

- ★ curl techniques with a marcel curling iron & flat iron
- ★ timed drills

Week 7 – Feb 28 & March 1

Chapter 12 test on **3/1\***

Chapter 13: *Braiding & Braid Extensions*

- ★ 3-strand braiding, fishtail braiding, box braids, feed-in hair, corn rows
- ★ timed drills

Week 8 – March 6 & March 8

Chapter 13 test on 3/6

Chapter 12 & 13 skills continued

Prepare ideas for up-do contest

**March 13 & 15 // SPRING BREAK – NO CLASSES**

Week 9 – March 20 & 22

- ★ wet sets, finger waves
- ★ up-styling, french twists, chignon

Week 10 – March 27 & 29 // NO CLASS FRIDAY 3/29

Chapter 14: *Wigs & Hair Additions*

- ★ wig & extensions hair types
- ★ tools for wigs & extensions
- ★ timed drills

Week 11 – April 3 & 5

Chapter 14 test on 4/3

- ★ continue extensions & up-styling
- ★ timed drills

Week 12 – April 10 & 12

Complete up-do contest project. Submit on 4/12, 12pm

- ★ timed drills

Week 13 – April 17 & 19

Up-do contest winners reveal on 4/19

- ★ assignments & skills sheet catch up
- ★ timed drills

Week 14 – April 24 & 26

- ★ assignments & skills sheet catch up
- ★ timed drills

Week 15 – May 1 & 3

- ★ skills sheets & e-portfolio due 5/3, 12PM
- ★ final exam review

Week 16 – May 8 & 10

- ★ final exam on 5/8

# IMPORTANT DATES & INFO

- ★ There will be a test and/or a quiz every week.
- ★ There is 1 project & 1 research presentation assignment.
- ★ An outline & vocabulary of every chapter are due the morning of test day.
- ★ There is an E-Portfolio due at the end of the semester.
- ★ You will have a skills sheet to complete, it's an all-or-nothing grade. If you lose the skills sheet, I will give you another, however, I will not sign for the ones that you have already done. It is up to you to re-do all the skills you lost or missed because of absence. You will only be able to get a signature from me for artistry skills and no other instructors unless permission is granted prior.

**FEBRUARY 16** – RESEARCH POWERPOINT PRESENTATIONS

**MARCH 11-15** – SPRING BREAK

**MARCH 29** – NO SCHOOL

**APRIL 12** -UPDO CONTEST SUBMISSION DUE BY 12PM

**MAY 3** - SKILL SHEET & E-PORTFOLIO DUE BY 12PM

**MAY 8** – FINAL EXAM

**MAY 10** – LAST DAY OF SCHOOL