



Course number and Section- CSME 2544.101HY
Name of Course – Cosmetology Instructor IV
Course Semester – Spring 2023
Time and days of course – 8-12 and 1-5 Monday
2/28/2023 – 4/15/2023

Instructor Information:

Ms. Ellen Chicon, echicon@com.edu

Ms. Jamie Hunsucker, jhunsucker1@com.edu, 409-933-8608

Student hours and location:

Chicon: Monday 5:00 – 6:00

Adjunct Office # 149 COM, Cosmetology Department, Mainland City Centre' located at 10000 Emmett F. Lowry Expressway, Suite 4001, Texas City, Texas 77591

Hunsucker:

M - 8:30-9am, 4-5pm

T - 8:30-9am, 4-5pm

W - 1-4:30pm

Th- 3:30-4:30pm

Office #144 COM, Cosmetology Department, Mainland City Centre' located at 10000 Emmett F Lowry Expressway, Suite 4001, Texas City, Texas 77591

Available in person, by phone, or email

Required Textbook/Materials: Milady Master Educator, Fourth edition

Course Description: This course offers advanced concepts of instruction in a cosmetology program. Topics include demonstration, development and implementation of advanced evaluation and assessment techniques. Successful students will exhibit instructional skills; develop assessment and evaluation techniques that promote student learning and implement evaluation tools to measure student outcomes. **3- 4 hours scheduled weekly for lab time.**

Course Requirements: Students will complete chapters 14 through 16, including CIMA assignments and tests; lesson plan preparation and presentation for your assigned lab; lesson plan preparation and presentation from PSI packet, including written test. A test average of 70% is required for course credit. All courses must be completed and passed with a C or better to advance to the next courses and to receive the certificate of completion.

Determination of Course Grade/Detailed Grading Formula: Students will be graded on professionalism, attendance, course assignments, tests, lab assignments, oral presentation of

project, and final exam. A test average of 70% is required for course credit. All courses must be completed and passed with a C or better to advance to the next courses and to receive the certificate of completion. Students must retake the first failed exam (the two grades will be averaged) and will be referred to Student Support Services after the second failed exam.

Detailed Grading Formula:

Professionalism	10%
Attendance	10%
Assignments	10%
Tests	10%
Lab LP presentation	10%
Written LP/Rubric	10%
Oral presentation	10%
Lesson plan test	10%
Final exam:	20%

Grading Scale:

- A- 90 to 100
- B- 80 to 89
- C- 70 to 79
- D- 60 to 69
- F- 59 & below

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

- Two points will be deducted for each day an assignment is late.
- 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 or by planning with the instructor to complete the missed test in lab.
- If the lesson plan presentation is not completed as scheduled during week 5 or 6, you must plan with the instructor for credit.
- If the final written exam is missed, planning with the course instructor is also required for credit.
- See D2L Brightspace for Extra-Credit opportunities.

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.

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.

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. *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.

COVID

In the event a student contracts or is exposed to COVID 19 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 the doctor's note or test result. These should be dated.
 - c. Make-up work will be assigned on a case-by-case basis.
2. For other contagious illnesses
 - a. These will be handled on a case-by-case basis. Communicate with your instructor and you may be referred to the department chair.

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.

**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. **

Attendance Information for Student Instructors:

Students will be referred to Student Support Services after the second missed session.

Students may not miss more than 2 sessions during this 6-week course.

Arrangements must be made with the lab instructor to make up for any missed lab times. If labs are not made up, the absence will count as a part of the 2-session limit.

The assigned lab instructor and course instructor should be notified in advance (if possible) of an absence.

Any late arrival or counts toward the attendance limit. 4 late arrivals equal 1 absence.

If a student misses more than one hour of a morning or afternoon session, the time missed will reflect as an absence.

If a student misses more than 2 sessions, they will be dismissed from the course, according to College of the Mainland policies.

The student will not be allowed to complete the remaining co-hart of classes offered in the current semester.

Attendance grades are calculated as follows: Each late arrival or early departure (more than 1 hour) scores 5 points off the attendance grade. Each absence is 10 points off the attendance grade.

It is the student's responsibility to ensure completion of the course requirements and maintain sufficient attendance and work completion.

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.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Practice instructional skills	Personal responsibility	Lab evaluation
2. Develop assessments.	Empirical and quantitative Skills	Lesson plan assessment assignment
3. Evaluate techniques that promote student learning.	Critical thinking	Lesson plan preparation
4. Demonstrate professional ethics	Personal responsibility	Professionalism evaluation

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 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 Mrs. Jamie Hunsucker, Chair, Human Service Careers at 409-933-8608 / jhunsucker1@com.edu

Course outline can be found on page 8.

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 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 Kimberley Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is 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 this 6-week course is 4/16/2023.

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 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 or, communityresources@com.edu.

Counseling Statement: Any student needing counseling services is requested to please contact Destin Trochesset in the student success center at 409-933-8684 or dtrochesset@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.

<p>Monday Week 1 Feb. 27 8-12 Share journals Orientation to Instructor IV D2L Brightspace review CIMA review Project Assignments:</p> <ul style="list-style-type: none"> • PSI lesson plan assignments and presentation dates • Skills Rubric • Test creation <p>Lab assignment</p> <ul style="list-style-type: none"> • Special lab teaching assignment • Consult with lab teacher/s concerning a lesson you could present <p>1-5 Review TDLR PSI Explore TDLR site Lab skills & kit bags</p>	<p>Coursework See D2L Brightspace for course requirements and CIMA for chapter assignments</p> <p>Assignments are numbered:</p> <ul style="list-style-type: none"> • 1. Complete CIMA Chapter 14 due 3/5 • 2. Begin lesson plan-first draft due 3/19 • 3. Submit Lab journal due 3/5 • 4. Create TDLR PSI CIB Content Outline 20 Question test with answers. Include short answer, multiple choice, T/F due 3/5 -1st draft • 5. Complete skills rubric first draft due 3/26 • Bring kit bags weekly as assigned • Meet with lab teacher to determine teaching topic 	<p>Lab Day Lab assignment: DATE AND TIME</p> <hr/> <p>INSTR. INITIAL ___ on time ___ in uniform ___ attentive ___ stayed busy with class work ___ not on phone</p> <p>Journal entry completed</p>
<p>Monday Week 2 March 6 8-12 8. Lab Skills <u>Review TDLR PSI CIB questions</u></p> <p>1-5</p> <ul style="list-style-type: none"> • Share journals <p><u>Review of PSI CIB test questions</u></p> <ul style="list-style-type: none"> • Chapter 14 highlights • Coursework 	<p>Coursework/Assignments:</p> <ul style="list-style-type: none"> • 6. Complete CIMA Chapter 15 due 3/19 • 7. Submit lab journal due 3/12 • Study for Chapter 14 test 3/20 • 9. Finish PSI CIB Questions final draft due 3/19 – bring copy • 10. Finish Lesson Plan First Draft due 3/19 <p>Spring Break next week!! 3/13 – 3/17</p>	<p>Lab Day Lab assignment: DATE AND TIME</p> <hr/> <p>INSTR. INITIAL ___ on time ___ in uniform ___ attentive ___ stayed busy with class work ___ not on phone</p> <p>Journal entry completed</p>

<p>Monday Week 3 March 20 8-12 13. Lab Skills <i>Lesson Plan Reviews</i></p> <p>1-5</p> <ul style="list-style-type: none"> • Share journals • <u>Present PSI CIB questions with teacher copy and overhead presentation or student copies</u> • Chapter 15 Highlights • Chapter 14 test 	<p>Coursework Assignments:</p> <ul style="list-style-type: none"> • <i>11. Complete Chapter 16 CIMA due 3/26</i> • 12. Submit lab journal due 3/12 • <i>13. Complete Lesson Plan Final Draft due 3/26</i> • 14. Finish skills rubric due 3/26 • Bring copy of PSI CIB review questions next week 	<p>Lab Day</p> <p>Lab assignment: DATE AND TIME</p> <p><u>INSTR. INITIAL</u> ___ on time ___ in uniform ___ attentive ___ stayed busy with class work ___ not on phone</p> <p>Journal entry completed</p>
<p>Monday Week 4 March 27 8-12 15. Lab Skills <i>Corrected lesson plan & skills rubric review</i></p> <p>1-5</p> <ul style="list-style-type: none"> • Lab journals • Present PSI CIB review questions • Chapter 16 highlight • Chapter 15 test • Study Guide 	<p>Coursework Assignments:</p> <p><i><u>15. Skills rubric final draft due 4/2</u></i></p> <p>16.. Submit lab journal due 4/2 <u>Begin Study Guide Chapter 14 & 15 due ASAP</u></p> <p><i>Instructor copies made of the following:</i></p> <ul style="list-style-type: none"> • Lesson Plan • Skills Rubric 	<p>Lab Day</p> <p>Lab assignment: DATE AND TIME</p> <p><u>INSTR. INITIAL</u> ___ on time ___ in uniform ___ attentive ___ stayed busy with class work ___ not on phone</p> <p>Journal entry completed</p>

<p>Monday Week 5 April 3</p> <p>8-12 Lesson Plan Presentations 8-8:30 set up 1. 8:30 – 9:30 9:30-9:45 break 2. 9:45-10:45 10:45 – 11:00 3. 11:00-12:00 12:00 – 12:15 break 4. 12:15 – 1:15 1:15-1:30 clean up</p> <p>2:30 -5</p> <ul style="list-style-type: none"> • Lab journals • <i>Chapter 16 test</i> • Final Study Guide 	<p>Coursework</p> <p>Assignments:</p> <ul style="list-style-type: none"> • 16.Submit lab journal due 4/9 • 17. Complete Study Guide due 4/6 • Study for final exam Ch. 14, 15. 16 	<p>Lab Day</p> <p>Lab assignment: DATE AND TIME</p> <hr/> <p>INSTR. INITIAL</p> <p>__ on time __ in uniform __ attentive __ stayed busy with class work __ not on phone</p> <p>Journal entry completed</p>
<p>Monday Week 6 April 10</p> <p>8-12 Lesson Plan Presentations 8-8:30 set up 5. 8:30 – 9:30 9:30-9:45 break 6. 9:45-10:45 10:45 – 11:00 7. 11:00-12:00 12:00 – 12:15 break 8. 12:15 – 1:15 1:15-1:30 clean up</p> <p>2:30 – 5:00</p> <ul style="list-style-type: none"> • Lab skills sheet submitted • Syllabus signature sheet submitted • Graded papers returned <p>Final exam (Scantron)</p>	<ul style="list-style-type: none"> • 18.Submit lab journal due 4/14 <p>Grade review via COM email</p> <p>Begin exploring Cosmetology MEEVO training for the next course.</p>	<p>Lab Day</p> <p>Lab assignment: DATE AND TIME</p> <hr/> <p>INSTR. INITIAL</p> <p>__ on time __ in uniform __ attentive __ stayed busy with class work __ not on phone</p> <p>Journal entry completed</p>

**CSME
2544.101HY
Cosmetology Instructor
IV
Spring 2023**

I, _____ (please print), acknowledge that I
have received, read, and understand the syllabus and course requirements.

Student signature

date

Additional policies: Instructors may, at their discretion, withdraw a student due to lack of attendance, inability to maintain the minimal rate of progression (70% test average) as stated in department Welcome Packet or for behavior detrimental to the learning process of the student or class. Students should be familiar with the COM Catalog, the Department Welcome Packet, and student expectations. The course instructor reserves the right to adjust the course schedule as deemed necessary.