



**Course Number and Section: CSME 1410.502**  
**Name of Course: Principles of Haircutting**  
**Course Semester: Spring 2022**  
**Monday, Tuesday, and Thursday, 9-12, and 1-4**

**Instructor Information:** Ms. Jamie Hunsucker, [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu), 409-933-8608

**Student hours and location:** 8:30-9 and 4-5 Monday and Tuesday, 9-1 Wednesday; my office by appointment, or via phone, Teams, or Group Me.

**Required Textbook/Materials:** Milady Standard Cosmetology hard cover text; 2016, Cengage MindTap, Texas Cosmetology Laws and Rules Book, Texas Department of Licensing and Regulation

**Course Description:** This is an introduction to the theory and practice of haircutting. Topics include terminology, implements, sectioning, and finishing techniques. Students will learn to define terminology and practice basic workplace competencies related to haircutting and finishing techniques; demonstrate use of implements; and various sectioning, haircutting and finishing skills.

**Course requirements:** Weekly assignments in Mind Tap, weekly tests, Blackboard assignments, weekly skills practice, an e-portfolio with pictures of the work done in class, final exams, class attendance, and professional behavior.

**Required tools:**

Three mannequins – medium length, long length, curly texture (Kim, Amanda, and Maya from the kit), shears, razor, texturizing shears, clippers, haircutting/all-purpose combs, styling tools, and other kit items.

**Determination of Course Grade/Detailed Grading Formula:**

Professionalism	10%
Attendance	10%
Assignments	10%
Tests	20%
E-portfolio	20%
Final Exam	30%

Grading Scale:

A – 90-100

B – 80-89

C – 70-79

D – 60-69

F – 59 and below

**Late Work, Make-Up, and Extra-Credit Policy:** Any work late due to an absence should be turned in upon return to class; make up tests should be scheduled with instructor. There is no make up for Final Exam.

**Attendance Policy:** Students must maintain regular attendance to guarantee a successful completion 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. Due to this, schedule changing from daytime to evening or evening to daytime is not allowed. Only with special permission from the department chair and advisor can this be done; and it is limited to one switch per student. Plan your schedule accordingly throughout the program.

**Absence:** 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. The student will repeat the course to obtain credit.

**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.

**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. Define terminology	Communication skills	Test
2. Practice workplace competencies related to haircutting and finishing techniques	Empirical and Quantitative skills	Portfolio
3. Demonstrate use of implements	Critical thinking	Skills assignment
4. Demonstrate sectioning, haircutting, and finishing skills	Critical Thinking	Skills assignment
5. Demonstrate professional ethics	Personal Responsibility	Evaluation

**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.

**Academic Dishonesty: 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](http://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 Dr. Carla Boone, Dean of Instruction, at [cboone@com.edu](mailto:cboone@com.edu); 409-933-8618.

**Course outline:** Begins on page 6 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. <[https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](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](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](mailto: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](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto: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 1<sup>st</sup> 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 2<sup>nd</sup> 8-week session is May 4.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> 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](http://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](http://com.edu/coronavirus) for future updates.

**Course Schedule on next page:**

<p>Week 1 March 7, 2022 Monday</p> <p>*Orientation to Haircutting *Review syllabus and course requirements *TDLR rules pertaining to haircutting *Begin Ch. 16- -diagram areas of the head -elevations -cutting lines -over-direction</p> <p>*Complete 0-degree hair cut on Amanda *Finish with blow dry and flat iron</p>	<p>Tuesday</p> <p>*Cont. Ch. 16 -Client Consultation -Face shapes -Hair analysis</p> <p>*Demo angled 0-degree cut</p> <p>*Complete angled 0-degree cut on Amanda *Finish with blow dry and curling iron</p> <p>*Face shape worksheet *Hair analysis worksheet</p>	<p>Thursday</p> <p>*Complete any work from Monday and Tuesday</p> <p>*Work on skills sheet</p> <p>*Work on Mind Tap</p> <p><b>Next week is Spring Break!</b></p>
<p>Week 2 March 21, 2022 Monday</p> <p>*Cont. Ch. 16 -Tools -Body posture -Safety</p> <p>*Demo 120-degree cut</p> <p>*Complete 120-degree cut on Amanda</p> <p>*Finish with blow dryer and flat iron</p>	<p>Tuesday</p> <p>*Color placement to accentuate haircut – diagonal front</p> <p>*Foil hi-lights to accentuate 120 cut on Amanda</p> <p>*Finish with blow dry and curling iron or flat iron</p>	<p>Thursday</p> <p>*Research trending color placements that accentuate haircuts. - be prepared to show one example of this to class Monday (use the overhead)</p> <p>*Work on skills sheet</p> <p>*Work on Mind Tap</p> <p>*Study Power Points and flash cards for terms test Monday</p>

<p>Week 3 March 28, 2022 Monday</p> <ul style="list-style-type: none"> <li>*Terms test</li> <li>*Presentations</li> <li>*TDLR Haircut service - PSI requirements</li> <li>*Prepare note cards for TDLR haircut service</li> <li>*Demo TDLR haircut</li> <li>*Complete TDLR haircut on Kim using notecards</li> </ul>	<p>Tuesday</p> <ul style="list-style-type: none"> <li>*Review TDLR PSI / Haircut service and Rules and Laws pertaining to haircutting</li> <li>*Timed TDLR haircut</li> </ul>	<p>Thursday</p> <ul style="list-style-type: none"> <li>*Work on Skill sheet</li> <li>*Organize pictures for E-portfolio</li> <li>*Review TDLR notes for test Monday</li> </ul>
<p>Week 4 April 4, 2022 Monday</p> <ul style="list-style-type: none"> <li>*Test on TDLR rules and steps</li> <li>*Cont. Ch. 16</li> <li>*Basic Hair cutting techniques</li> <li>-45-degree hair cut on Kim</li> <li>-Texturizing</li> <li>-Fringe</li> <li>-Razor</li> </ul>	<p>Tuesday</p> <ul style="list-style-type: none"> <li>*45 + 120 Degree w/ fringe and texture on Amanda</li> <li>-finish styling techniques</li> </ul>	<p>Thursday</p> <ul style="list-style-type: none"> <li>*Research texturizing techniques with how- to's and be prepared to present Monday</li> <li>*Work on skills sheet</li> <li>*Work on Mind Tap</li> </ul>
<p>Week 5 April 11, 2022 Monday</p> <ul style="list-style-type: none"> <li>*Presentations</li> <li>*Cont. Ch. 16</li> <li>*90-degree haircut on Kim</li> <li>*Pixie cut</li> </ul>	<p>Tuesday</p> <ul style="list-style-type: none"> <li>*Cont. Ch. 16</li> <li>*Men's 90 degree cut</li> <li>*Clipper cuts</li> </ul>	<p>Thursday</p> <ul style="list-style-type: none"> <li>*Work on skills sheet</li> <li>*Work on Mind Tap</li> </ul>

<p>Week 6 April 18, 2022 Monday</p> <p>*Cont. Ch. 16 *Curly cuts *Techniques for cutting curly hair *90-degree cut on Maya</p>	<p>Tuesday</p> <p><b>Models day</b></p>	<p>Thursday</p> <p>*Work on skills sheet</p> <p>*Work on Mind Tap</p>
<p>Week 7 April 25, 2022 Monday</p> <p>**Advanced cuts</p>	<p>Tuesday</p> <p><b>Models day</b></p>	<p>Thursday</p> <p>*Work on skills sheet</p> <p>*Work on Mind Tap</p>
<p>Week 8 May 2, 2022 Monday</p> <p>*Work on Skill sheet *Work on Portfolio</p>	<p>Tuesday</p> <p><b>Models day</b></p>	<p>Thursday</p> <p>Complete portfolio Portfolio Due by 5pm</p>
<p>Week 9 May 9, 2022 Monday</p> <p>*Complete skills sheet *Review for Final Exam</p>	<p>Tuesday</p> <p>*Final Exam</p> <p>Free day to make over classmate !!</p>	<p>Thursday</p> <p>End of Semester Party</p>



**CSME 1410.502CL**  
**Principles of Haircutting**  
**Spring 2022**

I \_\_\_\_\_ (please print), acknowledge that I have received, read, and understand the syllabus. I understand that this schedule is subject to change.

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Student Signature

Date

Jamie Hunsucker  
Chair-Faculty  
Human Service Careers  
College of the Mainland