



CSME 1401.501CL
Orientation to Cosmetology
Fall 2021
9 am – 12 pm Monday, Tuesday, and Thursday
Dates 08/23/2021 – 10/15/2021

Instructor Information: Ms. Elaine Baker ebaker@com.edu 409-933-8115

Student office hours and location: Monday 7:30- 9am and 12pm -1pm, Tuesday- 7:30am - 9am and 12 - 12:30pm and 4 – 5pm, Wednesday 11:30pm – 12:30pm, Thursday 7:30-9am and 12 - 12:30pm

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

Course Description: Theory and practical skills for chemical reformation including terminology, application, and workplace competencies.

Course requirements: (portfolio of your work on a Power Point)

Determination of Course Grade/Detailed Grading Formula:

Professionalism	20%
Attendance	20%
Test, Assignments, Oral Report, Practicals, MindTap, Blackboard	20%
Final exam	20%
Portfolio	20%

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: All missed assignments must be completed and turned in the first day back to class after an absence. There is no make up for the oral report or practical test or exams.

Attendance Policy: Every class is important to your success in school. Make every effort to attend all classes. A sign in sheet will be provided in each class. Each student must sign themselves in and out daily. If a student misses more than half the class period, the grade will reflect an absence. Any time missed will affect the total number days required for completion. Attendance grades are calculated as follows: Each tardy is 5 points off the attendance grade. Each absence is 10 points off the attendance grade.

If a student misses more than 4 absences, they will be dismissed from the course, according to College of the Mainland policies. All courses must be completed and passed with a C or better to be able to advance to the next courses and to be able sit for the licensor exam. It is the student's responsibility to understand the course requirements and maintain sufficient attendance and work completion.

Tardiness Policy: Entering the class after the time class begins is counted as a tardy. Entering the class after the halfway mark of the class is counted as an absence. Every four tardies equals 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, self-report on the COM website. Follow the instructions given.
2. 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 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.

Exposure / Quarantine:

In the event a student has been exposed to COVID 19 and must quarantine, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. Self-report on the Com website. Follow instructions given.
2. Email your instructor and inform them how many days you must quarantine.
3. The instructor will email the student (to COM email) instructions for attending class virtually via Teams or Zoom, and on assignments that can be completed from home. These will be on a case-by-case basis. If the student attends class virtually and assignments are completed by the due date, the days missed will not count toward your absences.
4. Should the student become ill while quarantined, communicate that to the instructor. Adjustments may be made to the assignments.

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
Identify terminology related to chemical Reformation	Critical Thinking	Test
Follow safety and sanitation laws and rules according to the state licensing agency	Social Responsibility	Safety and Sanitation Test
Exhibit workplace competencies related to chemical reformation	Personal Responsibility	Skills Assessment

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 the appropriate discipline action.

Plagiarism: 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** and the student will be referred to the Office of Student Conduct for the appropriate discipline action. Google search, copy and paste are considered 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 Department Chair Jamie Hunsucker jhunsucker1@com.edu 409-933 8608.

Course outline: Detailed schedule starts on 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. 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 October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8-week session is December 2.

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.

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.

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 strive to always maintain a positive atmosphere.
2. Uniform. Wear it or return home, get in uniform, and return to school including lab jacket
5. No Borrowing. Bring your supplies or go home, retrieve your supplies, and return to school.

Orientation to Cosmetology

Classes are held on Monday, Tuesday and Thursday from 9-12 and 1-4.

Week 1

*First day Orientation (Welcome Packet, tour building, Cosmetology Club, Icebreaker)

*How to use MindTap

*Microsoft 365 and email

*Forms filled out, copies made, student folders made, all forms due by Thursday to front office

*Order Smockers

*Book Bundle

*Syllabus review

*Practical assignments- Manicure – one picture before and one picture after. Take 3 pictures before and 3 pictures after with labels of what of the practical (unless otherwise instructed) and send to your instructor by email. Practicals are due by the end of the week (Saturday night by midnight) This is part of your daily grade.

Portfolio is an accumulation of your course work. Each practical you will put into a Power Point. Each practical should be labeled name and before and after.

Online Assignments:

BlackBoard:

Review all documents and answer the assignment questions.

MindTap:

Chp. 1 & 2

Skills:

Basic Manicure

*Bring Manicure supplies and towel bag (clean and soiled)

Next week-

*Bring Chemical Service supplies, station set up, shampoo supplies

Skills Assignment:

Practice manicures and pedicure by doing 3 manicures and 3 pedicures on friends and family.

Take pictures and send to your instructor by email and put one set of before and after in portfolio. Practicals are due by the end of the next week (Saturday night by midnight) This is part of your daily grade.

Week 2

Assign Industry Icon Reports

Skills:

Autoclave Demo

Chemical Services (Virgin Tint to Darken, Virgin Chemical Relaxer, Relaxer Retouch and Bleach application.

Mocks- bring gel, cholesterol, color bowls, tint brushes, station set up, chemical draping (towel, cape, towel), towel bags (clean and soiled)

Combs (all purpose and tail), brush (for tangles), 5 clips, mannequin.

Skills Assignment:

1 entire head (4 quadrants) of Virgin Relaxer Application (9 Pictures)

1 entire head (4 quadrants) of Relaxer retouch (6 Pictures)

1 entire head (4 quadrants) of Virgin Tint to Darken Application (6 Pictures)

1 entire head (4 quadrants) of Bleach Application (6 Pictures).

Practicals are due by the end of the week (Saturday night by midnight) This is part of your daily grade.

Portfolio is an accumulation of your course work. Each practical you will put into a Power Point. Each practical should be labeled name and before and after.

Online Assignments:**BlackBoard:**

Watch Run, Hide, Fight video

Emotional Intelligence Test send the report page to your teacher at the email address listed.

Body language Assignment

Healthy mind, healthy body, healthy spirit assignment

MindTap:

Chp. 4

Next week: bring foiling supplies

Week 3**Skills:****Online assignments:****Blackboard:**

Body Systems

Foiling- bring cholesterol, metal tail combs, tail combs, duck bill clips, chemical drape, butterfly clips and towel bags (clean and soiled)

Skills Assignment:

2 full head foiling (no more than 1/2 "left out in between foils and completed on 2 different mannequins) take 3 pictures of before with sectioning and 3 after. One side, one front and one back and email to your instructor. Practical's are due by the end of the week (Saturday night by midnight) This is part of your daily grade.

Portfolio is an accumulation of your course work. Each practical needs to be placed into a Power Point. Each practical should be labeled name and before and after.

Blackboard:

Muscular system, hands, arms, lower legs and feet

MindTap:

Chp 5

Week 4**Oral Report**

Skills: Haircutting – bring all haircutting supplies and towel bags (clean and soiled)

Skills Assignment: O-degree haircut with 3 pictures before, 3 pictures of hair blow dried and styled. Practical's are due by the end of the week (Saturday night by midnight) This is part of your daily grade.

Portfolio is an accumulation of your course work. Each practical you will put into a Power Point. Each practical should be labeled name and before and after.

Chp. 5 Test – scantron needed

Online assignments:

BlackBoard:

MindTap:

Chapter 6

Week 5

Skills: Haircutting – bring all haircutting supplies and towel bags (clean and soiled)

Skills Assignment: 120-degree haircut with 3 pictures before, 3 pictures of hair blow dried and styled. Practicals are due by the end of the week (Saturday night by midnight) This is part of your daily grade.

Portfolio is an accumulation of your course work. Each practical you will put into a Power Point. Each practical should be labeled name and before and after.

Chp. 6 Test

Mindtap:

Chp 11 and 12

Week 6

Chp 11 Test

Skills: Haircutting – bring all haircutting supplies and towel bags (clean and soiled)

Skills Assignment: 180-degree haircut with 3 pictures before, 3 pictures of hair blow dried and styled. Practicals are due by the end of the week (Saturday night by midnight) This is part of your daily grade.

Portfolio is an accumulation of your course work. Each practical you will put into a Power Point. Each practical should be labeled name and before and after.

Online assignments:

BlackBoard:

Mindtap:

Chp. 13

Portfolio Due Week Tuesday 7

Mindtap:

Review for final exam over chapters 5,6,11

Week 7

Catch up week or work ahead.

Week 8

Skills: Final Written and Practical Test bring all supplies for all skills you have learned in this class and towel bags (clean and soiled)

All work due the Tuesday by midnight

***Assignments may change at instructor's discretion, please check BB and MT assignments**

CSME 1401.501CL
Principals of Haircutting
Fall 2021

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

Student Signature _____

Date _____

Print Name _____