



# CSME 1405-1000 Dual Credit Fundamentals of Cosmetology

Course Syllabus: Fall 2018

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	2:30-3:00PM	2:30-3:00PM	2:30-3:00PM	2:30-3:00PM	N/A	10:00-12:30 PM

*The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.*

## Catalog Course Description (include prerequisites):

The cosmetology operator program consists of a 1000-hour program which offers the instruction required to pass the state cosmetology examination for licensing in Texas and for entry into the field of cosmetology. Training includes hair cutting, hair coloring, hair styling, manicures, facials, and related subjects in hair chemistry, trichology, and cosmetic chemistry. Upon passing that examination, students become licensed cosmetologists. This program has the approval of the Texas Department of Licensing and Regulations.

Each student applying for the Cosmetology Operator Training Program must have a pre-enrollment interview with the instructor. Space in this program is limited. Students are encouraged to apply early.

## Required Textbook(s): provided by the department

Cengage Learning: Textbook 9781305721937

**Texas Department of Licensing and Regulations – Law Book**

**Texas Department of Licensing and Regulations – PSI Candidate Information Bulletin**

**Northeast Texas Community College Student Handbook**

## CSME 1405

The student enrolled in this class will study and practice: Life skills, professional ethics, sanitation, bacteriology, state laws and regulations/ basic manicuring, pedicuring procedures, nail shapes, disorders, massage, table set-up, use of autoclave and directions, safety and sanitation

## Student Learning Outcomes:

After the successful completion of this course, the student will be able to:

1. Explain cleaning, disinfection and sterilization procedures.
2. List disinfectants and their proper uses.
3. Define Universal Precautions.
4. Explain the importance of anatomy, physiology, and histology in the cosmetology.
5. Recognize common skin lesions.

6. Describe factors that contribute to aging skin
7. Recognize hair and scalp disorders commonly seen in the school and/or salon setting, and be able to describe which can and cannot be treated.

### **Exemplary Educational Objectives:**

Type EEO's here

### **SCANS Skills:**

**All subjects in this program are based on SCANS and foundation skill competencies. Scans Competencies No's. 1, 2, 3, 4, 5, 6, 7, 8**

Academic transfer - type N/A

### **Lectures & Discussions:**

Students are required to attend theory and all lectures.

- Meaningful discussion at the end of the lecture is encouraged.
- Students will attend impromptu learning classes on lab floor unless they are performing a service on a client.

Hands on manipulative skills will be taught and practiced by the student daily, and an assignment sheet will be evaluated and graded daily, to reflect the work of the student cosmetologist.

### **Evaluation**

### **Grading Policy:**

Theory Tests/Exams	30%	90-100%=A
Practical Assignment Sheets	30%	80-89% =B
Practical & Written Grade Out	10%	70-79% =C
Attendance	30%	Under 70% =F

Special Credit Projects/extra 5pts added to practical assignment sheet grades-(not to accumulate over 25% of this grade requirement)

### **Tests/Exams:**

A written examination will be required at the end of each chapter of the text book-a grade of at least 75% is required to be passing.

At the end of 100 hours of cosmetology training, a practical and written examination requiring a minimum passing grade of at least 75% before advancing to practicing skills on the lab floor.

A practical and written examination is required at the end of the semester requiring a grade of at least a 75% passing grade to satisfactorily pass this course

### **Assignments:**

1. A weekly practical assignment sheet will be handed out to each student on the first day of class of each week.
2. A job assignment will be announced to each student, and each student is required to have their job

assignment checked off with an instructor and/or job duty monitor for a grade.

### **Other Course Policies:**

The cosmetology course is designed to train individuals to be able to enter the field of hair dressing upon receiving their cosmetology license. In order for a student to be completely ready to enter the world of the salon, student must display a professional maturity and appearance, which is required during training throughout the course.

For this reason, a **Cosmetology Student Handbook** is available to every student through Blackboard, NTCC's online classroom to every student. The guidelines within require students to dress in a professional manner, and behave in a professional manner. Failure to abide by these guidelines show a lack of the professionalism which is expected in the business world. *Merit* points can be awarded by positive behaviors, and negative merit points can also be applied for poor outward behavior, lack of professionalism, poor choice in communication-foul language, inappropriate language, etc. **The following behaviors are only a partial example of the guidelines listed of which each student must abide by.**

- Cell phones have become a part of our lives; however we cannot let them take over our day. Vital information will not be heard if a student is using a cellphone during class. Cell phones should only be used during break. If there is an emergency or if you know there may be a situation where you will need to be contacted/alerted, please have friends/relatives call Charla Hunt at 903-434-8209.
- Students must wear professional apron, scrub, top as designated by the cosmetology department.
- Students must clock in looking professional with makeup applied, and hair styled as needed.
- Students must come to class with all the necessary materials, tools, and supplies as needed:
- Note books, pens, pencils, highlighters, etc.
- Fighting between students, bullying, negative body language and facial expressions or any inappropriate interaction between students/instructor is not allowed-students will be immediately dropped from this course if a student initiates or takes any part in a violent episode or behavior. NTCC Security will be called and the student will be escorted from the campus, along with their possessions.
- A professional and positive attitude of good will and helpfulness is a requirement for a professional entering the career world, and is required during training in this course.

### **Student Responsibilities/Expectations:**

Students are required to obtain enough hours each semester to complete the cosmetology course in the Fall, Spring and Summer semesters. In order to obtain the 1000 hours required by the Texas Department of Licensing and Regulations in this time frame, regular and disciplined attendance is required of each student. Students can miss no more than two days or 18 hours per semester without jeopardizing their placement in the program. If two days or 18 hours are missed, the student will meet with the divisional director to explain the absences, and a decision will be made determining if the student will be dropped from the course.

The student is responsible for keeping up with their equipment, implements and all working or personal supplies. If the student is absent or has decided to drop from the course, he/she must take supplies home immediately as we are not responsible for these items.

It is the student's responsibility to drop themselves from the cosmetology department through the admissions office.

### **Other Course Policies:**

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throughout the course.

For this reason, a **Cosmetology Student Handbook** is available online to every student. The guidelines within require students to dress in a professional manner, and behave in a professional manner.

### **NTCC Academic Honesty Statement:**

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

### **Academic Ethics**

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

### **ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

### **Family Educational Rights And Privacy Act (Ferpa):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.