



CSME 2337 Advanced Cosmetology Techniques-Hybrid

Course Syllabus: Spring 2020

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

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Office	Monday	Tuesday	Wednesday	Thursday	Friday	Online
Hours	10:30-12:00	10:30-12:00	10:30-12:00	10:30-12:00	10:30-12:00	

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: Mastery of advanced techniques including hair designs, professional cosmetology services, and workplace competencies.

3 Credit Hours

The Cosmetology Operator program consists of a 1500-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 haircutting, hair coloring, hair styling, manicures, facials, and related subjects in the hair chemistry, trichology, and cosmetology chemistry. Students will be awarded certificates of competency upon successful completion of the required cosmetology courses. Students must complete 1500 clock hours of instruction to be eligible to take the state board examination. Upon passing that examination, students become licensed hairdressers. This program has the approval of the Texas Department of Licensing and Regulation. Each student applying for the Cosmetology Operator Training Program must have a pre-enrollment interview with the instructor. Space in the program is limited. Students are encouraged to apply early.

Prerequisite(s):

Must have completed and passed CSME 1401, CSME 1405, CSME 1410, and CSME 1453 in order to proceed to this course.

Student Learning Outcomes – CSME 2337

- 1. Students will utilize a variety of hair techniques.**
- 2. Students will perform professional cosmetology services.**
- 3. Students will demonstrate workplace competencies.**

Evaluation/Grading Policy:

Milady Mind-tap Online & Tests	50%	90-100%=A
Practical Assignment Sheets	40%	80-89% =B
Practical & Written Grade Out	10%	70-79% =C

Required Instructional Materials:

Cengage Milady Standard Textbook Bundle: 9781305721937
Includes: Printed & Digital Textbook and 24month Mind-tap subscription

Texas Department of Licensing and Regulations – Law Book

Texas Department of Licensing and Regulations – PSI Candidate Information Bulletin

Northeast Texas Community College Student Handbook

Optional Instructional Materials: Students must maintain a binder for taking notes, and saving any and all handouts provided by instructors which are useful for future client services, tests, etc.

Minimum Technology Requirements: Must be able to navigate/have access to a computer and internet, student may utilize the college computer and internet during college hours if they do not have personal access.

Required Computer Literacy Skills: Must be able to log-in to their student email, and log-in and out of and use MindTap. Student may be required to save materials to the cloud or a flash drive for use during classes.

Course Structure and Overview:

The purpose of this course is to educate the student in advanced techniques useful in the cosmetology field, in the areas of a variety of skills, from advanced hair removal systems, facial treatments and skin types, facial treatments including electro therapy and light therapy. Nail enhancements, gel and acrylic nail treatments, and the safety issues involved will also be covered.

Spa Manicure and pedicure services including paraffin will be introduced during this course.

Students must acquire a high level of cosmetology skills and knowledge to successfully pass this course. Students must receive a minimum grade of 75%, on final grades in order to proceed to the summer courses.

Students who fail this course may have to be re-evaluated to repeat any failed classes, to determine if a more successful outcome is likely, prior to instructor approval for re-admittance to any cosmetology courses.

Communications:

Emails will be responded to within 24-48 hours, depending on when the email has been sent. During holidays and campus closings, the instructors may not be at a time or place in which communications are available. During regular semesters instructors will be available during the week and will check in during weekends if able.

Students will login to the Remind app on their phones and advise the instructors if they change phone numbers. The Remind app is the general way the program relays messages to the class. Students will be able to login to Mind tap to keep up with the grades posted in this course.

Check you student email regularly, as this is the primary means of communication within the college.

Institutional/Course Policy:

Missed worksheet assignments cannot be made up, missed test(s) may be made up with instructor approval. It is up to the student to contact the instructor if they miss a test to request a makeup exam. Students must login to Mind tap weekly, and do all required assignments, and accrue required hours of log in participation time. All students will receive a Cosmetology Student Handbook, and must abide by the contents in order to remain in the class.

Other Course Policies: The cosmetology course is designed to train individuals to be able to enter the field of hairdressing upon receiving their cosmetology license. 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

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

The cosmetology course is designed to train individuals to be able to enter the field of hair dressing upon receiving their cosmetology license, 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 Student Stylist Handbook of Professional Integrity is issued to every student. The guidelines within require students to dress in a professional manner and behave in a professional manner.

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 uniform as described in Career Information Day or in personal interview.
- 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 daily.
- **Fighting between students, and/or 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.

Failure to adhere to the course guidelines/Cosmetology Student Handbook will be just cause for discipline action such as 1st Offense-verbal or written warning, 2nd Offense-Write Up, suspension from class for 3 days, 3Rd Offense-suspension or drop from the course

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

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 request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

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.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

Course Schedule

Weeks	Topics	Assignments	Due Dates
Week 1 01/21-24	Chapter 20 Chemical Texture Services	Practical Floor Work Sheets	Friday
Week 2 01/27-31		Practical Floor Work Sheets	Friday
Week 3 02/03-07		Practical Floor Work Sheets	Sunday 02/09/2020
Week 4 02/10-14	Chapter 21 Hair Coloring	Practical Floor Work Sheets	Friday
Week 5 02/17-21		Practical Floor Work Sheets	Friday
Week 6 02/24-28		Practical Floor Work Sheets	Sunday 03/01/2020 Friday
Week 7 03/01/05	Chapter 22 Skin Structure, Growth & Nutrition	Practical Floor Work Sheets	Friday
Week 8 03/09-13		Practical Floor Work Sheets	Sunday 03/15/2020 Friday
	Spring Break March 16-20, 2020		
Week 9 03/23-27	Chapter 8 Skin Disorders and Diseases (Project Due Tuesday, March 24, 2020)	Practical Floor Work Sheets	Sunday 04/05/2020 Friday
Week 10 03/30-4/3		Practical Floor Work Sheets	Friday
Week 11 04/06-4/10	Chapter 12 Basics of Chemistry Chapter 13 Basics of Electricity	Practical Floor Work Sheets	Sunday 04/12/2020 Friday
Week 12 04/13-17	Chapter 22 Hair Removal	Practical Floor Work Sheets	Sunday 04/19/2020 Friday
Week 13 04/20-24	Chapter 23 Facials	Practical Floor Work Sheets	Sunday 04/26/2020 Friday

Week 14 04/27- 05/01	Chapter 24 Facial Makeup	Student Learning Objectives	Sunday 05/03 Friday
Week 15	Chapter 25 Braiding & Extensions Final Practical Exams		Wednesday 05/13/2020 Mon, Tues, Wed, Thurs
Week 16	Final Written Exams		May 11,12,