Course Syllabus: Fall 2019

CSME 1410 -Introduction to Hair Cutting and Related Theory

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

Necah Posey

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

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 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 hair cutting, hair coloring, hair styling, manicures, facials, and related subjects in hair chemistry, trichology, and cosmetic chemistry. Students will be awarded certificates of competency. Upon passing the written and practical examination, paying the license fee, students become licensed hairdressers. 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):

TEXTBOOKS

Cengage-Milady Standard Textbook Bundle: 9781305721937
Includes: Printed & Digital Textbook and 24month Mind-tap subscription
Texas Department of Licensing and Regulations – Law Book.

Northeast Texas Community College Student Handbook.

PSI Candidate Information Bulletin.

Publisher: Cengage Learning ISBN

Number: 13:978-1-4390-5929-6

Recommended Reading(s):

none

Student Learning Outcomes:

1. Students will be able to explain and use the various tools of hair cutting
2. Students will be able to define angle, elevation and guidelines
3. Students will be able identify reference points on the head form and explain their importance 4. Students will demonstrate 4 basic hair cuts
5. Students will be able to perform a clipper haircut on a mannequin or live model

Exemplary Educational Objectives:

Type EEO's here

SCANS Skills:

All subjects in the program are based on SCANS and foundation skills 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 any and all lectures. Meaningful discussion at the end of the lecture is encouraged.

Students will attend any and all impromptu learning classes on lab floor unless they are performing a service on a client.

Evaluation/Grading Policy:

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

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

Tests/Exams:

Quizzes, matching, definition, videos, and reading assignments on the Milady Distance Learning Program are required of each student and constitutes 25% of your overall semester grade. These classes will help the student learn a large portion of the theoretical value of the cosmetology program.

At the end of 150-250 hours of cosmetology training, a practical and written examination requiring a minimum passing grade of at least 80% before advancing to practicing skills on the lab floor. Texas Department of Licensing and Regulations requires at least 10% of overall basic skills training is completed prior to working on any paying customers. A student will not be placed on the working lab floor until they can satisfactorily master the basic skills.

A practical and written examination is required at the end of the semester requiring a grade of at least a 80% passing grade to pass this course

Assignments:

Quizzes, matching, definition, videos, and reading assignments on the Milady Distance Learning Program are required of each student and constitutes 25% of your overall semester grade. These classes will help the student learn a large portion of the theoretical value of the cosmetology program.

At the end of 150-250 hours of cosmetology training, a practical and written examination requiring a minimum passing grade of at least 80% before advancing to practicing skills on the lab floor. Texas Department of Licensing and Regulations requires at least 10% of overall basic skills training is completed prior to working on any paying customers. A student will not be placed on the working lab floor until they can satisfactorily master the basic skills.

A practical and written examination is required at the end of the semester requiring a grade of at least a 80% passing grade to pass this course

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. 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** will be issued 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 will mean that a student may not be ready or mature enough at this time to successfully participate in the cosmetology program. **The following behaviors are only a partial example of the guidelines listed of which each student must abide by.**

- Cell phones have become a constant companion in our lives now. Our friends and family can reach us at any time in most situations. However, training requires that students be adult in handling cell phones and incoming calls during class time in this department. Let friends and family know you are in training now, and ask that they call you after class or during break 10:00-10:15. If you have a need, or an emergency should arise, or the day needs to contact you, you can give them this number. Ms. Charla Hunt at 903-434-8209.She will be happy to bring you any message.
- Students must wear professional uniform as described in the enrollment/application packet.
- Students must come to class 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 they initiates or takes any part in a violent episode or behavior. Bullying and/or threatening behavior is not tolerated. 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.
- Students will be issued a student handbook the first week of the course and will adhere to the guidelines if they desire to remain in this course.

Other Course Requirements:

Students are required to purchase a student kit-it includes the necessary tools and equipment, mannequins & clamp, and textbook, workbooks. . These are available for purchase in the NTCC Book Store.

Usual school supplies such as binder, filler paper, pens, pencils, highlighters, permanent markers, and a small inexpensive calendar will necessary purchases for the student. A complete list of school supplies is in the student handbook.

Other supplies needed will be small plastic containers, large zip-lock bags and labels, Barbicide, window cleaner, hand sanitizer, disposable plastic caps, white headband, and disposable gloves.

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 1500 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 NTCC is not responsible for these items.

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

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