CSME 1453 Chemical Reformation and Related Theory
Course Syllabus: Fall 2019

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

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

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 that examination, 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):

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

Publisher: Cengage Learning

Texas Department of Licensing and Regulations – Law Book

Texas Department of Licensing and Regulations – PSI Candidate Information Bulletin

Northeast Texas Community College Student Handbook

Recommended Reading(s):

None

Student Learning Outcomes:

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

1. Explain the structure and purpose of the layers of the hair.
2. Describe the chemical actions that take place during a perm wave service
3. Explain the purpose of the neutralization step in perm waving
4. Describe how thio and hydroxide relaxers straighten hair.
5. Explain curl reforming and what its use is.
6. List the differences between an alkali and acid wave
7. Perform a perm wave; curl reforming, and relaxer on a mannequin, model or student.

Exemplary Educational Objectives:

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:** Classes are held

Monday thru Friday, 7:30 AM until 12:30 PM

- This is a face to face and online class-hybrid class and students must submit all class assignments required online and pass with a 70% minimum grade in order to pass this course. In the event of internet failure, you must contact the instructor. Only internet failure that has affected the entire class is reason for any delay of submitted assignments.

Discussion at the end of any lecture is encouraged.

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

Evaluation/Grading Policy:

Distance Learning	50%	90-100%=A
Practical Assignment Sheets	40%	80-89% =B
Practical & Written Grade Out	10%	70-79% =C

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

At the end of 150 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.

A practical and written examination is required at the end of the semester requiring a grade of at least a 80% 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.

3. There are frequent research assignments issued weekly, that should be completed in the computer lab in the Business Technology Building.

**Semester grades are the result of satisfactory completion of Assignment Sheets, Online coursework, Final Practical and Written Exams, Sanitation grades and project grades.

Other Course Requirements:

Students are required to purchase a student kit which includes most of the necessary vital tools and equipment, and mannequin and clamp to begin learning skills the first week of the course. Some of the electrical equipment will be purchased separately by the student so they may choose the brand and quality desired by the student. This also allows the student to be able to return any defective equipment and or purchase extended warranties in case of equipment failure.

The remainder of the supplies and tools required including the textbook, workbooks, and access is available for purchase at 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.

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 clock enough hours each semester to complete the cosmetology course in the Fall, Spring and Summer semesters. In order to clock 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 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:

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 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. It 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.
- Students may not become behind more than two days in the course. To do so may cause the student to not be able to return to finish the course in the next semester. Attendance is critical to the student being able to complete the course in the time frame allowed of 12 months. A student, who misses more than two days, must meet with the divisional director to explain absence. The divisional director will make a determination as to whether the student may remain in the course.

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.