CSME 1410 Introduction to Haircutting and Related Theory-Hybrid

Course Syllabus: Fall 2020

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

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	11:00-12:30 PM	11:00-12:30 PM	11:00-12:30 PM	11:00-12:30 PM		8:00-12:00 PM

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:
4 Credit Hours

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 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 1000 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): Students must have submitted a completed application packet to enroll in the course.
Students must successfully complete this course in grades and attendance, in order to enroll in the second 'spring' semester

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
4. 5. Students will be able to perform a clipper haircut on a mannequin or live model

Evaluation/Grading Policy:

Milady 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)	

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.
Northeast Texas Community College Student Handbook.
PSI Candidate Information Bulletin.

Publisher: Cengage **ISBN Number: 9781305721937**

Optional Instructional Materials:

Students must purchase a 'tool kit' which has been reserved for purchase in the NTCC Bookstore. This kit contains necessary tools and items which will be used in the course of training for all semesters. Some items will need to be replaced as they become broken or depleted. There is also a school 'supply' list of miscellaneous items which is distributed to students by the first class week.

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.

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.

NTCC Course Information:

- **Face-to-face** classes will have limited numbers of students allowed in each classroom to maintain social distancing.
- **Fully online classes** will be delivered using NTCC's traditional online format through the Blackboard Learning Management System.
- **Live Remote classes** will connect the instructor and the student in a virtual classroom where the student will
- Receive live instruction and be able to interact directly with the faculty member during the course's class time.
- **Hybrid classes** will have a combination of an on-campus face-to-face component with additional material being delivered online.

Course Structure and Overview:
Students will learn the parts and metals used to make shears, and will learn how to accurately hold and use a shear and comb while cutting the hair. Students will learn about angles, horizontal and vertical lines. Basic haircutting will be accomplished during this course, including a zero and basic ninety degree haircut, including proper sectioning, and how to following a guideline**.**

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.

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. 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.

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

Alternate Operations during Campus Closure and/or Alternate Course Delivery Requirements

All Students and Faculty:

1. While on Campus, everyone will be required to:
   a) Maintain social distance (6ft) as much as possible
   b) Wear your face covering/mask when entering buildings and in all public areas inside (hallways, bathrooms, lobbies, study areas, etc.)
   c) Continuously practice hand hygiene with disinfectant and/or hand washing (recommended every 20 minutes) and utilize cough etiquette throughout your time on campus.
   d) In classrooms/offices where social distancing is maintained while seated, wearing of face covering/mas is recommended but not required.
   e) In classrooms/labs where social distancing is NOT possible, face covering/masks and PPE appropriate for class activities is recommended but not required.
   f) Students will promptly leave campus premises at conclusion of classroom/lab activities.

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to: online through the BlackBoard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (http://www.ntcc.edu/) for instructions about continuing courses remotely, BlackBoard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the BlackBoard course site.

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	Chapter 1 History and Career Opportunities	Quiz	August 30, 2020
Week 2	Chapter 2 and 3 Life Skills, Your Professional Image	Quiz	September 6, 2020
Week 3	Chapter 5 Safety and Sanitation	Chapter Review /Quiz	September 20,2020
Week 4	Chapter 5 Safety and Sanitation	Assignment Sheet / 4 Week Review	September 27, 2020
Week 5	Chapter 16 Haircutting	Chapter Review	
Week 6	Chapter 16 Haircutting	Quiz	October 4, 2020
Week 7	Chapter 11 Properties of the Hair and Scalp	Chapter Review	
Week 8	Chapter 11 Properties of the Hair and Scalp	Quiz- Weekly Worksheet	October 18, 2020
	Mid Semester Exams		October 20, 2020
Week 9	Chapter 14 Principles of Hair Design	Chapter Review/ Quiz Weekly Worksheet	October 25, 2020
Week 10	Chapter 15 Scalp Care, Shampooing /Conditioning	Chapter Review/ Quiz Weekly Worksheet	November 1, 2020
Week 11	Chapter 17	Chapter Review/ Quiz	November 8, 2020

	Hairstyling	Weekly Worksheet	
Week 12	Chapter 25 &26 Manicuring and Pedicuring	Student Learning Objectives	November 15, 2020
Week 13	22,23,24 Hair Removal Facials and Facial Makeup	Chapter Review/Quiz	November 22, 2020
Week 14	TDLR Laws and Rules	Chapter Review/Quiz	November 29, 2020
Week 15	Review Week (Semester Review of al Topics)	Student Practice	December 6, 2020
Week 16	Final Written Exams		December 15, 2020