CSME 2443 Salon Development

Course Syllabus: Summer 2017

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

Debbie Lovelady
Office: BT 108
Phone: 903-434-8208
Email: dlovelady@ntcc.edu

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	2:00-3:00 PM	2:00-3:00 PM	2:00-3:00 PM	2:00-3:00 PM	N/A	10:00-4:30PM

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 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):

TEXTBOOKS

Milady's Standard Textbook of Cosmetology/CD Study Guide/Cosmetology Operator

Exam Review Book and Theory Workbook, Delmar Publishing.

Texas Department of Licensing and Regulations – Law Book.

Northeast Texas Community College Student Handbook.

PSI Candidate Information Bulletin.

Cengage Milady Standard Textbook Bundle: 9781305721937
Includes: Printed & Digital Textbook and 24month Mindtap subscription

Recommended Reading(s):

none

Student Learning Outcomes:

1. Describe and list salon business categories.
2. Write a cover letter and resume.

3. List positive job interview behaviors.
4. Explain and list legal aspects of a job interview.
5. Explain the importance of retail sales in the salon.
6. List effective ways to build a client base.
7. Identify vital record keeping practices and methods.
8. List factors to consider when thinking of opening a new salon.

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:

- Classes are held Monday through Thusday, 7:00 AM until 3:30 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:

Theory Tests/Exams	25%	90-100%=A
Practical Assignment Sheets	25%	80-89% =B
Practical & Written Grade Out	25%	70-79% =C
Sanitation	25%	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 70% is required to be passing.

At the end of 150 hours of cosmetology training, a practical and written examination requiring a minimum passing grade of at least 70% 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 70% 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. Research assignments can and should be completed during lab time, between 3:00 and 3:30 Monday thru Thursday.

Other Course Requirements:

Students were required to purchase a student kit-it includes all the necessary vital tools and equipment, mannequins &clamp, and textbook, workbooks, and DVD. Any equipment and tools needing to be replaced should be tended to prior to the first day of class, so that the learning process begins immediately. 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: small plastic containers, large zip-lock bags and labels, Barbicide Plus, 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 NTCC is 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 **Cosmetology Student Handbook** is issued to every student. The guidelines within require students to dress in a professional manner, and behave in a professional manner.. **The following behaviors are only a partial example of the guidelines listed of which each student must abide by.**

Cell phones must remain in the student's locker and may only be used during lunch or breaks. It there is an emergency or you know there may be a situation where you will need to be contacted/alerted, please have friends/relatives/daycare 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.

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.