



# CSME 2443 Salon Development-Hybrid

Course Syllabus: Summer 2020

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

**Instructor: Necah Posey**

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

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 1421, CSME 2337, CSME 2401, and CSME 2410 in order to proceed to this course**

## **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.

## **Evaluation/Grading Policy:**

Milady/MindTap	50%
Practical Work Sheet/Assignments	40%
Final Written and Practical Examinations	10%

### **Special Credit Projects:**

Extra 5pts added to practical assignment sheet grades- (not to accumulate over 25% of this grade requirement) Special projects are usually not a 'required' project, however, the additional grade points may be crucial to a student's final semester grades.

**Tests/Exams:** Quizzes, matching, definition, videos, and reading assignments on the Milady Distance Learning Program are required of each student and constitutes 50% 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 75% 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 75% passing grade to pass this course

1. A weekly practical assignment sheet will be handed out to each student on the first day of class of each week. These grades constitute 40% of the final semester grade.
2. Students are required to participate in an end of class disinfection period due to Covid-19. **All students will clean and DISINFECT their work area, tools and implements prior to dismissal for the day. A student who refuses or does not perform this required DISINFECTION ACTIVITY, will be dropped from the course and will receive no credit for grades or hours.**

**As stated earlier, you will have assignments on the online portion of this class, which is required of each student attending this course, again, MindTap, classroom, and home projects must be completed to pass this final summer course.**

### **Required Instructional Materials:**

Students were required to purchase two working 'tool kits' for use in this program. The fall kit contained the bulk of items needed for the first semester of skill training, and the spring kit was purchased in the spring semester. Although all the items needed should have been included in the two kits, there may be items which need to be replaced due to wear and tear or use. Students must have a working tool kit in order to take summer classes.

**Publisher: Milady Standard**

**ISBN Number: 9781305721937**

Cengage Milady Standard Textbook Bundle: 9781305721937

Includes: Printed & Digital Textbook and 24month Mind-tap subscription

**Optional Instructional Materials:** None

### **Minimum Technology Requirements:**

Must have access to computer and internet or be able to do online assignments on the campus during appropriate times.

**Required Computer Literacy Skills:**

Must be able to use a computer to complete online assignments, be able to create outlines, and simple documents

**Course Structure and Overview:**

This is a 10-week hybrid course. Due to Covid-19 this class will meet on a staggered schedule of Monday and Wednesday, and Tuesday and Thursday from 8:00 AM until 3:00 PM, unless a change is necessitated due to the unusual pandemic which occurred in the spring 2020 semester. Students are expected to attend classes regularly, and complete online assignments by the due dates.

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.

**Communications:**

Emails will be responded to within 24-48 hours, depending on when the email has been sent. 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 MindTap to keep up with the grades posted in this course. Teams has also become another way we will send information or messages to students. It is important to make sure that instructors can reach students concerning assignments, projects, attendance, and other items.

**Check your 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 in the fall semester 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.**

**For this reason, a Cosmetology Student Handbook is issued to every student, the first semester of classes in the fall.**

**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 903-434-8207. She will be happy to bring you any message.

Students must wear professional uniform as described in the enrollment/application packet. Professional uniforms differentiate that the student is a model of professional behavior and style.

***'Hoodies' are not acceptable in the classroom, because this appearance of professionalism is hidden from anyone entering the classroom or lab floor. For warmth it is advised that students purchase and wear a warm long-sleeved shirt under scrub tops, or short sleeved or uncomfortable clothing.***

***Professional black lab coats may be worn by the student.***

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. If students choose to take working supplies home for any reason, that is still no reason to come to class without them. Tools are required for this class.

Fighting between students, and/or inappropriate interaction between students/instructor is not allowed students will be immediately dropped from this course if they initiate 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

#### **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**

<b>Weeks</b>	<b>Topics</b>	<b>Assignments</b>	<b>Due Date</b>
<b>Week 1</b> 06/08/2020	<b>Part 3-Chapter 19</b>  Wigs and Hair Additions	Practical Floor Work Sheets	Saturday 5:00PM
<b>Week 2</b> 06/15/2020	<b>Part 4-Chapter 22</b>  Hair Removal & Methods	Practical Floor Work Sheets	Saturday 5:00PM
<b>Week 3</b> 06/22/2020	<b>Part 4-Chapters 23-24</b>  Facials and Facial Makeup	Practical Floor Work Sheets	Saturday 5:00PM
<b>Week 4</b> 06/29/2020	<b>Part 5-Chapter 28</b>  Monomer Liquid & Polymer Tips and Overlays	Practical Floor Work Sheets	Saturday 5:00PM
<b>Week 5</b> 07/06/2020	<b>Part 5-Chapter 29</b>  Gels, Led and UV Light Nail Services	Practical Floor Work Sheets	Saturday 5:00PM
<b>Week 6</b> 07/13/2020	<b>Part 6-Chapter 30</b>  Preparing for Employment	Practical Floor Work Sheets	Saturday 5:00PM
<b>Week 7</b> 07/20/2020	<b>Part 6-Chapter 31 and 32</b>  On the Job/The Salon Business	Practical Floor Work Sheets	Saturday 5:00PM
<b>Week 8</b> 07/27/2020	<b>Final Practical Exam</b>	Practical Floor Work Sheets	Saturday 5:00PM
<b>Week 9</b> 08/03/2020	<b>Final Practical Practice</b>	Student Learning Objectives	Saturday 5:00PM
<b>Week 10</b> 08/10/2020	<b>Final Written Exam</b>		Wednesday 08/12/2020