



CSME 1410-1000 Hour High School Program Introduction to Hair Cutting and Related Theory

Course Syllabus: Spring 2018

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

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	3:00-3:30 PM	3:00-3:30 PM	3:00-3:30PM	3:00-3:30 PM	3:00-3:30PM	8-9:00AM

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 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 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

Cengage-Milady Standard Textbook Bundle: 9781305721937 (Provided by the Cosmetology Department)

Includes: Printed & Digital Textbook and 24-month MindTap 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

CSME 1410

In this course the student will study and practice: hair cutting implements, zero, 45, and 90 degree haircuts, basic blow dry styling, electric marcel curling iron manipulation and safety, basic styling methods-pin curls, finger waves, roller bases

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:

Theory is held at 12:30-1:30PM every Monday thru Friday/unless distance learning is introduced. -students are required to attend all lectures. Hands on manipulative skills will be taught and practiced by the student daily, and an assignment sheet will be evaluated and graded daily, to reflect the work of the student cosmetologist.

Discussion at the end of the lecture is encouraged.

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

Evaluation

Theory Tests/Exams	25%
Practical Assignment Sheets	25%
Practical & Written Grade Out	25%
Attendance	25%

Grading Policy:

90-100%=A
80-89% =B
70-79% =C
Under 70% =F

Special Credit Project/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 100 hours of cosmetology training, a practical and written examination requiring a minimum passing grade of at least 90% 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 90% 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.

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 available 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 may result in suspension or termination from 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 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, and NOT during a class, lecture or client service. If 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 scrub top as designated by the cosmetology department.
- 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:
- Note books, pens, pencils, highlighters, etc.
- Fighting between students, bullying, negative body language and facial expressions or any 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.

Other Course Requirements:

High school students will be provided necessary tools and implements as well as manikins for training. Hot tools such as blow dryers, curling irons and flat irons will be issued daily as needed to the student and at the end of the skill must be returned. Students may not take equipment home. Students are required to take care of the equipment issued to them and to respect the furnishings and equipment in the department. The student will be held responsible for lost or damaged equipment

Student Responsibilities/Expectations:

Students are required to clock/log in enough hours each semester to complete the cosmetology course in the Fall, Spring and Summer semesters. In order to clock the 1000 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.