



WACO, TEXAS

---

**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Advanced Hair Design  
CSME 2439.01**

**Dazerne Weathers**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

Advanced Hair Design and Related Theory  
CSME 2439.01

**Course Description:**

**CSME 2439 – Advanced Hair Design and Related Theory**

Advanced concepts in the theory and practice of hair design.

Topics include fingerwaving, blow drying techniques, thermal hairstyling, updos and principles of hair design.

**Prerequisites and/or Corequisites:**

Successful completion of CSME 1405, CSME 1451, & CSME 1443

**Course Notes and Instructor Recommendations:**

- Most lab assignments require hands-on participation. The assignments can vary depending on the course. Students who register for Cosmetology courses should be prepared to physically engage in all practical assignments.
- Ability to perform all practical skill requirements while gaining state mandated clock hours.
- Performing cosmetology services requires good hygiene habits and hair pulled back (if long) for pedicures.
- Theory workbooks are due *prior* to each chapter test. Student will receive a grade of 100 if workbook is 100% complete and a zero will be given if in-complete. If workbook is not turned in prior to test, a grade of 50 will be given if 100% complete and turned in prior to next theory class.
- When servicing clients, student's appearance must be professional.
- Students are expected to participate in lecture/theory class. Working on homework, workbooks, or other assignments during theory is unacceptable. Points will be deducted from the student's professionalism grade.
- All students are responsible for their own actions. A reflection of student's professionalism will be evaluated on the department approved Performance Standard Form. This is 15% of student's overall grade. A copy of the Performance Standard Form will be issued to each student on the first class day.

**General Course Information**

Title:	Advanced Hair Design
Course Number:	CSME 2439
Contact Hours:	128 hours per semester
Semester Hours:	4
Lecture Hours:	2
Lab Hours:	6

Advanced Hair Design and Related Theory  
CSME 2439.01

**Instructor Information:**

Instructor Name: Dazerne Weathers  
MCC Email: [dweathers@mclennan.edu](mailto:dweathers@mclennan.edu)  
Office Telephone: (254) 299-8775  
Office Address: CSC B34  
Office Hours: 7:30am or 4:00pm

**Required Text & Materials:**

Milady's Standard Cosmetology, latest ed., by Milady Publishing Company- ISBN: 978-1-2857-6941-7  
Milady's Standard Cosmetology Exam Review, 2016- ISBN: 978-1-2857-6955-4  
Milady's Standard Cosmetology Online Licensing Preparation Access- ISBN-13: 978-1-285-76979-0  
Milady's Standard Cosmetology Theory Workbook 2016; ISBN: 978-1-2857-6945-5  
Texas Department of Licensing and Regulation, Cosmetology Laws and Rules Book, latest ed., Texas Department of Licensing and Regulations  
Cosmetology Kits (purchased from department) required uniforms, and misc. supplies

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Methods of Teaching and Learning:**

The instructor will use lecture, labs, practical skills, computer assignments, videos, role playing, clinic labs, and class demonstrations to present the material. Periodic guest speakers and/or field trips may be scheduled during this course.

Each task will be assigned a maximum point value. The performance of each student in be evaluated against that maximum value and a percentage will be assigned. More detail on this grading process is provided later in the syllabus.

**Course Objectives and/or Competencies:**

Utilize correct terminology related to hair design; demonstrate advanced techniques related to hair design; and exhibit workplace competencies.

Upon successful completion of CSME 2439, the student should be able to:

1. Explain the five elements of hair design.
2. Understand the five principles of hair design.
3. Explain different facial shapes and understand the hairstyles that work best for each.
4. Perform fingerwaving and hair wrapping.
5. Demonstrate the proper use of blowdryers, flat irons, thermal irons, and pressing combs.
6. Explain the three types of hair pressing.
7. Understand the five key points you must consider before creating a specialty style.
8. Creating specialty styles for long hair.

**Course Outline or Schedule:**

The following is a TENTATIVE schedule. Circumstances may cause the schedule to be modified. These learning activities are designed to lead the student to the successful acquisition of the student learning outcomes.

**WEEKLY COURSE CALENDAR**

WEEK 1:	Orientation, Syllabus, MCC Cosmetology Student Handbook, Introduction to Textbooks: Milady's Standard Cosmetology, Milady's Standard Cosmetology Theory Workbook, Milady's Standard Cosmetology Exam Review, Milady's Online Licensing Preparation Access, TDLR Book. Chapter 14 – Principles of Hair Design
WEEK 2:	Chapter 14 – Principles of Hair Design
WEEK 3:	Chapter 16 – Haircutting
WEEK 4:	Chapter 17 – Hairstyling
WEEK 5:	Chapter 22 – Hair Removal
WEEK 6:	Chapter 21 – Haircoloring
WEEK 7:	Chapter 21 – Haircoloring
WEEK 8:	Chapter 21 – Haircoloring
WEEK 9:	Chapter 20 – Chemical Texture Services
WEEK 10:	Chapter 20 – Chemical Texture Services
WEEK 11:	Chapter 18 – Braiding and Braid Extensions
WEEK 12:	Chapter 18 – Braiding and Hair Extensions
WEEK 13:	Chapter 19 – Wigs and Hair Additions
WEEK 14:	Chapter 19 – Wigs and Hair Additions
WEEK 15:	Final Review
WEEK 16:	Final
WEEK 17:	Salon

**SPECIAL MATERIALS:**

1. Supplies and materials to perform all skills requirements in this course will consist of a Semester II kit and a miscellaneous supply list. Please note additional supplies may need to be purchased to replenish your training supplies.
2. Textbooks, workbooks, spiral notebook, **loose leaf** notebook paper for assignments, and traditional blue or black ink ONLY. Scantron sheets and a # 2 pencil. Points will be deducted from the assignment if guidelines are not followed. You may have supplies of your choice for note taking.

**Course Grading Information:**

**EVALUATION/GRADING**

Student learning outcomes will be measured by the instructor. The final course grade will be based on the following grading percentages:

- |                    |     |
|--------------------|-----|
| 1. Theory          | 60% |
| 2. Skills          | 25% |
| 3. Professionalism | 15% |

Letter Grade	A	B	C	F
Total Points	100 – 90	89 – 80	79 – 70	69 or Below

W-----WITHDREW- This grade is given for an instructor or student-initiated course withdrawal through the 60 percent point in the semester or term. After the 60 percent point, an instructor may authorize a course withdrawal and assign a W if passing work was being accomplished or an F (NC-Non completion for a student enrolled in a developmental class) if the student was failing work. In extenuating circumstances, the instructor may assign a W to a student who is not passing through the last regular class day of a semester or term.

I-----INCOMPLETE- This grade is given when a course is incomplete because of student's absences caused by illness or other reasons acceptable to the Instructor. To be eligible for this grade, the student must have essentially completed the course. The work remaining should be of such a nature as to not require class attendance. If the work is not made up within the following long semester, the I will be changed to an F and the course must be repeated if credit is to be given.

**Late Work, Attendance, and Make Up Work Policies:**

Students will be permitted to make up class work and assignments missed with documentation due to absences caused by

- (a) Authorized participation in official college functions.
- (b) Personal illness
- (c) Illness or a death in the immediate family.
- (d) Observance of a religious holy day

Student, whether present or absent, is responsible for all assignments presented or assigned. All students are accountable for all assignments in the determination of course grade.

The instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons.

Assignments missed due to emergency absences (out of student's control) may be made up upon students return to class.

Assignments missed due to non-emergency absences may be made up during scheduled completion of hours.

To view Late Work, Make up Work and Attendance Policies click here [for Departmental Student Handbook](#).

### **Student Behavioral Expectations or Conduct Policy:**

In general, students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. The Highlander Guide describes the rights, privileges, and obligations of students affiliated with MCC. The complete guide may be accessed by clicking here: [Highlander Guide](#). Link: to Departmental Student Handbook.  
<http://www.mclennan.edu/departments/cosm/>

\*

\* [Click Here for the MCC Academic Integrity Statement](#)  
([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

The link above will provide you with information about academic integrity, dishonesty, and cheating.

\* [Click Here for the MCC Attendance/Absences Policy](#)  
(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

\* *You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.*

Advanced Hair Design and Related Theory  
CSME 2439.01

COSMETOLOGY PROGRAM															
ASSESSMENT MATRIX															
STUDENT LEARNING OUTCOMES		SCANS	1405	1451	1443	1431	1453	2401	2439	2237	1447	2443	2441	Chapter Test	Demo of Skills
1	Explain the differences between sanitation, disinfection, sterilization and the universal precautions that are your responsibility as a salon professional.	1,2,3,4,5,7	X	X	X	X	X	X	X	X	X	X	X	X	
2	Demonstrate proper shampooing and conditioning procedures.	1,2,4,5		X										X	X
3	Demonstrate the mastery of haircutting with the razor and clipper tool.	1,2,3,4,7		X						X				X	X
4	Demonstrate basic roller setting, finger waving, braids, pin curl, blow drying, thermal straightening, and curling.	1,2,3,4,5,7	X	X			X		X					X	X
5	Demonstrate basic permanent wave wrapping.	1,2,3,4,5	X				X								X
6	Demonstrate basic and conditioning oil manicures incorporating all safety, sanitation and disinfection requirements. Basic application of artificial nail enhancements.	1,2,4,5			X	X								X	X
7	Identify, describe and define cells and tissue of the human body. Explain the 10 body systems and their functions	1,2,4,5					X							X	
8	Demonstrate and explain the physical and chemical actions of cold waves, relaxers and curl-reformation services and their chemical used.	1,2,3,4,5,7												X	X
			X				X								
9	Identify color theory, list four basic categories of color and demonstrate the application of each and explain each effects on the hair. Explain the action of hair lighteners, demonstrate application techniques and explain the effects and action on the hair.	1,2,3,4,7		X				X						X	X
10	Students will be able to discuss the essentials of preparing for licensure and employment.	1,2,4,5,6,7,8										X		X	
11	Students will obtain skills in resume' writing and be able to complete an effective interview.	1,2,3,4,5,6,7,8										X		X	
12	Students will be able to list beginning a small business and be able to explain the importance of keeping accurate business records.	1,2,3,4,5,6,7,8										X		X	

Advanced Hair Design and Related Theory  
CSME 2439.01

	STUDENT LEARNING OUTCOMES	SCANS	1405	1451	1443	1431	1453	2401	2439	2237	1447	2443	2441	Chapter Test	Demo Of Skills
13	Students will be able to describe the structure/composition of the skin and will be able to list the functions of the skin.	1,4,5									X			X	
14	Students will be able to explain the difference between organic and inorganic chemistry and Discuss different forms of matter, elements, compounds, and mixtures.	1,2,4,5,7									X			X	
15	Students will be able to demonstrate the procedure for a basic facial and able to describe different types of products used in facial in treatments and understand basic types of electrical equipment for facial treatment.	1,2,4,5,7									X			X	X
16	Students will be able to define relating to skin disorders. They will be able to list and describe various skin types and conditions.	1,2,4,5,7,									X			X	
17	Students will be able to demonstrate a basic make-up application and will be able to discuss cosmetic color theory.	1,2,4,5,7									X			X	X
18	Students will be able to demonstrate written competencies, practical skills that are mandated by Texas Department of Licensing and Regulations and PSI for the state licensure examination.	1,2,3,4,5,8											X	X	X



# McLennan

C O M M U N I T Y

# COLLEGE

---

## ACADEMIC RESOURCES/POLICIES

### **Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

### **MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

### **Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

### **Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

\* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)  
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails.

**Forwarding Emails:**

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

**Accommodations/ADA Statement**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

\* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)  
([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at

---

[titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Equity & Inclusion/Title IX) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

*\* You will need to access each link separately through your web browser (for example Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*