



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Salon Development
CSME 2443.01**

Rosie Tull

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.

**SALON DEVELOPMENT
CSME 2443.01**

Course Description:

CSME 2443 – Salon Development:

Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping.

Prerequisites and/or Corequisites:

Successful completion of **CSME 1453, CSME 2439, CSME 2237, & CSME 2401.**

Transfer students will comply with departmental policies. See program Director.

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 skin care services requires nails to be short, hair pulled back (if long), and good hygiene habits.
- 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.
- No charging of phones.
- No fidgets allowed in class.

CSME 2443.01 is offered during the Fall, Spring, and Summer I semester. It consists of four courses.

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GENERAL COURSE INFORMATION

Title:	Salon Development
Course Number:	CSME 2443.01
Contact Hours:	96 hours per semester
Semester Hours:	04
Lecture Hours:	03
Lab Hours:	03

Instructor Information:

Instructor Name:	Rosie Tull
MCC Email:	rtull@mcclennan.edu
Office Phone:	(254) 299-8705
Office Location:	CSC / Cosmetology Department B5

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](#)

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 Instructor Plan/ Syllabus.

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Course Objectives and/or Competencies:

End-of-Course Outcomes: Create a salon portfolio or business plan. Demonstrate organizational skills related to salon operation and management.

STUDENT LEARNING OUTCOMES

Upon successful completion of CSME 2443, the student should be able to:

1. Discuss the essentials of becoming test-wise.
2. Explain the steps involved in preparing for employment.
3. List and describe the various types of salon business.
4. Write an achievement-oriented resume and prepare an employment portfolio.
5. Explain how to explore the job market and research potential employers.
6. Be prepared to complete an effective employment interview.
7. Describe the qualities that help a new employee succeed in a service profession.
8. List the habits of a good salon team player.
9. Explain the function of a job description.
10. Describe three different ways in which salon professionals are compensated.
11. Create a personal budget.
12. List the principles of selling products and services in the salon.
13. List the most effective ways to build a client base.
14. List the two ways in which you may go into business for yourself.
15. List the factors to consider when opening a salon.
16. Name and describe the types of ownership under which a salon may operate.
17. Explain the importance of keeping accurate business records.
18. Discuss the importance of a reception area to a salon success.
19. Demonstrate good salon telephone techniques.
20. List the most effective forms of salon advertising.

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

Syllabus, MCC Departmental Rules and Regulations,
Milady's Standard Cosmetology, latest ed., by Milady Publishing Company;
Milady's Standard Cosmetology Exam Review, 2016. State Board Prep.,
Texas Department License Regulations, Book.TDLR Book.

Date		Assignments
Week	1	Chapter 7 Skin Structure, Growth, and Nutrition
Week	2	Chapter 8 Skin Disorders and Diseases

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Week	3	Chapter 23 Facials
Week	4	Chapter 24 Make Up
Week	5	Chapter 27 Nail Tips and Wraps
Week	6	Chapter 28 Monomer Liquid & Poly Powder Nail Enhancements
Week	7	Chapter 29 Light Cured Gels
Week	8	Chapter 30 Preparing For Licensure & Employment
Week	9	Chapter 31 On The Job
Week	10	Chapter 32 The Salon Business
Week	11	Chapter 12 Basics of Chemistry
Week	12	Chapter 13 Basics of Electricity
Week	13	Review and Preparation for Final and Mock State Board
Week	14	Preparation for Final Exam--Practical and State Board Written Exam

Texas Department of Licensing and Regulation----TDLR
Chapter reviews will be given at the end of each chapter.
Tests will be given upon completion of each chapter.
Homework assignments due on test days.
Skills/ Skills tests assigned daily, weekly, & monthly; checked by an Instructor.

To complete Semester III:

Chapter Tests on the computer-from the-Assigned Chapter test sheet.

Tests will be due end of semester with each Chapter test scoring a 90% or better, this will be accomplished at school, home, and computer time at school or home. (This is Homework)

3 Comprehensive Test will also, be due along with the computer tests. This is homework.

THIS A MAJOR TEST GRADE.

SPECIAL MATERIALS:

1. Supplies and materials to perform all skill requirements in this course will consist of a skin care kit, miscellaneous supply list, and make up. Please note additional products and supplies may need to be purchased to replenish your training supplies.
2. Textbooks, loose leaf notebook paper for assignments, blue or black ink ONLY, and pencils. Scantron sheets and a # 2 pencil. Flash drive for Salon Project.
3. Points will be deducted from the assignment if guidelines are not followed. You may have supplies of your choice for note taking.

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Course Grading Information:

EVALUATION/GRADING

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

1	Theory		25	Percent
2	Skills		10	Percent
3	Mock State Exam	25% for Written, 25% for Practical	50	Percent
4	Professionalism		15	Percent
Total Points			100	Percent

Grade Scale

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, then it 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.

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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](#).

COURSE SESSIONS

Semester III

Cosmetology Program	8:00 a.m. - 4:00 p.m. (Monday thru Friday)
▪ Monday	8:00 a.m. & after break & 1:00 p.m.
▪ Tuesday	8:00 a.m. & after break & 1:00 p.m.
▪ Wednesday	8:00 a.m. & 1:00 p.m. *
▪ Thursday	8:00 a.m. & after break & 1:00 p.m.
▪ Friday	8:00 a.m. & 1:00 p.m. *
Clinic (Lab) Sessions	8:00A.M. & 1:00P.M. Only *

LUNCH/BREAK

Lunch Break	12:00 Noon to 1:00PM (M-F)
Morning Break	Assigned by instructor
Afternoon Break	Assigned by instructor
	*No breaks on Clinic (Lab) Floor *

Ethics

Student found to be guilty of academic dishonest are subject to college policy. In addition, students are subject to the following discipline policy located in our Student Handbook. Link: to Departmental Student Handbook. <http://www.mclennan.edu/departments/cosm/>

Courtesy & Respect

Students should demonstrate courtesy and respect to all instructors, guests, and fellow learners. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC. Link: to Departmental Student Handbook. <http://www.mclennan.edu/departments/cosm/>

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](http://www.mclennan.edu/departments/cosm/). Link: to Departmental Student Handbook.
<http://www.mclennan.edu/departments/cosm/>

MCC Attendance Policy:

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Please refer to the [Highlander Guide](http://www.mclennan.edu/departments/cosm/) for the complete policy.
The Highlander Guide recognizes that the Cosmetology Department has a unique attendance policy.
LINK: to Departmental Student Handbook. <http://www.mclennan.edu/departments/cosm/>

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

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COSMETOLOGY PROGRAM ASSESSMENT MATRIX															
STUDENT LEARNING OUTCOMES		SCANS	1405	1451	1443	2430	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, pincurl, blowdrying, 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.	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
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													
10	Students will be able to discuss the essentials of preparing for licensure and employment.	1,2,4,5,6,7,8		X				X				X		X	
11	Students will obtain skills in 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	1,2,3,4,5,6,7,8										X		X	

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	accurate business records.														
	STUDENT LEARNING OUTCOMES	SCANS	1405	1451	1443	2430	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 if 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 P SI for the state licensure examination.	1,2,3,4,5 ,8											X	X	X

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Statement of Workplace and Foundation Competencies

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for:

Cosmetology Department

COMMON WORKPLACE COMPETENCIES

Manage Resources:	Time / Money / Materials / Space / Staff
Exhibit Interpersonal Skills:	Work on teams/ Teach others / Serve customers / Lead work teams/Negotiate with others
Work with Information:	Acquire & evaluate data / Interpret & communicate data
Apply Systems Knowledge:	Work within social systems / Work within technological systems / Work within organizational systems / Monitor & correct system performance / Design & improve systems
Use Technology:	Select equipment and tools

FOUNDATION SKILLS

Demonstrate Basic Skills:	Arithmetic & Mathematics / Speaking / Listening
Demonstrate Thinking Skills:	Creative thinking / Decision making / Problem solving / Thinking logically
Exhibit Personal Qualities:	Self-esteem / Self-management / Integrity

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Course Number: CSME 2443 Course Name: Salon Development	Relevant Competencies (Identify by Competency Number)
SCANS COMPETENCIES.	
1. Managing Resources: a. Manage time b. Manage Money c. Manage materials d. Manage space e. Manage staff	a. 1,2 b. 1, 2,3,7,8 c. 1,2,3 d. 1,5 e. 4,5,6
2. Exhibiting Interpersonal Skills: a. Work on teams b. Teach others c. Serve Customers d. Lead work teams e. Negotiate with others f. Work with different cultures	a. 4,5,6,7 b. 1,4,5,6 c. 4,5,6,7 d. 4,5,6 e. 4,5,6,7 f. 4,5
3. Working with Information a. Acquire/evaluate data b. Organize/maintain information c. Interpret/communicate data d. Process information with computers	a. 1,2,3,5,8 b. 1,2,5,7,8 c. 1,2,4,5 d. 1,2,5,8
4. Applying Systems Knowledge: a. Work within social systems b. Work within technological systems c. Work within organizational systems d. Monitor/correct system performance e. Design/improve systems	a. 1,2,3,4,5,6,7 b. 1,2,3,8 c. 1,2,3,5,7,8 d. 1,2,5,7,8 e. 1,2,5,7,8
5. Using Technology: a. Select equipment and tools b. Apply technology to specific tasks c. Maintain troubleshoot technologies	a. 1,4,5,6 b. 1,2,3,4,5 c. 1,4,5,6,8
SCANS FOUNDATIONS.	
6. Demonstrating Basic Skills: a. Reading b. Writing c. Arithmetic/Mathematics d. Speaking e. Listening	a. 1,2,3,4,5 b. 2,5 c. 3,5 d. 1,4,6 e. 1,4,6
7. Demonstrating Thinking Skills: a. Creative thinking b. Decision making c. Problem solving d. Thinking logically e. Seeing with the mind's eye	a. 1,4,5,6 b. 1,4,5,6 c. 1,4,5 d. 1,5 e. 1,4,5,6
8. Exhibiting Personal Qualities: a. Individual responsibility b. Self-esteem c. Sociability d. Self-management e. Integrity	a. 4,5,6 b. 1,2,4,5,6 c. 4,5,6,7 d. 1,5,6 e. 4,5,6

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.

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.

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

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)

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 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.*