

McLennan
C O M M U N I T Y
C O L L E G E

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Salon Development

CSME 2443. 01

Deon Weathers

16- Week Course

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

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 1354, CSME 1405, CSME 1410, & CSME 2401.

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.
- Students are not allowed to have ear pods or ear buds at any time except at lunch time.
- Students are Not Allowed to charge their cellphones. It will be allowed on break and lunch.
- No cell phones or talking allowed during any test. If Student has a phone out or talking for ANY REASON, the student will receive a grade of 0% on the test. This applies to the entire test taking time frame. Suggestion: Leave phone in locker or place on instructor's desk.
- Only 8 or 16 Oz Water Bottle allowed in classroom etc.
- As a courtesy please send a Remind, Text, or Phone call if you will be absent.
- Student will not be allowed to participate in Zoom class other than your assigned day and time.
- Do not help other students, please ask the Instructor.

SALON DEVELOPMENT

CSME 2443.01

- Student can not enter Zoom late unless arrangements have been made with the Instructor.
- Students are Not Allowed to have ear pods or ear buds at any time except at lunch time.
- Students are Not Allowed to charge their cellphones. It will be allowed on break time and lunch.
- **Student will be provided a miscellaneous supply list , the items will need to be purchased by March 6th 2023**

Instructor Information:

Instructor: Deon Weathers
MCC Email: dweathers@mclennan.edu

Office Phone: 254-299-8761
Office Location: CSC B
Office Hours: 8:00 a.m. and 3:30 p.m. by appointment

Required Text & Materials:

Title:	Milady Standard Cosmetology 14 th Edition
1 each	ISBN: 978-0-357-37890-8
1 each	Milady Standard Cosmetology Workbook 14 th Edition
	ISBN: 978-0-357-37892-2
1 each	Milady Standard Foundations 1 st Edition
	ISBN: 978-1-337-09525-9
1 each	Milady Standard Foundations Workbook 1 st Edition
	ISBN: 978-1-337-0927-3
Title:	Cosmetology Laws and Rules Book
Edition:	Latest Edition
Publisher:	Texas Department of Licensing and Regulations

Cosmetology Kit
Required Uniform

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

SALON DEVELOPMENT

CSME 2443.01

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.

Course Objectives and/or Competencies:

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. Advance notice will be given to students in the event the schedule is changed or modified. Workbook is due PRIOR to exam.

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 , Access, TDLR
Book. Chapter 11 SC Haircutting.**

WEEK 2: Chapter 11 SC - Haircutting

WEEK 3: Chapter 16 SC - Hair Coloring

**WEEK 4: Chapter 16 SC- Hair
Coloring**

**WEEK 5: Chapter 16 SC - Hair
Coloring**

WEEK 6: Chapter 17 SC - Waxing

**WEEK 7: Chapter 12 & 7 SC -
Hairstyling**

**WEEK 8: Chapter 12 & 7 SC-
Hairstyling**

**WEEK 9: Chapter 23 SC – Liquid and
Powder nail Enhancements**

WEEK 10: Chapter 13 SC- Braiding

WEEK 11: Chapter 8 SF- Career Planning

WEEK 12: Chapter 8 SF – Career Planning

WEEK 13: Chapter 9 SF- On The Job

**WEEK 14: Chapter 10 SF - The Beauty
Business**

**WEEK 15: Review and Preparation for
Final and Mock State Board
Preparation for Final Exam-**

**WEEK 16: Practical and State Exam
Written**

SALON DEVELOPMENT

CSME 2443.01

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 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

SALON DEVELOPMENT

CSME 2443.01

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.

No credit for the course will be given.

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.

To view Late Work, Make up Work and Attendance Policies click here for Departmental Student Handbook.

Link to the Department Student Handbook: www.mclennan.edu/cosmetology/

SALON DEVELOPMENT

CSME 2443.01

Attendance Schedule (Hours): 8:30a.m. – 3:30 p.m. Monday thru Friday

Morning	Lunch (30 minutes)	Afternoon-Clock In
8:30a.m. – 12:30p.m.	12:30p.m. – 1:00p.m.	1:00p.m. – 3:30p.m.

Note: The Clock will be turned off at 8:30a.m. (not 8:31a.m.)

Breaks at designated times per Instructor: One in morning and one in afternoon.

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 Highlander Guide is available at the MCC Homepage.

Link to the Department Student Handbook: www.mclennan.edu/cosmetology/

Attendance Policy

Note: See Cosmetology Student Handbook for information regarding the Attendance Policy.

Updated 11/04/2022



ACADEMIC RESOURCES/POLICIES

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. For additional information, please visit www.mclennan.edu/disability.

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

disabilities@mclennan.edu 254-
2998122
Room 319, Student Services Center

Title IX:

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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It 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.

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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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 notified via 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.

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. For more information about your student email account, go to www.mclennan.edu/studentemail.

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 their 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. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward 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 be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.

Updated 11/04/2022

McLennan
C O M M U N I T Y
COLLEGE

ACADEMIC RESOURCES/POLICIES

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. For additional information, please visit www.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

Title IX:

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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It 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.

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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-andStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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 notified via 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.

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. For more information about your student email account, go to www.mclennan.edu/studentemail.

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 their 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. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward 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 be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.