



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Advanced Cosmetology Techniques

CSME 2337. 01

Rosie Tull

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.

Advanced Cosmetology Techniques
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Course Description:

CSME 2337 Advance Cosmetology Techniques

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies.

Prerequisites and/or Corequisites:

Successful completion of CSME 1354, CSME 1405, & CSME 1410, CSME 2401

Transfer students will comply with departmental policies. See program Director

Course Notes and Instructor Recommendations:

- **Masks are required.**
- 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.
- 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 cell phones will be permitted **except** during break only.
- No ear pods or ear buds are not allowed in class except at lunch time. No fidgets allowed in class.
- Purses and personal items belong in the student's locker during class time.
- All infractions will incur a deduction of points from the Performance Standard Form.
- Use of the speaker on cell phones will not be permitted. Etiquette required when using cell phones.
- Situations not mentioned in this Instructor Plan may constitute a need to deduct points from the professionalism grade. See Student Handbook for additional policies and information required.
- Students will be responsible for purchasing a Color Apron.

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- **NO cell phones allowed during any tests.** If a student has a phone out for ANY reason, the student will receive a grade of 0% on that test. This applies to the entire test taking time frame. Suggestion: Leave phone in the locker or place on instructor's desk.
- Follow all safety and sanitation Protocols of Covid-19. If students do not follow Protocol, he or she will be asked to leave class.
- FACE COVERINGS will be worn at all times, covering face and nose.
- Stay 6 Ft. apart at all times. (Social distancing). STAY AT YOU ASSIGNED STATION.
- Designated ENTRANCE and EXIT to the classroom will be enforced. Deduction of points from Performance Standard sheet.
- Water Bottles (8 oz. or 16 oz. ONLY) are allowed in classroom.
- As a Courtesy--Please send a Remind, Text, or Phone call if you will be absent. (if you are able to)
- Students cannot enter Zoom class late unless prior arrangements made with the Instructor
- Students will not be allowed to participate in Zoom class other than your **assigned day and time** unless prior arrangements have been made with the Instructor.

Instructor Information:

Instructor Name: Rosie Tull
MCC Email: rtull@mclennan.edu
Office Phone: (254) 299-8705
Office Location: CSC B5
Office/Teacher Conference 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 2337, the student should be able to:

1. Perform the safe and proper use of the razor, electric clippers, and trimmers.
2. Learn different texturizing techniques.
3. Demonstrate the procedure for basic braiding.* 2439
4. Understand the procedure for textured sets and styles.* 2439
5. Explain the different types of wigs and hair additions. *2439
6. Understand the differences between human and synthetic hair.* 2439
7. Most commonly used methods of highlighting
8. Explain the action of hair lighteners
9. Describe the various forms of hair lighteners
10. Understand use of toners
11. Corrective solutions for coloring hair and solutions for coloring gray hair.
12. Explain the importance of the client intake form and understand contraindications in hair removal.
13. Learn the three methods of permanent hair removal.
14. Explain the methods used for temporary hair removal.

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 modified. Students will be notified of change **by (posting information in D2L/Brightspace, announcements in class, E-mail, Remind, Mobile Devices, Etc.**

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A Test will be given upon the completion of each chapter as assigned by the instructor.
Workbooks are due prior to Test. (On day of test).

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.

Date		Assignments
Week	1	Chapter 21 Haircoloring-Lightners, toners, and special effects techniques
Week	2	Chapter 21 Haircoloring, corrective solutions, and safety precautions
Week	3	Chapter 16 Haircutting other cutting techniques, razor, and clippers
Week	4	Chapter 22 Hair Removal
Week	5	Chapter 17 Hairstyling wrapping, creative styles, and up do's
Week	6	Chapter 19 Wigs and Hair Additions
Week	7	Review and Preparation for Final
		Tests will be given upon <u>completion</u> of each chapter. Homework assignments due on test days. Skills/ Skills tests assigned daily, weekly, & monthly; checked by an Instructor.
		Chapter Tests on the computer-from the- Assigned Chapter Test Sheet will be due end of semester. 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)

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.
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, 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.

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/>

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. Additional expectations are located in the General Conduct Policy in the MCC Highlander Guide and the Cosmetology Student Handbook.

The complete Highlander Guide is available at the MCC Homepage.

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

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.

Note: See Cosmetology Student Handbook regarding the Attendance Policy.

Note: In addition to emails, the REMIND APP, Zoom, and Brightspace will be used as additional means of communication in the Cosmetology Program.

**** 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.***

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 or emailing SuccessCoach@mclennan.edu. Students may 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 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.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html> 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 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.

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.

MCC Academic Integrity Statement:

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

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 Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC 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.

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.