

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

WACO, TEXAS

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## **COURSE SYLLABUS AND INSTRUCTOR PLAN**

### **FUNDAMENTALS OF COSMETOLOGY CSME 1405.01**

**Rosie Tull**

**Note: This a 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 at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

**Fundamentals of Cosmetology**  
**CSME 1405.01**

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**Course Description:**

**CSME 1405 – Fundamentals of Cosmetology:**

A course in the basic fundamentals of Cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling and comb out.

**Prerequisites and/or Corequisites:**

- A. Reading Assessment
- B. High School Diploma or GED
- C. Meet all college entrance requirements

**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.  
Physical expectations include, but are not limited to:
  - Standing for long periods of time
  - Exposure to chemical vapors
  - Sitting on a low stool to perform pedicures
  - Ability to perform all practical skill requirements while gaining state mandated clock hours.
- 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 must maintain proper personal hygiene at all times. Bad breath or body odors are unacceptable. Hair must be clean, with a professional appearance (neatly styled). This will be considered part of your uniform requirements.
- 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 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.
- **Phones must be kept out of sight or in your lockers** unless you have specific permission.
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- **Purses and personal items**
- belong in the student's locker during class time.
- No charging of cell phones will be permitted **except** during break. Points will be deducted from your Performance Standard grade.
- 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.
- NO cell phones/or Watches 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 locker or place on instructor's desk.
- The REMIND app will be the main source of communication outside of class. If an email is sent, I will follow with a REMIND to check.
- No ear phones/buds during class time.
- Students may have a "brand" 12 to 16 oz. Water bottle during class time. No other kind of container

**Instructor Information:**

Instructor Name: Rosie Tull  
MCC E-mail: [rtull@mclennan.edu](mailto:rtull@mclennan.edu)  
Office Phone: (254) 299-8705  
Office Location: CSC B4  
Office/Teacher Conference Hours: 7:30 a.m. or 4:00 p.m.

**Required Text & Materials:**

1 each Bundle Milady Standard Cosmetology ISBN 9781337199940  
Consisting of:  
1 each Milady's Standard Textbook of Cosmetology 13<sup>th</sup> edition  
1 each Milady's Theory Book 13<sup>th</sup> edition  
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/>

**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 will 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:**

1. List several career opportunities available to a licensed beauty practitioner.
2. Discuss the most effective ways to manage time.
3. Practice ergonomically correct movement, postures, and principles.
4. Take practical steps for effectively communicating in the workplace.
5. Build open lines of communication coworkers.
6. List the 16 categories of information required on Safety Data sheets.
7. Understand laws and rules and the differences between them.
8. Understand laws and rules and the differences between them.
9. Describe the structure and composition of the skin.
10. List the six functions of the skin.
11. List and describe common disorders of the sebaceous glands.
12. Describe the characteristics of normal, healthy nails.
13. Discuss how nails grow.
14. List and describe the various disorders and irregularities of nails.
15. Perform a hand, nail and skin analysis on a client.
16. Identify and distinguish the different structures of the hair root.
17. Point out and differentiate the differences among the three main layers of the hair shaft.
18. Demonstrate a scalp massage during a shampoo.
19. Describe sources of hair design inspiration.
20. List the five elements of hair design and how they relate to hairstyling.
21. Identify the two most basic requirements for scalp care.
22. Demonstrate a scalp massage during a shampoo service.
23. Explain how the hair's porosity affects haircolor.
24. Identify the reference points on the head and understand their role in haircutting.
25. List the factors involved in a successful client consultation.
26. Define lines, sections, elevations, and guidelines.
27. Explain the four chemical reactions that take place during permanent waving.
28. Demonstrate safe and effective hydroxide relaxing techniques.
29. Identify examples of contraindications that prohibit performing facial treatments.
30. Identify the four types of nail technology tools required to perform a manicure.
31. List the massage movements for performing a relaxing hand and arm massage.

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32. Describe the equipment used when performing pedicures.  
33. Summarize the importance of cleaning and disinfecting a pedicure bath.

**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**

Day 1:	Orientation, Student Handbook, and Syllabus	
Week 1:	Chapter 1	History and Career Opportunities
	Chapter 2	Life Skills
Week 1:	Chapter 3	Your Professional Image
	Chapter 4	Communicating for Success
Week 2:	Chapter 5	Infection Control: Principles and Practices
Week 3:	Chapter 7	Skin Structure, Growth, and Nutrition
	Chapter 8	Skin Disorders and Diseases
Week 4:	Chapter 9	Nail Structure and Growth
	Chapter 10	Nail Disorders and Diseases
Week 5:	Chapter 11	Properties of the Hair and Scalp
Week 6:	Chapter 14	Principles of Hair Design
Week 6:	Chapter 15	Scalp Care, Shampooing, and Conditioning
Week 7:	Chapter 16	Haircutting
Week 8:	Chapter 17	Hairstyling
Week 9:	Chapter 20	Chemical Texture Services
Week 10:	Chapter 21	Haircoloring
Week 11:	Chapter 23	Facials
Week 12:	Chapter 25	Manicuring
Week 12:	Chapter 26	Pedicuring
Week 13:	Review for Final Exam	
Week 14:	Final Exam	

**Special Materials:**

1. Supplies and materials to perform all skills requirements in this course.
2. Textbooks, loose leaf notebook paper for assignments/test.
3. Blue or Black ink only. Points will be deducted from the assignment if guidelines are not followed. You may have supplies of your choice for note taking.
4. Sharpies (fine point): black, and silver or gold to mark your supplies.
5. Miscellaneous supply list

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**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	Test Grades, Quizzes, Projects	60	Percent
2	Skills	Practicum Skill Test	25	Percent
3	Professionalism	Performances Standard Form	15	Percent
<b>Total Percent</b>			<b>100</b>	<b>Percent</b>

**Grade Scale**

<b>Letter Grade</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>F</b>
<b>Total Points</b>	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 day 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, 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 with documentation
- (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.

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

**Attendance Policy**

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

**[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.

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## 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](http://www.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

### **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](mailto: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/](http://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/>

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](mailto: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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://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-and-Staff-Commons/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.

**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](mailto: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.

**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.