



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**FUNDAMENTALS OF COSMETOLOGY**

**CSME\_1405\_001**

**SELEGNA COLLAZO**

**16-week course**

# Fundamentals of Cosmetology

## CSME\_1405\_001

### Course Description:

**CSME 1405 – Fundamentals of Cosmetology:** A course in the basic fundamentals of Cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, makeup application 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
  - Sitting on a low stool to perform pedicures
  - Ability to perform all practical skill requirements to receive credit.(college)
- 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.(the next day and it is your responsibility to give to your instructor)
- 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.

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- **Phones must be kept out of sight or in your lockers** unless you have specific permission from your instructor. (see student handbook)
- **Cell phones or other communication devices (smart watches, ear pods, etc.)**  
Will not be permitted to use in classes/labs--- except during designated **Breaks and Lunch time**. After 3 warnings and policy rules are not being followed; then the Student **will be asked to put phone in their locker**. Student will still be able to use cell phone at breaks and lunch. **EACH** infraction will result in points taken off The Performance Standard Sheet.
- **Purses and personal items** belong in the student's locker during class time.
- **Food containers, lunch kits, soft drinks, or containers are not permitted in labs after lunch. Put them in your locker.**
- **No charging** of cell phones will be permitted **except** during break. Points will be deducted from your Performance Standard grade.
- A copy of the **Performance Standard Form** will be issued to each student on the first class day.
- 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 Smart 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.
- As a courtesy please send a **Remind, email, text, or phone call if you will be absent or for any other reason that need to be communicated with the Instructor**.  
**Please keep in mind all absences will be deducted from your 35 hours regardless of any documentation.**
- If an email is sent, I will follow with a REMIND to check.
- In the event of a non-contagious illness, it is highly recommended that a mask can be worn.
- No buds/ear phones, are **not** allowed during class time. Can be used only on breaks.
- On designated Salon days only professional products will be used in a large Ziploc bag for that day.
- Students may have a "brand" 12 to 16 oz. water bottle (Clear) during class time.  
No other kind of containers.

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### **Instructor Information:**

Instructor Name: Selgna Collazo  
MCC E-mail: [scollazo@mclennan.edu](mailto:scollazo@mclennan.edu)  
Office Phone: (254) 299-8761  
Office Location: CSC B3  
Office/Teacher Conference Hours: 8:00 a.m. and 4:00 p.m.

### **Required Text & Materials:**

Title: Milady Standard Cosmetology 14<sup>th</sup> Edition  
1 each ISBN: 978-0-357-37890-8  
1 each Milady Standard Cosmetology Workbook 14<sup>th</sup> Edition  
ISBN: 978-0-357-37892-2  
1 each Milady Standard Foundations 1<sup>st</sup> Edition  
ISBN: 978-1-337-09525-9  
1 each Milady Standard Foundations Workbook 1<sup>st</sup> 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/>

### **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.

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### **Course Objectives and/or Competencies:**

1. Career opportunities available to a licensed beauty practitioner, time management, professional image, life skills, basic knowledge of anatomy/physiology pertaining to cosmetologist, effective communication skills in the workplace and co-workers, and practice correct postures.
2. List the 16 categories of information required on Safety Data sheets.
3. Understand laws and rules and the differences between them.
4. Explain chemistry, chemical structure, Ph scale and how it works, and summarize safety procedures.
5. Explain electricity and electrical safety.
6. Describe the structure and composition of the skin.
7. List the six functions of the skin.
8. List and describe common disorders of the sebaceous glands.
9. Describe the characteristics of normal, healthy nails.
10. Discuss how nails grow and list and describe the various disorders/irregularities of nails.
11. Perform a hand, nail and skin analysis on a client.
12. Identify and distinguish the different structures of the hair root.
13. Point out and differentiate the differences among the three main layers of the hair shaft.
14. Describe sources of hair design inspiration.
15. List the five elements of hair design and how they relate to hairstyling.
16. Identify the two most basic requirements for scalp care.
17. Demonstrate a scalp massage during a shampoo service.
18. Explain how the hair's porosity affects haircolor.
19. Identify the reference points on the head and understand their role in haircutting.
20. List the factors involved in a successful client consultation.
21. Define lines, sections, elevations, and guidelines.
22. Explain the four chemical reactions that take place during permanent waving.
23. Identify examples of contraindications that prohibit performing facial treatments.
24. Identify examples of contraindications that prohibit performing facial treatments, products, and massage.
25. Basic makeup application steps.
26. Identify the four types of nail technology tools required to perform a manicure.
27. List the massage movements for performing a relaxing hand and arm massage.
28. Describe the equipment used when performing pedicures.
29. Summarize the importance of cleaning and disinfecting a pedicure bath.
30. Describe several different methods of eyelash enhancement.

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### 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 Instructor Plan |  |
| Week 1:  | Chapter 1  | History and Career Opportunities (SC)          |
|          | Chapter 1  | Life Skills (SF)                               |
| Week 1:  | Chapter 2  | Professional Image (SF)                        |
|          | Chapter 3  | Communicating for Success (SF)                 |
|          | Chapter 4  | The Healthy Professional (SF)                  |
| Week 2:  | Chapter 5  | Infection Control (SF)                         |
| Week 2:  | Chapter 6  | Chemistry & Chemical Safety-self read (SF)     |
|          | Chapter 7  | Electricity & Electrical Safety-self read (SF) |
|          | Chapter 2  | General Anatomy and Physiology (SC)            |
| Week 3:  | Chapter 3  | Skin Structure and Growth (SC)                 |
|          | Chapter 4  | Skin Disorders and Diseases (SC)               |
| Week 4:  | Chapter 5  | Nail Structure and Growth (SC)                 |
|          | Chapter 6  | Nail Disorders and Diseases (SC)               |
| Week 5:  | Chapter 7  | Hair and Scalp Properties (SC)                 |
|          | Chapter 8  | Hair and Scalp Disorders and Diseases (SC)     |
| Week 6:  | Chapter 9  | Principles of Hair Design (SC)                 |
|          | Chapter 10   | Hair Service Preparation (SC)                  |
| Week 7:  | Chapter 11   | Haircutting (SC)                               |
| Week 8:  | Chapter 12   | Hairstyling (SC)                               |
| Week 9:  | Chapter 15   | Chemical Texture Services (SC)                 |
| Week 10: | Chapter 16   | Haircoloring (SC)                              |
| Week 11: | Chapter 16   | Haircoloring (SC)                              |
| Week 12: | Chapter 18   | Facials (SC)                                   |
| Week 13: | Chapter 20   | Manicuring (SC)                                |
|          | Chapter 21   | Pedicuring (SC)                                |
| Week 14: | Chapter 19   | Make Up (Lashes) (SC)                          |
| Week 15: | Review for Final Exam                              |  |
| Week 16: | Final Exam   |  |

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### Special Materials:

Supplies and materials to perform all skills requirements in this course will consist of : student kit, textbooks/workbooks, miscellaneous supplies(list provided during orientation), spiral notebook for homework assignments, loose leaf notebook paper, blue or black ink pens only, and scantrons (at least 3 packages).

You may have supplies of your choice for note taking.

All assignments must be blue or black ink only.

Sharpies: black, and silver or gold to mark supplies.

1 box perm (instructor will inform you when and where to buy)

**Points will be deducted if guidelines are not followed.**

### 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

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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. Absences **without** documentation on a TEST day or any graded assignment day will receive a zero. The instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons.

### **Attendance Schedule (Hours): 8:30a.m. – 4:00 p.m. Monday thru Friday**

| <b>Morning</b>              | <b>Lunch (1 hour)</b>       | <b>Afternoon-Clock In</b>  |
|-----------------------------|-----------------------------|----------------------------|
| <b>8:30a.m. – 12:00p.m.</b> | <b>12:00p.m. – 1:00p.m.</b> | <b>1:00p.m. – 4:00p.m.</b> |

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

All students are expected to clock in/out at the appropriate class time. If a student is present in the department and misses/fails to clock in before class begins the student may stay for class but will not receive any hours that morning or afternoon. If theory or lab door is closed and class has already begun, the student cannot stay for class but may clock in at the next time offered.

**Breaks at designed 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 guide may be accessed by clicking here: [Highlander Guide](#). Link: Departmental Student Handbook.

<http://www.mclennan.edu/departments/cosm/>

Additional expectations are also located in the Cosmetology Student Handbook.

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[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.

See below for attendance policy.

## **Attendance Policy**

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

Each student is responsible to keeping all documentation for their absences.

07/02/2024



## 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 Accommodations (Disability Services) 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

### **Title IX:**

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email [titleix@mclennan.edu](mailto:titleix@mclennan.edu) for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email [titleix@mclennan.edu](mailto:titleix@mclennan.edu) to submit a report.

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 may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com>

Visit McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/> to learn more about Title IX protections, reporting, and resources.

### **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. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

At our campus, we understand that students face numerous challenges beyond the classroom. That's why we offer Success Coaches who are dedicated to helping you succeed. Our coaches know that life can sometimes get in the way of your educational goals. Through personalized meetings, Success Coaches empower you to overcome obstacles, maximize your potential, and create a clear path to both academic and personal success. Our Success Coaches are ready to help you achieve your dreams! Schedule your appointment today by calling 254-299-8226 or emailing [success@mclennan.edu](mailto:success@mclennan.edu).

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing [crew@mclennan.edu](mailto:crew@mclennan.edu).

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing [counseling@mclennan.edu](mailto:counseling@mclennan.edu).

### **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/scholarships-and-resources/emergencygrant.html>

### **MCC Academic Integrity Statement:**

Please view our [Academic integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is

authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/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](http://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](mailto: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](#) or email [helpdesk@mclennan.edu](mailto: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.