

MASTER SYLLABUS

(Spring 2011)

Clarendon College

CSME 2439

Advance Hair Design

This **Master Syllabus** is a template that should be used by all full-time and adjunct faculties who teach this course.

Add to the required information your personal information as indicated on the following pages. The appearance (format) of your syllabus may be changed to your preferences as long as the required information remains in the syllabus.

If you have recommendations for changes to the Master Syllabus, discuss them with the program coordinator, Mary Nell Kiser

You may request an electronic copy of this Master Syllabus by emailing your division director,
Raymond Jaramillo at Raymond.Jaramillo@clarendoncollege.edu

CLARENDON COLLEGE
Cosmetology Department
Course Name: CSME 2439

Credit Hours: 4

Semester: *Spring 2011*

Classroom Location: Cosmetology Department

Instructor: *Mary Nell Kiser*
Office Location: *in Cosmetology Department*
Phone: *(806) 665-8801 ext2028*

Email: mary.kiser@clarendoncollege.edu

Fax: 806 665-0444

Office Hours: Monday-Thursday 4:30- 5:00 p.m. by appointment.

Course Description:

This course is designed to advance the future professional in the art of hair design by the use of roller placements, finger waving, pin curls, comb-out techniques, hair wrapping, thermal hairstyling thermal hair straightening and styling long hair. Hair color techniques will enhance the line of design in hairstyling, no matter the technique used when styling the hair

division director: current college catalog located at the **Students** link on Clarendon College's website

- workforce courses: Workforce Education Course Manual at <http://www.theccb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/>

Statement of Purpose

This class will not only satisfy the requirements of TDLR ,our licensing agency, but will prepare the future professional for today's salon.

Required Instructional Materials:

Textbook:

The Milady's Standard Cosmetology textbook, Milady's practical workbook, Milady's theory workbook. Milady's anatomy and physiology textbook.

Other Relevant Materials:

Comment: *The will need to bring pen, paper, loose-leaf binder, and a hi-liter pen.*

Student Requirements

The future professional will participate in discussions of Artistry of Hair Design as well as completing the required practicals in hair styling.

Methods of Instruction: Will be discussion, demonstration, and completion of practicals.

COURSE OBJECTIVES

1. Demonstrate finger waving, pin curls, roller setting and hair wrapping.
2. Demonstrate various blow-dry styling techniques.
3. Demonstrate three basic techniques of styling long hair.
4. Demonstrate the proper use of thermal irons.]
5. Demonstrate various thermal iron manipulations and explain how they are used.
6. Describe the types of hair pressing.

7. Demonstrate the procedures involved in soft pressing and hard pressing.
8. The student will be required to choose pictures from magazines, movies, television stars, and recreate these styles

Grading Policies:

Theory grades will be as follows:

100-90 A

89-80 B

79-70 C

69-0 F must repeat

A student's final grade will be made available through at the Clarendon College's website.

The student will be given the Cosmetology Program handbook that has all policies, procedures, and the dress code in it.

Classroom Policies:

It is essential that each student clock in and out when entering or leaving the department. This is your responsibility!! This is mandated by the Texas Department of Licensing and Regulation, also mandated by the state is a student can not clock in or out by another student. If one fails to clock in or out it will result in loss of hours not clocked. Chewing gum will not be allowed in the student salon.

Dress Code

Students may wear

1. Black slacks or skirt
2. Black lab jacket
3. Type of athletic shoe (with comfortable sole, you will be standing during practical class)
4. No hats, visors, or bandanas will be allowed. We are in the hair industry
5. Hair and make-up must be complete before clocking in.
6. Dress code will be given to each student the first day of class, signed and filed in students file.

Classroom Conduct

Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to: (1) obtaining an examination , classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination , classroom activity, laboratory exercise, or homework assignment before it is given; (3) using an unauthorized source of information during an examination , classroom activity, laboratory exercise, or homework assignment ; (4) entering an office or building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (9) Plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit.

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of that course will file a report with the Dean of Students when a student is caught cheating in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved.

Students who are reported as cheating to the Dean of Students more than once shall be disciplined by the Dean. The Dean will notify all involved parties within fourteen days of any action taken.

Students must maintain an 85% attendance rate or be on probation until it is reached if student does not reach an 85% rate it will result in a loss of a letter grade

CELL PHONES:

Cell phones are not allowed in the Student Salon or in the classroom. Students may use phones in break room or when they are outside. Students should inform family and friends about class hours. 8:10-9:30 on Tuesday- Friday. And Monday 8:00- 11:30

American with Disabilities Act Statement:

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Office of Student Services (806-874-3571 or 800-687- 9737). We will work with you to make whatever accommodations we need to make.

Dropping a Course:

A student who is enrolled in a developmental course for TSI purposes may not drop his/her only developmental course unless the student completely withdraws from the college. A student may drop any other course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is initiated by the student by procuring a drop form from the Office of Student Services. (Refer to other policies concerning this issue in the current college catalog online.)

Withdrawal from College:

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office. The request must include the student's signature, the student's current address, social security number and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W."

Test Missed

Students will be responsible for making up test during following the week of the test.