

**CSME 1405
FUNDAMENTALS OF COSMETOLOGY
Summer_2019**

**CLARENDON COLLEGE
Cosmetology Department Childress**

Course Name: CoatsJ_CSME 1405_ Summer_2019

Credit Hours: 4

Semester: Summer_2019

Course CoatsJ_CSME_1405_ Summer_2019

Instructor: Jana Coats

Office Location: in Cosmetology Department Childress Center Phone940-937-7005

**Email: jana.coats@clarendoncollege.edu Fax
Number 806-665-044**

Office Hours: CoatsJ_Summer_2018 Mon-Thurs 5:00-5:30

Course Description:

This course is the fundamentals of cosmetology. Topics include service preparation, manicures, facials, chemical services, shampooing, wet styling, comb outs and haircuts. It will also include color theory, as well as the theory to all the segments of cosmetology. To meet the state mandated requirements as well as the requirements of the Cosmetology department.

- *division director: Jana Coats*
- *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 be the first step toward a fascinating career that will be rewarding personally as well as financially.

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 the industry, the history and the opportunities that can be reached in this professional. The future professional will be required to do outside reading.

Methods of Instruction; in this class the discussion will also be about life skills, your professional image, and communicating for success, we will have the benefit of outside educators.

Course Objectives

1. Describe the origins of appearance enhancement
2. Describe the advancements made in the cosmetology during the 19th, 20th, and early 21st centuries
3. List the career opportunities
4. List the principles that contribute to personal and professional success.
5. Explain the concept of self-management
6. Create a mission statement
7. Explain long and short term goals
8. Time management, good study habits, lists the characteristics of a healthy positive attitude.
9. Define ethics
10. Demonstrate an understanding of ergonomic principles and ergonomically correct posture and movement.
11. List the golden rules of human relations
12. Conduct a successful client consultation with effective communication skills.
13. Build open lines of communications with clients and co-workers

Grading Policies:

Theory grades will be as follows:

100-90 A

89-80 B

79-70 C

69-0 F must be repeated

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

The student will be given a copy of the Cosmetology Handbook containing the Dress code, polices and procedures.

Attendance policy

Clarendon College must uphold a very strict attendance policy in order for this degree plan to be completed in 12 months. 6 days a semester is considered failing (5 days for part time and instructors).

Warnings will be issued after 3 days of absence. There are no exceptions to this policy. Your participation grade depends on your attendance. Weekly grade sheets will be affected by your attendance. 6 or more missed days per semester will fail the program/failing grades are not posted to TDLR. These are TDLR rules.

On the 6th day of unexcused absence or excused absence not made up, you will be asked to withdraw from the program. Only excused absences will be eligible for makeup work. Excused absences include sick with a doctor's note, hospitalization with a doctor's note, immediate death in the family, and natural disaster. These absences must be approved by the director.

Makeup work policy

Only excused absences are eligible for makeup work. It is the responsibility of the student to contact the instructor immediately upon return to make arrangements for the missed work. All unexcused absences will receive a 0 for all missed work.

Classroom Policies:

It is essential that each student clock in and out when entering or leaving the department. This is your responsibility!! A student cannot clock in or out by another student. If one fails to clock in or out it will result in loss of hours not clocked. The students will be given a copy of the reasons they could be clocked out for disciplinary reasons

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.
The students will be given a copy of the dress code to sign and placed in 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.

Attendance policy

Clarendon College must uphold a very strict attendance policy in order for this degree plan to be completed in 12 months. 10 days a semester is considered failing (5 days for part time and instructors).

Warnings will be issued after 5 days of absence (3 for part time and instructors). There are no exceptions to this policy. Your participation grade depends on your attendance as follows:

0 days missed	100
1-3 days missed	90
4-6 days missed	80
7-9 days missed	70
10 or more	failing the program

Only excused absences will be eligible for makeup hours. Excused absences include sick with a doctor's note, hospitalization with a doctor's note, immediate death in the family, and natural disaster. These absences must be approved by the director.

Makeup hours policy

Only excused absences are eligible for makeup hours. These hours can, at the discretion of the director, be made up after 5pm on Monday thru Thursday, and Friday after 2:30. These hours must be approved by the director. Any questions may be answered by the director.

CELL PHONES:

Cell phones are prohibited in the student salon and the classroom. Students may use their phones in break room, and when outside on break. Students must inform family of theory class times 8:10- 11:30 on Monday and 8:10-9:30 on Tuesday thru Thursday Cell phone policy will be in handbook.

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.

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.

<http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>

"For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your instructor or the Vice President of Academic Affairs. You also have the right to request a criminal history evaluation letter from the applicable licensing agency."