

**Clarendon Collge**  
**Spring 2024**  
**CSME\_2541**  
**State Board Prep Class**

Cosmetology Department  
Course Name: Hatfield.S\_CSME\_2541\_Summer\_2024  
Credit Hours: 5  
Semester: Summer\_2024  
Classroom Location: Cosmetology Department Pampa  
Instructor: Stacy Hatfield  
Phone: 806-660-2010  
Email: stacy.hatfield@clarendoncollege.edu  
Office Hours. Mon-Thurs. 4:00-4:30

Course Description:

This course is designed to assist the future professional in preparing for state board. The student will take a PSI test weekly and use the computer to use the online testing.

*Division director: Decee Surratt*

*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 course partially satisfies the requirements for examination for licensure by the Texas Department of Licensing and Regulation.

Required Instructional Materials:

Textbook: Milady's Standard Textbook of Cosmetology, Milady's Practical Workbook, Milady's Theory Workbook, and Milady's Anatomy and Physiology textbook

Other Relevant Materials: Students should bring pen, pencils, loose-leaf binder, and hi-liter pen.

Student Requirements

There needs to be some attempt to measure the effort of the student by having practical examinations as well as written.

Methods of Instruction

The class centers on class lecture and discussion as well as practical demonstration of each practical before and after each demonstration.

Course Objectives    Soft Skills:

Communication

Salon Business (student will be required to complete a mock salon this will include establishing a salon from start to finish)

Student will be given the requirements in the class.  
Professional Image

Grading Policies:

Theory Grades will be as follows:

100-90 A  
89-80 B  
79-70 C  
69-0 F

Practical Grades will be as follows:

100-90 A  
89-80 B  
79-70 C  
69-0 F

If grade is below 74 must be repeated a student's final grade will be made available through the Clarendon College's website.

Each student will be given a copy of the Clarendon College Handbook the first-class day; it will list the dress code, the classroom policies and procedures.

Classroom Policies:

Each student must clock in and out when entering or leaving the department. Failure to do so will cause loss of hours. A student must not clock a fellow student in or out.

Attendance policy

Clarendon College must uphold a very strict attendance policy for this degree plan to be completed in 12 months. 6 days a semester is considered failing.

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:

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.

Dress Code:

Students may wear

Black scrubs

Black lab jackets.

Colored or white T-shirts

Athletic type shoes (with comfortable sole you will be standing) Students must have hair and make-up completed before clocking in.

Students must not wear caps, hats, bandanas or scarves (we want to project a professional image. Student will be given a copy to sign, to be placed in file.

### Classroom Conduct

Once again, I must stress the importance of clocking in and out.

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.

### CELL PHONES:

Cell phones will not be allowed in the student salon, or the classroom. Students can use phones in the break area, or when taking a break outside off the clock. Students should inform family and friends; they can't receive calls during theory class unless it is an emergency (must inform instructor in advance)

### 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 12<sup>th</sup> 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 12<sup>th</sup> 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."

<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."