



CSME 1401 Orientation to Cosmetology Hybrid

Course Syllabus: Fall 2024

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	2:00 – 3:00 PM	2:00 – 3:00 PM	2:00 – 3:00 PM	2:00 – 3:00 PM		

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description:

An overview of the skills and knowledge necessary for the field of cosmetology.

Prerequisite(s): Students must have submitted a completed application packet to enroll in the course.

Student Learning Outcomes:

1. Demonstrate introductory skills, professional ethics, safety and sanitation.
2. Explain the laws and rules of the state

Students must successfully complete this course in grades and attendance, in order to enroll in the second semester.

Evaluation/Grading Policy:

Weighted Grade Categories:	%
Weekly Assignment Sheets (Attendance/Participation)	40%
CIMA Assignments, Chapter Tests (in BB), Practical Rubrics	50%
Final Exams	10%
Current Class Average	100%

Weekly Assignments are issued and shown online in blackboard. These include, but are not limited to, a Chapter Exam for each chapter, Chapter Check-In Questions (from the textbook, assigned in blackboard), and all Chapter activities in CIMA +8 CIMA hours clocked each week. Extra Credit Assignments (and/or extra study materials) can be distributed to students upon request of instructors.

Required Instructional Materials:

Publisher: Milady

ISBN Number: 978-0-357-99381-1

Milady Standard Cosmetology Text, Exam Prep w/ CIMA Access

Marianna Cosmetology Kit – purchased from NTCC Bookstore

Uniform: Uniform - purchased from NTCC bookstore

TDLR Law & Rule Book (Sent to students from TDLR)

PSI Candidate Information Bulletin (available in blackboard)

Northeast Texas Community College Student Handbook

(available on NTCC's website, www.ntcc.edu)

NTCC Cosmetology Student Handbook (digital copy in blackboard)

Optional Instructional Materials:

The Cosmetology student tool kit items will need to be replaced as they become broken or depleted, at the student's expense. There is also a school 'supply' list of miscellaneous items students are required to purchase for class. This list is distributed to students at summer orientation or can be emailed out upon request at anytime.

Normal school supplies such as binder, filler paper, pens, pencils, highlighters, permanent markers will necessary purchases for the student.

Minimum Technology Requirements:

Must be able to navigate/have access to a computer and internet, student may utilize the college computers and internet during college hours but outside of class time.

Required Computer Literacy Skills:

Must be able to log-in to their student email for communication, understand and use CIMA for hours and grades, and use blackboard for testing and submitting assignments weekly. Student may be required to save materials to their OneDrive account or a flash drive for use during classes.

NTCC Course Information:

- **Face-to-face** classes will have limited numbers of students allowed in each classroom to maintain social distancing.
- **Fully online classes** will be delivered using NTCC's traditional online format through the Blackboard Learning Management System.
- **Live Remote classes** will connect the instructor and the student in a virtual classroom where the student will
- Receive live instruction and be able to interact directly with the faculty member during the course's class time.
- **Hybrid classes** will have a combination of an on-campus face-to-face component with additional material being delivered online.

Institutional/Course Policy:

Missed worksheet assignments cannot be made up, missed test(s) may be made up with instructor approval. It is up to the student to contact the instructor if they miss a test to request a makeup exam. Students must login to CIMA, do all required assignments, and accrue required hours of log in participation time (8 hours per week). All students will receive a Cosmetology Student Handbook, and must abide by the contents in order to remain in the class. If a student should need any type of reprimand (related to behavior, attendance, grades or otherwise) the Cosmetology Dept. uses 'Student Write Up Reports'. When a student receives a write-up, they will meet in the instructor's office to discuss the issue at hand. Both the instructor and the student will sign the write up and it is then placed in the student's file. Once a student has received 3 or more write-ups with no change of behavior within the given year (not semester), the student may be removed from the program.

Other Course Policies:Cosmetology Student Handbook:

The cosmetology course is designed to train individuals to be able to enter the field of Cosmetology upon receiving their Cosmetology license. For a student to be completely ready to enter the workforce, students must display professional maturity and appearance, which is required during training throughout the course. Our Cosmetology Handbook discusses these types of behaviors and issues more in-depth. The handbook content is covered on the first-class day, and all students will submit a signed form stating that they understand the handbook and agree to abide by its rules and policies throughout their time in the Cosmetology Program.

Cell Phone/Earbud Policy:

Vital information will not be heard if a student is using a cellphone during class. Cell phones should only be used during break, on lunch, or in the hallway/outside of the classroom. If a student needs to take or make a call, they can step into the hallway at any time to do so. Cell phones are to be on SILENT during class hours, so as not to disturb others or distract themselves or others. NO EARBUDS OR HEADPHONES OF ANY KIND ARE ALLOWED DURING CLASS TIME. STUDENTS CANNOT WEAR EARBUDS (1 OR 2) DURING CLASS TIME UNLESS INSTRUCTED OTHERWISE.

Uniform Policy:

- Option 1: Black cosmetology jacket (purchased in the bookstore) buttoned all the way up with black pants, closed-toed shoes and student name badge.
- Option 2: Black Apron (purchased in the bookstore) with black shirt underneath, paired with black pants, closed-toed shoes and student name badge.
- Option 3: Black Cosmetology T-Shirt (purchased in the bookstore), paired with black pants, closed-toed shoes and student name badge.
- Clothing Items that are NOT PERMITTED: no sweatpants, no pajamas, no see-through clothing, no revealing clothing, no tank-tops, no crop-tops, no skirts or pants above the knee, no shorts, no beanies/toboggans/hats or head wraps (unless for religious reasons), no large jackets, no hoodies.

Be Prepared for Class:

- Students must come to class with all the necessary materials, tools, and supplies as needed daily. Students must show up with their uniform on, ready for assignments each day.
- Lunch/Food/Drinks: The Cosmetology Dept. has a refrigerator, microwave and coffee pot for student use. As long as this area remains clean and taken care of, it will remain a great resource for our students. Students can bring lunch in each day, or leave for lunch. Our lunch break is always 11:30-12:30.

Fighting/Behavioral Issues:

Fighting between students, and/or inappropriate interaction between students/instructor is not allowed-students will be immediately dropped from this course if a student initiates or takes any part in a violent episode, behavior or fight on campus.

NTCC Security will be called and the student will be escorted from the campus, along with their possessions.

NTCC Cosmetology Attendance Guideline Chart

Percentage of Semester Missed	Absences (Number of Days Missed)	Resulting Action
10%	1 to 7 Days Missed	Allowable (In each semester)
20%	8 to 13 Days Missed	Write Up(s) and Plan of improvement with Instructors
30%	14 to 19+ Days Missed	Dismissal from Program

Video Recording of Course Activities:

Certain portions of this course may be recorded via video conferencing software to assist students in course material review or later viewing by a student who was not able to attend the live session. The recordings will be made available only to students within the course and will cease to be available upon completion of the course. Students may not retain, reproduce, or share recordings.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline (*note* instructor reserves the right to adjust this timeline at any point in the term):

	Week #	Class Dates	Chapter Coverage / Assignments Due	DUE DATES
CSME 1401	1	Aug 26-29	Ch. 1 History & Career Opportunities Ch. 1 BB Test, Ch. 1 CIMA Activities	Monday 9/2 @ 11:59pm
	2	Sept. 2-5 *9/2 Holiday	Ch. 1 Life Skills (Black Foundations Textbook) Ch. 1 BB test, Ch. 1 Test Review (opt.), Ch. 1 CIMA Activities	Monday 9/9 @ 11:59pm
	3	Sep 9-12	Ch. 5 Infection Control (Black Foundations Textbook) Ch. 5 BB Test, Ch. 5 Test Review (opt.), Ch. 5 CIMA Activities	Monday 9/23 @ 11:59pm
	4	Sep 16-19		
CSME 1405	5	Sep 23-26	Ch. 7 Hair & Scalp Properties Ch. 7 BB Test, Ch. 7 Test Review (Opt.), Ch. 7 CIMA Activities	Monday 9/30 @ 11:59pm
	6	Sep 30-Oct 3	CH. 8 Hair & Scalp Disorders/Diseases Ch. 8 BB Test, Ch. 8 Test Review (Opt.), Ch. 8 CIMA Activities	Monday 10/7 @ 11:59pm
	7	Oct 7-10	Ch. 9 Principles of Hair Design Ch. 9 BB Test, Ch. 9 Test Review(Opt.), Ch. 9 CIMA Activities	Monday 10/14 @ 11:59pm
	8	Oct 14-17	Ch. 10 Hair Service Preparation Ch. 10 BB Test, Ch. 10 Test Review (Opt.), Ch. 10 CIMA Activities	Monday 10/21 @ 11:59pm
CSME 1410	9	Oct 21-24	Ch. 11 Haircutting Ch. 11 BB Test, Ch. 11 Test Review (Opt.), Ch. 11 CIMA Activities	Monday 11/4 @ 11:59pm
	10	Oct 28-31		
	11	Nov 4-7	Ch. 12 Hairstyling Ch. 12 BB Test, Ch. 12 Test Review (Opt.), CIMA Activities	Monday 11/11 @ 11:59pm
	12	Nov 11-14	Ch. 13 Braiding and Braid Extensions Ch. 13 BB Test, Ch. 13 Test Review (Opt.), Ch. 13 CIMA Activities	Monday 11/18 @ 11:59pm
CSME 1453	13	Nov 18-21	Ch. 15 Chemical Texture Services Ch. 15 BB Test, Ch. 15 Test Review (Opt.), Ch. 15 CIMA Activities	Monday 12/2 @ 11:59pm
	14	Nov 25-28 *OUT ALL WEEK		
	15	Dec 2-5	Review Week	
	16	Dec 9-12	Finals Week	

* Test Reviews are optional but suggested, they will go in as a test grade when submitted
 *ALL CIMA activities are individually graded; those are then averaged to create 1 grade for each chapter completed in CIMA. That 1 "average grade" is the one that you will see in the blackboard gradebook.