



CSME 2350
Preparation for State Licensing Written Examination
Course Syllabus: Summer 2024

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

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Office	Monday	Tuesday	Wednesday	Thursday	Friday	Online
Hours	Available by Email	3:00-4:00pm	3:00-4:00pm	3:00-4:00pm	Available by Email	Monday & Friday

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: Preparation for the state licensing examination.

Prerequisite(s): Cosmetology Certificate Program (32 CH in CSME Courses)

Student Learning Outcomes: Review the required skills for the state licensing written examination; and identify safety and sanitation according to the laws and rules of the state licensing agency.

Evaluation/Grading Policy: Grades are entered into blackboard gradebook for students to monitor. It is the STUDENT’S RESPONSIBILITY to monitor their own grades using this resource. The following grade categories will be averaged together equally to create the current course average.

Grading Categories:

Attendance, CIMA, Chapter Averages, Tests, Review Question Assignments

Required Instructional Materials: Cosmetology student kit, extra manikins, textbook & CIMA from previous cosmetology courses.

Optional Instructional Materials: None

Minimum Technology Requirements: Laptop/Desktop to complete CIMA activities & blackboard assignments. Must use google chrome or Mozilla Firefox as web browser. No Chromebooks, tablets or phones can be used for CIMA or Blackboard.

Required Computer Literacy Skills: Minimal

Course Structure and Overview: Course will be flexible to student needs. This course is intended to allow students time to perfect their skills.

Communications: NTCC Email, Text using Remind App, Personal Text when necessary.

*Reminder: NTCC email is the official form of communication used by the college.

Institutional/Course Policy: For this (and all) summer courses, students are held to a higher standard of performance, ability & participation since they have successfully completed the operator certificate program. Students will keep excellent grades & attendance while perfecting skills before entering the workforce. NTCC student handbook and Cosmetology Program Handbook policies will be strictly followed at all times, as well as TDLR rules & regulations.

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 make adjustments to this timeline at any point in the term):

Cosmetology Summer Class Assignments - 2023					
Course	Week	Dates	Theory Chapter	Due Date	Assignments Due
CSME 1491	1	June 5-8	None	Monday June 12th @ 11:59pm	Syllabus Acknowledgement Form (in BB)
	2	June 12-15	Ch. 2: Professional Image (F)	Monday June 19th @ 11:59pm	CH. 2 Check-In Questions, Test in BB
	3	June 19-22	Ch. 3: Communicating for Success (F)	Monday June 26th @ 11:59pm	CH. 3 Check-In Questions, Test in BB
CSME 1551	4	June 26-29	Ch. 4: The Healthy Professional	Monday July 3rd @ 11:59pm	CH. 4 Check-In Questions, Test in BB
	5	July 3-6	Ch. 5 Infection Control	Monday July 10th @ 11:59pm	CH. 5 Check-In Questions, Test in BB
	6	July 10-13	Ch. 8: Career Planning	Monday July 17th @ 11:59pm	CH. 8 Check-In Questions, Test in BB
CSME 2349	7	July 17-20	Ch. 9: On The Job	Monday July 24th @ 11:59pm	CH. 9 Check-In Questions, Test in BB
	8	July 24-27	Ch. 10: The Beauty Business	Monday July 31st @ 11:59pm	Ch. 10 Check-In Questions, Test in BB
	9	July 31-Aug 3	TDLR COVERAGE	TBA	TBA
	10	Aug 7-10			

Summer Academic Calendar:

2022 Summer Semester

First Class Day (1st 5-week and 10-week sessions)..... Monday, June 6
 Late Registration Ends (1st 5-weeks) Monday, June 6
 Late Registration Ends (10-weeks)..... Wednesday, June 8
 Deadline for Summer Graduation Application..... Thursday, June 23
 Final Day to Withdraw with a Grade of "W" (1st 5-weeks)..... Wednesday, June 29
 Independence Day Holiday..... Monday, July 4
 Last Class Day/Final Examinations (1st 5-weeks)..... Thursday, July 7
 MW Evening Classes (1st 5-weeks)..... Wednesday, July 6
 TR Evening Classes (1st 5-weeks)..... Thursday, July 7
 First Class Day (2nd 5 week session) Monday, July 11
 Late Registration Ends (2nd 5-weeks)..... Wednesday, July 13
 Final Day to Withdraw with a Grade of "W" (10-weeks)..... Thursday, July 28
 Final Day to Withdraw with a Grade of "W" (2nd 5-weeks) Thursday, August 4
 Last Class Day/Final Examinations (2nd 5-weeks)..... Thursday, August 11
 MW Evening Classes (2nd 5-weeks)..... Wednesday, August 10
 TR Evening Classes (2nd 5-weeks)..... Thursday, August 11
 Summer Graduation..... Friday, August 12