**CSME 1405 Fundamentals of Cosmetology Hybrid**

**Course Syllabus:** Fall 2020



***“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** |
| 11:00-1:00 PM | 11:00-1:00 PM | 11:00-1:00 PM | 11:00-1:00 PM |  | 10:00-12:00 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:**

**4 Credit Hours**

The Cosmetology Operator program is a 1000-hour program which offers the instruction required to pass the Texas state board examinations for an Operator license and for entry into the field of cosmetology. Training includes haircutting, hair coloring, hair styling, manicures, facials, and related subjects in the hair chemistry, trichology, and cosmetology chemistry. Students will be awarded certificates of competency upon successful completion of the required cosmetology courses. Students must complete 1000 clock hours of instruction to be eligible to take the state board examination. Upon passing that examination, students become licensed cosmetology operators. This program has the approval of the Texas Department of Licensing and Regulation. Each student applying for the Cosmetology Operator Training Program must have a pre-enrollment interview with the instructor. Space in the program is limited. Students are encouraged to apply early.

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

# Students must successfully complete this course in grades and attendance, in order to enroll in the second ‘spring’ semester

# Student Learning Outcomes:

After the successful completion of this course the student will be able to:

1. Explain cleaning, disinfection and sterilization procedures.
2. List disinfectants and their proper uses.
3. Define Universal Precautions.
4. Explain the importance of anatomy, physiology, and histology in the cosmetology profession.
5. Recognize common skin lesions.
6. Describe factors that contribute to aging skin

# Recognize hair and scalp disorders commonly seen in the school and/or salon setting, and be able to describe which can and cannot be treated.

# Evaluation/Grading Policy:

|  |  |  |  |
| --- | --- | --- | --- |
|  Tests, Reviews, MindTap  | 50%  |   |  90-100%=A  |
|  Practical Assignment Sheets  | 40 %  |   |  80-89% =B  |
|  Practical & Written Finals  | 10%  |   |  70-79% =C  |

# Required Instructional Materials:

# Publisher: Cengage ISBN Number: 9781305924703

# Milady Standard Cosmetology Bundle

# (includes: exam review book, textbook, & MindTap 24-month access code)

# Marianna Cosmetology Kit – Must be purchased from NTCC Bookstore

TDLR Law & Rule Book

PSI Candidate Information Bulletin (available in blackboard)

# Northeast Texas Community College Student Handbook (available in blackboard also)

# Optional Instructional Materials:

# Students must purchase a ‘tool kit’ which has been reserved for purchase in the NTCC Bookstore. This kit contains necessary tools and items which will be used in the course of training for all semesters. Some items will need to be replaced as they become broken or depleted. There is also a school ‘supply’ list of miscellaneous items which is distributed to students by the first-class week.

Usual school supplies such as binder, filler paper, pens, pencils, highlighters, permanent markers, and a small inexpensive calendar will necessary purchases for the student. A complete list of school supplies is in the student handbook. Other supplies needed will be small plastic containers, large zip-lock bags and labels, Barbicide, window cleaner, hand sanitizer, disposable plastic caps, white headband, and disposable gloves.

# Minimum Technology Requirements:

# Must be able to navigate/have access to a computer and internet, student may utilize the college computer and internet during college hours if they do not have personal access.

**Required Computer Literacy Skills**:

Must be able to log-in to their student email for communication, understand and use MindTap for hours and grades, and use blackboard for testing and submitting reviews 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.

# Course Structure and Overview:

# This course will provide understanding for the sanitation requirements involved when providing hair, skin, scalp and nail services to the public, and proper and safe use and storage of chemical commonly used in the salon. Students will learn about the layers of the skin, and how the skin functions. Fundamentals of cosmetology will assist the student in learning how to care for aging skin, and causes of skin disorders and diseases

# Communications:

Emails will be responded to within 24-48 hours, depending on when the email has been sent. During holidays and campus closings, the instructors may not be at a time or place in which communications are available. During regular semesters instructors will be available during the week and will check in during weekends if able.

Students will login to the Remind app on their phones and advise the instructors if they change phone numbers. The Remind app is the general way the program relays messages to the class. Students will be able to login to Mind tap to keep up with the grades posted in this course.

Check you student email regularly, as this is the primary means of communication within the college.

# 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 MindTap, do all required assignments, and accrue required hours of log in participation time (12 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 wishes to drop courses, it is the student’s responsibility to drop themselves from the cosmetology program courses through the admissions office.

The cosmetology course is designed to train individuals to be able to enter the field of hair dressing upon receiving their cosmetology license, for a student to be completely ready to enter the world of the salon, student must display a professional maturity and appearance, which is required during training throughout the course.

For this reason, a Student Stylist Handbook of Professional Integrity is issued to every student. The guidelines within require students to dress in a professional manner and behave in a professional manner.

Cell phones have become a part of our lives; *however,* we cannot let them take over our day. Vital information will not be heard if a student is using a cellphone during class. Cell phones should only be used during break. It there is an emergency or if you know there may be a situation where you will need to be contacted/alerted, please have friends/relatives call Charla Hunt at 903-434-8209.

* Students must wear professional uniform as described in Career Information Day or in personal interview.
* Students must clock in looking professional with makeup applied, and hair styled as needed.
* Students must come to class with all the necessary materials, tools, and supplies as needed daily.
* 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 or behavior. NTCC Security will be called and the student will be escorted from the campus, along with their possessions.
* A professional and positive attitude of good will and helpfulness is a requirement for a professional entering the career world and is required during training in this course.

Failure to adhere to the course guidelines/Cosmetology Student Handbook will be just cause for discipline action such as 1st Offense-verbal or written warning, 2nd Offense-Write Up, suspension from class for 3 days, 3Rd Offense-suspension or drop from the course

**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.

**Students who are attending any Zoom video classes will only get attendance or work credit by the following guidelines:**

* Students must attend class at the designated time; this is a regular scheduled class – be sure to create time for this class.
* If you do not attend for any reason, you will get an absence for the day and zero for grade. (excuses such as “I was at the grocery store, or getting my oil changed, etc. is NOT an excuse for missing a remote class). You will prepare for zoom class like you would for a face to face class on campus.
* Students must be present for video recording (we must see you during the class).
* Students must be dressed, sitting up (not in bed!) without any distraction while in zoom class.

**All Students and Faculty:**

1. While on Campus, everyone will be required to:
2. Maintain social distance (6ft) as much as possible
3. Wear your face covering/mask when entering buildings and in all public areas inside (hallways, bathrooms, lobbies, study areas, etc.)
4. Continuously practice hand hygiene with disinfectant and/or hand washing (recommended every 20 minutes) and utilize cough etiquette throughout your time on campus.
5. In classrooms/offices where social distancing is maintained while seated, wearing of face covering/mas is recommended but not required.
6. In classrooms/labs where social distancing is NOT possible, face covering/masks and PPE appropriate for class activities is recommended but not required.
7. Students will promptly leave campus premises at conclusion of classroom/lab activities.

\*Note: Cosmetology Instructors may check temperatures of students at the door to ensure no fever before entering the classroom or lab floor due to COVID-19.

# 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[.](http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=111&pid=1)

# 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):**

**Course Schedule**

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| --- | --- | --- | --- |
| Weeks | Topics | Assignments | Due Dates |
| Week 1 | Chapter 1 History and Career Opportunities | Quiz | August 30, 2020 |
| Week 2 | Chapter 2 and 3Life Skills, Your Professional Image | Test, Chapter Review &MindTap Activities | September 6, 2020 |
| Week 3  | Chapter 5 Safety and Sanitation | Test, Chapter Review &MindTap Activities |  |
| Week 4 | Chapter 5 Safety and Sanitation | Test, Chapter Review &MindTap Activities | September 20, 2020 |
| Week 5 | Chapter 16Haircutting | Test, Chapter Review &MindTap Activities |  |
| Week 6 | Chapter 16Haircutting | Test, Chapter Review &MindTap Activities | October 4, 2020 |
| Week 7 | Chapter 11 Properties of the Hair and Scalp | Test, Chapter Review &MindTap Activities |  |
| Week 8 | Chapter 11 Properties of the Hair and Scalp | Test, Chapter Review &MindTap Activities | October 18, 2020 |
|  | Mid Semester Exams |  | October 18, 2020  |
| Week 9 | Chapter 14Principles of Hair Design | Test, Chapter Review &MindTap Activities | October 25, 2020 |
| Week 10 | Chapter 15 Scalp Care, Shampooing /Conditioning | Test, Chapter Review &MindTap Activities | November 1, 2020 |
| Week 11 | Chapter 9Nail Structure & Growth | Test, Chapter Review &MindTap Activities | November 8, 2020 |
| Week 12 | Chapter 10Nail Diseases & Disorders | Test, Chapter Review &MindTap Activities | November 15, 2020 |
| Week 13 | Chapter 25- Manicuring Chapter 26- Pedicuring  | Test, Chapter Review &MindTap Activities | November 22, 2020 |
| Week 14 | TDLR Laws and Rules | SLO’S | November 29, 2020 |
| Week 15 | Review Week(Semester Review of al Topics) | Student Practice |  |
| Week 16 | Final Written Exams |  |  |