



CSME 2410 Advanced Haircutting & Related Theory

Course Syllabus: Spring 2025

"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
	1:00 – 3:30pm	1:00 – 3:30pm	1:00 – 3:30pm	1:00 – 3:30pm		

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: Advanced concepts and practice of haircutting. Topics include utilizing scissors, razor and/or clippers.

Prerequisite(s): CSME 1401, 1405, 1410

Student Learning Outcomes: Utilize correct terminology related to advanced haircutting techniques; and demonstrate work place competencies related to advanced haircutting techniques.

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 following the Semester Due Date Chart handed out in class (also found at the bottom of this syllabi and shown online in blackboard). These include, but are not limited to, a chapter Exam in blackboard for each chapter and all CIMA activities for the given chapter. A chapter review will be handed out for each chapter as well; completed reviews can be submitted for extra credit and are entered into the 50% category. Chapter reviews are optional/not required, but we highly encourage our students to utilize chapter reviews as a study tool for content retention. A written and practical final exam will be given at the end of each semester. The written exam will be a blackboard test (content/questions pulled from completed chapters from given semester), and the practical exam is a mock state board practical exam. Students will complete 2-3 mock practical exams throughout the semester in order to be better prepared for the final.

Required Instructional Materials:

All course materials are purchased in Fall Semester, and carried into Spring and Summer Semesters.

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, given to all students in the fall semester. Normal school supplies such as binder, filler paper, pens, pencils, highlighters, permanent markers will necessary purchases for the student.

Minimum Technology Requirements:

All Cosmetology students must be able to navigate/have access to a computer and internet in order to complete required online work each week. Students may utilize the college computers and internet during college hours but outside of class time, located in the library.

Required Computer Literacy Skills:

Must be able to log-in to their student email for communication, understand and use CIMA, 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:

Student's should follow the assignment due date chart in order to stay current with online work, and follow weekly assignment sheets for hands-on assignments. When a student is absent, hands-on assignments missed may not always be able to be made up. It is the student's responsibility to check with the instructor upon returning to determine what was missed. All lectures are recorded in Microsoft Teams

to allow students to stay current with chapter content during absences. When applicable, hands-on demonstrations are also recorded. Students are required to utilize Microsoft Teams recordings to remain up to date.

Blackboard tests have set due dates. Tests may still be submitted after the due date; however, a 20-point deduction will be applied for late submission.

Students are required to log in to CIMA and complete all required assignments within each assigned chapter. After the due date, all CIMA assignments for the chapter are averaged, and one-chapter grade is entered into the Blackboard gradebook. Late CIMA work also results in a 20-point deduction from the chapter average.

Late work is accepted; however, all assigned chapter tests and CIMA assignments must be submitted, even if late. Zeros and incomplete or unsubmitted assignments are not permitted. As this is a hybrid/distance education course, students earn credit (clock hours) for completion of assigned online chapter work. Credit cannot be awarded for work that is missing, incomplete, or left unsubmitted.

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

Other Course Policies:

Cosmetology Student Handbook:

All students will receive a Cosmetology Student Handbook, and must abide by the contents in order to remain in the class. 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.

Disciplinary Action:

If a student should need any type of reprimand (related to behavior, uniform/dress, 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.

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 Cosmetology T-Shirt or sweatshirt (purchased in the bookstore), paired with black pants, closed-toed shoes and student name badge.
- Clothing Items 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.

Being 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.

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.

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.

Week #		Dates	Chapter	Due Date	What is Due?
CSME 1453	1	January 20-22	Ch. 15 Chemical Texture Services (2-week Chapter)	Monday February 2 @ 11:59pm	___ Ch. 15 Blackboard Test ___ ALL Ch. 15 CIMA Activities
	2	January 26-29			
	3	February 2-5	Ch. 16 Haircoloring (2-week Chapter)	Monday February 16 @ 11:59pm	___ Ch. 16 Blackboard Test ___ ALL Ch. 16 CIMA Activities
	4	February 9-12			
	5	February 16-19	Ch. 3 Skin Structure & Growth	Monday February 23 @ 11:59pm	___ Ch. 3 Blackboard Test ___ ALL Ch. 3 CIMA Activities
CSME 2401	6	February 23-26	Ch. 4 Skin Disorders & Diseases	Monday March 2 @ 11:59pm	___ Ch. 4 Blackboard Test ___ ALL Ch. 4 CIMA Activities
	7	March 2-5	Ch. 17 Hair Removal	Monday March 9 @ 11:59pm	___ Ch. 17 Blackboard Test ___ ALL Ch. 17 CIMA Activities
	8	March 9-12	Ch. 18 Facials	Monday March 23 @ 11:59pm	___ Ch. 18 Blackboard Test ___ ALL Ch. 18 CIMA Activities
	~~~~~ SPRING BREAK ~~~~~ MARCH 16-20 ~~~~~ NO CLASS ~~~~~				
	9	March 23-26	Ch. 19 Makeup	Monday March 30 @ 11:59pm	___ Ch. 19 Blackboard Test ___ ALL Ch. 19 CIMA Activities
CSME 2410	10	March 30-April 2	Ch. 5 Nail Structure & Growth	Monday April 6 @ 11:59pm	___ Ch. 5 Blackboard Test ___ ALL Ch. 5 CIMA Activities
	11	April 6-9	Ch. 6 Nail Disorders & Diseases	Monday April 13 @ 11:59pm	___ Ch. 6 Blackboard Test ___ ALL Ch. 6 CIMA Activities
	12	April 13-16	Ch. 22 Nail Extensions & Resin Systems	Monday April 20 @ 11:59pm	___ Ch. 22 Blackboard Test ___ ALL Ch. 22 CIMA Activities
	13	April 20-23	Ch. 23 Liquid & Powder Nail Enhancements	Monday April 27 @ 11:59pm	___ Ch. 23 Blackboard Test ___ ALL Ch. 23 CIMA Activities
	14	April 27-30	Ch. 24 Light Cured Gels	Monday May 4 @ 11:59pm	___ Ch. 24 Blackboard Test ___ ALL Ch. 24 CIMA Activities
	15	May 4-7	Review Week	Wednesday May 13 - Last Day to Submit work Thursday May 14 - All Grades and Hours Submitted	
	16	May 11-14	Finals Week		