



CSME 2441 Preparation for State Licensing and Examination-Hybrid

Course Syllabus: Spring 2021

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

Instructor: Debbie Lovelady

Office: BT 102

Phone: 903-434-8208

Email: dlovelady@ntcc.edu

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		10:00-12:00PM

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 consists of a ~~4500-~~ 1000 hour program which offers the instruction required to pass the state cosmetology examination for licensing in Texas 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 ~~4500-~~1000 clock hours of instruction to be eligible to take the state board examination. Upon passing that examination, students become licensed hairdressers. 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 successfully passed the fall semesters of training in grade and attendance in order to enroll in this course. Students must have replaced any used or defective tool kit items and supplies, to attend the spring courses.

Student Learning Outcomes:

- Students enrolled in this course will practice and successfully pass practice written examinations by hard copy method, and on the computer via BlackBoard and MindTap
- Students will practice all practical skills required during the practical examination to become licensed in the state of Texas
- Students will use the PSI Candidate Information Bulletin as a guide, along with instructor coaching to successfully complete skills, as well as safety and sanitation skills required to pass the final state mandated examinations.

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

Evaluation/Grading Policy:

Milady Distance Learning	50%	90-100% =A
Practical Assignment Sheets	40 %	80-89 % = B
Practical & Written Grade Out	10%	70-79 % = C
Special Credit Projects	extra 5pts added to practical assignment sheet grades- (Not to accumulate over 25% of this grade requirement)	

Required Instructional Materials:

Cengage Milady Standard Textbook Bundle: 9781305721937

Includes: Printed & Digital Textbook and 24month Mind-tap subscription

Publisher: Cengage Learning

ISBN Number: 9781305721937

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, and log-in and out of and use MindTap. Student may be required to save materials to the cloud 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:

Students in this course will practice all skills needed to successfully pass the practical and written examination needed in order to become a licensed cosmetologist in the state of Texas. This will include all current skills in the PSI Exams Candidate Information Bulletin: Monomer and Polymer over Nail Tip, Blood Spill Service, Eyelash Strip Application, Eyebrow Waxing Service, Facial Service, Blended and layered haircut, Perm Wave Service, Blow-dry and Curling Iron Service, Mock Chemical Relaxer and Relaxer Retouch Service, and Foil Application on a manikin.

Students will practice written examinations in the classroom on hardcopy/paper tests, tests by means of BlackBoard, and will study theoretical information as provided by MindTap. Information for the written examination will be from the Milady Standard Textbook current edition.

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

Class delivery will be offered in one of four ways: Traditional face-to-face format, fully online format, Live Remote format, or a hybrid format (face to face with an online component)

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 Mind tap weekly, and do all required assignments, and accrue required hours of log in participation time. All students will receive a Cosmetology Student Handbook, and must abide by the contents in order to remain in the class.

Attendance Requirement:

At this time classes are scheduled in a manner consistent with the CDC Covid-19 requirements. Students attend classes in a morning or afternoon schedule in order to prevent overcrowding and the possible spread of the pandemic. For this reason students are scheduled to train five hours daily in the classroom/lab floor. Due to the short amount of lab time this allows, it is very important that students attend all classes in order to be sufficiently and properly trained in cosmetology skills. **Students cannot exceed 6.5 absences in this semester.** Students who miss more than 6.5 days during training will not satisfactorily complete this course, and will not gain credit for this class with NTCC or with TDLR.

2nd Attendance Requirement:

Students are expected to arrive on time to classes and remain in the class until dismissed by the instructor(s). A student who arrives more than 15 minutes late to class, is considered TARDY, 4 tardies equal an absence. NTCC will not award or grant attendance to a student who is not adhering to course policies. Tardy students may cause the class to be delayed in classes scheduled, create distraction, and tardy or students who leave early are not gaining knowledge being given during the class period.

Students who leave before the class is dismissed must notify the instructor of doing so, or this may constitute an absence for the day. A student who arrives tardy and leaves prior to being dismissed will not

receive credit for the day, and the student will be considered absent.

Covid Clause

Please use the link below to find the latest answers and information concerning Covid-19 and NTCC. Click on 'Required Daily Self-Monitoring-Instructions' for information concerning symptoms, when to quarantine, when you can return to campus, etc.

<https://www.ntcc.edu/covid-19>

Remember that it is important to not come to classes or on campus if you have symptoms of Covid-19, however, you should not come to class or on campus if you have any other communicable illness. It is important to not abuse this requirement, to take time off from classes. This is a campus for adults who choose to make career choices which will improve their livelihood and careers. Adults will come to classes and learn because they have chosen to improve their education, and lives. Choosing to feign illness, to not come to class is an immature action, and should be reconsidered if you are truly not sick.

Absence due to Covid-19

Students who have been exposed or find themselves ill with Covid-19 must self-report on the NTCC Website so that we can work with you to remain in the course, and work from home remotely if necessary so that you do not have to repeat this course due to illness. If you find that you are symptomatic, please let us know as soon as possible so that we can help guide you to working online, and remotely where feasible. Without self-reporting we have little help to offer, as it appears to be an unexcused absence without reasonable information.

Other Course Policies: The cosmetology course is designed to train individuals to be able to enter the field of hairdressing 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

It is the student's responsibility to drop themselves from the cosmetology department 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. If 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.

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

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

All Students and Faculty:

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

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):

Weeks	Topics/Chapters	Assignments	Due Dates
Week 1 Week 2	Chapter 20 Chapter 20 Chapter 21	Chapter 20 Blackboard Test & Review Activities-MindTap-Worksheet	Jan 31, 2021
Week 3 Week 4	Chapter 21 Haircoloring Chapter Review Name That Trend 2021 Assignment	Chapter 21 Test & Review Activities-MindTap-Worksheet	Feb 14, 2021
Week 5	Chapter 7 Skin Structure, Growth and Nutrition	Chapter 7 Blackboard Test & Review Activities-MindTap-Worksheet	Feb 21, 2021
Week 6	Chapter 8 Skin Disorders/Diseases	Chapter 8 Blackboard Test & Review Activities-MindTap-Worksheet	Feb 28, 2021
Week 7	Chapter 23 Hairstyling Salon Floor Plan Project	Chapter 23 Blackboard Test & Review Activities-MindTap-Worksheet	Mar 7, 2021
Week 8	Chapter 22 Hair Removal	Chapter 22 Blackboard Test & Review Activities-MindTap-Worksheet	Mar 14, 2021
	Mid-Semester Exams		March 16 & 17
Week 9	Chapter 24 Facial Makeup	Chapter 24 Blackboard Test & Review Activities-MindTap-Worksheet	Mar 28, 2021
Week 10	Chapter 17 Haircoloring	Chapter 17 Blackboard Test & Review Activities-MindTap-Worksheet	April 04, 2021
Week 11	Chapter 18 Braiding and Braid Extensions	Chapter 18 Blackboard Test & Review Activities-MindTap-Worksheet	April 11, 2021
Week 12	Chapter 19 Wigs and Hair Additions	Chapter 19 Blackboard Test & Review Activities-MindTap-Worksheet	April 18, 2021
Week 13	Chapter 28 Monomer and Polymer Nail Enhancements	Chapter 28 Blackboard Test & Review Activities-MindTap-Worksheet	April 25, 2021
Week 14	Chapter 29 Light Cured Gels	Chapter 29 Blackboard Test & Review Activities-MindTap-Worksheet	May 2, 2021
Week 15	Chapter 27 Nail Tips Review Week	Chapter 27 Blackboard Test & Review Activities-MindTap-Worksheet	May 09, 2021
Week 16	Final Exams		May 9, 2021
Spring Graduation!!!		Saturday May 15, 2021	