



CSME 2350

Preparation for State Licensing Written Examination

Course Syllabus: Summer 2021

“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
	3:00-4:00pm	3:00-4:00pm	3:00-4:00pm	3:00-4:00pm	TBA	Mon-Thurs

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, MindTap Chapter Averages, Tests, Review Question Assignments

Required Instructional Materials: Cosmetology student kit, extra manikins, textbook & MindTap from previous cosmetology courses. (Milady Standard Cosmetology Textbook & MindTap from previous courses)

Optional Instructional Materials: None

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

Course	Week	Dates	Theory Chapter	Due Dates	Assignments Due
CSME 1491	1	June 7 - 10	Ch. 2: Life Skills	Monday June 14 @ Midnight	CH. 2: Chapter Questions, MIndTap, Test in BB
	2	June 14-17	Ch. 3: Your Professional Image	Monday June 21 @ Midnight	CH. 3: Chapter Questions, MIndTap, Test in BB
	3	June 21-24	Ch. 4: Your Professional Image	Monday June 28 @ Midnight	CH. 4: Chapter Questions, MIndTap, Test in BB
CSME 1551	4	June 28- July 1	Ch. 5: Infection Control: Principles & Practices	Monday July 5th @ Midnight	Ch. 5: Chapter Questions, MindTap, Test in BB
	5	July 5-8	Ch. 30: Preparing for Licensure & Employment	Monday July 12 @ Midnight	Ch. 30: Chapter Questions, MindTap, Test in BB
	6	July 12-16	CH. 31: On The Job	Monday July 19th @ Midnight	Ch. 31: Chapter Questions, MindTap, Test in BB
	7	July 19-22	Ch. 32: The Salon Business	Monday July 26th @ Midnight	Ch. 32: Chapter Questions, MindTap, Test in BB
CSME 2350	8	July 26-29	TDLR Rules & Regulations	Monday August 2 @ Midnight	TBA
	9	Aug. 2-5	TDLR Rules & Regulations		TBA
	10	Aug. 9-12			

Summer Academic Calendar:

Summer	
Summer Graduation Application Opens	06/01/2021
Payment due for Summer classes	06/02/2021
First Class Day (10-Week and 1st 5-Week)	06/07/2021
Late Registration Ends 1st 5-Week Course	06/07/2021
Late Registration Ends 10-Week Course	06/09/2021
Priority Deadline for Fall Financial Aid	06/09/2021
Deadline for Summer Graduation Application	06/24/2021
Last Day to Withdraw From 1st 5-Week Course	06/30/2021
Independence Day Holiday	07/05/2021
Last Class Day/Final Exams for 1st 5-Week Course	07/07/2021
First Class Day 2nd 5-Week Course	07/12/2021
Late Registration Ends 2nd 5-Week Course	07/14/2021
Last Day to Withdraw From 10-Week Course	07/29/2021
Last Day to Withdraw From 2nd 5-Week Course	08/05/2021
Last Class Day/Final Exams for 10-Week and 2nd 5-Week Course	08/11/2021
Summer Graduation	08/13/2021