

**CSME 1401  
ORIENTATION TO COSMETOLOGY  
Summer\_2019**

**CLARENDON COLLEGE**  
**Cosmetology Department**  
**Course Name:** 1401.  
**Credit Hours:** 4

**Semester:** Summer\_2019

**Course:** Billings\_Missie\_CSME\_1401\_Summer\_2019

**Instructor:** *Missie Billings*

**Office Location:** *Clarendon College Amarillo Center*

**Phone:** 806-322-7871

**Email:** missie.billings@clarendoncollege.edu

**Fax:** 806 660-1876

**Office Hours :** Billings\_Missie\_Summer\_2019 Mon-thur 11:30-9:30

**Course Description:**

This course is designed to introduce the future professional, the History and Opportunities in the Cosmetology profession. It will also introduce the student to the different areas of Cosmetology that one can specialize in. This class will introduce the future professional to the state mandated requirements as well as the requirements of the Cosmetology department. This course will be the first step to the world of cosmetology and the world they will be entering.

- *division director: Jana Coats*
- *current college catalog located at the **Students** link on Clarendon College's website*
- *workforce courses: Workforce Education Course Manual at <http://www.theccb.state.tx.us/AAR/UndergraduateEd/WorkforceEd>*

**Required Instructional Materials:**

**Textbook:**

*The Milady's Standard Cosmetology textbook 2012, Milady's practical workbook 2012, Milady's theory workbook 2012.*

**Other Relevant Materials:**

**Comment:** *The will need to bring pen, paper, loose-leaf binder, and a hi-liter pen.*

## Student Requirements

**The future professional will participate in discussions of the industry, the history and the opportunities that can be reached in this professional. The future professional will be required to do outside reading.**

**Methods of Instruction**; in this class the discussion will also be about life skills, your professional image, and communicating for success, we will have the benefit of outside educators.

## **Course Objectives**

1. Describe the origins of appearance enhancement
2. Describe the advancements made in the cosmetology during the 19<sup>th</sup>, 20<sup>th</sup>, and early 21<sup>st</sup> centuries
3. List the career opportunities
4. List the principles that contribute to personal and professional success.
5. Explain the concept of self-management
6. Create a mission statement
7. Explain long and short term goals
8. Time management, good study habits, lists the characteristics of a healthy positive attitude.
9. Define ethics
10. Demonstrate an understanding of ergonomic principles and ergonomically correct posture and movement.
11. List the golden rules of human relations
12. Conduct a successful client consultation with effective communication skills.
13. Build open lines of communications with clients and co-workers

## **Learning Objectives**

1. The student will at the end of this course know how to do a client consultation.
2. The student will know what a mission statement is.
3. The student will know the positive results of time management, positive attitude.
4. The student will know the value of healthy posture.

## **Grading Policies:**

Theory grades will be as follows:  
100-90 A  
89-80 B  
79-70 C  
69-0 F must be repeated

Practical grades will be as follows:  
100-90 A  
89-80 B  
79-70 C  
69-0 F must be repeated

A student's final grade will be made available through the Clarendon College's website.

The student will be given a copy of the Cosmetology Handbook containing the Dress code, policies and procedures. Attendance policy  
Clarendon College must uphold a very strict attendance policy in order for this degree plan to be completed in 12 months. 6 days a semester is considered failing (5 days for part time and instructors). Warnings will be issued after 3 days of absence. There are no exceptions to this policy. Your participation grade depends on your attendance. Weekly grade sheets will be affected by your attendance. 6 or more missed days per semester will fail the program/failing grades are not posted to TDLR. These are TDLR rules.

On the 6th day of unexcused absence or excused absence not made up, you will be asked to withdraw from the program. Only excused absences will be eligible for makeup work. Excused absences include sick with a doctor's note, hospitalization with a doctor's note, immediate death in the family, and natural disaster. These absences must be approved by the director.

#### Makeup work policy

Only excused absences are eligible for makeup work. It is the responsibility of the student to contact the instructor immediately upon return to make arrangements for the missed work. All unexcused absences will receive a 0 for all missed work.

#### **Classroom Policies:**

**It is essential that each student clock in and out when entering or leaving the department. This is your responsibility!! This is mandated by the Texas Department of Licensing and Regulation, also mandated by the state is a student can not clock in or out by another student. If one fails to clock in or out it will result in loss of hours not clocked. Chewing gum will not be allowed in the student salon. The students will be given a copy of the reasons they could be clocked out for disciplinary reasons**

#### **Dress Code**

##### **Students may wear**

1. Black slacks or skirt
2. Black lab jacket
3. Type of athletic shoe (with comfortable sole, you will be standing during practical class)
4. No hats, visors, or bandanas will be allowed. We are in the hair industry
5. Hair and make-up must be complete before clocking in.

The students will be given a copy of the dress code to sign and placed in file.

#### **Classroom Conduct**

Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (4) entering an office or building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (9) Plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit.

#### Absentee Policy

Students must maintain an 85% attendance or be on probation until student is in compliance. If this is not accomplishing the student's grade will be lowered by one letter. Any absences in the Fall, Spring and Summer semester exceeding three days (24 hours) is considered excessive and will place a student on departmental probation for the remainder of the semester. Students will receive a written warning. Students are responsible for making up any missed work.

#### **CELL PHONES:**

Cell phones are prohibited in the student salon and the classroom. Students may use their phones in break room, and when outside on break. Students must inform family of theory class times 8:10- 11:30 on Monday and 8:10-9:30 on Tuesday thru Friday. Cell phone policy will be in handbook.

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of that course will file a report with the Vice President of Students when a student is caught cheating in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved. Students who are reported as cheating to the Vice President of Students more than once shall be disciplined by the Vice President. The Vice President will notify all involved parties within fourteen days of any action taken.

#### **American with Disabilities Act Statement:**

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Office of Student Services (806-874-3571 or 800-687- 9737). We will work with you to make whatever accommodations we need to make.

#### **Dropping a Course:**

A student who is enrolled in a developmental course for TSI purposes may not drop his/her only developmental course unless the student completely withdraws from the college. A student may drop any other course with a grade of "W" any time after the census date for the semester and on or before the end of the 12<sup>th</sup> week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is initiated by the student by procuring a drop form from the Office of Student Services. (Refer to other policies concerning this issue in the current college catalog online.)

#### **Withdrawal from College:**

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office. The request must include the student's signature, the student's current address, social security number and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12<sup>th</sup> week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W."

#### **Test Missed**

Students will be responsible for making up test during following the week of the test.

<http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>.

"For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about

your background and licensure, please speak with your instructor or the Vice President of Academic Affairs. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.”