

**Clarendon College**  
**CSME 1405**  
**FUNDAMENTALS OF COSMETOLOGY**  
**Fall 2024**

**CLARENDON COLLEGE**  
**Cosmetology Department**  
**Course Name: CSME 1405\_Fall\_2024**  
**Credit Hours: 4**  
**Semester: Fall 2024**  
**Course: Hatfield\_Stacy\_CSME\_1405-Fall\_2024**  
**Instructor: Stacy Hatfield**  
**Office Location: in Cosmetology Department Amarillo**  
**Phone: 806-660-8019**  
**Email: stacy.hatfield@clarendoncollege.edu**  
**Office Hours: 4:00-4:30**

**Course Description:**

This course is the fundamentals of cosmetology. Topics include service preparation, manicures, facials, chemical services, shampooing, wet styling, comb outs and haircuts. It will also include color theory, as well as the theory to all the segments of cosmetology. To meet the state mandated Requirements as well as the requirements of the Cosmetology department.

**Division director: Decee Surratt**

Current college catalog located at the Students link on Clarendon College's website  
Workforce courses: Workforce Education Course Manual at  
<http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/>)

**Statement of Purpose**

This class will be the first step toward a fascinating career that will be rewarding personally as well as financially.

**Required Instructional Materials:**

**Milady CIMA online class with EBook**

**Kit for Practical Assignments**

Comment: They will need to bring pen, paper, spiral, and 2 binders.

**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>, 20th, and early 21st 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

**Grading Policies:**

Theory 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,  
[www.clarendoncollege.edu](http://www.clarendoncollege.edu)

The student will be given a copy of the Cosmetology Handbook containing the Dress code, policies and procedures.

**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 cannot 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 scrub pants
2. Clarendon College shirt
3. Type of athletic shoe (with comfortable sole, you will be standing during practical class)
4. No hats, visors, or bandanas will be allowed
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**

Attendance is 40% of the semester grade, you must maintain excellent attendance. Student can be dropped from the program if they reach 5 absences or 3 no call, no show absence.

### **CELL PHONES:**

Cell phones are prohibited in the student salon and the classroom. Students may use their phones on lunch break, 2 15 minutes breaks or an emergency.

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 Dean 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 Dean of Students more than once shall be disciplined by the Dean. The Dean 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 12th 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 12th 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 missed tests within 3 days of being absent or will receive a zero.

<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."

#### **Academic Integrity Policy**

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense. Academic dishonesty 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) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment ; (5) entering an office, classroom, laboratory, or building to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or, (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.) Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the associate dean, and/or dean. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports him/herself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith. Though the confession will not excuse the student for the violation, the confession will be

considered and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Dean of Students. The Dean of Students will maintain a file on all violations. If a faculty member prefers to report the case directly to the Dean of Students, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the Dean of Students. If the Dean of Students observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Dean is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Dean of Students is responsible for the timely notification (normally within two weeks) to all parties of an action taken. Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.