

**CSME\_1405  
FUNDAMENTALS OF COSMETOLOGY  
Fall\_2024**

**CLARENDON COLLEGE  
Cosmetology Department**

**Course Name: JohnsonK\_CSME 1405\_ Fall\_2024**

**Credit Hours: 4**

**Semester: Fall\_2024**

**Course JohnsonK\_CSME\_1405\_ Fall\_2024**

**Instructor:** *Krystal Johnson*

**Office Location:** *in Cosmetology Center*

**Phone**806-322-7871

**Email:** krystal.johnson@clarendoncollege.edu

**Office Hours:** JohnsonK\_Fall\_2024 Mon-Thurs 11-11:30AM

**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.theccb.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:**

**Textbook:**

*The Milady's Standard Cosmetology textbook 2023, Milady's CIMA Online program.*

**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

**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.

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 6<sup>th</sup> 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!! 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. 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.
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.

### **Attendance policy**

Clarendon College must uphold a very strict attendance policy in order for this degree plan to be completed in 12 months. 10 days a semester is considered failing (5 days for part time and instructors).

Warnings will be issued after 5 days of absence (3 for part time and instructors). There are no exceptions to this policy. Your participation grade depends on your attendance as follows:

0 days missed	100
1-3 days missed	90
4-6 days missed	80
7-9 days missed	70
10 or more	failing the program

Only excused absences will be eligible for makeup hours. 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 hours policy**

Only excused absences are eligible for makeup hours. These hours can, at the discretion of the director, be made up after 5pm on Monday thru Thursday, and Friday after 2:30. These hours must be approved by the director. Any questions may be answered by the director.

### **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 Thursday 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 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."

## Accommodation Statement

### REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT:

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the Associate Dean of Enrollment Services at 806-874-4837 / [janean.reish@clarendoncollege.edu](mailto:janean.reish@clarendoncollege.edu) or visit the Clarendon campus at Clarendon College. It is the policy of Clarendon College to provide reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to contact the Associate Dean of Enrollment Services.

### Nondiscrimination Policy

Clarendon College, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

It is the policy of Clarendon College not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one's ideas is not harassment and is fully protected by academic freedom, but personal harassment of individual students is not permitted.

**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.

**Withdrawing from (Dropping) the Course** If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. (The last day to drop a course is available on the Academic Calendar, located at the Student link on the Clarendon College website.) Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive whatever grade you have earned. Whether to drop a class or not requires a lot of thought. According to Texas state law a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6<sup>th</sup> dropped class, he/she will no longer be able to withdraw from any classes.

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