Clarendon College

Spring_2025

CSME_1435

Orientation to Instructing Cosmetology

CLARENDON COLLEGE
Cosmetology Department
Course Name: JohnsonK_*CSME_1435*_ **Spring_2025**

Classroom Location: Cosmetology Department

Instructor: *Krystal Johnson*
Office Location: *Cosmetology Department*

Phone: 806-322-7871
Email: *krystal.johnson@clarendoncollege.edu*

Office Hours: JohnsonK_ **Spring_2025** Monday-Thursday 11-11:30AM

(By appointment*.)*

Course Description:

In this course the student instructor will observe the teaching of the licensed instructor and will write mock lesson plans. This course is the course that wills instructor how to write a lesson plan.

- *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 course partially satisfies the requirements for examination for licensure by the Texas Department of Licensing and Regulation.

Required Instructional Materials:

Textbook: Milady's Standard Textbook of Cosmetology2023, Milady's CIMA online program.

Other Relevant Materials: Students should bring pen, pencils, loose-leaf binder, and hi-liter pen.

Student Requirements

There needs to be some attempt to measure the effort of the student by having practical examinations as well as written.

Methods of Instruction

The class centers on class lecture and discussion as well as practical demonstration of each practical before and after each demonstration.

Course Objectives

The objectives of this class is to introduce the student instructor will be able

1. Observe the class room instruction.
2. Write lesson plans and teach a mock class. (licensed instructors)
3. Know the rules and regulations of sanitation, disinfection, and sterilization.

Grading Policies:

Grading
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 Campus Connect at Clarendon College's website.

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:

Each student must clock in and out when entering or leaving the department. Failure to do so will cause loss of hours. A student must not clock a fellow student in or out. These rules are mandated by the Texas Department of Licensing and Regulations. Chewing gum will not be allowed in the Student Salon.

Dress Code:

Students may wear

1. Black slacks or black jeans.
2. Black lab jackets.
3. Colored or white T-shirts
4. Athletic type shoes (with comfortable sole you will be standing)

Students must have hair and make-up completed before clocking in. Students must not wear caps, hats, bandanas or scarves (we want to project a professional image.

CELL PHONES:

Cell phones are not permitted in the classroom, or in the Student Salon. Phones can be used in the break room or when student leaves the building.

Classroom Conduct

Once again I must stress the importance of clocking in and out.

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.

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 ay 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."

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."

Grievance/Appeals

If you have a dispute concerning your grade or policies in this class, it is the student's responsibility to contact the instructor to discuss the matter. Should things remain unresolved, please follow the procedures described in the Clarendon College Student Handbook or College Policy Manual.

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 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.