

**CSME 1401**  
**ORIENTATION TO COSMETOLOGY**  
**Fall 2025**  
**CLARENDON COLLEGE Cosmetology Department**

**Course Name:** CSME 1401 Orientation to Cosmetology

**Credit Hours:** 4

**Semester:** Fall\_2022

**Course Surratt D\_CSME\_1401\_Fall\_2025**

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Mon-Thurs 4-5

**Course Description:**

This course is designed to introduce the future professional, the History and Opportunities in the Cosmetology profession. This class will introduce the future professional to the state mandated requirements as well as the requirements of the Cosmetology department. This course will also be the first step to the world of cosmetology and the different courses the student will gain knowledge in.

: *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/WorkforceEd1>*

**Required Instructional Materials: Textbook:**

*The Milady's Standard Cosmetology textbook 2016, Milady's practical workbook 2016, Milady's theory workbook 2016.*

**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: Practical grades will be as follows:

100-90 A

89-80 B

79-70 C

0-69 F

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.

**Classroom Policies:**

**Students may wear**

1. Black scrubs
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 9:00- 10:00 Monday thru Thursday.

Cell phone policy will be in handbook.

**STUDENT ACADEMIC INTEGRITY AND CLASSROOM ETHICS**

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 an 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 activity; 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 vice president, 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.

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 Vice President of Academic Affairs. The Vice President of Academic Affairs will maintain a file on all violations. If a faculty member prefers to report the case directly to Vice President of Academic Affairs, 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 Vice President of Academic Affairs. If the Vice President of Academic Affairs observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Vice President of Academic Affairs 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 Vice President of Academic Affairs 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. Course Withdrawal--Students desiring to make schedule changes after their initial registration each semester must do so during the designated "Drop and Add" period as scheduled in the College Catalog. Students will be required to pay tuition and fees applicable to any class(es) added to their schedule.

Official withdrawal from a course is initiated in the Office of the Registrar. However, each student should consult with his/her academic advisor or the Associate Dean of Enrollment before officially withdrawing from a course. A student who stops attending a class without officially dropping it may receive a grade of "F" for that class.

The full details of Student Rights and Responsibilities policies can be viewed on Clarendon College's website at: [www.clarendoncollege.edu/Resources/Legal/24-25/FLA\(LEGAL\).pdf](http://www.clarendoncollege.edu/Resources/Legal/24-25/FLA(LEGAL).pdf)

Final Exams: The schedule of final exams times is published at the beginning of the semester. You can find the schedule for final exams at:

<https://www.clarendoncollege.edu/insideCC>. Do not make plans to leave school before your scheduled final exam. Faculty members cannot on their own authorize a student to take a final exam early. In exceptional circumstances if a student needs to take a final exam early, he/she may request early final exams by filling out the form at:

<https://www.clarendoncollege.edu/Resources/Admin/Request%20for%20Early%20Final%20Exams.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."