

**SPRING \_2026**

**CSME\_1310**

**INTRO TO HAIRCUTTING**

**CLARENDON COLLEGE**  
**Cosmetology Department**

**Course Name:** HatfieldS\_CSME\_1310\_Spring\_2026

**Credit Hours::3**

**Classroom Location:** Cosmetology Department Pampa

**Instructor:** Stacy Hatfield

**Office Location:** in Cosmetology Department **Phone ext**  
806-660-2010

**Email:** [stacy.hatfield@clarendoncollege.edu](mailto:stacy.hatfield@clarendoncollege.edu)

**Office Hours:** Mon-Thurs 4:00-5

Director of Cosmetology Decee Surratt

**Course Description:**

This course is the basics of haircutting that will help the future professional prepare for the salon as well as satisfy the requirements of TDLR.

**Required Instructional Materials:**

**Textbook** Milady's Textbook of Cosmetology, Milady's Practical Workbook, Milady's Theory Workbook and Milady's Anatomy and Physiology textbook.

**Other Relevant Materials:**

Pen, paper, pencils, loose-leaf binder and hi-liter pens, compass and a protractor.

**Student Requirements**

The student will participate in practicals of each type of haircut, and be given written examinations of each. The class will always have a Question and Answer segment.

### **Methods of Instruction**

The class will begin with a lecture, then with a practical demonstration with a discussion about the content of the lecture and the demonstration.

### **Course Objectives**

1. Identify reference points on the head form and understand their role in haircutting
2. Define angles, elevations, and guidelines
3. List the factors involved in a successful client consultation.
4. Demonstrate the safe and proper use of the various tools of haircutting.
5. Demonstrate the mastery of the four basic haircuts.
6. Demonstrate mastery of other haircutting techniques.

### **Grading Policies:**

*Theory grades will be as follows:*

*90-100 A*

*89-80 B*

*79-70 C*

*69-0 F must be repeated*

*If a student misses a test they will be required to take the missed test before they can take the current test.*

A student's final grade will be made available through Campus Connect at Clarendon College's website.

### **Classroom Policies:**

**Students must clock in or out, when entering or leaving the building failure to do so can result in loss of hours. Students must not clock other students in or out.**

### **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 -5 for all missed work.

### **CELL PHONES:**

Cell phones are prohibited in the classroom and the student salon. Students may use cell phones in the break room and when they leave the department.

### **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.

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**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.

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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)

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**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>.

The Cosmetology Handbook: Policies and Procedures will be given out the first day of class.

<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."