

**CSME 1405
FUNDAMENTALS OF COSMETOLOGY
SPRING 2026**

**CLARENDON COLLEGE
Cosmetology Department Pampa**

Course Name: HatfieldS_CSME 1405_Spring_2026

Credit Hours: 4

Semester: Fall 2026

Instructor: Stacy Hatfield

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

Email: stacy.hatfield@clarendoncollege.edu

Office Hours: Mon-Thurs 4:00-5

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:

Textbook:

The Milady's Standard Cosmetology textbook, Milady's practical workbook, Milady's theory workbook. Milady's anatomy and physiology textbook.

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 19th, 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.

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 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.

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. 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
4. 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.

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 on 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

Enrolment 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)

1. This one does not come from the Student Handbook, but I noticed that the insideCC page has a form for requesting early final exams now. So this is what I decided to update my “final exam” disclaimer in my syllabus to in order to reflect that. I did write this before I found out this morning that the insideCC page is going away, so keep that in mind.

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."