

Clarendon College  
CSME\_2439  
Advance Hair Design  
SPRING\_2026

**CLARENDON COLLEGE  
Cosmetology Department**

**Course Name: HatfieldS\_CSME\_2439\_Spring\_2026**

Credit Hours: 4

Classroom Location: Cosmetology Department Pampa

Instructor: Stacy Hatfield

Office Location: *in Cosmetology Department* Phone:

806-660-2010

Email: Stacy.Hatfield@clarendoncollege.edu

Office Hours: Monday-Thursday 4:00—5:00 p.m. by appointment.

**Course Description:**

This course is designed to advance the future professional in the art of hair design by the use of roller placements, finger waving, pin curls, comb-out techniques, hair wrapping, thermal hairstyling thermal hair straightening and styling long hair. Hair color techniques will enhance the line of design in hairstyling, no matter the technique used when styling the hair

*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 not only satisfy the requirements of TDLR, our licensing agency, but will prepare the future professional for today's salon.

**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 Artistry of Hair Design as well as completing the required practicals in hair styling.**

**Methods of Instruction:** Will be discussion, demonstration, and completion of practicals.

**COURSE OBJECTIVES**

1. Demonstrate finger waving, pin curls, roller setting and hair wrapping.
2. Demonstrate various blow-dry styling techniques.
3. Demonstrate three basic techniques of styling long hair.
4. Demonstrate the proper use of thermal irons.]
5. Demonstrate various thermal iron manipulations and explain how they are used.
6. Describe the types of hair pressing.
7. Demonstrate the procedures involved in soft pressing and hard pressing.
8. The student will be required to choose pictures from magazines, movies, television stars, and recreate these styles

**Grading Policies:**

Theory grades will be as follows:

100-90 A

89-80 B

79-70 C

69-0 F must repeat

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

The student will be given the Cosmetology Program handbook that has all policies, procedures, and the dress code in it.

**Classroom Policies:**

**It is essential that each student clock in and out when entering or leaving the department. This is your responsibility!! This is mandated by the Texas Department of Licensing and Regulation, also mandated by the state is a student can not clock in or out by another student. If one fails to clock in or out it will result in loss of hours not clocked. Chewing gum will not be allowed in the student salon.**

**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.

#### **Dress Code**

##### **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. 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.
6. Dress code will be given to each student the first day of class, signed and filed in students file.

#### **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 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.

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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)

**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>.

#### **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."