

Summer 2026
CSME 1310
INTRO TO HAIRCUTTING

CLARENDON COLLEGE
Cosmetology Department
Course Name: 1310
Credit Hours: 3

Course: Hatfield_Stacy_CSME_1310_Summer_2026
Instructor: Stacy Hatfield
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Office Hours: Mon-Thursday 8:00-4:30

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/>

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:

CIMA online theory class
Laptop or device to access online course
Pen, highlighter, spiral, binder

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

Identify reference points on the head form and understand their role in haircutting
Define angles, elevations, and guidelines
Demonstrate the safe and proper use of the various tools of haircutting.
Demonstrate the mastery of the four basic haircuts.
Demonstrate mastery of other haircutting techniques.
The student will learn the do's and do not's of client consultation

Grading Policies:

Theory grades will be as follows: Practical grades will be as follows:

100-90 A 100-90 A
89-80 B 89-80 B
79-70 C 79-70 C
69-0 F must be repeated 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.

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 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. Chewing gum will not be allowed in the student salon. The students will be given a copy of the reasons they could be clocked out for disciplinary reasons

Dress Code

Students may wear

1. Black scrub pants
2. Black T-Shirt
3. Type of athletic shoe closed toe
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 complies. 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 them phones in break room, and when outside on break. Students must inform family of theory class times 8:10- 11:30 on Monday and 8:10-9:30 on Tuesday thru Friday.

Cell phone policy will be in handbook.

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 Vice President 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 Vice President of Students more than once shall be disciplined by the Vice President. The Vice President will notify all involved parties within fourteen days of any action taken.

Americans 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 day 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."

Tests:

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