

**Clarendon College
Summer 2026
CSME_2541
State Board Prep Class**

Cosmetology Department
Course Name: 2541
Credit Hours: 5

Classroom Location: Cosmetology Department Pampa
Instructor: Stacy Hatfield
Phone: 806-660-2010
Email: stacy.hatfield@clarendoncollege.edu
Office Hours: Mon-Thurs. 4:00-4:30

Course Description:

This course is designed to assist the future professional in preparing for state board. The student will take a PSI test weekly and use the computer to use the online testing.

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 course partially satisfies the requirements for examination for licensure by the Texas Department of Licensing and Regulation.

Required Instructional Materials:

CIMA only theory class

Laptop and/or device for online theory class

Pen, highlighter, spiral, binder

Course Description:

This class is designed not only to satisfy the requirements of Texas Department of Licensing and Regulations but to prepare the future professional for employment in today's salon. This class will teach color theory, types of color, types of lighteners, and basic techniques as well as advanced techniques.

- 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 course satisfies the requirements for examination for licensure by the Texas Department of Licensing and Regulation, as well as prepares the future professional for employment in today's salon.

Required Instructional Materials:

Textbook: Milady's Standard Textbook of Cosmetology, Milady's Practical Workbook,

Milady's Theory Workbook, and Milady's Anatomy and Physiology textbook

Other Relevant Materials: Students should bring pen, pencils, loose-leaf binder, and hi-liter pen.

Student Requirements

There needs to be some attempt to measure the effort of the student by having practical examinations as well as written.

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Methods of Instruction

The class centers on class lecture and discussion as well as practical demonstration of each practical before and after each demonstration.

Course Objectives

1. Identify the principles of color theory and relate them hair color
2. Explain level and tone and their role in formulating hair color List the four basics categories of hair color, explain their chemical effects on the hair, and give examples of their use.
3. Explain the action of hair lighteners.
4. Demonstrate application techniques for temporary colors, semi-permanent colors, permanent colors, demi-permanent colors, and lighteners.
5. Demonstrate special-effects hair coloring techniques. Soft Skills:
 1. Communication
 2. Salon Business
 3. Professional Image

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 receive a copy of the Cosmetology Handbook the first day of class,

Classroom Policies:

Each student must clock in and out when entering or leaving the department. Failure to do so will cause loss of hours. A student must not clock a fellow student in or out. These rules are mandated by the Texas Department of Licensing and Regulations. Chewing gum will not be allowed in the Student Salon.

Dress Code:

Students may wear

1. Black scrubs
2. Black lab jackets.
3. Colored or white T-shirts
4. Athletic type shoes (with comfortable sole you will be standing)

Students must have hair and make-up completed before clocking in.

Students must not wear caps, hats, bandanas or scarves (we want to project a professional image).

Classroom Conduct

Once again, I must stress the importance of clocking in and out.

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.

Attendance Policy The student must maintain an 85% attendance rate if not a probationary period

will result, if not brought into compliance a loss of a letter grade will result

CELL PHONES:

Cell phones are prohibited in the student salon and in the classroom, students may use them phones in the break room or when outside on break.

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

American 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."

<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."