



21/22 / Syllabus-All Cosmetology Courses in Program are Listed

Course Information

Course Title: Orientation to Cosmetology
Course Prefix & Number: CSME 1401
Course Credit Hours: 4

Course Description

An overview of the skills and knowledge necessary for the field of cosmetology.

Student Learning Outcomes

Demonstrate introductory skills, professional ethics, safety and sanitation. Explain the laws and rules of the state-licensing agency.

Course Information

Course Title: Introduction to Haircutting & Related Theory
Course Prefix & Number: CSME 1310
Course Credit Hours: 3

Course Description

Introduction to the theory and practice of haircutting. Topics include terminology, implements, sectioning and finishing techniques.

Student Learning Outcomes

Define terminology; practice basic workplace competencies related to haircutting and finishing techniques. Demonstrate use of implements, sectioning, haircutting and finishing skills.

Course Information

Course Title: Introduction to Chemical Reformation & Related Theory
Course Prefix & Number: CSME 1453
Course Credit Hours: 4

Course Description

Presentation of the theory and practice of chemical reformation including terminology, application and workplace competencies.

Student Learning Outcomes

Define terminology related to chemical reformation; follow safety and sanitation laws and rules according to the state licensing agency; and exhibit workplace competencies related to chemical reformation

Course Information

Course Title: Workforce Development with Critical Thinking
Course Prefix & Number: LEAD 1100
Course Credit Hours: 1

Course Description

Development of leadership skills and critical thinking strategies that promote employment readiness, retention, advancement, and promotion.

Student Learning Outcomes

Identify characteristics of employees who are qualified for employment, promotion, and retention in the workforce; explain critical thinking strategies within the context of strong leadership; apply business communication skills; utilize data and information to make decisions; and identify roles and strategies used in group processes and team building.

Course Information

Course Title: Principles of Skin Care
Course Prefix & Number: CSME 1248
Course Credit Hours: 2

Course Description

An introduction of the theory and practice of skin care.

Student Learning Outcomes

Define terminology related to skin care treatments; demonstrate skin care procedures; practice safety and sanitation according to the laws and rules of the state licensing agency; and exhibit workplace competencies in skin care.

Course Information

Course Title: Artistry of Hair Design I
Course Prefix & Number: CSME 1254
Course Credit Hours: 2

Course Description

Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling, and finishing techniques.

Student Learning Outcomes

Demonstrate workplace competencies and professional skills related to hair design.

Course Information

Course Title: Manicuring and Related Theory
Course Prefix & Number: CSME 1443
Course Credit Hours: 4

Course Description

Presentation of the theory and practice of nails services. Topics include terminology, application, and workplace competencies related to nail services.

Student Learning Outcomes

Define terminology related to nail services; demonstrate the basic procedures of nail services; practice safety and sanitation according to the laws and rules of the state licensing agency; and exhibit workplace competencies in nail services.

Course Information

Course Title: Advanced Haircutting & Related Theory
Course Prefix & Number: CSME 2310
Course Credit Hours: 3

Course Description

Advanced concepts and practice of haircutting. Topics include utilizing scissors, razor, and/or clippers.

Student Learning Outcomes

Utilize correct terminology related to advanced haircutting techniques; and demonstrate work place competencies related to advanced haircutting techniques.

Course Information

Course Title: Principles of Hair Coloring & Related Theory
Course Prefix & Number: CSME 2401
Course Credit Hours: 4

Course Description

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color.

Student Learning Outcomes

Identify terminology, demonstrate hair color application, and practice workplace competencies related to hair color.

Course Information

Course Title: Preparation for the State Licensing Written Examination

Course Prefix & Number: CSME 2350

Course Credit Hours: 3

Course Description

Preparation for the state licensing written examination.

Student Learning Outcomes

Review the required skills for the state licensing written examination; and identify safety and sanitation according to the laws and rules of the state licensing agency.

Instructor Information

Instructor's Name: Ronda Dozier, Ed.D-Program Coordinator, Instructor

Denice Collier, Instructor

Taylor Richard, Instructor

Katryn Latsko, Instructor

Gena Edgar, Instructor

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Textbook & Course Materials

Purchased through Texarkana College Book Store

- Pivot Point Designer's Approach Textbook Package ISBN: 978-997-009-0754
- Pivot Point Salonability Long Hair Design
- Pivot Point Snap Cap Hair Package
- Pivot Point Essentials Kit / Electrical Styling Kit / Shears Kit
- Burmax Supplemental Kit
- Smockers Black Smock

Purchased through Texarkana College Office of Admissions

- (3) Student ID's

Required Materials

- iPad 3 or higher
- 3 Ring Binder
- Pens / Pencils / Paper

Additional Fee's

- Pivot Point Online LAB \$150.00 *Fee also applies upon reentry in the program*
- TDLR Student Permit \$25.00

Obligations While Enrolled in the Cosmetology Program

All Texarkana College Cosmetology students are required to attend all Texarkana College sponsored events, seminars or activities on or off campus as directed by the Program Coordinator. Attend and participate in all events hosted by the Cosmetology Department during or outside the regular scheduled times as directed by the Program Coordinator. Students who choose not to attend will be counted absent for the day and receive a grade of zero for daily participation. Unprofessional behavior will not be tolerated at such events.

Graduation Requirements

Students are encouraged to participate in TC graduation ceremony in May or December following completion of the program.

To graduate and receive a certificate from Texarkana College the following are required:

- 1 Complete 30 SCH, three full semesters for days and six full semesters for nights.
- 2 Complete all examinations, both written and practical and complete all assignments.
- 3 Taken and passed the Texas State Board Written Exam.
- 4 Achieve a minimum cumulative average of 70% in practical and in theory.
- 5 Fulfill all financial obligations to the College as stipulated in the enrollment agreement (contract), payment schedules and addendum's as outlined by satisfactory payment agreement.
- 6 Complete an application for a program certificate.

Student Assessment

All grades in categories are calculated on 100 point scale/average.

A - 90 to 100
B - 80 to 89.99
C - 70 to 79.99
F - 0 to 69.99

Online Assignments

The Cosmetology Program consists of 2 semesters for days and 4 semesters for nights. Each semester requires different assignments and projects to be completed and turned in online and in class, by the required deadline to receive a grade.

Chapter Test/Workbook

We will cover (4) Chapters from the Cosmetology Fundamentals textbook. You will be tested over these (4) Chapters with a 50-150 question test during the semester and a comprehensive Final Exam at the end of the semester with 100-150 questions. Chapter tests will be taken online through LAB.

SMARTNOTES

SmartNotes will be due the day of the test, before the test is taken. No late work will be turned in. SmartNotes can be downloaded in LAB (www.learnaboutbeauty.com). You will need to download each section of the chapter into Adobe Reader, fill out, and save to device and show instructor for grade.

LAB Online Course Exams

Within LAB you will be enrolled in modules that coincide with the courses you are enrolled in. You will need to view each video, download and turn in assigned work and take the lesson challenges, which will be your course test. The first attempt of the lesson challenge will be recorded. All modules must be completed in order to ensure competency of the procedure associated with practical rubrics to be tested over.

Online Projects

1st Semester and 2nd Semester students are required to complete a Stylebook using Pinterest and a Portfolio using either Pages/Word and Pinterest. Students will be enrolled in each module in LAB and can access rubrics and directions for each of these to be used as a guideline. Both projects will need to be completed in digital format within each app and viewed by an instructor to receive a grade. Note that additional assignments and grades are associated with the Portfolio see below.

Classroom Assignments

As part of your training to become a licensed professional you will be engaged in repetitious training to develop and sharpen your skill set for knowledge, speed and accuracy to match that of a professional. For this type of training you will be required to constantly repeat the same procedures over and over in order to gain the skills needed. We employ this training type through a Weekly Repetitious Training worksheet, Practical & Course Repetitious Training worksheet and Model Calls.

Weekly Repetitious Training

This assignment requires you to be constantly engaged everyday by completing specific hands-on practical applications on your manikin. Each week you will be given a Weekly Repetitious Training worksheet with (25-30) manikin procedures. This is to be completed each week even with receiving clients. You will need to keep up with this worksheet and turn it in at the end of each week to receive a grade.

Model Calls

As part of your training you will be required to become engaged with the general public, so that it's second nature in the field. For this assignment you will be asked to hand out Model Calls, which are vouchers for a free haircut and basic style to people that you normally would not become engaged with in public. I must add a disclaimer, that if a person seems to be dangerous, do not approach them. Use your best judgment when approaching strangers.

You will be required to bring in (2) Model Calls each month only. Each model must bring in a voucher, (not receive one at the front desk) an instructor must sign off on the voucher and verify that they have not received any services from TC. You will need to keep up with the voucher and turn it in at the end of each week to receive a grade. Take picture before and after then upload in LAB under student profile.

Practical & Course Repetitious Training

This assignment is tailored for each semester to cover practical rubrics pertaining to the courses you are enrolled in. This will need to be completed and turned in no later than the assigned due date before the end of the semester. You will be responsible for accessing the content to complete practical assignments. Assignments can be viewed in LAB, myTC, and your Syllabus.

Course Rubric Testing

All course related work in LAB must be completed by the fourth week of the new semester. One day will be set aside to demonstrate your proficiency in each course rubric. This will count as a substantial portion of your grade. Please keep in mind that if you need help, ask in advance. If for some reason you do not complete the required modules for each course rubric prior to the testing date you will not be allowed to test that day. You will have to schedule a day to make up any exam(s).

Course Assignments

Portfolio

This assignment is tied to a course and must be completed. Guidelines will be provided when the project is assigned.

Salon Mentoring & Shadowing

Salon Shadowing is scheduled with participating salons for two weeks on Thursdays and Fridays. Students are required to clock in at the school if the salon does not open at 8 am. Please keep in mind that you are representing Texarkana College and the Cosmetology Department and it's considered a privilege to be able to participate in this opportunity. You will need to wear your Texarkana College Cosmetology uniform and TC Student ID badge. Remember you will need to have your TDLR Student Permit with attached picture with you while at the salon. It's unlawful for you to receive compensation from the Salon and you are only able to shampoo and observe per TDLR Rules & Regulations.

Community Enrichment

Texarkana College Cosmetology has partnered with several outreach programs in the city to help enrich our community. Through this we teach our students they all have a social responsibility to help those in the community that need it most. We require our students to participate in school sponsored events as well as participating in 2 additional community enrichment projects every semester. Please verify which event you will be helping at with an instructor prior to each event.

State Written Exam Practice

Each student will be scheduled to use the computers in one hour time slots to practice for the State Written Exam. Students must be scoring in the upper 80% before scheduling this test. Instructors must verify your test

scores. You are required to take and pass this test before the last week of the semester. This will count as a course grade.

State Practical Exam Mock Board Exam

Each student will be required to participate in this exam. This will give you the opportunity to see the format of the practical exam and ask questions. This will count as a course grade.

Course Instructional Technology

Texarkana College

Coursework, Attendance, Syllabus, Gradebook, Email

myTC: <https://my.texarkanacollege.edu/ics>

Pivot Point

Educational Materials - Textbooks, Videos, Forum, Handouts

LAB: <http://www.learnaboutbeauty.com>

Stylebook

Pinterest

Portfolio

Pages/Word

Wella Education

App Store

Assignments

LAB/Adobe Reader

Syllabus

www.tonline.texarkanacollege.edu or in myTC

Locating Assignments in myTC

Each course you are enrolled in has assignments and due dates that must be completed. It's your responsibility to keep track of any work that is required. Log in to myTC -> click on the student tab -> scroll to the bottom and look for a section titled "Attendance & Grades - Jenzabar LMS" -> under this header you will find all the courses you are enrolled in, click on each course -> when you click on a course you will need to locate the light blue box on the top left hand side and select "Coursework" -> this is where you will find all the assignments due for the semester. Note that myTC is where you find your assignments, and LAB has the content for each assignment.

Locating Assignments in LAB

pivotpointlab.com is an interactive learning system provided by Pivot Point. You can view all content in LAB through videos, uploads and forums. Log in to LAB -> Click the Learn tab at the top to access your learning paths -> Each path has modules that need to be completed for a grade.

Clock-to-Credit Hours

Effective January 14, 2013, Texarkana College Cosmetology was approved by TDLR to use credit hours instead of clock hours to report to TDLR. Students will now be required to receive 30 semester credit hours, equaling two semesters for day and four semesters for night students to graduate. Students will still be required to clock in and out as a means to track student attendance. Students are required to pass each course and attend each semester in full before students can graduate and/or have hours released to TDLR to schedule testing for licensing. Students who withdraw, or drop for attendance or disciplinary reasons will receive the cumulative clock hours from enrollment date to drop date and will not receive credit for courses enrolled in.

Class Schedule

All students are expected to complete 30 SCH in two semesters for full-time day students and four semesters for part-time night students. There is no financial aid for additional time needed to complete the program.

Program Hours

Texarkana College Cosmetology is open 5 days a week Monday through Friday.

Full-Time Days

Monday-Friday 8:00 a.m.-4:00 p.m.

Part-Time Evenings

Monday-Thursday 5:30 p.m.-9:30 p.m.

Absentee Policy

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she may be considered absent. Three tardies constitute one absence. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas. Cosmetology students have four days they may miss during the semester for emergencies only. Leaving early or arriving late may result in the student counted as absent and all hours must be made up during the evening class times.

Faculty members are not obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student may receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

Withdrawal from a course(s) may affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long-term consequences of a withdrawal.

Excused Absences

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

**Students interested in Cosmetology should check with the Program Coordinator prior to entering the program.*

Make-up Policy for Absences

Students who are absent from class will need to make-up all hours during the night class Tuesday through Thursday 5:30-9:30.

Day Class: Four absences allowed for emergencies only. One absence in the day class equals two night classes. *Scheduled days to makeup hours in the night program: Tuesday, Wednesday or Thursday with instructor approval.*

Night Class: One absence in the night equals to 4 hours and 15 minutes in the day program.

Students who fail to makeup hours for an absence, 7 hours for day and 4 hours and 15 minutes for night, will have the total number of hours for each absence deducted from the total hours submitted to TDLR at the end of the semester. Students who fail to makeup-required hours may have to enroll in an additional semester before graduating. This applies to Excused and Unexcused Absences.

Documentation to Make-up Policy for Absences

Students will be required to fill out Make-up Absence Documentation form in the program coordinators office.

Make-up Policy for Assignments

If a student is absent on the day of an exam (written or practical), or on a day an assignment is due, he or she is required to make up all exams and/or turn in all assignments the same day of returning to class, and during times established by an educator. To maintain the credibility of the exam an alternate exam will be used. Failure to make up an exam or turn in assignments in accordance with the make-up policy requirements will result in a recorded grade of 0%, which will be factored into the student's grade average and will therefore impact the student's satisfactory progress determination.

SCANS Skills

1. Foundation Skills: (for Academic & Technical Courses)

(a) Basic Skills: A student must read, write, perform arithmetic and mathematical operations, listen, and speak effectively. These skills include:

- 1) Reading: Locate, understand, and interpret written information in texts, documents and manufacturers literature such as instruction manuals and other related material.
- 2) Writing: communicate thoughts, ideas, information, and messages in writing; and create documents such as client record keeping and appointment scheduling.

Academic Dishonesty Policy

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu/PDFFiles/CurrentStudents/studenthandbook.pdf>.

Disability Act Statement

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at (903) 823-3283, or go by the Advising Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability, which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class.

It is best to request these changes at the beginning if not before the start of class, so there is ample time to make the accommodations.

Statement of Equal Opportunity

Texarkana College is an Affirmative Action Equal Opportunity Institution. It is the policy of Texarkana College not to discriminate on the basis of sex, disabilities, race, color, age or national origin in its educational and workforce education programs, activities, or employment as required by Title IX, Section 504 and Title VI. The Texarkana College campus is accessible to the disabled. Texarkana College is committed to full compliance with both the Drug Free Workplace and the Drug Free schools and Communities Acts.

Financial Aid

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

Student Support Services

Student Support Services is a federally funded program designed to give a helping hand to Texarkana College students who show potential for success in college, but who need assistance in their efforts. Students entering the program have a variety of needs encompassing economic, academic, cultural, and handicapped challenges. Student Support services can help you by offering career information; tutoring, study skills, and college transfer information.

STUDENT SUPPORT SERVICES

Texarkana College Library

2500 North Robison Road

Texarkana, TX 75599

(903) 823-3381

Office Hours

8:00AM to 5:00PM, Monday - Friday

Course Management and Student Success Enclosures

- Attendance/Tardy and Dress Code Policy strictly enforced.
- Student must have tools/books and supplies first day of class.
- Student must attend/participate 4 community service events throughout the course.
- See Cosmetology Handbook for all other policies and procedures.
- Texarkana College Handbook and Cosmetology Handbook may be viewed on the Texarkana College website.
- In the event you leave early, you need to obtain permission from the instructor.

Netiquette

“Netiquette” is the term used to describe rules of courtesy in using electronic communication. These rules are intended to help use the medium effectively and considerately. The ideas below are intended to help with electronic class discussion.

When communicating in an online course you are addressing a group of people. The following guidelines will help you to communicate effectively.

- Don't say things that you wouldn't say in a face-to-face environment, or in any public place.
- Don't share confidential information.
- Use the subject line to identify the content of the message.
- Stay up-to-date on forum postings by reading them regularly.
- Always comply with copyright by citing your references when posting online content.
- Use individual e-mail for messages to individuals rather than tying up the group list.
- Do not forward emails or discussion forum postings without asking permission from the original author.
- Electronic communication does not provide visual cues, such as smiles or frowns that face-to-face communication allows. Therefore, humor and/or sarcasm in written text might be misunderstood and interpreted as rude or inflammatory in the online environment. Choose your words carefully to avoid hurting, or angering anyone. Should emotions become inflamed, do not promote the anger. Take a cooling down period, perhaps overnight, before you engage in the online activity again.
- Avoid using all capital letters in your text. This is considered 'shouting' in the online classroom.
- Aim for clarity and readability in your text.
- Use proper English and remember to spell check.
- If you do not understand the assignment's directions or the posts of your classmates don't be afraid to ask for clarification.
- The online classroom is a community of learners. Participate actively in the community and reach out to your classmates with a helping hand.

Computer and Technical Support

This is a hybrid online course. You will be required to purchase an iPad to participate and complete assignments online while enrolled in the Cosmetology program. It is your responsibility to possess the necessary skills to manage the hardware and software systems for this online course. In addition, if your normal computer facilities become unavailable for any reason, you are responsible for locating and operating other adequate computer facilities to meet the course deadlines. TC has computers available to students in the Career Education Center (CEC) building, Library and the Cosmetology Department. AUP Policy applies and can be found in your Student Handbook.

Alternative Methods of Turning in Assignments

Even if your computer crashes or the school server goes down, you are still responsible for meeting the course deadlines. You are notified of due dates for all assignments well in advance to plan accordingly.

TC Help Desk

If you have computer problems or technical issues, contact the TC Help Desk at:
helpdesk@texarkanacollege.edu

Questions about Assignments or Course Material

If you have questions about the assignments or course material, contact your instructor through email, telephone or in person. Leave a message if no answer.

THE PROGRAM COORDINATOR OF COSMETOLOGY RESERVES THE RIGHT TO MAKE CHANGES WHEN DEEMED NECESSARY.

