



## Syllabus

### Course Information

**Course Title: Cosmetology Instructor I**

**Course Prefix & Number: CSME 1534**

**Course Credit Hours: 5**

### Course Description

The fundamentals of instructing cosmetology students.

### Student Learning Outcomes

Demonstrate classroom/clinic management; design teaching methodologies and implement lesson plans.

### Instructor Information

**Instructors Name:** Teresa Benton, Program Coordinator, Instructor

Denice Collier, Instructor

Brandon Dixon, Instructor

**Office Location:** Cosmetology Building - 1401 Richmond Road, Texarkana, Texas

**Office Phone:** 903-823-3399

**Email:** [teresa.benton@texarkanacollege.edu](mailto:teresa.benton@texarkanacollege.edu)

[carol.collier@texarkanacollege.edu](mailto:carol.collier@texarkanacollege.edu)

[brandon.dixon@texarkanacollege.edu](mailto:brandon.dixon@texarkanacollege.edu)

**Office Hours:** Monday - Tuesday - Wednesday

**Day Class:** 4:00PM - 5:00PM

**Night Class:** 5:00PM - 5:30PM

Please schedule an appointment with an Instructor (*Monday is scheduled for tutoring*)

## **Textbook & Course Materials**

### **Purchased through Texarkana College Book Store**

- Pivot Point's Field Activity Book
- Milady's Master Educator Textbook
- Milady's Master Educator Exam Prep
- Smockers Black Smock

### **Purchased through Texarkana College Office of Admissions**

- (3) Student ID's

### **Required Materials**

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

### **Additional Fee's**

- Pivot Point Mindful Teaching Pro \$100.00
- 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.

## **Requirements for Course Completion and Due Dates**

Prior to the start of the student's final phase or during the student's final phase of education an "exit interview" form will be distributed. All students must complete the exit interview, which will be collected prior to the student's last date of attendance. It is the student's responsibility to ensure that all of his or her exams, curriculum, and other assignments are completed and to ensure that his or her financial obligations have been met prior to the completion of his or her hours and exams. Outstanding balances must be paid or a hold will be placed on a student's account.

## **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 42 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 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

CSME 1534	Weight	Points
Daily Work	73%	665
Test	11%	100
Course Exams	11%	100
Attendance	5%	50
	100%	915

<b>A</b>
90 to 100
<b>B</b>
80 to 89.99
<b>C</b>
70 to 79.99
<b>F</b>
0 to 69.99

## Assignments

The Cosmetology Instructor 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.

## Online Assignments

### Pivot Point's Mindful Teaching Pro

There are seven units in the Mindful Teaching Pro series. All modules must be completed before completion of the program.

## Classroom Assignments

As part of your training to become a licensed instructor you will be engaged in hands-on interaction with our cosmetology students. Rotating from the clinic floor to the phase one room, you will get practice in assisting students through various learning activities.

### Milady's Master Educator

This text and exam prep will get you ready to take your Texas State Board Written Exam.

## Course Instructional Technology

### Texarkana College

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

TConline: <https://tconline.texarkanacollege.edu>

### Pivot Point

Mindful Teaching Pro/Artist Access: <https://da.artist-access.com>

## 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 27 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 27 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

### Workforce Classes (See Cosmetology Handbook regarding absences.)

Day Classes	Evening Classes
<p>Class meets:</p> <p>5 days a week (MTWRF)</p> <p>The instructor <b>may</b> withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an "F" in the program for that semester.</p> <p>Three tardies count as one absence.</p> <p>You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p>	<p>Class Meets:</p> <p>4 evenings a week (MTWR)</p> <p>The instructor <b>may</b> withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an "F" in the program for that semester.</p> <p>Three tardies count as one absence.</p> <p>You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p>

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.

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

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.

## 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](mailto: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.**