



Dual-Credit Syllabus

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.

Instructor Information

Instructors Name: Gena Edgar, Instructor

Dianna Jackson, Instructor

Office Location: CEC Building – 2500 North Richmond Road, Texarkana, Texas

Office Phone: 903-823-3239

Email: gena.edgar@texarkanacollege.edu
dianna.jackson@texarkanacollege.ed

Office Hours: Monday - Tuesday - Wednesday
11:00AM - 1:00PM

Textbook & Course Materials

Purchased through Texarkana College Book Store

- Pivot Point Salon Fundamentals (Receive from High School)
- Pivot Point Salon Fundamentals Study Guide
- Cosmetology Student Kit
- TDLR Rules and Regulations Book

Available in the TC Bookstore and students must purchase kits, workbooks, textbooks by the 12th day of class.

The kit

must be left on campus in the lockers at all times. They cannot be taken off campus for any reason. NO

EXCEPTIONS.

Purchased through Texarkana College Office of Admissions

- (3) Student ID's

Required Materials

- Scantrons
- Smock
- 3 Ring Binder
- Pens / Pencils / Paper

Additional Fee's

- TDLR Student Permit \$25.00

Requirements for Entrance into the Program

Students are eligible to enroll in Workforce Education dual credit courses in the eleventh/and or twelfth grade, and the student demonstrates that he or she has achieved the minimum high school passing standards according to the State of Texas. (2100 ELA, TAKS, non-modified test). To continue the program following graduation of high school, students must be TSI exempt, or meet other entrance requirements prior to registration.

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.

Transfer to Adult Cosmetology

Students are encouraged to continue their education and complete the cosmetology program. Upon completion of your last semester in high school you will need to meet with the Cosmetology Program Coordinator. We look forward to seeing you.

Student Assessment

CSME 1401

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

Assignments

Chapter Tests

Questions will be based on the information in the Chapter, State Board requirements, and information given in class for note taking

Workbooks

Workbook assignments are given for each chapter. This will count as a grade. Students who fail to turn in assignments when due will result in a 0%.

Practical Exams

Students will be required to participate in this exam and will be in the form of a rubric to grade you technical skill with your manikin.

Projects

During each semester you will be required to participate in projects assigned by your instructor.

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 42 semester credit hours, equaling three semesters for day and six 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 15 SCH in the two year Dual-Credit High School Program.

Class Hours

Texarkana College Cosmetology Dual Credit High School Program is open 5 days a week Monday through Friday.

Classroom Policy

Professional and courteous behavior will not be optional. Students are not to be disruptive or disrespectful to other students or instructors, write up will apply. Students laying head down in class will be counted absent. Student are not allowed to chew gum, write up will apply. Students are not allowed to be on cell phones, write up will apply. All School policies of the high schools and Texarkana College will be enforced. If a student receives 4 write-ups they will be dropped from the program. If a student is dropped for absences or disciplinary reasons they will receive an "F" for the course they are enrolled in. The student will not receive scheduled credit hours from Texarkana College or clock hours from TDLR.

Dress Code

Closed toed shoes and black smock and TC Photo ID are required at all times. No exceptions. The student will receive an incident report and be clocked out and will be counted absent. Students may not wear leggings, jeggings or yoga pants, an incident report (write-up) will be received and the student will be clocked out and will be counted absent. The high school will be notified by email from the instructor that the student was not in dress code and received an absent and incident report.

Absentee Policy

Dual Credit High School Program

Class meets: 5 days a week (MTWRF)

The instructor **may** 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. School related events that are reported to the Instructor by email will not be counted as absence.

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

Community Enrichment

- Shear Madness Avant Garde Hair Competition
TBA at the Texarkana College Campus.
- Cut-A-Thon for the National Center for Missing and Exploited Children
TBA at the Texarkana College Campus.

Course Management and Student Success Enclosures

- Attendance/Tardy and Dress Code Policy strictly enforced.
- Student must have tools/books and supplies by the 12th day of class.
- Student must attend/participate in 2 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.

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