

**CSME 1401 (4-2-8) 160 hrs**

**COURSE SYLLABUS**

**SOUTH PLAINS COLLEGE COSMETOLOGY**

**DEPARTMENT OF PROFESSIONAL**

**SERVICES & ENERGY**

**LEVELLAND CAMPUS/PLAINVIEW CENTER**

**UPDATED Jan 2020**

# COURSE SYLLABUS

**Course Title:** CSME 1401

**Instructor:** *Jan Decker (Plainview Center)*

**Office:** *Jan Decker 806-716-4303*

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**Office Hours:** 3-4 Monday-Thursday

8-12 Friday

## **SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE**

### **General Course Information:**

#### **Course Level: Introductory**

**Course Description:** An overview of the skills and knowledge necessary for the field of Cosmetology.

**End-of-Course Outcomes:** Demonstrate introductory skills, professional ethics, safety and sanitation. Explain the laws and rules of the state licensing agency.

#### **Specific Goals/Objectives of this course are to:**

- Exhibit the comprehensive of professional ethics.
- Demonstrate sanitation and safety practices.
- Explain the rules and regulations South Plains College, the Cosmetology department and the Texas Department of Licensing and Regulation.

**Course Competencies:** Upon successful completion of this course, the student will:

- Perform correct use of all sanitation and safety procedures mandated by the State, Institution and Cosmetology Department.
- Practice good personal and professional ethics.

- Comply with the Texas Department of Licensing and Regulation, South Plains College and the Cosmetology Department rules and regulations.
- Demonstrate habits of proper safety and hygiene for the interest of one's self and other's.
- Demonstrate the pursuit of daily personal improvement.

### **Academic Integrity:**

It is the aim of the Cosmetology faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own work which he/she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the "South Plains College General Catalog" policy regarding consequences for cheating and plagiarism (see "Academic Integrity" as well as "Student Conduct" sections in catalog. At times, working with other students is encouraged for some assignments and meets SCANS competencies C-9 through C-14. If you have any question as to whether you may work with other students on any assignment, **ASK YOUR INSTRUCTOR TEACHING THIS COURSE.**

**SCANS and FOUNDATION SKILLS: This course covers SCANS OCCUPATIONAL COMPETENCIES C1-20 and FOUNDATION SKILLS F1-17.**

**Verification of Workplace Competencies:** Successful completion of this course permits qualified students to enroll for specifically restricted skill course that can lead to Texas Department of Licensing and Regulation Operator's licensure. Students who do not meet criteria for restricted enrollment will be counseled regarding their workplace competencies and career goals/objectives.

### **Specific Course/Instructor Requirements:**

#### A. Textbooks:

1. Milady's Standard Textbook of Cosmetology.
2. Milady's State Exam Review for Cosmetology.
3. Milady's Standard Theory Workbook.
4. Milady's Standard Practical Workbook.

**Attendance Policy:**

Punctual and regular attendance is required of all Cosmetology students. Unexcused tardiness and absences will not be tolerated. A doctor's note stating that it is safe to return to school in cases of contagious diseases such as pink eye, strep throat or flu is required. If more than 5% (8 hours) of this course is missed, student will have to attend make-up days. If student refuses to attend make-up days, then student may be at risk of being withdrawn due to excessive absences. Please refer to the SPC Cosmetology Handbook for more information.

**Assignment Policy:**

All required work must be turned in on time in order that the student may benefit from the corrections and future examinations. Assigned outside work is due on the class period assigned. Late work is generally not accepted; however special consideration is subject to instructor discretion whether or not the work will be accepted.

**Grading policy/Procedure/Methods of Evaluation:**

See the General Catalog "Grades and Reports" for explanation of grades and grade point averages. The course instructor will introduce the college grading policy and method to determine G.P.A. during the course of instruction. The Texas Department of Licensing and Regulation demands an overall minimum grade of 70; therefore this course requires the same. An overall grade below 70 is considered an F.

**Special requirements/Safety Policy:**

Students shall adhere to the safety standards established by the Texas Department of Licensing and Regulation, South Plains College and the Cosmetology handbook. Students in Cosmetology must follow all safe practices in laboratory work areas and other specific topics (dress code, cell phones, etc.) refer to the cosmetology Handbook.

**Course Outline:**

CSME 1401 students will demonstrate competencies in the following tasks:

- Demonstrate basic manipulative skills required to enter the field of Cosmetology.
- Possess a knowledge, understanding, skill, and appreciation of the theory and practice of basic cosmetology.
- Demonstrate habits of proper safety and hygiene for the interest of one's self and others.

- Demonstrate habits of good workmanship and orderly performance of fundamental skills.
- Perform professional communication skills.
- Possess a professional attitude toward patrons, fellow workers, employers and the general public.

### **Accommodations:**

South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age (SPC Equal opportunity Policy General Catalog).

### **Diversity Statement:**

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

### **ADA Statement:**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese Center (Building 8) 716-4606, or Levelland (Student Services Bldg) 716-2577.

### **Title IX Pregnancy Accommodations Statement:**

If you are pregnant, or have given birth within six months, under Title IX, you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to

arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362 or email [cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

## Campus Concealed Carry Statement

Texas Senate Bill 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings on by persons who have been issued and are in possession of a Texas license to carry a handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the state of Texas are also permitted to do so. Pursuant to Penal code (PC) 46.035 and SPC policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at:

[http://www.southplainscollege.edu/human resources/policyprocedure/hhc.php](http://www.southplainscollege.edu/human%20resources/policyprocedure/hhc.php)

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all SPC campuses. Report violations to the College Police Department 806-716-2396 or 9-1-1

I, \_\_\_\_\_ have received a copy of CSME 1401 syllabus for South Plains College Cosmetology. The course syllabus has been reviewed with me. I have received a calendar/schedule for material to be covered for this course. I understand and agree to all of the requirements of this course.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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