South Plains College
Course Syllabus: CSME 2439.002
Revised: January 9, 2024

Department: Professional Services and Energy

Discipline: Cosmetology

Instructor: Stephanie Molina

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Office Hour: Monday – Thursday 10:00AM to 11:00AM

Course Number: CSME 2439.002

Course Title: Advanced Hair Design

Available Formats: Conventional

Campuses: Levelland

Course Level: Advanced

Course Description: Advanced concepts in the theory and practice of hair design.

Prerequisite: Completed courses CSME 1405, CSME 1443, CSME 1447, and CSME1410

With a minimum grade of 70; concurrent enrollment in CSME 2401, CSME 1453, and

CSME 2441

Credit: 4 **Lecture:** 2 **Lab:** 6

Textbook: • Milady's Standard Textbook of Cosmetology 14th Edition 2023
- Milady's Standard Cosmetology Workbook 14th Edition 2023
- Milady's Standard Foundations Workbook 2020 Edition
- TDLR Cosmetology Laws and Rules Book

Supplies: Pens, Pencils, Highlighters, Paper. Laptop is optional

Core Curriculum Objectives addressed:

- **Communications skills**—to include effective written, oral, and visual communication.
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.

- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.
- **Social Responsibility—**to include the demonstrated knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Student Learning Outcomes: Identify terminology, demonstrate proper techniques related to hair design, and exhibit workplace competencies. Create a salon portfolio.

Student Learning Outcomes Assessment:

- Identify and implement terminology related to hair design.
- Perform activities demonstrating proper techniques in hair design.
- Complete written assignments related to theory and knowledge of hair design.
- Categorize elements of art used in hair design.
- Recognize and perform competencies, related to the workplace, appropriate in hair design.
- Develop original hairstyles utilizing design elements.
- Create a salon on a budget, including name, floor plan, color scheme, equipment, materials, and supplies needed for operation.
- Keep a journal of patrons, patron services, materials and supplies consumed and their cost. The amount of revenue that would be generated in a salon for four weeks, including a profit and loss statement.

Assigning Grade Policy: policy located in Faculty Handbook at this link… Manuals and Handbooks (southplainscollege.edu)

4.3.4 Assigning Grades

The grade of "F" will be assigned to a student as an earned grade regarding the learning objectives of a course. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" as determined by the instructor. An "F" will not be assigned to any student administratively withdrawn from a course for non-attendance by an instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

An "F" may be assigned to a student in the case of academic dishonesty and/or plagiarism at the discretion of the instructor, as clearly defined in the course syllabus, due to the severity of the student's actions and disregard for the learning objectives of the course.

Course Evaluation: In this program anything below 70 is failing as with the Texas Department of Licensing and Regulations.

- Semester Practical Exam 10%
- Practical Performance 20%
- Theory Tests 30%
- Workbook, Notebook, and all Weekly Assignments 30%
- Attitude and Appearance 10%

Program Competencies: This course covers Scans Occupational Competencies

1. Reading
2. Writing
3. Arithmetic or Mathematics
4. Speaking and Listening
5. Thinking Skills
6. Personal Qualities
7. Workplace Competencies
8. Basic use of Computer

Attendance Policy: Punctual and regular attendance is required of all cosmetology students. Unexcused tardiness and absences will not be tolerated. A doctor's note is required stating that it is acceptable to return to school in cases of contagious diseases such as pink eye, strep throat, or the flu, etc.

If 5% of this course is missed the student will have to attend mandatory makeup days. If a student refuses to attend makeup days, he/she may be at risk of being withdrawn due to excessive absences. Refer to the SPC handbook for more information.

The Class Attendance policies stated below is in the *SPC General Catalog*:

[Students are expected to attend all classes to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at registration. Should a student delay reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate, and the student will owe any balance resulting from the adjustment.]

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;

Taking pictures of a test, test answers, or someone else's paper.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning**.** Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Health and Safety:

- It is the policy of South Plains College for the spring 2023 semester that as a condition of on campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing

- Fever or chills

- Muscles or body aches • Vomiting or diarrhea

- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient, but students must submit a photo of the positive result. The date of the test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN, at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

https://www.southplainscollege.edu/syllabusstatements/

SPC Bookstore Price Match Guarantee Policy: If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will match the price through the first week of the semester. The student must have a copy of the receipt and the book must be in stock at the competition at the time of the price match. The South Plains College bookstore will happily price match BN.com & books on Amazon noted as ships from and sold by Amazon.com. Online marketplaces such as Other Sellers on Amazon, Amazon's Warehouse Deals, fulfilled by Amazon, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at the time of the price match request. Additional membership discounts and offers cannot be applied to the student refund.

Price matching is only available on in-store purchases. Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

SPC Tutors Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations.
http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.p hp
Tutor.com
You also have 180 FREE minutes of tutoring with Tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tools option from the left-hand menu bar. Click on the Tutor.com link and you will automatically be logged in for free tutoring. You may access tutor.com tutors during the following times:
Monday – Thursday: 8pm-8am
6pm Friday – 8am Monday morning
For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 8067162538.

The Diversity Statement, Disabilities Statement, Non-Discrimination Statement, Title IX Pregnancy Accommodations Statement, and Campus Concealed Carry Statement can be viewed here: https://www.southplainscollege.edu/syllabusstatements/.
Note: The instructor reserves the right to modify the course syllabus and policies and notify students of any changes during the semester.