

Houston Community College

CSME 1452- Spring 2013

South East Campus, Room 105

Orientation to Hair Braiding and Weaving-# 36426

Nicole L. Cartwright, Instructor

Office Hours: 8:00 A.M. - 9:00 A.M.

Email: nicole.cartwright1@hccs.edu

2 lectures-8 Lab Hours (160 contact hours)

4 Credit Hours-16 Weeks

Type of Instruction: Lecture/Lab

This class meets: **Monday-Thursday at 9:35 A.M. - 12:10 P.M.**

The Instructor has the right to change the calendar and weekly assignments as it is deemed necessary

Course Description: An overview of the skills and knowledge necessary for the field of hair weaving and braiding.

Course Focus: The focus of this class is introducing the students to the basic skills in hair weaving and braiding.

Course Prerequisite(s):

CO-REQUISITE(S):

CSME 1557

CSME 1491

CSME 2343

FREQUENT REQUISITES

MATH 0306 (Basic Math Pre-Algebra)

Departmental approval

Admission to the Program

College Level Reading

Academic Discipline/CTE Program Learning Outcomes:

1. Identify the fundamental concepts related to the skills in hair weaving and braiding required by the Texas Department of Licensing and Regulations (TDLR).
2. Demonstrate a positive attitude and a sense of personal integrity and self-confidence.
3. List safety and sanitation procedures for use of equipment and implements used in hair braiding and weaving.
4. Practice effective communication skills, visual poise, and proper grooming.
5. Perform basic manipulative skills in the areas of hair weaving, hair shaping, and hair braiding services.
6. Frame an understanding of hair weaving as a profession to include: vocabulary, salon procedures, ethics, public relations, personal hygiene and grooming.
7. Demonstrate proficiency in hair weaving/braiding skills and techniques, including an understanding of their purposes and effects.
8. Demonstrate skill and proficiency in selection of materials and supplies, implements and equipment used in hair weaving and braiding.

Course Student Learning Outcomes (SLO):

1. Discuss, define and compare professional ethics.
2. Explain the purpose, functions and processes of sanitation and safety rules and regulations concerning hair weaving and braiding required by the state licensing agency.
3. Identify and explain the proper use of tools, supplies and materials used in hair weaving and braiding.
4. Classify the elements, compounds, and mixtures and their composition, of cosmetic products used in hair weaving and braiding.
5. Demonstrate competency in hair weaving and braiding techniques.
6. Hair & Scalp Disorders and Diseases
7. Hair Analysis and Scalp Care with respect to hair weaving/braiding
8. Client preparation & Consultation with respect to hair weaving/braiding
9. Draping, Shampooing and Scalp Massage
10. Principle of hair braiding design.

Learning Objectives:

1. Discuss, define and compare professional ethics.
2. Explain the purpose, functions and processes of sanitation and safety rules and regulations concerning hair weaving and braiding required by the state licensing agency.
3. Identify and explain the proper use of tools, supplies and materials used in hair weaving and braiding.
4. Classify the elements, compounds, and mixtures and their composition, of cosmetic products used in hair weaving and braiding.
5. Demonstrate competency in hair weaving and braiding techniques.

SCANS and/or Core Curriculum Competencies:

SCANS

Discuss, define and compare professional ethics.

Foundation Skills - Thinking -Decision Making

Foundation Skills - Thinking -Problem Solving

Foundation Skills - Thinking -Reasoning

Explain the purpose, functions and processes of sanitation and safety rules and regulations concerning hair weaving and braiding required by the state licensing agency.

Workplace Competencies - Information -Acquires & Evaluates

Workplace Competencies - Information -Organizes & Maintains

Workplace Competencies - Information -Interprets & Communicates

Identify and explain the proper use of tools, supplies and materials used in hair weaving and braiding.

Foundation Skills - Basic -Reading

Foundation Skills - Basic -Listening

Foundation Skills - Basic -Speaking

Classify the elements, compounds, and mixtures and their composition, of cosmetic products used in hair weaving and braiding.

Foundation Skills - Basic -Reading

Foundation Skills - Basic -Writing

Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking

Demonstrate competency in hair weaving and braiding techniques.

Workplace Competencies - Resources -Allocates Time

Workplace Competencies - Resources -Allocates Material & Facility Resources

Instructional Methods: Face to Face

Student Assignments:

Discuss, define and compare professional ethics.

Explain the purpose, functions and processes of sanitation and safety rules and regulations concerning hair weaving and braiding required by the state licensing agency.

Identify and explain the proper use of tools, supplies and materials used in hair weaving and braiding.

Classify the elements, compounds, and mixtures and their composition, of cosmetic products used in hair weaving and braiding.

Projects

Demonstrate competency in hair weaving and braiding techniques.

Projects

Student Assessment(s):

Discuss, define and compare professional ethics.

Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay

Explain the purpose, functions and processes of sanitation and safety rules and regulations concerning hair weaving and braiding required by the state licensing agency.

Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay

Identify and explain the proper use of tools, supplies and materials used in hair weaving and braiding.

Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay

Classify the elements, compounds, and mixtures and their composition, of cosmetic products used in hair weaving and braiding.

Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay

Demonstrate competency in hair weaving and braiding techniques.

Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay

Practical Examination

Written examination Weekly progress achievement charts

Individual or group class projects

Situational observation by instructor (attendance, ethics, conduct and attitude).

Instructor's Requirements:

As the instructor it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student's grades are to be derived.
- Facilitate an effective learning environment through class activities, discussions and lectures.
- Description of any special projects or assignments.
- Inform students of policies such as attendance, withdrawals, tardiness, and make up.
- Provide the course outline and class calendar which will include a description of any special projects or assignments.
- Arrange to meet with individual students as required.

As the student in this class it is your responsibility:

- Attend class daily, on time, and participate in class activities.
- Read and comprehend the textbook
- Demonstrate courtesy and good manners in class.
- Complete the required assignments skills, and exams on time.
- Come to class groomed and in the required uniform.
- Practice good hygiene.
- Ask for help when there is a question or problem.
- Complete the field of study with a 70% passing score.

Program/Discipline Requirements:

The Cosmetology program is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in Cosmetology must be able to budget their time and perform class related activities as assigned on a weekly basis. Students will also perform various general activities as well as workbook activities related to Cosmetology. Make an appointment with an advisor to complete all degree plans and schedule for your HCC certificate. Give copies to your professor for your personal file.

Attendance Policy:

A student is considered absent if they are not in class when the class is scheduled to begin. Students arriving 16 minutes after class begins will be marked absent from the class. Please be advised that (3) tardies equals (1) absence. **STUDENTS ABSENT FOUR (4) Days Will BE DROPPED FROM MY CLASS, REGARDLESS OF THE EXCUSE!!!!**

Late Assignments:

Students are expected to adhere to the weekly schedule of assignments printed in the course calendar/syllabus. Late assignments will NOT BE ACCEPTED. Late progress charts (daily skills) are not accepted under any circumstances and are due Thursday before class ends.

Make Up Test Policy:

**THERE IS ABSOLUTELY NO MAKE UP TEST ALLOWED
UNDER ANY CIRCUMSTANCE**

Classroom Behavior:

This is a positive learning environment for each student and instructor. Let each one of us try to develop/maintain a schedule and be tolerant for each other while enrolled in this class/college this semester. At this moment let's make a point to respect your fellow classmate and their learning environment.

Cell phones and Electronic Devices:

To be respectful to your learning environment, fellow classmates and instructor please turn off your cell phones or place them on vibrate.

Children:

This is a learning facility and there are NO LIABILITIES for children if anything happens. Therefore, NO STUDENT is allowed to bring their child/children to class.

Dress Code:

Students in the cosmetology program are expected to be self-motivated individuals and to stay on task at all times. Students must be dressed professionally and appropriately in accordance with the department dress code and must wear a lab coat at all times. **Black medical type scrubs, black shoes with closed toe worn with socks or stockings. NO MULES/CLOGS, CROCS, BOOTS OF ANY KIND AND HEELS ARE PROHIBITED!! NO HATS/CAPS OF ANY KIND ARE PERMITTED (DU-RAGS, STOCKING CAPS, BASEBALL CAPS, OR ANY KIND OF FASHIONABLE HATS).**

****Please Be Advised****

TDLR prohibits a student or anyone checking each other out using the time clock. If caught doing this act you will be disciplined or could be grounds for dismissal from this program.

SCHOLASTIC DISHONESTY AND CLASSROOM CONDUCT:

Students are expected to conduct themselves with honor and integrity in fulfilling the course requirements. **Any student found cheating on a test, plagiarizing or in collusion will receive an "F" for the assignment.** "Scholastic Dishonesty" includes but not limited to, cheating on test, plagiarism, and collusion. "Cheating" on a test includes: Copying from another student's test paper, using your phone, writing on a note pad/copying, and sharing photos that is not your work. Please refer to your student handbook for college policy on academic dishonesty and disciplinary problems.

HCC Grading Scale:

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.

Instructor Grading Criteria:

The instructor reserves the right to adjust or change accordingly to meet her needs or the needs of the class.

Unit Exams.....	15%
Skill Objectives.....	15%
Special Assignments.....	20%
Mid-Term.....	15%
Attendance.....	20%
Final Exam.....	15%

Instructional Materials:

Milady Standard Textbook of Cosmetology 2012 Edition Cengage Learning ISBN# 13:978-1-4390-5930-2, Milady Standard Textbook of Cosmetology 2012 Edition Study Guide Cengage Learning ISBN#13: 978-1-4390-5924-1, Milady Standard Textbook of Cosmetology 2012 Edition Theory Workbook Cengage Learning ISBN#13-978-4390-5923-3, Milady Standard Textbook of Cosmetology 2012 Edition Practical Workbook Cengage Learning ISBN#13:978-1-4390-5922-7, Texas Department of Licensing and Regulation Cosmetologist Rule Book, PSI Hair Weaving and Braiding Bulletin.

HCC Policy Statement:

Beginning Fall 2007, the State of Texas imposes penalties on students who withdraw/drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university. Students are encouraged to review the [HCC 6 Drop Policy](#).

To help you avoid having to withdraw from any class, contact your professor regarding your academic performance. You may also want to contact your counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

HOW TO DROP

- If a student decides to withdraw from a class upon careful review of other options, the student can withdraw online prior to the deadline through their HCC Student Center PeopleSoft link: <https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>
- HCC and/or professors may withdraw students for excessive absences without notification. **Students should check HCC's Academic Calendar by Term for withdrawal dates and deadlines.**

New Policy on Repeating Courses:

"NOTICE: Students who repeat a course three or more times will be charged an additional fee at HCC and other Texas public colleges and universities. Please ask your instructor/counselor about opportunities for tutoring/other assistance prior to considering course withdrawal, or if you are not receiving passing grades."

Student Course Reinstatement Policy

Students have a responsibility to arrange payment for their classes when they register, either through cash, credit card, financial aid, or the installment plan. Students who are dropped from their courses for non-payment of tuition and fees who request reinstatement after the official date of record can be reinstated by making payment in full and paying an additional \$75.00 per course reinstatement fee. The academic dean may waive the reinstatement fee upon determining that the student was dropped because of a college error.

Use of Cameras and Recording Devices

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. These devices are also not allowed to be used in campus restrooms. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Student Email Accounts:

All students who have registered and paid for courses at HCC automatically have an HCC email account generated for them. Please go to <http://www.hccs.edu/students/email/> to review how to send email using this account.

Access Student Services Policies on their Web site:

<http://hccs.edu/student-rights>

EGLS3 -- Evaluation for Greater Learning Student Survey System:

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Distance Education and/or Continuing Education Policies:

Access DE Policies on their Web site:

http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

Access CE Policies on their Web site:

<http://hccs.edu/CE-student-guidelines>

Orientation to Hair Weaving and Braiding

Course Calendar- Spring 2013

Week 1	Rules and Regulations, Orientation Chapter 2: Life Skills
Week2	Chapter 3: Your Professional Image
Week3	Chapter 18: Basic Braiding Techniques
Week4	Chapter 5: Infection Control: Principles and Practices
Week 5	Chapter 19:Wigs & Hair Additions
Week 6	TDLR Infection Control: Principles and Practices
Week 7	Mid-Term
Week 8	Chapter 4: Communicating for Success
Week 9	Chapter 11: Properties of the Hair and Scalp
Week 10	Chapter 15: Scalp Care, Shampooing and Conditioning
Week 11	Chapter 19:Wigs & Hair Additions
Week 12	Chapter 18: Basic Braiding Techniques
Week 13	Chapter 14: Principles of Hair Design
Week 14	Chapter:6 Anatomy & Physiology
Week 15	Chapter32: The Salon Business
Week 16	Final Exam

Weekly Assignments

Week 1: Jan. 14 th -17 th	Rules and Regulations, Orientation Chapter 2 Quiz Syllabus Quiz
Week 2: Jan. 22 nd -Jan 24 th	Chapter 3: Your Professional Image Mission Statement Short and Long Term Goals
Week 3: Jan. 28 th -Jan. 31 st	Chapter 18: Basic Weaving Techniques
Week 4: Feb. 4 th - Feb 7 th	Chapter 5: Infection Control: Principles and Practices
Week 5: Feb. 11 th -Feb 14 th	Chapter 19: Wigs & Hair Additions
Week 6: Feb. 19 th -21 st	TDLR Infection Control: Principles and Practices
Week 7: Feb. 25 th -Feb. 28 th	Mid-Term
Week 8: Mar. 4 th -Mar. 7 th	Chapter 4: Communicating for Success
Week 9: Mar. 18 th -Mar. 21 st	Chapter 11: Properties of the Hair and Scalp
Week 10: Mar. 25 th -Mar. 28 th	Chapter 15: Scalp Care, Shampooing and Conditioning
Week 11: April 1 st -April 4 th	Chapter 19: Wigs & Hair Additions
Week 12: April 8 th -April 11 th	Chapter 18: Basic Braiding Techniques
Week 13: April 15 th -April 18 th	Chapter 14: Principles of Hair Design
Week 14: April 22 nd -April 25 th	Chapter: 6 Anatomy & Physiology
Week 15: April 29 th -May 2 nd	Chapter 32: The Salon Business
Week :16 May 6 th -May 10 th	Final Exam

Special assignment

You will choose a hair and scalp disorder learned and present to the class

What are the causes?

What weaving or braiding technique would be best?

Why you feel this is the best?

CONTRACT

This is a contract between I, _____ and Ms. Cartwright. I fully understand the dress code and attendance policy. I am aware if I exceed three (3) absences I will be dropped on the fourth absence. I also understand that (3) tardies equals (1) absence. My responsibility as the student is to show up to class, prepared and on time to strengthen my educational experience. Ms. Cartwright has informed that her responsibility is to inform me of my attendance, my grade performance and to encourage my ability to learn the field of cosmetology.

Sign: _____

Date: _____