

Fundamentals of Cosmetology

Fall Semester 2011

CSME 1410

CRN #58471

**Introduction to Haircutting and
Related Theory**

Instructor:

Sherry Preston-Green

Class Days:

Monday – Thursday

Class Hours:

4:30 – 7:05pm

Office Hours:

4:30 – 7:05pm

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Location:

Northeast Campus

8001 Fulton Rm 325

Houston, Texas 77022

**CSME 1410 Introduction to Haircutting and Related
Theory**

2 Lecture, 8 lab hours (160 contact hours)

COURSE DESCRIPTION:

Course Description: Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques.

End-of-Course Outcomes: Identify terminology and exhibit basic workplace competencies related to haircutting and finishing techniques. Demonstrate use of implements and various sectioning, haircutting, and finishing skills.

Course Focus:

The focus of this course is to introduce the learner to the primary elements of hair design as related to hair sculpting, including form, texture and hair color; design principles and composition, design decisions, the tools of the trade and texturing the hair.

External accreditation standard is a passing score of 70% on state licensing examination administered by Texas Department of Licensing and Regulation on the first attempt.

Pre-requisites:

The student must meet the Texas Department of Licensing and Regulation criteria for enrollment in a cosmetology operator program as well as the requirements for HCC.

Be at least 17 years of age

Proof of high school or GED

Pass Compass test

Academic Prerequisites

College ready reading

Co-Requisites:

CSME 1491, CSME 1410 and CSME 1453

Required Text:

Milady Standard Cosmetology
Authors For 2012 Edition
Milady Standard Cosmetology Workbook
Authors For 2012 Edition

Course Competencies:

Upon successful completion of this course the student will:

- A. Redefining Character
 - 1. Respect
 - 1. Self-respect
 - 2. Mutual respect
 - 3. Self-esteem
 - 2. Integrity
 - 1. Trust
 - 2. Life Choices
 - 3. Commitment
 - 1. New challenges
 - 2. Staying the course
- B. Understanding Ourselves and Others
 - 1. Personality basics
 - 1. Four personality differences
 - 2. Getting energized
 - 3. Managing information
 - 4. Making decisions
 - 5. Organizing work
 - 2. Balance
 - 1. Personal strengths
 - 2. Stress response
 - 3. Flex strategies
- C. Communicating With Confidence
 - 1. Communication basics
 - 1. Body language
 - 2. Speaking
 - 3. Listening
 - 2. Professional Communication
 - 1. Professional etiquette
 - 2. Communication challenges
- D. Planning For Success
 - 1. Goal Setting
 - 1. S.M.A.R.T. goals
 - 2. The 80/20 Rule
 - 2. Personal organization
 - 1. Budget basics
 - 2. Time-saving strategies
 - 3. Stress management
- E. Building a Clientele
 - 1. The client factor
 - 1. The client profile
 - 2. The financial value of one client
 - 2. Clientele building
 - 1. Attracting and retaining clients

- 2. Best practices for building clientele
- F. Creating An Exceptional Guest Experience
 - 1. Salon experience
 - 1. Ambiance
 - 2. Personalized approach
 - 3. Staff synergy
 - 2. Service experience
 - 1. Service essentials
 - 2. From essential to exceptional
- G. Focusing on Results
 - 1. Defining success
 - 1. Career goals
 - 2. Performance monitoring
 - 2. Measuring progress
 - 1. Service essentials
 - 2. S.W.O.T. analysis
- H. Walking the Talk
 - 1. Becoming self-directed
 - 2. Celebrating success
- I. College Survival Skills
 - 1. Effective listening, note-taking, concentration techniques, retention of information
 - 2. The use of library databases in conducting research

Degree plans, counseling and student support services

Student Learning Outcomes:

Upon completion of this course, and given the objectives, guidelines and demonstration by the instructor, the student will:

- 1. Demonstrate a balanced horizontal solid form hair sculpture, following all safety and sanitation procedures, within an hour time frame, with a 75% accuracy score.
- 2. Enhance the horizontal solid form by applying step by step air forming procedures to style the hair sculpture, observing all safety and sanitation guidelines, within an hour time frame, with a 75% accuracy score.
- 3. Demonstrate the razor arching technique to sculpt a softened horizontal solid form, following all safety and sanitation procedures, within a time frame of 1 hour and a 75% accuracy score.
- 4. Sculpt a full diagonal back solid form along a convex line, following all safety and sanitation procedures within a 1 hour time frame and a 75% accuracy score.

5. Sculpt a full diagonal-forward solid form following all safety and sanitation procedures within a 1 hour time frame and a 75% accuracy score.
6. Sculpt a men's long combination form using planar sculpting technique following all safety and sanitation procedures within a 1 hour time frame and a 75% accuracy score.

The Cosmetology Department does not guarantee that each student will acquire each learning competency nor acquire all the hours necessary to complete the program within a specified period of time. Courses are scheduled at the discretion of the department and the availability of qualified faculty.

STATEMENT OF FOUNDATION SKILLS AND WORKPLACE COMPETENCIES (SCAN SKILLS)

A study was conducted for the Department of Labor by the American Society for Training and Development which identified the seven skills United States employers want most in entry level employees. These skills are motivation to learn, basic skills, communication, teamwork, critical thinking, career development and leadership.

HCCS is committed to preparing every student with the knowledge and skills needed to succeed in today's dynamic work environment. Towards this ends, the following skills will be included in this course. Testing and assessing these skills will vary according to the individual instructor. The following are examples of how these skills may be incorporated into this course.

SCANS COMPETENCIES ADDRESSED IN THIS COURSE:

SCANS Matrix

A. Three Part Foundation	Yes	No
Basic Skills – Reads, writes, performs arithmetic and mathematical operations Listens and speaks	YES	
Thinking Skills – Thinks creatively, makes decisions, solves problems, visualizes, Knows how to learn and reasons	YES	
Personal Qualities – Displays responsibility, self-esteem, sociability, self-management And integrity and honesty	YES	

B. Five Workplace Competencies	YES	
Resources – Identifies, organizes, plans and allocates resources	YES	
Interpersonal – Works with others, , participates as a team member, teaches work-related content	YES	
Information – Acquires and uses and evaluates relevant information I	YES	
Systems – Understands complex inter-relationships	YES	
Technology – Works with a variety of technologies	YES	

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Course Topics:

This course will cover the following topics:

- a. Life Skills
 - a. Character
 - b. Understanding self and others
 - c. Communicating with confidence
 - d. Goal setting
 - e. Personal organization
- b. Guest Relations
 - a. Building a clientele
 - b. Creating an exceptional guest experience
 - c. Focusing on results
 - d. Walking the talk
- c. College Survival Skills
 - a. Career exploration
 - b. Support services available
 - c. Financial aid information
 - d. Library, tutoring,
 - e. College-level expectations

ASSESSMENT OF STUDENT COMPETENCIES:

- a. Written Examinations
- b. Individual or group class projects
- c. Situational observation by instructor (i.e. attendance, ethics conduct, and attitudes).

GRADE DETERMINATION: This is a suggested matrix, the instructor reserves the right to adjust or change accordingly, to meet his/her needs or the needs to the class.

Unit Exams	25%
Class Participation	25%
Special Assignments	10%
Mid Semester	10%
Attendance	20%
Final Exam	10%

GRADE RANGE:

90-100=	A
80-89 =	B
70-79 =	C
69- =	D

Below 60; student will repeat the course.

Week Aug 29-Sept 1

Orientation
Receipts
Registration TDLR (Visa) debt card
Two picture
Rules and Regulations
Forms/Note binder
Syllabus, Course outline

Week Sept 6-8

Labor Day Holiday
Safety Orientation
SANITATION EPA
HAND SANITIZER
Video Chapter 16 Haircut
Word wall
Basic Haircut

Week Sept 12-15

Theory Chapter 16
continues workbook assignment
Reference Points
Areas of the Head

Week Sept 19-22

Work book Chapter 16
Lines and Angles
Elevation

Week Sept 26-29

Theory Chapter 16 continue workbook
Client Consultation
Haircutting tools

Week Oct 3-6

Chapter 16 Haircut workbook assignment
Zero Degree or blunt Haircut

Week Oct 10-13

Zero Degree or blunt Haircut

Week Oct 17-20

Continue chapter 16 workbook
45 Degree Haircut

Week Oct 24-27

45 Degree Haircut

Week Oct 31-Nov 3

Workbook chapter 16
Workbook assignment
90 Degree Haircut

Week Nov 7-10

Chapter 16 continues
90 Degree Haircut

Week Nov 14-17

Theory Chapter 16 workbook continues
Definitions in workbook
180 Degree-Long-layered Haircut

Week Nov 21-23

180 Degree-Long-layered Haircut
Thanksgiving Holiday

Week Nov 28-Dec 1

Razor Cutting

Week Dec 5-8

Review for final
Basic haircut

Week Dec 12-15

Final exam

APPLICATIONS TO THE CURRICULUM:

It is the responsibility of the student to keep a current and updated record of all service applications performed as required by the Texas Department of Licensing and Regulation prior to sitting for the licensing examination and completion of the program

ATTENDANCE POLICY:

Students are expected to attend class daily and be on time. Any students absent from class 6 days or more of the hours of instruction will be dropped from the course (including lecture and laboratory time). Students arriving late to class will not be allowed to clock in. Ten points will be deducted for the first day absent from class and 5 for each day thereafter from the attendance grade

WITHDRAWALS:

It is the responsibility of the student to withdraw officially from a course to keep from receiving an "F" for the class.

DRESS CODE:

Students in the cosmetology operator candidate 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. Uniform requirements for the cosmetology classes as follows: Students are to wear black scrubs and nothing else along with your lab coat/jacket. **NO EXCEPTION!!!!!!**

Students that are not in proper uniform will not be allowed to clock in. NO BOOTS, slides, flip flops, DIFFERENT COLORS SHOES (only black or white shoes or tennis shoes). NO HIGH HEEL SHOES. ONLY UP TO 1 INCH HEEL, MUST WEAR CLOSED IN SHOES.(HEELS AND TOES CLOSED IN). NO DIFFERENT COLOR TOPS OR SHIRTS. NO LOW CUT BLOUSES. IF YOU HAVE FORGOTTEN YOU SCRUBS, THEN NO NEED TO COME TO CLASS BECAUSE YOU CAN NOT CLOCK IN. YOU WILL NOT BE ABLE TO SIT IN CLASS OFF OF THE CLOCK!!!!!!

Texas Cosmetology Commission (TDLR) prohibits a student or any one clocking each other out using the time clock. If catch doing this act you will be disciplined or could be grounds for dismissal from this program. This facility belongs to TDLR. It is only housed at HCCS. You have rules to follow for TDLR as well as HCCS. There are rules we as instructors have to follow also with HCCS/the State of Cosmetology. You can not walk out of this department and not clock out. An inspector can walk in at any time. They can FINE individual (student) as well as the college. The fees are not cheap. Do

not walk out of the department without your instructor know. You should be OFF THE CLOCK. If you are not present, I have the right to clock you out as being your instructor. That will be a warning that time but next time, there are consequences to follow.

SCHOLASTIC DISHONETY 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 and the course and will be dropped from the program.** See student handbook for college policy on academic dishonesty and disciplinary problems.

Make-up policy for missed assignments or tests:

There will be no make-up for missed unit exams. Make-up for a missed mid-term or final test will be permitted **only if the student informs the instructor in advance. The student must make arrangements to take the missed test no later than 3 days after the original test date. It should be understood that the make-up test would not be the same as the test given to the rest of the student body.**

Students with Disabilities

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculties are authorized to provide only the accommodations requested by the Disability Support Services Office. HCCS has a Disability Support psychological counselor and office located at each of its five colleges. Students with physical and learning/developmental disabilities may request accommodations and special equipment through these offices. For specific program information, locations and procedures to receive accommodations and equipment see the Student Handbook and Class Schedule.

Disability support services can also be found online at these Web sites:
<http://www.rehab.state.tx.us>
<http://www.ican.com>

The Protocol for the college in regards to issues, complaints or clarifications that are directly related to the programs, courses and classes, is for students to contact the instructor of their class first. If no resolution is reached they are then to contact the Chair or Associate Chair of the department, Should the issue still not be resolved, they would then contact the Dean of the Division..

Refund:

Regarding refunds, grade appeals, and disciplinary concerns. Students should reference the Student handbook, HCC catalog or see a counselor for HCCS policies.

Repeat Course Fee: Texas Education Agency (TEA) policy states that a student who repeat the same course twice are required to pay extra tuition(Pay for the class again). The State of Texas encourages students to complete his or her college by showing up to class and passing each course selected.

3 Peat Course Fee: Texas Education Agency (TEA) policy states that a student who repeats the same course three (3) times is required to pay extra tuition. (Double the tuition fee for that class at the time of paying). The State of Texas encourages students to complete his or her college by showing up to class and passing each course selected.

Classroom Behavior: This is a positive learning environment for each student and the instruction. Let each one of us try to develop/maintain a schedule and 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 learner environment.

Cell Phone: To be respectful to your learning environment/fellow classmate/instructors, please turn off your cell phone or place on vibrate. **DO NOT HAVE ANY RINGER OR MUSIC COMING FROM YOUR PHONES. WE ALL FORGET SOMETIME TO TURN OFF THE CELL PHONES AND PLACE ON VIBRATE, BUT IF THAT HAPPENS THE FIRST TIME, NEXT TIME IT SHOULD BE ON VIBRATE. IF YOU HAVE TO LEAVE THE ROOM, GET AN EXCUSE FROM YOUR INSTRUCTOR BEFORE LEAVING THE ROOM. YOU HAVE UP TO 5 MINUTES TO TAKE THE CALL.**

- **If a student has a disability, please inform your instructor and contact your counselor.**

NOTE: No students are allowed to bring any children to class. This is a learning facility and there are no liabilities for the children if anything happens.

PLEASE BE ADVISED:

If you have been convicted of a felony, you are to contact TDLR to see if you will be able to test for a license. HCC or the instructors has nothing to do with this rule. This is a TDLR policy and you will have to contact them on the decision.

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, 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 division 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.

CONTRACT: This is a contract between the student and your instructor. Your instructor responsibility is to inform the student about attendance and their grade performance, and to encourage your ability to learn. The Student's responsibility is to show up to class and to strengthening your education.

Signature: Please sign and take responsibility of your education. By signing this states that you have understood the rules and regulation of HCCS and the State of Texas.

Sign_____

Date_____