



[Division of Consumer Arts & Sciences](#)
[Cosmetology](#)

CSME 1410: Intro to Haircutting & Theory | 2 Lecture 5 Labs | CRN
18224

Spring 2022 | 16 Weeks (01/18/2022-05/15/2022)

NE Northline Campus, Building Rm. 325 | Face to Face (In person &
CANVAS Online)

Tuesday 8:00am to 3:00pm

112 contact hrs. /37.5 course credit/2.99 credits

Instructor's Information

Instructor: Blanca De Leon

Office: Room 323

HCC Email: blanca.deleon@hccs.edu

Jabber Phone: 713.718.8134

Virtual Hours: Wed 12:30 p.m-1:30pm

Office Location: NE Northline Building

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics.

Instructor's Preferred Method of Contact:

Contact method is via email. **I will respond to emails** Monday through Wednesday; Weekend messages I will reply on Monday mornings.

What's Exciting About This Course

This course is focused on the introduction to theory and practice of haircutting. Topics include service preparation, draping and shampooing, terminology, sectioning and finishing techniques.

My Personal Welcome

I'm pleased that you have chosen this course. I will present the information in the most exciting way I know, to instill in you the same passion for an industry I have. It is my duty to support you to develop an understanding on the principles and concepts that make the industry successful and apply them now and hopefully

throughout your life. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person, and I'm available during posted office hours to tackle any questions you might have. My goal is for you to walk out of the course with a better understanding and a clear vision about your future in Introduction to Haircutting. So please visit me or contact me whenever you have a question.

Pre-requisites/ Co-requisites

- Departmental approval
- College Level Reading, Writing & Math

- CSME 1405
- CSME 1410
- CSME 2204
- CSME 1453
- CSME 1491

Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Eagle Online Canvas Learning Management System

This section of CSME 1410 will have [Eagle Online Canvas](#) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities. Weekly lecture topics and learning materials will be available online as well as assignments and their scoring rubrics. All quizzes and test will be administered electronically as well. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE [FIREFOX](#) OR [CHROME](#) AS YOUR BROWSER.**

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

Scoring, Rubrics, Assignment, etc.

Look in Eagle Online Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information

Milady Standard Textbook of Cosmetology 2016 Edition

Cengage Learning ISBN# 978-1-2857-6943-1

Texas Department of Licensing and Regulation Cosmetologist Rule Book

Milady State Licensing Online Exam Preparation

Kit (can be purchased in bookstore)

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

The focus of this course is to develop the manual dexterity skills and increase confidence in the student by designing hair sculpting, and enhance hairstyles.

Core Curriculum Objectives (CCOs)

CSME 1410 satisfies the social science requirement in the HCCS core curriculum. The HCCS Cosmetology Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy:** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #2 below.
- **Social Responsibility:** Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #4 below.

Student with Criminal Records

House Bill 1508

Students with a criminal history should contact TDLR to request a criminal history evaluation letter, regardless of whether or not they have been convicted of a criminal offense.

Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/public-safety-transportation--consumer-services/cosmetology/>

Course Student Learning Outcomes (CSLOs)

Upon completion of CSME 1410, the student will be able to complete the following:

1. Demonstrate use of implements and various sectioning, haircutting, and finishing skills.
2. Identify the four basic forms used in hair sculpture.
3. Demonstrate the proper technique for shears-over comb sculpting technique.
4. Identify terminology and exhibit basic workplace competencies related to haircutting and finishing techniques.

Learning Objective

Learning Objectives for each CSLO can be found at

<http://learning.hccs.edu/programs/cosmetology>

Student Success

Expect to study the course content. Additional time will be required for preparation for written exam. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Client application
- Attending class in person and CANVAS Online
- Completing assignments
- Preparation for TDLR licensure

There is no short cut for success in this course; studying the material using the course objectives as your guide.

Instructors and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make up (if permitted by instructor)
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook

- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, & Activities

Quizzes/Exams

There will be weekly Quiz/Exam covering the material from the previous week. The quiz/exam will consist of questions in various formats such as multiple choice. Quizzes/ Exams will be administered electronically on Milady Preparation Online.

Course Project

1. Compile a portfolio of Haircut designs. Performance will be satisfactory if the projects are consistent with project guidelines and all safety and sanitary precautions are followed.

Final Exam

There will be a final exam covering the material presented in this course. The exam will consist of an online exam from Milady Online Preparation Exam and a practical.

Grading Formula

Assignments/Discussions	50%
Exams	25%
Final Exam	25%

Grade	Total Points
A	90+
B	80-89
C	70-79
D	60-69
F	<59

Course Calendar

- It is the responsibility of the student to be prepared for practical lab assignments in class and complete online CANVAS assignments by the due dates.
- Milady Pro Online Reviews will be given on a daily basis.
- Milady Pro Online Exams will be given on a weekly basis
- Course Calendar can change at the discretion of the instructor.
- HCC will follow guidelines pertaining to COVID-19 throughout semester. Instructor reserves the right to modify syllabus and schedule during the semester due to any unforeseen COVID-19 circumstances. Instructor will notify students by student HCC e-mail of such changes.

Week 1-15

- Orientation & Rules and Regulations
- **Infection Control:**
Safety and sanitation
- **Hair Sculpture:**
Blunt using razor and shears
Graduated using razor and shears
Uniform Layer using razor and shears
Increase Layer using razor and shears
- **Hair Styling:**
Airform using round brush & Thermal Styling
- **Final:**
Final Review and Final

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices & Procedures

Missed Assignments

There will be no make ups for missed exams or assignments. You must inform me of your intention to make-up a missed Final Exam. Please note that a make-up exam is not a retake.

Academic Integrity

Scholastic Dishonesty will result in a referral to the Dean of Student Services.

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

Any student absent for more than 4 days will be dropped from the class. Student arriving late after class time will be marked absent and must wait until next class period. There are no excuse absences.

Dress Code

BLACK SCRUB TOP AND BLACK SCRUB BOTTOM AND BLACK RUBBER SOLED SHOES MUST BE WORN AT ALL TIMES. NO HATS, FLIP-FLOPS, BOOTS, HEELS, BONNETS, JEANS, DO-RAGS, BANDANAS, SHORTS OR TIGHTS!

Student Conduct

Professional and courteous demeanor and proper attire which are expected and enforced at all times as students are representatives and ambassadors of the College to the public, guests and visitors. (Reference to "0" tolerance contract and Rules and Regulations)

Food and Beverages in the Lab

No food or beverages in the lab. Students may have a water, but must be in a water bottle with a lid/top. Leave your station in a clean condition, which is required by TDLR.

Electronic Devices

The use of electronic devices like iPhones, smart phones, and tablets must be kept on silent mode throughout the entire class time.

Early Alert

HCC has instituted an Early Alert process by which your professor may “alert” you and counselors that you might fail a class because of excessive absences and/or poor academic performance. A counselor will then reach out to you to discuss your progress and offer any relevant resources. This initiative is designed to provide students with support services and resources to assist them in successfully completing their course.

HCC Policies

Here’s the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/>

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the fall and spring semesters. EGLS3 surveys are not offered during the summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here’s the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

Office of Instructional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

Disability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

Department Chair Information

Shenese Britton
shenese.britton@hccs.edu
Ph.713.718.2095

Houston Community College
Cosmetology/Esthetician/Barber/Eyelash/Instructor Program

- I understand that this is a **0 tolerance** program. I understand that HCC does not tolerate fighting, abusive language, threats, sexual harassment, verbally threatening your professor, smoking on campus, alcohol, stealing, firearms, knives or any weapon deemed as intent to bodily harm. I understand that this will result in immediately expulsion from the program.
- I understand that the program has a verbal warning agreement, for any reason that I am written up I will sign the agreement and the agreement will remain in my file until completion of the program. **(No verbal warning for 1st bullet)**
- I understand that it is my responsibility to contact my professor if I am absence. I am responsible for any missed assignments, therefore I must make arrangements with my professor for make-up assignments.
- I understand that I must be in uniform for class due to TDLR standards and guidelines, otherwise I will be asked to leave or change.

Print Name _____ W# _____
Signature _____

Shenesse Britton, Dept. Chair
shenesse.britton@hccs.edu
PH. 713.718.2095