

Division of Consumer Arts & Sciences

Cosmetology

BARB 2432: Barber Law & Shop Management | 2 Lecture 4 Labs | CRN 24131

Fall 2020 | 16 Weeks (08/024/2020-12/16/2020)

Virtual | Southeast Campus | 96hrs

### Instructor Contact Information

Instructor: Brandon Harrison Office Phone: 409-543-9097

Office Hours: Via email

HCC Email: Brandon.harrison@hccs.edu Office Location: Central Campus/Virtual

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

## Instructor’s Preferred Method of Contact

My preferred me contact method is via email. **I will respond to emails and voice mails within 24 hours** Monday through Thursday; Weekend messages I will reply on Monday mornings.

### What’s Exciting About This Course

This course is an overview of Barber Law/Shop Management that will prepare you for your licensure exam. This course will consist of many videos that will give you a visual for practical coursework. The class is only 16 weeks.

### My Personal Welcome

I am 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 the Barbering industry. It is my duty to support you and for you to develop an understanding on the principles and concepts that will prepare you for the industry.

### Prerequisites and/or Co-Requisites

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

### Eagle Online Canvas Learning Management System

This section of CSME 2541 will use [Eagle Online Canvas](about:blank) ([https://eagleonline.hccs.edu](about:blank)) to supplement online 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**](about:blank) **OR** [**CHROME**](about:blank) **AS YOUR BROWSER**.

## HCC Online Information and Policies

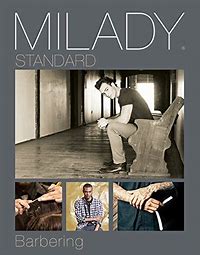
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: [http://www.hccs.edu/online/](about:blank)

## Scoring Rubrics, Sample Assignments, 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](about:blank)

# Instructional Materials

### Textbook Information



## ISBN:

### Other Instructional Resources

## Publisher’s Digital Workbook

## ISBN:

## 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](about:blank) 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](about:blank).

## 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/](about:blank).

# Course Overview

An overview of the application supplies and tools of the industry, safety, sanitation, laws and rules of the state licensing agency as they relate to this course.

### Core Curriculum Objectives (CCOs)

CSME 2531 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.

### Program Student Learning Outcomes (PSLOs)

Can be found at:

### [https://www.hccs.edu/programs/areas-of-study/public-safety-transportation--consumer-services/cosmetology/](about:blank)

### Course Student Learning Outcomes (CSLOs)

Upon completion of BARB 2432, the student will be able to:

1. Practice effective communication skills and visual poise.

2. Prioritize time efficiently during the online course.

3. List and practice safety and sanitation procedures for the use of implements, equipment, and treatments.

4. Perform basic manipulative online skills in the areas of state board.

5. Demonstrate the basic analytical skills to determine the proper state board practical, and barber procedures.

6. Demonstrate the learned theory, manipulative and analytical skills sufficient to obtain licensure and employment as a professional barber specialist

### Learning Objectives

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/or 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.

### Instructor 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
* 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](about:blank)

# Assignments, Exams, and Activities

### Quizzes

The quizzes will consist of questions in various formats such as true/false, multiple choice, and matching, and/or short answer. Please refer to the course calendar for the quiz dates and the material it will cover. Quizzes will be administered electronically.

### Course Project

Students will be exploring the many career opportunities in the facial industry and will select one area in which they would like to pursue a career. Students will research an establishment that offers such position to determine the education, skills, and experience required. In addition, they will determine the progression in which to reach such position and the future salary potential. After identifying the benefits and shortfalls of their dream career, each student will determine if they want to maintain that chosen career path. At professor discretion.

### Final Exam

Create a step-by-step instructional video for viewers on 1) Hair and Scalp Treatment (chp.11) 2) How to Conduct a Facial Massage and Treatment (chp.12).

### Grading Formula

Weighted grades will be computed continuously and be displayed on the Canvas grade book according to the formula below:

**Grade Determination:**

WebEx 25%

Test 25%

Assignments 15%

Final Exam 35%

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

## 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 and Procedures

## Missed Assignments

Quizzes, tests, and exams are administered electronically; the course project must be submitted via Canvas. No late quizzes will be accepted. Missed assignments will only be accepted when submitted not later than three days after the submission due date. A 10% “late fee” deduction of the assignment’s grade score will be applied. You must inform me of your intention to make-up a missed assignment. No make-up exams will be accepted, unless for special reasoning. You must inform me of reason for missed exam. Any assignment submitted via email will not be subject to grading consideration.

## 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/](about:blank)

## Attendance Procedures To record attendance, sign the attendance sheet including the time of arrival. Being tardy 15 minutes and more results in a 20% deduction of the daily attendance score. Missing a substantial part of the lecture, thirty (30) minutes and more, is recorded as absence.

## Student Conduct

Professional and courteous demeanor and proper attire are always expected and enforced as students are representatives and ambassadors of the College to the public, guests and visitors.

## Food and Beverages in the Lab

No food or beverages in the lab. Students may have 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.

# HCC Policies

Here’s the link to the HCC Student Handbook [http://www.hccs.edu/resources-for/current-students/student-handbook/](about:blank) In it you will find information about the following:

|  |  |
| --- | --- |
| Academic Information | Incomplete Grades |
| Academic Support | International Student Services |
| Attendance, Repeating Courses, and Withdrawal | Health Awareness |
| Career Planning and Job Search | Libraries/Bookstore |
| Childcare | Police Services & Campus Safety |
| disAbility Support Services | Student Life at HCC |
| Electronic Devices | Student Rights and Responsibilities |
| Equal Educational Opportunity | Student Services |
| Financial Aid TV (FATV) | Testing |
| General Student Complaints | Transfer Planning |
| Grade of FX | Veteran Services |

## EGLS3

The EGLS3 ([Evaluation for Greater Learning Student Survey System](about:blank)) 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/](about:blank)

## Campus Carry Link

Here’s the link to the HCC information about Campus Carry: [http://www.hccs.edu/departments/police/campus-carry/](about:blank)

## 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](about:blank) 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.

This will enable HCC to provide any resources that HCC may possess.

# Office of Institutional Equity

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

## 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/](about:blank)

## 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](about:blank)

[http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/](about:blank)

# 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.

[https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/](about:blank)

# Department Chair Contact Information

**Shenesse Britton**

[shenesse.britton@hccs.edu](about:blank)

Ph.713.718.2095

**IMPORTANT INFORMATION:**

These guidelines are issued by the Texas Department of Licensing and Regulation (TDLR) pursuant to the [Texas Occupations Code, § 53.025(a)](about:blank#53.025). These guidelines describe the process by which TDLR determines whether a criminal conviction renders an applicant an unsuitable candidate for the license, or whether a conviction warrants revocation or suspension of a license previously granted. These guidelines present the general factors that are considered in all cases, and the reasons why particular crimes are considered to relate to each type of license issued by TDLR.

Individuals may request TDLR review their criminal background before applying for a license.

**The class is virtual, which means YOU will not be on campus for this class. Please be ready to submit all coursework via Canvas. If you do not pass this class, you will not receive hours per TDLR**