# Course Syllabus

## Barber Law and Shop Management I

**BARB 2432**

<table>
<thead>
<tr>
<th>Semester with Course Reference Number (CRN)</th>
<th>FALL 2019 19314</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor contact information (phone number and email address)</td>
<td>Mr. Marcus Leonard (713) 718-2572 <a href="mailto:marcus.leonard@hccs.edu">marcus.leonard@hccs.edu</a></td>
</tr>
<tr>
<td>Department Chair</td>
<td>Mrs. Shenesse Britton (713) 718-2095 <a href="mailto:Shenesse.Britton@hccs.edu">Shenesse.Britton@hccs.edu</a></td>
</tr>
<tr>
<td>Office Location and Hours</td>
<td>Houston Community College, JBW Building, Room 222 By Appointment Only- Mondays &amp; Wednesdays 10:30am-12:30pm Please feel free to contact me concerning any problems, that you are experiencing during this course period. Your performance is important to me. I am available to address your concerns, and discuss course topics in my office during office hours.</td>
</tr>
<tr>
<td>Course Location/Time</td>
<td>JBW BUILDING Room 222 -----Mon, Tues, Wed, Thu-------- 8:00am10:20am August 26, 2019----December 15, 2019</td>
</tr>
<tr>
<td>Course Semester Credit Hours (SCH) (lecture, lab) If applicable</td>
<td>Credit Hours: 4 Lecture Hours: 2 Laboratory Hours: 8</td>
</tr>
<tr>
<td>Total Course Contact Hours</td>
<td>160.00</td>
</tr>
<tr>
<td>Course Length</td>
<td>16</td>
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The Instructor has the right to change or modify the syllabus according to unexpected circumstances that may dictate.

(number of weeks)

Type of Instruction
Lecture/Lab

Course Description:
Barber Law and Shop Management I is an introduction to Texas Barber Law & Business management.

Course Prerequisite(s)

PREREQUISITE(S):

- Admission requirements for Houston Community College Barber Program
- High school diploma or GED
- Be at least 17 years of age
- Take and pass an exam that demonstrates the student’s, ability to benefit from the training.
  - BARB 1307
  - BARB 1402
  - BARB 1404
  - BARB 1442
  - BARB 1491
  - BARB 2402
  - BARB 2431

CO-REQUISITE(S):

- BARB 2432
- BARB 2444
- BARB 2470

FREQUENT REQUISITES

- Departmental approval
- Admission to the Program
- College Level Reading

Academic Discipline/CTE Program Learning Outcomes

1. Demonstrate sanitation and safe service practices.
2. Apply massage manipulations to the neck, head, hand, and face, observing all safety and sanitation measures.
3. Perform styling operations on men and women clients incorporating a variety of design principles on blunt (0%), uniform layer (90%), men medium length, and short haircuts.

Course Student Learning Outcomes (SLO): 4 to 7

Upon successful completion of this course the student will:

1. Perform styling operations on men and women clients incorporating a variety of design principles on blunt (0%), uniform layer (90%), men medium length, and short haircuts.
2. Practice safety and sanitation.
3. Texas barber laws.
4. Know how to explore the job market, research potential employees, and operate within the legal aspects of employment.
5. Learn what is expected of them as a new employee opening a barbershop during work hours.
6. Learn good habits to become a team player in the barbershop.
7. Learn the principles of selling products and services in the barbershop.

Learning Objectives
(Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)

1. Perform styling operations to include men and women haircutting and finishing techniques to include the following haircuts:
   a. Blunt hair cut (0%)
   b. Uniform layered cut (90%)
   c. Men medium length haircut
   d. Men short haircut.

2. Practice safety and sanitation.
3. Learn Texas barber laws.

SCANS and/or Core Curriculum Competencies: If applicable

SCANS
Foundation Skills - Thinking -Decision Making
Foundation Skills - Thinking -Creative
Foundation Skills - Thinking -Problem Solving
Foundation Skills - Thinking -Reasoning
Workplace Competencies - Resources -Allocates Time
Workplace Competencies - Resources -Allocates Material & Facility Resources
Workplace Competencies - Information -Acquires & Evaluates
Workplace Competencies - Information -Organizes & Maintains
Workplace Competencies - Information -Interprets & Communicates
Workplace Competencies - Interpersonal -Participates as Team Member
Workplace Competencies - Interpersonal -Teaches Others
Workplace Competencies - Interpersonal -Serves Clients/Customers
Workplace Competencies - Interpersonal -Exercises Leadership
Workplace Competencies - Interpersonal -Negotiates to Arrive at a Decision
Workplace Competencies - Interpersonal -Works with Cultural Diversity

Instructional Methods
Face to Face

Student Assessment(s)

✓ Learning outcomes/objectives are determined by local occupational need, business, and industry trends.
✓ Oral and written book reviews, and discussions
✓ Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, Pop-quizzes, short answer, brief essays, group or individual projects, worksheets, rubrics, and demonstrating, procedures & skills. To understand the basic concepts and develop proficiency in barbering skills to prepare the student for entry level employment as a barber-stylist.
✓ To exhibit the ability to use materials and time efficiently.
✓ To participate as a team member, serve clients in the clinic and exercise leadership skills.
✓ To exhibit the initiative to organize and maintain a schedule of daily skills and competencies.
✓ To demonstrate the ability and willingness to teach other students' new

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Skills:
- To identify and apply effective barber/stylist techniques.
- Identify which job offer to accept by being able to recognize key concepts for a job search.
- Develop skills and personal attitudes that will enable the student to become successful.
- Develop and maintain professional relationships including building a clientele.
- Create a salon portfolio.

Instructor’s Requirements

1. Sign-in each class. Late students need to put the time in which they are arriving (8:30 pm is LATE).
2. Come to class with all needed material ready to learn, well groomed, and in uniform.
3. No food or drinks in the classroom, or LAB floor. Students are only allowed a close cap water bottle. The instructor will announce breaks.
4. Table room is limited, only necessary supplies for class maybe on table. Please be respectful to other students.
5. Only the student enrolled in the current ongoing class may be allowed in the classroom. This means no children, parents, spouse and etc.
6. No talking on cell phone, or ear bugs during class or lab hours. They must be turned off or put on silence. (10 points will be deducted from FINAL grade for the day, if it goes off during class). Step out of the class.
7. If there is an emergency, please make prior arrangements with the instructor before class begins.
8. Please staple all multiple page assignments before submitting. Loose papers will not be accepted.
9. Late assignments will be given a 48-hour grace period, which will include a (25-point) automatic deduction in your grade. EMAILED & ALL LATE ASSIGNMENTS/WORKBOOKS WILL NOT BE ACCEPTED AFTER 48-hours.
10. No loud music on the LAB floor, only (instrumental music, 102.1) when servicing clients.

RESPECT CLIENTS at all times, any refusal of any client service, the student will be sent home. Instructor will not take over client services for students!! No Exceptions, students must complete client request or receive a zero for the grade.
As your instructor, I want you to be successful. I feel that it is my responsibility to provide you with knowledge concerning the field of barbering, modeling good strategies, and organizing and monitoring the salon experience that allows you to be free to be as creative as you are and to connect the information that you will learn in this course.

As a student, wanting to learn about the barber/beauty industry, is your responsibility the will to read, and study your textbooks, submit assignments on time, study for the quiz and exams, participate in classroom activity, attend class daily, bring in your supplies and be on time for class and enjoy yourself while experiencing the real world of the barber & beauty industry.

<table>
<thead>
<tr>
<th>Program/Discipline Requirements: If applicable</th>
<th>See Student Hand-book</th>
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<tbody>
<tr>
<td><strong>HCC Grading Scale:</strong></td>
<td></td>
</tr>
<tr>
<td>A = 100- 90</td>
<td>4 points per semester hour</td>
</tr>
<tr>
<td>B = 89 - 80</td>
<td>3 points per semester hour</td>
</tr>
<tr>
<td>C = 79 - 70</td>
<td>2 points per semester hour</td>
</tr>
<tr>
<td>D = 69 - 60</td>
<td>1 point per semester hour</td>
</tr>
<tr>
<td>59 and below = F</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>FX (Failure due to non-attendance)</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>IP (In Progress)</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>W (Withdrawn)</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>AUD (Audit)</td>
<td>0 points per semester hour</td>
</tr>
</tbody>
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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.

**HCC COURSE WITHDRAWAL POLICY**

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.

**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.
• HCC and/or professors may withdraw students for excessive absences without notification (see Class Attendance above).
• Students should check HCC’s Academic Calendar by Term for withdrawal dates and deadlines
  • 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.).

**STUDENT INFORMATION:**

• [http://www.license.state.tx.us](http://www.license.state.tx.us)
• [www.psiexams.com](http://www.psiexams.com)
• [http://hccs.cc.tx.us](http://hccs.cc.tx.us)
• [www.milady.com](http://www.milady.com)

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Instructor Grading Criteria

Coursework will be weighted as follows:

- **Unit Exams, Pop Quizzes, Worksheets, Work-books, In-Class Projects**
  - 30%
- **Skill Objectives, Lab Procedures & Duties**
  - 25%
- **Mid Semester Exams, Mid Semester Projects**
  - 5%
- **Attendance, Professionalism, Client Relations**
  - 30%
- **Final Exam, Final Projects**
  - 10%

Students are responsible for turning in all work that is assigned. Work that is turned in late will automatically have (25 points) deduction, for each class period, all LAB work must be completed the day of class. You are expected to attend all lectures, lab, and are responsible for materials covered during your absences. After 2 class periods No Late work will be accepted. All skilled sheets must be signed for that day.

**ATTENDANCE POLICY:**

Students are expected to attend class every day and be on time. Any student missing a day from class will be deducted ten points and five points thereafter, also the information will be sent in to e-alert, which will be e-mailed to your Counselors and yourself. Upon the 4th day, absence student will be dropped from the class. Any student absent from class in excess of 12.5 percent of the hours of instruction will be dropped from the course (including lecture and laboratory time). Administrative drops are at the discretion of the instructor. It is the responsibility of the student to withdraw from the program to keep from receiving an “FX” for the class. This is a "0" tolerance program. The program will give one written warning for behavior, the next warning will be expulsion form the program. Students are expected to attend class daily and be on time. Students arriving late to class must sign in late. 10 points will be deducted for the first day absent from class and 5 for each day thereafter from the attendance grade. (See Student Handbook)

**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

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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.

**Canceling a Class**

Every effort is made to begin and hold class at the designated time. Each class is contingent of the required minimum number of students. Occasionally, extenuating circumstances arise requiring a cancellation or delay. In such cases, we attempt to notify all students by telephone. Make sure that the department has a current phone or an alternate number where you can be reached.

Houston Community College reserves the right when necessary to cancel classes, alter schedules or substitute instructors.

Students are not notified if a class has made. Students are contacted only in the event of a class cancellation or change.

**Inclement Weather**

In the event severe weather conditions, such as hurricanes, ice storms or other acts of nature create hazardous conditions and/or extended power outages, college administrators may find it necessary to close the college. In this case, students and faculty are advised to listen to the local area radio and television stations for announcements and updates or log on to www.school-closings.net

**Instructor “No Show”**

In the event an instructor does not show, every effort will be made to provide a substitute instructor. In the event one cannot be found, the class will be rescheduled.

**Student Conduct /Behavior**

Disruptive behavior or any behavior that interferes with any educational activity being performed by the instructor will not be allowed. Additionally, no student may interfere with his/her fellow students’ right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars. *The following specific rules will apply throughout the course:*
1. Be on time to class.

2. Be prepared with all necessary texts, tools, skills sheet, and supplies.

3. Be respectful and courteous to instructors, clients, class mates.

4. Be helpful, encouraging, & motivating.

5. CELL PHONES, EAR BUDS, OR COMPUTERS ARE NOT ALLOWED TO BE USED AT ANY TIME WHILE CLASS IS IN SESSION or can be utilized for in-class assignments only, Instructor will inform all students if needed.

6. Ask for help when there is a question or problem.

7. Keep copies of all paperwork, including this syllabus, handouts, all assignments, and evaluations.

8. Be aware of and comply with academic honesty, attendance, & disruptive behavior policies in the HCCS Student Handbook.

**DRESS CODE:**

Students in the barber 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 and practice good - grooming and personal hygiene at all times.

Barber-/Black scrubs, top and bottom, Black shoes with soft soles. No markings of any color at all. Solid black. No backless shoes, hosiery or socks must be worn at all times. No head wraps, scarfs or do-rags on head. **NO EXCEPTIONS. IF YOU ARE NOT IN COMPLETE UNIFORM, YOU WILL BE ASKED CLOCK OUT OR LEAVE THE CLASSROOM OR LAB FLOOR.**

**Instructional Materials**


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Barber Health and Safety Rules book Texas Department of Licensing and Regulation

**HCC Policy Statement:**

**Access Student Services Policies on their Web site:**

http://hccs.edu/student-rights

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:

http://www.hccs.edu/resources-for/current-students/student-handbook/

**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

**Felony Charge/Statement:**

All students must check with the Department of licensing and Regulations to find out if they have a felony that will prevent them from obtaining a license (www.license.state.tx.us) or call 1-800-803-9202 and speak to a TDLR representative.

Students under the age of 22 must take the meningitis vaccination.

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Zero tolerance is a ruling in the Barber Program department. Any Disruptive Behavior, that takes time away from the Learning Environment... There is a $500.00 fine for disturbance in a classroom during class. (See Student Handbook)

1st offence = Warning

2nd offence = Dismissal from the Barber Program

The Houston Police will be called, and you will have a court appearance and pay the fine if applicable.

Note* Criminal Background
Every individual who applies for a license with the Texas Department of Licensing and Regulation (“the Department”) is subject to a criminal background check to determine his or her suitability for the license. In 2009, the Texas Legislature enacted new provisions to allow a person to find out before applying whether he or she would likely be denied a license due to his or her criminal history. This was due to the time and expense involved in applying for a license, which in some cases includes completing required education and taking an examination. See Section 51.4012 and Chapter 53, Subchapter D, of the Occupations Code, which allow a person to request a criminal history evaluation letter from the Department, prior to actually applying for a license. “At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at http://www.hccs.edu/district/departments/police/campus-carry/.”

Disability Support Services
The Disability Support Services (DSS) Office assists students with physical, learning or emotional disabilities in developing independence and self-reliance. Services include adaptive equipment and reasonable accommodation for admissions assistance, testing, academic advising, and registration and classroom instruction.

Students with special needs or disabilities which may affect their ability to succeed in college classes or participate in college/programs/activities should contact the Disabilities Support Services (DDS) located at each college. Academic accommodations will be provided only after students have properly registered for services through designated disability services staff. The student is advised to contact the DSS office at least 60 days prior to the beginning of the term. (See additional procedures outlined the HCCS Student Handbook).
Disability support services can also be found online at these Web sites:

http://www.rehab.state.tx.us
http://www.ican.com

**TITLE IX OF THE EDUCATION AMENDMENTS OF 1972:**

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights is on the HCC website under Students-Anti-discrimination. **Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.**

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

**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 and the course and will be dropped from the program.** See student handbook for college policy on academic dishonesty and disciplinary problems. This level of development in a students’ training is crucial to their professional development and success; **any student that is disruptive or disrespectful will be dismissed from the program.** Students on the client floor are expected to conduct themselves in a professional manner. **Loud boisterous conduct or refusing to serve a client will constitute grounds for dismissal from the program.**

Academic misconduct can occur in many different ways. The list below presents some examples of academic misconduct. The list does not contain every conceivable example of academic misconduct. The College publishes this list only giving students examples of the types of conduct that might qualify as academic misconduct.

(a) Engaging in academic dishonesty as defined in Section V.
(b) Violating the College’s academic integrity policies defined in Section V.
(c) Taking an exam, entire course, or preparing clinical work for another student.
(d) Supplying or receiving test answers through electronic messages, signaling, or unauthorized written notes.
(e) Looking at or using information from another student’s test.
(f) Authorizing another student to use your test or other class assignment information in any form.
(g) Obtaining or supplying tests, lab reports, term papers, or assignments through unauthorized methods before or after it is administered.
(h) Resubmitting a test with changed answers upon receiving unauthorized information.
(i) Reviewing or altering grades of any student without proper authorization.

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(j) Collaborating with other students on testing, assignments, or clinical work without permission.
(k) Possessing another student’s work without permission.
(l) Buying or using someone else’s paper or project from a local source or Internet site and submitting it as your own work.

(m) Incorrectly attributing or neglecting to attribute source material (books, articles, Internet sites, music tracks, movies, etc.) used in an assignment or clinical written work.
(n) Failing to distinguish direct quotations from paraphrasing or summarization of source material.
(o) Completing someone else’s work on an assignment or clinical written work.
(p) Fabricating or falsifying information or course material in an assignment or clinical written work.
(q) Submitting an assignment or clinical written work as your own after someone else has rewritten or changed major portions of it.
(r) Using a project completed for another course and resubmitting it without changes for another course.
(s) Destroying or vandalizing student or faculty course materials or records.

Selling or purchasing exams, papers, notes or other assignments (whether ultimately used or not). (See Student Handbook)

I have read the HCC BARBER Program Safety Rules, and I accept personal responsibility for complying with all of them. I understand that HCC Barbering has a ZERO tolerance policy and failure to comply with the rules, regulations and safety policies may be cause for disciplinary action, which may include dismissal from the program.

______________________________________________
Student Name (Print)

______________________________________________
Date

DIRECTIONS:
Please clearly print in ALL CAPS the required student information in the spaces provided below, cut along the dotted line & return the bottom portion to the instructor before leaving the class today. Thanks!

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NAME:__________________________________________

(PLEASE COMPLETE ON SEPARATE SHEET)

STUDENT I.D. #:________________________________

PHONE # 1:____________________________________

PHONE # 2:____________________________________

EMAIL ADDRESS:________________________________

I, __________________________________________________, have read and understood all of the information presented to me as it pertains my involvement and responsibilities in the HCC Barber Program courses BARB 2441 in which I have enrolled.

(STUDENT SIGNATURE)____________________________

(PRINT STUDENT NAME)____________________________

(TODAY'S DATE)________________________

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