

CSME 2343 (3:2:4) 96 hrs

COURSE SYLLABUS

SOUTH PLAINS COLLEGE COSMETOLOGY

DEPARTMENT OF PROFESSIONAL

SERVICES & ENERGY

LEVELLAND CAMPUS/PLAINVIEW CENTER

UPDATED Aug 2019

COURSE SYLLABUS

Course Title: CSME 2343

Instructor: *Jan Decker (Plainview Center)*

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Office Hours: 3-4 Monday-Thursday

8-12 Friday

SOUTH PLAINS COLLEGE IMPROVES EACH STUDENTS LIFE

GENERAL COURSE INFORMATION:

Course Level: Advanced

Course Description: Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping.

End-Of-Course Outcomes: Create a salon portfolio or business plan. Demonstrate skills related to salon operation and management.

Course Competencies: Upon successful completion of this course, the student will:

- Create a salon on a budget, including name, floor plan, color scheme, equipment, materials and supplies needed for operation.
- Keep a journal of patrons, patron services, materials and supplies consumed and their cost. The amount of revenue that would be generated in a salon for a period of four weeks, including a profit and loss statement.

- Demonstrate the use of professional ethics and setting of goals. (short and long term).

Academic Integrity:

It is the aim of the Cosmetology faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own work which he/she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the "South Plains College General Catalog" policy regarding consequences for cheating and plagiarism (see "Academic Integrity" as well as "Student Conduct" sections in catalog). At times, working with other students is encouraged for some assignments and meets SCANS competencies C-9 through C-14. If you have any question as to whether you may work with other students on any assignment, **ASK YOUR INSTRUCTOR TEACHING THIS COURSE.**

SCANS and FOUNDATION SKILLS: This course covers SCANS OCCUPATIONAL COMPETENCIES C1-20 and FOUNDATION SKILLS F1-17.

Verification of Workplace Competencies: Successful completion of this course permits qualified students to enroll for a specifically restricted skill course that can lead to Texas Department of Licensing and Regulation operator's Licensure. Students who do not meet criteria for restricted enrollment will be counseled regarding their workplace competencies and career goals/objectives.

Specific Course/Instructor Requirements:

A. Textbooks:

- Milady's Standard Textbook of Cosmetology.
- Milady's State Exam Review for Cosmetology.
- Milady's Standard Theory Workbook.
- Milady's Standard Practical Workbook.

Attendance Policy:

Punctual and regular attendance is required of all Cosmetology students. Unexcused tardiness and absences will not be tolerated. A doctor's note stating that it is safe to return to school in cases of contagious diseases such as pink eye, strep throat, or flu is required. If more than 5% (5

hrs) of this course is missed, student will have to attend make-up days. If student refuses to attend make-up days, then student may be at risk of being withdrawn due to excessive absences. Please refer to the SPC Cosmetology Handbook for more information.

Assignment Policy:

All required work must be turned in on time in order that the student may benefit from the corrections and future examinations. Assigned outside work is due on the class period assigned. Late work is generally not accepted, however, special consideration is subject to instructor discretion whether or not the work will be accepted. This syllabus includes chapters 30-32.

Grading Policy/Procedure/Methods of Evaluation:

See the General Catalog "Grades and Reports" for explanation of grades and grade point averages. The instructor will introduce the college policy and method to determine G.P.A. during the course of instruction. The Texas Department of Licensing and Regulation requires an overall minimum grade of 70. Therefore this course requires the same. An overall grade 70 is considered an F.

Special Requirements/Safety Policy:

Students shall adhere to the safety standards established by the Texas Department of Licensing and Regulation, South Plains College and the Cosmetology Department Handbook. Students in Cosmetology must follow all safe practices in Lab work areas, other specific topics (dress code, cell phones, etc.) Refer to the Cosmetology Handbook.

Course Outline:

CSME 2343 students will demonstrate competencies in the following tasks:

- Understanding and knowledge of salon operations.
- Understanding of the organizational skills related to salon management.
- Complete written assignments related to salon development.
- Understanding of professional ethics and goal setting.

Accommodations:

South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment

opportunities without regard to race, color, national origin, religion, gender, disability or age (SPC Equal opportunity Policy General Catalog).

Diversity Statement:

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

ADA Statement:

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese Center (Building 8) 716-4606, or Levelland (Student Services Bldg) 716-2577.

Title IX Pregnancy Accommodations Statement:

If you are pregnant, or have given birth within six months, under Title IX, you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student’s responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

I, _____ have received a copy of CSME 2343 syllabus for South plains College Cosmetology. The course syllabus has been reviewed with me. I understand and agree to all of the requirements of this course.

Signature _____

Date _____

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