

**South Plains College**  
**Course Syllabus: CSME 2441.002**  
**Revised: January 13, 2023**

**Department:** Professional Services and Energy

**Discipline:** Cosmetology

**Instructor:** Jeb Wilcox

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**Office Hour:** Monday – Thursday 3:00PM to 4:00PM

**Course Number:** CSME 2441.002

**Course Title:** Preparation for State

Licensing Exam **Available Formats:**

Conventional **Campuses:** Levelland

**Course Level:** Advanced

**Course Description:** Preparation for the state licensing examination.

**Prerequisite:** Completed courses CSME 1405, CSME 1443, CSME 1447, and CSME 1410 with a minimum grade of 70; concurrent enrollment in CSME 2401, CSME1453, and CSME 2439

**Credit:** 4 **Lecture:** 2 **Lab:** 6

- Textbooks:**
- Milady's Standard Textbook of Cosmetology 14th Edition 2023
  - Milady's Standard Cosmetology Workbook 14th Edition 2023
  - Milady's Standard Foundations Workbook 2020 Edition
  - TDLR Cosmetology Laws and Rules Book

**Supplies:** Pens, Pencils, Highlighters, Paper. Laptop is optional.

**Core Curriculum Objectives addressed:**

- **Communications skills**—to include effective written, oral and visual communication.
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.

- **Social Responsibility**—to include the demonstrated knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

**Student Learning Outcomes:** Demonstrate the skills and knowledge required for completion of the state licensing examination. Identify terminology, demonstrate proper techniques related to hair design, and exhibit workplace competencies. Create a salon portfolio.

**Student Learning Outcomes Assessment:**

- Review and assess the theory curriculum in preparation of the Texas Department of Licensing and Regulation theory portion of the state operator examination.
- Recall and perform skills required to complete and pass the Texas Department of Licensing and Regulation operator’s practical examination.
- 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 as well as 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.

**Assigning Grade Policy:** policy located in Faculty Handbook at this link... Manuals and Handbooks (southplainscollege.edu)

4.3.4 Assigning Grades

The grade of “F” will be assigned to a student as an earned grade in regard to the learning objectives of a course. A student who does not meet the attendance requirements of a class as stated in the course syllabus, and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” as determined by the instructor. An “F” will not be assigned to any student administratively withdrawn from a course for nonattendance by an instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

An “F” may be assigned to a student in the case of academic dishonesty and/or plagiarism at the discretion of the instructor, as clearly defined in the course syllabus, due to the severity of the student’s actions and disregard for the learning objectives of the course.

**Course Evaluation:** In this program anything below 70 is failing as with Texas Department of Licensing and Regulations.

- |   |     |
|---|-----|
| • Semester Practical Exam                       | 10% |
| • Practical Performance                         | 20% |
| • Theory Tests                                  | 30% |
| • Workbook, Notebook and all weekly Assignments | 30% |
| • Attitude and Appearance                       | 10% |

**Program Competencies:** This course covers Scans Occupational Competencies

1. Reading
2. Writing
3. Arithmetic or Mathematics
4. Speaking and Listening
5. Thinking Skills
6. Personal Qualities
7. Workplace Competencies
8. Basic use of Computer

**Verification of Workplace Competencies:** To verify entry-level workplace competencies, the institution must provide at least one of the following for each approved award: a) capstone experience, b) eligibility for a credentialing exam and/or c) an external learning experience. The experience should occur during the last semester of the student's educational program.

**Attendance Policy:** Punctual and regular attendance is required of all cosmetology students. Unexcused tardiness and absences will not be tolerated. A doctor's note is required stating that it is acceptable to return to school in cases of contagious diseases such as pink eye, strep throat or the flu. If 5% of this course is missed the student will have to attend mandatory makeup days. If a student refuses to attend makeup days he/she may be at risk of being withdrawn due to excessive absences. Refer to the SPC handbook for more information.

The Class Attendance policies stated below is in the *SPC General Catalog*:

*[Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.*

*When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting*

*Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.*

*It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.]*

**Plagiarism and Cheating:** Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

**Student Code of Conduct Policy:** Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

**Diversity Statement:** In this class, the teacher will establish and support an environment that values and nurtures individual and group difference 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.

**Disability 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 at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**Nondiscrimination Policy:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been

designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

**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 the Director of Health and Wellness at 806-716-2362 or email [cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.**

**Campus Concealed Carry:** Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>  
Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

### **Health and Safety:**

- It is the policy of South Plains College for the Spring 2023 semester that as a condition of oncampus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without the use of fever-reducing medication.

Student must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

### **SPC Bookstore Price Match Guarantee Policy:**

If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester. The student must have a copy of the receipt and the book has to be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals, *fulfilled by Amazon*, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases. Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

### **SPC Tutors**

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

Tutor.com

You also have 180 FREE minutes of tutoring with Tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tools option from the lefthand menu bar. Click on the Tutor.com link and you will automatically be logged in for free tutoring. You may access tutor.com tutors during the following times:

Monday – Thursday: 8pm-8am

6pm Friday – 8am Monday morning

For questions regarding tutoring, please email [tutoring@southplainscollege.edu](mailto:tutoring@southplainscollege.edu) or call 806716-2538.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

