

# Intro to Salon Development

(202590.CSME 1244.6A1)

## CREDIT

SCH 2 (Lec 1, Lab 3)

## MODE OF INSTRUCTION

Face to Face

## PREREQUISITE/CO-REQUISITE:

None

## COURSE DESCRIPTION

Overview of the procedures and operations as related to salon management.

## COURSE OBJECTIVES

Upon completion of this course, the student will be able to

- Utilize appointment scheduling and record management technology
- Demonstrate inventory control and salon management techniques
- Know and perform Safety and Sanitation requirements required by licensing agency Texas Department of Licensing and Regulation (TDLR)

## INSTRUCTOR CONTACT INFORMATION

Instructor: Ms. Cheri Jones  
Email: [cjones19@lit.edu](mailto:cjones19@lit.edu)  
Office Phone: Instructor's Office Phone #409-241-7123  
Office Location: LIT WESTGATE STE 516

Office Hours: Monday – Thursday: 7:30am to 8 am  
Monday and Wednesday: 2pm to 3pm  
Tuesday: 1pm to 2pm  
Thursday: 12pm to 1pm

Class Hours: Monday and Wednesday: 8am to 1:50pm  
Tuesday : 8am to 12:50pm  
Thursday : 8am to 11:50am

## REQUIRED TEXTBOOK AND MATERIALS

Approved: **Initials/date**



**LAMAR INSTITUTE  
OF TECHNOLOGY**

### ATTENDANCE POLICY

Regular class attendance is important to the attainment of the educational objectives of the college. The cosmetology program has formulated an attendance policy that is consistent with the objectives of the program and the needs of the student to fulfill all necessary requirements needed.

Poor attendance is a leading reason for termination from a job in all areas of employment. With this factor in mind, the instructor monitors student course activity daily.

Attendance is 20% of your overall grade and will be monitored daily.

Please arrive to class for 8am, grace period is 8:15am after that you will be considered LATE and will not get full credit for the day.

### DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

### COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
8/28/2025	OREIENTATION	REVIEW MILADY	
9/4/2025	Chp1 Life Skills	Tentative 9/5/2025 Chp 1 Life Skills	Study Habits 9/5/2025
9/11/2025	Chp 2 Personal Image	Tentative 9/19/2025 Chp 2. Personal Image	Professional Dress 9/19/2025
9/18/2025	Chp3 Communication for Success	Tentative 9/26/2025 Chp 3. Communicating for Success	Client Consultation forms 9/26/2025
9/25/2025	Chp 4 Healthy Professional;	Tentative 10/17/ 2025 Chp 4. Healthy Professional	9/30/2025 Bring Healthy Snack
10/2/2025	Chp 5 infection control	Tentative 10/30/2025 Chp 5 infection control	Sanitation procedures 10/17/2025
10/16/2025	Chp 6 Chemistry and Chemical safety	Tentative 10/21/2025 Chp 6. Chemistry and Chemical safety	Favorite Product Brand Demo 10/28/2025

10/23/2025	Chp 6 Chemistry and Chemical safety	Tentative 10/21/2025 Chp 6. Chemistry and Chemical safety	Favorite Product Brand Demo 10/28/2025
10/30/2025	Chp 7 Electrical Safety	Tentative 11/11/2025 Chp 7 Electrical Safety	10 and 1 machine overview lab 11/14/2025
11/6/2025	Chp 7 Electrical Safety	Tentative 11/11/2025 Chp 7 Electrical Safety	10 and 1 machine overview lab 11/14/2025
11/13/2025	Chp 8 Career Planning	Tentative 11/21/2025 Chp 8Career Planning	Business Plans 11/28/2025
11/20/2025	Chp 8 Career Planning	Tentative 11/21/2025 Chp 8Career Planning	Business Plans 11/28/2025
11/27/2025	HOLIDAY	HOLIDAY	HOLIDAY
12/4/2025	Final exam	FINAL EXAM	

### **COURSE EVALUATION**

Final grades will be calculated according to the following criteria:

- Participation 20%
- Daily Assignments 20%
- Chapter Exams 20%
- Labs (Practical Exam) 20%
- Final Exam 20%

### **GRADE SCALE**

- 90-100 A
- 80-89 B
- 70-79 C
- 0-59 F **(Repeat course)**

### **TECHNICAL REQUIREMENTS**

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

### **DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](https://www.lit.edu/specialpopulations).

### **STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

### **ARTIFICIAL INTELLIGENCE STATEMENT**

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses

### **STARFISH**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

### **ADDITIONAL COURSE POLICIES/INFORMATION**

1. Student must purchase Milady CIMA Access Card, from LU bookstore Barnes & Nobles, to access online text material by the end of the first week of class.
2. Students will be issued the course required kit mid-week (first week of school).

3. Students must bring all required text and text materials to class daily. Failure to do so will result in a dismissal for the class.
4. Students must bring all supplies for the course daily. Instructors are not responsible for providing students with the necessary working supplies for the day, and failure to comply will result in dismissal for the class.
5. Students must remain in uniform while on campus. Plain black or LIT T-shirts or scrub tops are acceptable. You can wear jogger-style pants. NO SWEATPANTS. You may also wear your kit issued stylist jacket. Graphics on shirts are NOT allowed. CROCS are not allowed. NO open back shoe and NO sandals. Nails must be short. No long shape. If nails are not short during clinical days for you to perform, you will not get credit for the day.
6. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop participating in the course and fail to drop the course, you will earn an 'F' in the course.
7. A grade of 'C' or better must be earned in this course for credit toward degree requirement. If the grade earned is less than a 70 or a "C", you will have to repeat the class.
8. Instructors will respond to email and voicemail communication within 24 hours Monday-Thursday. On weekends or after 5pm, the response will be the next business day.
9. Assignments, with the exception of Lab assignments, will be automated in CIMA and will be submitted into BlackBoard within 24 hours. NO LATE ASSIGNMENT WILL BE ACCEPTED.
10. Additional course policies, as defined by the individual course instructor, will be outlined in the course addendum and provided by the instructor.