Orientation to Cosmetology
(202410.CSME 1401.6A1)

INSTRUCTOR CONTACT INFORMATION
Instructor: Katie Oxley
Email: koxley@lit.edu
Office Phone: 409-839-2092
Office Location: Gateway Campus
Room CO#2
Office Hours: MONDAY-THURSDAY 7:30a.m.-8:00a.m.
2:20p.m.-4:00p.m.
FRIDAY 7:30a.m.-12:30p.m.

CREDIT
SCH (4) Semester Credit Hours (2 hours lecture, 5 hours lab)

MODE OF INSTRUCTION
FACE TO FACE CLASS INSTRUCTION

PREREQUISITE/CO-REQUISITE:
NONE

COURSE DESCRIPTION
An overview of the skills and knowledge necessary for the field of cosmetology.

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

1. Demonstrate introductory skills of cosmetology
2. Identify and exhibit professional ethics
3. Follow safety and sanitation practices according the Texas Department of Licensing and Regulations (TDLR)
4. Follow state laws and rules according the Texas Department of Licensing and Regulations (TDLR)

Approved: Initials/date
REQUIRED TEXTBOOK AND MATERIALS

**Milady Standard Cosmetology, 14th Edition** Cengage, 2023

*Online Homework Platform—CIMA*

**TDLR Cosmetology Rules and Regulations Book**

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.

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENTS</th>
<th>ASSIGNMENTS (Due on this Date)</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Review Black Board, Course Syllabus, and</td>
<td>Review Black Board, Course Syllabus, and Cosmetology Student Handbook</td>
<td>Tentative- 01/16/2024</td>
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<td></td>
<td>Cosmetology Student Handbook</td>
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<tr>
<td>Week 2</td>
<td>Ch. F01 Foundation: Life Skills</td>
<td>Ch. F01 Test</td>
<td>Tentative- 01/22/2024</td>
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<tr>
<td>Week 3</td>
<td>Ch. F02 Foundations: Professional Image</td>
<td>Goal Setting Chart</td>
<td>Tentative- 01/29/2024</td>
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<tr>
<td>Week 4</td>
<td>Chapter 1&amp;2 Review</td>
<td>History Essay Goal Setting Chart</td>
<td>Tentative- 02/05/2024</td>
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<tr>
<td>Week 5</td>
<td>Ch. F03-Foundations: Communicating for</td>
<td>Chapter F03- Test</td>
<td>Tentative- 02/12/2024</td>
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<td>Success</td>
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<td>Week 6</td>
<td>Ch. F04- Foundations: The Healthy Professional</td>
<td>Chapter F04- Test</td>
<td>Tentative- 02/19/2024</td>
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<td>Week 7</td>
<td>Ch. F05-Foundations: Infection Control</td>
<td>Types of Disinfection/</td>
<td>Tentative- 02/26/2024</td>
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<td>Week 8</td>
<td>Ch. F05- Foundations: Infection Control</td>
<td>Blood Bourne Pathogens Quiz</td>
<td>Standard Precautions Quiz</td>
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<td>Week 9</td>
<td>Spring Break</td>
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<td>Spring Break</td>
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<tr>
<td>Week 10</td>
<td>Ch. F05-Foundations: Infection Control</td>
<td>Chapter F05- Test</td>
<td>Chapter F05- Test</td>
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<td>Week 11</td>
<td>Ch. F06 –Foundations: Electricity and</td>
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<td>Ch. F06- Test</td>
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<td>Chapter F06- Test</td>
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<tr>
<td>Week 12</td>
<td>Ch. F07-Foundations: Chemistry &amp;</td>
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<td>Chapter F07- Test</td>
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<td>Ch. F07- Test</td>
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<tr>
<td>Week 13</td>
<td>Ch. F08-Foundations: Career Planning</td>
<td>Chapter F08- Test</td>
<td>Chapter F08- Test</td>
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<tr>
<td>Week 14</td>
<td>Ch. F09- Foundations: On the Job</td>
<td>Chapter F09- Test</td>
<td>Chapter F09- Test</td>
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<td>Week 15</td>
<td>Ch. F010-Foundations: The Beauty</td>
<td>Chapter F010-Test</td>
<td>Chapter F010-Test</td>
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<td>Business</td>
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<td>Week 16</td>
<td>Review Foundations Chapters 1-10</td>
<td>Foundations Review Chapters 1-10</td>
<td>Tentative- 04/29/2024</td>
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<td>Week 17</td>
<td>Final Exams</td>
<td>Final Exams</td>
<td>Tentative-05/06/2024</td>
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**COURSE EVALUATION**

Final grades will be calculated according to the following criteria:

- Attendance 20%
- Written Assignments 10%
- Chapter Exams 20%
- Lab Exams 10%
- Labs Assi (Hands-on) 20%
- Final Exam 20%

**GRADE SCALE**

- 100-90 A
- 89-80 B
- 79-70 C
- 0-74 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. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

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. Please note that the online version of the LIT Catalog and Student Handbook supersedes all other versions of the same document.

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 second 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/white shirts or scrub tops are acceptable. You may also wear your kit issued stylist jacket. Graphics on shirts are not allowed. CROCS are not considered uniform compliant.
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, response will be the next business day.
9. Assignments, with the exception of Lab assignments, will automate 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.