

MIDLAND COLLEGE

COSMETOLOGY DEPARTMENT

COURSE SYLLABUS

INSTRUCTOR: Stephanie Boxie

OFFICE LOCATION: Room 159A, TC Building, Cosmetology

TELEPHONE: (432) 685-6722

EMAIL: sboxie@midland.edu

OFFICE HOURS: Mon. 8:30a - 11:30a | Tue. 8:30a – 11:30a | Wed. 2:00p – 4:00p | Thur. 2:00p – 4:00p

COURSE NUMBER/COURSE TITLE

CSME 1443: *Manicuring & Related Theory*

COURSE DESCRIPTION:

This is a course in the basic fundamentals of cosmetology. Topics will include infection control, service preparation, facials, waxing, chemical services, shampooing, wet styling, comb- out, and salon business.

TEXTBOOK:

MILADY'S STANDARD: COSMETOLOGY, 14th Edition

DIGITAL LEARNING:

CANVAS (Grades/Attendance); **CIMA *Milady*** (Class assignments)

SUPPLIES:

Cosmetology Student Practice Kit

END- OF- COURSE OUTCOMES:

Demonstrate competency in professionalism
Demonstrate competency in sanitation, sterilization, disinfection, and bacteriology
Demonstrate competency in properties of the scalp and hair
Demonstrate competency in Safety Precautions
Demonstrate competency in draping
Demonstrate competency in shampooing, rinsing, and conditioning
Demonstrate competency in TDLR rules and regulations in relation to course description
Demonstrate competency in hair styling and shaping
Demonstrate competency in scientific brushing
Demonstrate competency in permanent/ non- permanent chemical reconstruction
Demonstrate competency in hair coloring
Demonstrate competency in basic facials, waxing, and makeup

COURSE REQUIREMENTS:

All Students must:

Attend class regularly

Bring a mask/face covering daily (*recommended*)

Record clock hours by clocking in daily

Wear required uniform daily (All black scrubs)

Bring supplies and textbook daily

Complete exams covering specified material

Perform in class, the skills taught in theory in an effort to reinforce learning.

Participate in class assignments by working on manikin, models, or another student, and allow other students to perform temporary services on them.

METHOD OF EVALUATION:

Weekly lab assignments **20%**

Lab Tracker, Practical skill assignments, participation

Weekly theory assignments **20%**

Class discussions, all theory and participation

Attendance **15%**

Sanitation **15%**

Final Exams **30%**

Practical Assessment

Grades will be assigned as follows: A=90-100; B=80-89; C=70-79; D=60-69; F=below 60. There will be no exceptions to these grade ranges.

COURSE SCHEDULE:

Monday-Thursday

8:00 a.m. to 5:00 p.m.

Class lecture/lab time 8:30am to 4:45pm

Student Contributions, Responsibilities and Class Policies:

It is the student's responsibility to read and understand the official Midland College attendance and withdrawal policies as stated in the college catalog. Students that are tardy, take excessive break time, or leave before completion of the day's exercise (including proper clean-up), may be counted absent. This will be at the discretion of the instructor. Attendance is required. It is the student's responsibility to contact the instructor regarding absences. Students are expected to be present in class and lab on time.

COVID-19:

In-person classroom and lab attendance are at the discretion of Midland College due to certain program requirements. Protective equipment such as a face **mask** may be required, but is not mandated. Midland College encourages **social distancing** and frequent **hand hygiene**. Additional **cleaning protocol** will be in place. Students must stay home if they are ill, have symptoms of COVID-19, have been exposed, or have tested positive for COVID-19, and are instructed to complete the Midland College **COVID-19 Report Form** <https://midland.edu/about/covid-19/form-covid19-report.php>. At-home Instruction may be provided through the Midland College Canvas online platform in the event of Covid-19 precautions.

Attendance Policy:

It is the responsibility of the students to know the policies and procedures associated with absences. These policies are set by instructors. Excused absences may include, but are not limited to, long-term illness, severe weather, and death in the family. Instructors will determine whether or not an absence is excused. Please visit the Midland College Catalog for addition information on school policies.

Rules of Attendance:

CLOCK IN PROCEDURES AND CLASS ATTENDANCE ARE STRICT AND ENFORCED DAILY!!

- Only you are allowed to clock yourself in and out daily.
- If you are not in the Cosmetology building/area, you must be clocked out
- If you are in either breakroom or eating you must be clocked out unless otherwise instructed
- You may NEVER clock in if an instructor is not in the building. (Marcie, our front desk receptionist is NOT an instructor)
- If you forget to clock out or have problems with the time clock, let an instructor know immediately. Time clock issues of your own negligence is not guaranteed fixable.
- Instructors are not responsible for your negligence to clocking in or out when arriving to school, taking breaks/lunch, and leaving school for the day.
- It is up to the instructor to fix an error on your timesheet or edit your hours due to negligence.
- You must be in class no later than 8:30am, otherwise you may not attend class for that day unless you have prior approval from an instructor.
- You may be excused for emergencies and appointments, but you cannot return to class after 2 hours of being gone.

- If you are absent from class, it is YOUR responsibility to ask another student to cover your sanitation duty until you return. Otherwise, you will receive a “0”
- If you are absent any day of classroom instruction, it is your responsibility to retrieve notes, labs, theory, and all other assignments taught from another student. Instructors may make time for additional lab makeups if time allows.
- There is no need to provide doctor’s notes, records, excuse notes for being out less than 10 consecutive days. BUT...if you miss class 10 consecutive class days, you must provide documentation as to why you were absent. This is a regulated state rule in order for you to remain enrolled. If you do not provide documentation for your absence, you will be dropped from the TDLR system, which means you cannot clock in anymore to get hours if you return unless instructed otherwise.
- If you decide this Cosmetology program is not a good fit, it is up to you to withdraw from your courses.
- If you are counted as “non - attended” prior to and leading up to the semester’s Census date, you will be automatically dropped from the program.
- If you do not withdraw, and you no longer attend class you will receive a “0” (zero) for your final grade for the semester in each class! It is recommended you speak with your advisor about your options.

Withdrawal Policy:

Students who have enrolled in a Texas public institution of higher education as a first-time freshman in fall 2007 or later are permitted to drop no more than six courses during the entire undergraduate career. This limit includes all transfer work taken at a Texas institution of higher education and to second baccalaureate degrees. This statute was enacted by the State of Texas in spring 2007 (Texas Education Code 51.907). Any course that a student drops after Census Day is counted toward the six-course limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.” Please visit the Midland College Catalog.

Class Assignments/Labs:

This is simple...

NO MAKEUPS OR “CATCH UP’s” on any class assignments and labs during class lecture times from instructor. This is because we only have a short time to teach and learn new materials and information, so staying on one topic for too long will keep us from moving through the course efficiently. You may ask your classmates for help at anytime when instructors are not lecturing or demonstrating.

Class Discussion:

Half of the curriculum in class will be through hands-on lab work. Lab work includes providing services on your mannequin head or another student. Lab work does not have to be perfect, but you MUST attempt and try your best on all labs in order to get a grade.

Lab work is an ALL or NOTHING participation grade that includes:

- Showing up to class
- Participating by attempting the lab
- Doing your best and being open to learning

The other half of the curriculum will be on theory and textbook knowledge. We will have class discussions on chapters from the book, or you may be assigned class work through CIMA by Milady.

Majority of theory assignments will be graded automatically through CIMA. Discussions are participation grades, so if you are in class that day, you have to join the discussions or you will receive a “0” zero.

CIMA is a digital learning platform where your knowledge of the textbook will be assessed and improved over the course objectives. CIMA is a self-paced learning platform, and is required in full completion by the course end date.

Sanitation:

Sanitation throughout the entire Cosmetology program is required and is regulated by the state. Everyone will be assigned a sanitation duty for the 16 weeks that you are in my class.

Sanitation will be counted as a grade.

- If you do not complete your sanitation duty you will receive a “0”
- If you leave your workstation/desk area dirty and unorganized, you will receive a “0”
- If you do not clean thoroughly, you will receive a “0”

There will be a chart/sign off sheet to initial daily, I will check each area to make sure it has been cleaned properly, and you will receive your grade accordingly.

Additional Class time/Hours:

It is not guaranteed that extra hours or class time will be provided to makeup hours missed during regular class time.

Occasionally, instructors offer students the opportunity to come in on Friday to get additional hours. Please know that allowing this takes away from our office hours/time available to complete grades, organize, have staff meetings, etc. Therefore, every Friday will not be offered. It is up to instructors to offer this additional time, not students!!

Field Trips/Event Volunteering:

There may be times when trips to Hair Salon, Barbershops, Beauty/Cosmetic stores, and other industry related places will be set up for cosmetology students to attend. While not every field trip will be required, some will be and you will receive hours for participating in the events/field trips.

There will also be times when our program is asked to volunteer and offer our services to events around the community or at the MC campus. Please know that these volunteer events are required and you will receive a grade and hours for participating.

Scholastic Dishonesty:

Cheating, including but not limited to, sharing work, copying, providing answers to someone else, using notes/books/materials (unless instructed) are **not allowed**. Plagiarism is not allowed on our campus and you can fail or be removed from school permanently.

ADA Statement:

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must visit www.midland.edu/accommodation and complete the Application for Accommodation Services located under the Apply for Accommodations tab. Services or accommodations are not automatic, each student must apply and be approved to receive them. All documentation submitted will be reviewed and a “Notice of Accommodations” letter will be sent to instructors outlining any reasonable accommodations.

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: **Tana Baker, Title IX Coordinator/Compliance Officer, 3600 N. Garfield, SSC 242, Midland, TX 79705, (432) 685-4781, tbaker@midland.edu; Natasha Morgan, Director Human**

Resources/Payroll, 3600 N. Garfield, PAD 104, Midland, TX 79705, (432) 685-4534, nmorgan@midland.edu. For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> or call 1 (800) 421-3481.



Hello All! I am your instructor, Stephanie Boxie, you may approach me as Mrs. Boxie or Ms. Stephanie. I am a native Houstonian, raised in Missouri City, TX. My family and I relocated here to West Texas in the summer of 2019, and yes, it did have something to do with the Oil Field. LOL! I currently live in Midland, Tx, and I constantly get asked if I like it out here. I must say, it is definitely a huge cultural change, but honestly, West Texas is continuously growing on me. The more people I meet, the more new food options I become aware of, and the more settled in my kids become, I began to really enjoy it here. Now about those kids I mentioned, my beautiful daughter is 13, and my handsome son is 4. I will have a lot to say about them in class!

So, a little bit about my educational and occupational background, I completed Cosmetology in high school and graduated in 2009, and then passed the State Board Examinations soon after and that is when I officially became a Licensed Cosmetologist. I began working at hair salons to gain more salon experience, while also pursuing my Associate Degree in Business Administration at Houston Community College. I have worked at quite a few salons, as an employee, and independently, such as Visible Changes, TGF Hair Salon, Supercuts, Studio 40 Salon, Crown Salon, Solutions Hair Restoration, Locker Room Haircuts, and other private salons for a short time where I booth rented, but this is just name a few. LOL!

I pitched to my husband back in 2015 that I would like to go back to school to become a Licensed Cosmetology Instructor. He was very supportive, so I attended a private beauty school in Houston that offered an instructor program, graduated in October of 2016, received my certificate, passed the State Board Examination, and here I am now, a twice licensed professional. I started working as a Cosmetology Instructor at a private beauty school called Ogle School of Hair, Skin, and Nails, which is where I gained most of my knowledge and experience in teaching Cosmetology. I love educating others on what I know and what I have experienced in this wonderful industry of beauty. There is so much to offer when it comes to ideas, technical skills, salon must-knows, and so much more in the beauty industry, and since it is a trending business, there is always room for continuous education. I am ready and willing to give you all that I have to offer in this program, and I hope you are too!

Thank you for having me as your Cosmetology Instructor!

~ **Mrs. Boxie**

The order of how to contact your instructor, Mrs. Boxie...

1. First try to reach me through the Group Me app (this is set up during class)
2. If I do not respond within 30 minutes to 1 hour, send me an email as well and wait for me to follow up with you. My email is sboxie@midland.edu

Students MUST actively attend and participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically- related activity will be reported as never attended and dropped from the course.

Division Information:

Program Chair/ Instructor: J. Michael
Fields
Office Location: TC – 163
Phone: (432) 685- 6723
Email: mfields@midland.edu

Dean of Adult & Continuing Education
Division
Office: DALE BEIKIRCH
Office Locations: Aaron Medical Science
Building, Room A42
Phone: (432) 685-5539
Email: dbeikirch@midland.edu