

Instructor Information	
Instructor	Sheri Richmond
Email	richmondsl@lamarpa.edu
Phone	(409) 984-6409
Office	Cosmetology Annex - Room: 109
Office Hours	Mon.-Thur.: 8:30 A.M -9:00 A.M
Additional Contact Information	
Course Information	
Description	Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping.
Required Textbooks	<i>Textbook Purchasing Statement: A student attending Lamar State College Port Arthur is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i> <i>Milady Standard Cosmetology 14th Edition Textbook, Milady Standard Foundations, Milady Theory Workbook 14th Edition, and TDLR Laws and Regulations Law Book</i>
Additional Materials/Resources	Bring all tools and supplies to class daily.
Corequisites/Prerequisites	None
Learning Outcomes	Create a salon portfolio or business plan. Demonstrate organizational skills related to salon operation and management.
Program Student Learning Outcomes	Models professional and ethical behavior. • Practices all sanitary and safety measures that protect individual and public health. • Demonstrates and instructs proficiency in all cosmetology skills. • Prepares to pass the state board requirements
Lecture Topics Outline	• Business Skills • Prepare for Licensure • Prepare for Employment • Arrange for a Job Interview • Describe the Expectations of Moving from School to Work • Find the Right Position Out in the Real World • Manage Your Money • Discover the Selling You • Keep Current Clients and Expand Your Client Base • On Your Way • Review Types of Business Options • Booth Rental • Elements of a Successful Salon • Building Your Business
Major Assignments Schedule	• WEEK 1 Review Ch 7 "Hair and Scalp Properties", Foundations Ch 6 "Chemistry and Chemical Safety" - pH Scale, pH Scale Exam, Ch 15 "Chemical Texture Services" Hydroxide Relaxer, Thio Relaxer, Virgin Relaxer Application Procedure Skill Sheet, Relaxer Retouch Application Procedure Skill Sheet, Sectioning Measurement, Foundations Ch 8 "Career Planning" reading assignment, Build Your Own Salon details in class due date tba. • WEEK 2 CH. 16 "Haircoloring" Brief introduction to the Types of Haircoloring and application, Skills sheet., Ch 15 "Chemical Texture Services" Relaxer Retouch Application Unit Exam, Virgin Relaxer Application Unit Exam, Ch 8 Foundations "Career Planning" Study Guide, Ch 8 Foundations "Career Planning" Unit Exam, Resume Assignment • WEEK 3 CH. 15 "Chemical Texture Services" Permanent Waving, Permanent Wave Solutions, Permanent Wave Sectioning and Application, Ch 9 Foundations "On the Job" Study Guide • WEEK 4 CH. 15 "Chemical Texture Services" Unit Exam, Skills Sheet, Ch 9 Foundations "On the Job" Unit Exam • WEEK 5 CH. 15 "Chemical Texture Services" Skills continued, Ch 10 Foundations "The Beauty Business", Ch 10 Foundations "The Beauty Business" Study Guide • WEEK 6 CH. 15 "Chemical Texture Services" Skills continued, Ch 10 Foundations "The Beauty Business" Unit Exam • WEEK 7 CH. 15 "Chemical Texture Services" Skills continued • WEEK 8 FINALS

- Tentative

Final Exam Date	May 15, 2026 - 9:00 AM Through May 15, 2026 - 9:00 AM
Grading Scale	90 - 100 = A 80 - 89 = B 70 - 79 = C 60 - 69 = D Below 59 = F
Determination of Final Grade	Unit Exams: 25% Skills Assignment and Attendance: 35% Special Assignments/Homework: 25% Final Exams: 15%

Course Policies

Instructor Policies	Consistent class attendance is important to the achievement of the educational objective 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. *****ANY COSMETOLOGY LAB DAYS MISSED MUST BE MADE UP*****
Attendance Policy	Consistent class attendance is important to the achievement of the educational objective 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. *****ANY COSMETOLOGY LAB DAYS MISSED MUST BE MADE UP*****
Additional Information	None.

Institutional Policies

MyLSCPA	Be sure to check your campus email and Course Homepage using MyLSCPA campus web portal. You can also access your grades, transcripts, academic advisors, degree progress, and other services through MyLSCPA .
Academic Honesty	Academic honesty is expected from all students, and dishonesty in any form will not be tolerated. Please consult the LSCPA policies (Academic Dishonesty section in the Student Handbook) for consequences of academic dishonesty.
ADA Considerations	The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Coordinator , Room 117, in the Student Success Center. The phone number is (409) 984-6241.
COVID 19 Information	The Lamar State College Port Arthur (LSCPA) Student Code of Conduct COVID 19 Policy requires students who have been diagnosed with COVID 19 to report their condition directly to their local health department. Students should also contact their course faculty to report their quarantine status. In addition, this policy requires all students to wear face coverings when directly exposed to COVID 19 in compliance with the criteria included in the policy. For more information please refer to the COVID 19 link on the LSCPA website.
Facility Policies	No food or tobacco products are allowed in the classroom. Only students enrolled in the course are allowed in the classroom, except by special instructor permission. Use of electronic devices is prohibited.
HB 2504	This syllabus is part of LSCPA's efforts to comply with Texas House Bill 2504.
Mandatory Reporting of Child Abuse and Neglect	As per Texas law and LSCPA policy, all LSCPA employees, including faculty, are required to report allegations or disclosures of child abuse or neglect to the designated authorities, which may include a local or state law enforcement agency or the Texas Department of Family Protective Services. For more information about mandatory reporting requirements, see LSCPA's Policy and Procedure Manual .
Title IX and Sexual Misconduct	LSCPA is committed to establishing and maintaining an environment that is free from all forms of sex discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct. All LSCPA employees, including faculty, have the responsibility to report disclosures of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, to LSCPA's Title IX Coordinator, whose role is to coordinate the college's response to sexual misconduct. For more information about Title IX protections, faculty reporting responsibilities, options for confidential reporting, and the resources available for support visit LSCPA's Title IX website .
Clery Act Crime Reporting	For more information about the Clery Act and crime reporting, see the Annual Security & Fire Safety Report and the Campus Security website .
Grievance / Complaint / Concern	If you have a grievance, complaint, or concern about this course that has not been resolved through discussion with the Instructor, please consult the Department Chair.
Department Information	Cosmetology Chair: Cristina Lawson Email: lawsonac@lamarpa.edu Phone: (409) 984-6381