

Instructor Information	
Instructor	Sheri Richmond
Email	richmondsl@lamarpa.edu
Phone	(409) 984-6409
Office	Cosmetology Annex - Room: 109
Office Hours	Office Hours: Mon. - Tues. 8:30 A.M. - 9:00 A.M. Office Hours: Wed. - Thurs. 8:30 A.M. - 9:00 A.M.
Additional Contact Information	
Course Information	
Description	Presentation of the theory and practice of chemical reformation. Topics include terminology, application, and workplace competencies related to chemical reformation.
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> Milady's Standard Cosmetology 2022 14th Edition Textbook Milady's Standard Cosmetology 2022 Theory Workbook Milady's Foundations TDLR Cosmetology Rules and Regulations Book
Additional Materials/Resources	None.
Corequisites/Prerequisites	None
Learning Outcomes	Define terminology related to chemical reformation; follow safety and infection control; and exhibit workplace competencies related to chemical reformation.
Program Student Learning Outcomes	Program 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	• Orientation to Cosmetology • Infection Control: Principles & Practices • Nail Structure & Nail Growth • Nail Disorders & Diseases • Manicuring • Pedicuring • Monomer Liquid & Polymer Powder Nail Enhancements • Haircutting • Scalp Care, Shampooing, & Conditioning • Hairstyling • Chemical Texture Services • Salon Development
Major Assignments Schedule	• Week 1 Orientation to Chapter 1-2 Review Questions, Theory Workbook Vocabulary, Exam • Week 2 Chapter 3 & 4 Review Questions, Theory Workbook Vocabulary, Exam • Week 3 Chapter 5 Review Questions, Theory Workbook Vocabulary, Exam • Week 4 Chapter 5 continued • Week 5 Infection Control: Principles & Practices, Chapter 5 Exam, Barbicide Certification • Week 6 Chapter 6 General Anatomy & Physiology Review Questions, Theory Workbook Vocabulary, Exam • Week 7 Nail Disorders & Diseases, Ch 10 Exam Review Questions, Theory Workbook Vocabulary, Exam • Week 8 Manicuring Ch 25 Exam & Procedure Exam: Review Questions, Theory Workbook Vocabulary, Exam • Week 9 Pedicuring Ch 26 Exam & Procedure Exam: Review Questions, Theory Workbook Vocabulary, Exam • Week 10 Monomer Liquid and Polymer Powder Nail Enhancement, Ch 28 Unit Exam & Procedure Exam • Week 11 Hairstyling Ch 17, Unit Exam • Week 12 Professional Draping, Procedure Exam • Week 13 Scalp Analysis Ch 15, Procedure Exam

- Week 14 Understand the Benefits of the Three Part Procedure, Review
- Week 15 Roller Placement Roller Set, Procedure Exam: Learn Blow Dry, Flat Iron and Curling Iron
- Week 16 Finger Waves/ Pin Curls & Hair Wrapping/ Hair Styling
- Final Exam
- Tentative

Final Exam Date May 15, 2026 - 9:00 AM Through May 15, 2026 - 11:00 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 Assignments 35%
 Special Assignments/Homework 25%
 Final Exam 15%

Course Policies

Instructor Policies

I will not discuss your grades over the phone or by email. If you want to discuss your grades, you must come to my office, in person.

- The time clock is used for TDLR attendance verification. Each student is assigned a code to clock in; it is your responsibility to clock in and out each day. No student may clock in or out for another.

- Upon clocking in, all students must be in their assigned classroom or lab and on task at all times.

- Students must clock out for their 30 minute lunch break. Failure to clock out and in after break or lunch may result in an absence. Students not clocking out for lunch will be in violation and disciplinary action will be taken.

- Every student MUST have a copy of the required textbooks by the second week of class. The student will still be responsible for any assignments given.

- Students are responsible for completing all assigned reading assignments. Read over chapters PRIOR to class even if reading was not assigned.

- Class participation is required. It is important to be active within the course.

- Assignments: All assignments must be submitted on the scheduled time (Online & Face to Face). Any assignments emailed after the scheduled time will receive a late penalty of -30 points.

- Assignments, Exams and due dates will be posted on Blackboard. Check your notifications, announcements and email daily.

- Please contact your instructor if you are having problems with the class, material, or internet.

- Exams: Make-up exams will NOT be given. All exams must be taken on the day that it is assigned and within the time frame listed. Please see your instructor before the scheduled exam if there is a problem.

- Students are responsible for all materials covered in class. If you quit coming to class and do not officially withdraw, your grades will be averaged, and you will receive the grade represented by this average. Administrative details are your responsibility.

***DO NOT WAIT UNTIL THE LAST MINUTE TO COMPLETE CLASSWORK, ONLINE ASSIGNMENTS AND EXAMS. ***

*** COMPUTER FAILURE AND LACK OF INTERNET ACCESS ARE NOT ACCEPTABLE EXCUSES FOR MISSED ASSIGNMENTS, PROJECTS, QUIZZES, EXAMS, ETC ***

Dress Code Policy

Black scrub top and black scrub pants, black lab jacket or vest.
 A black skirt may be worn, below the knee.
 Scrub pants must be hemmed and not dragging the floor.
 Approved LSC-PA or Cosmetology t-shirts may be worn.
 (Please refer to the Cosmetology Student handbook for additional information)

Student out of dress code will clock out until in compliance.

Cellphone policy

1. Students may NOT use their cell phone/smart watch during theory and lab time.
 Cell phones/Smart Watches are not allowed on the lab floor, theory classroom during theory, in your pocket, or supply caddie.

When not in use, cell phones/smart watches should be turned off or on silent. Students may use their cellphones/smart watch on BREAK and BREAK ONLY and in designated areas ONLY. (Theory classroom, break room, gazebo area)

2. Cell phones/ Smart watch are not to ring, vibrate, or even be seen or displayed while you are on the clock. This applies to your lockers as well.

3. Office phones and the front desk phones are off limits to all students unless authorized by an instructor.

For emergencies call the Ms. Smith 409-984-6402, front desk: 409-984-6403 or the main number: 409-983-4921 or 800-477-5872, and Lamar security will be sent with the message.

Sanitation Policy

Students are responsible for the cleanliness and sanitation of their tools and equipment throughout the day. All students are required to participate in general sanitation and patron protection before, during and after each service.

Sanitation/Disinfection Includes:

1. Wiping your mirror using glass cleaner
2. Wiping down hydraulic chair (seat and base of the chair).
3. Wiping down your station
4. Wiping down and cleaning out your supply caddy.
5. Keeping your area swept and free of hair at all times

Classroom Policy: See Student Handbook

Disciplinary Action for Cellphone, Sanitation, Classroom and Lab Policies:

1st offense: A verbal and written notification

2nd & additional offenses: A written Notification and half day suspension

BEHAVIOR POLICY

1. Stealing: Theft or destruction of property will not be tolerated; Automatic dismissal from the program, with a one-year suspension from the college.
2. Disrespectful, disruptive behavior, and profanity will not be tolerated; The student will be written up for the first offense. A second offense will result in a one-day suspension. Further offenses will require a meeting with the instructor, program coordinator, and department chair.
3. Violent behavior towards another student, client, or an instructor will not be tolerated; Automatic dismissal from the program with a one-year suspension from the college.

Additional Information

It is vitally important that you read, understand and follow the policies of LSC-PA Cosmetology Student Handbook. see your instructor for any additional information.

Attendance Policy

Consistent class attendance is important to the achievement of the educational objectives of 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