

Instructor Information	
Instructor	Sheri Richmond
Email	richmondsl@lamarpa.edu
Phone	(409) 984-6409
Office	Cosmetology Annex - Room: 109
Office Hours	Monday -Thursday 9:00 A.M. to 3:30 P.M.
Additional Contact Information	
Course Information	
Description	An overview of the skills and knowledge necessary for the field of cosmetology.
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 Text Book, Milady Standard Foundations, Milady Theory Work Book 14th Edition. and TDLR Laws and Regulations Law Book</i>
Additional Materials/Resources	Bring all supplies and tool to class daily.
Corequisites/Prerequisites	None
Learning Outcomes	Demonstrate introductory skills, professional ethics, safety and sanitation. Explain the laws and rules of the state.
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	• 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	*****TENTATIVE***** • Week 1 Chapter 5 Infection Control Foundations Textbook: Ch 5 Unit Exam (1401/1310) • Week 2 Chapter 5 Nail Structure and Growth, Chapter 6 Nail Disorders and Diseases, Milady Cosmetology Standard Textbook: Ch 5 Unit Exam Nail Anatomy. Skills: Basic Manicure, Hot Oil Manicure(1401) • Week 3: Ch 6 Unit Exam Nail Disorders and Diseases Vocabulary Unit Exam (1401), Skills: Pedicures: Basic Pedicure, Spa Pedicure (1401) Chapter 7 Hair and Scalp Properties, Milady Cosmetology Standard Textbook (1401/1310) Chapter 8 Hair and Scalp Disorders, Milady Cosmetology Standard Textbook (1401/1310) Skills: SMA Setup, Hair/Scalp Analysis, Chemical and Shampoo Draping, Shampoo/Condition/ Detangle. (1401/1310) • Week 4: Chapter 7 and Chapter 8 Unit Exam (1401/1310), Chapter 9 Principles of Hair Design, Milady Cosmetology Standard Textbook (1401/1310) Chapter 10 Hair Service Preparation Milady Cosmetology Standard Textbook (1401/1310) Chapter 12 Hairstyling Milady Cosmetology Standard Textbook (1401/1310) Skills: Roller Sets- On Base, Half On Half Off Base, Off base, and Indentation, Curl Clip with the Marcel, Shampoo Blow-dry with Paddle Brush, Shampoo Blow-dry with Round Brush, Flat Iron. (1401/1310)

	- Week 5: Chapter 9 Unit Exam(1401/1310), Chapter 10- and 12-Unit Exam-Practical (1401/1310). Chapter 11 Haircutting Milady Cosmetology Standard Textbook (1310). Skills: Zero Degree Haircut, Zero Degree Haircut/ Shampoo/Blow-dry/ Flat Iron, Zero Degree Haircut/Shampoo/Blow-dry/ Roller Set, Zero Degree Haircut/ Shampoo/ Blow-dry/ Curl Clip. (1310) - Week 6: Chapter 11 Haircutting Milady Cosmetology Standard(1310) 45 Degree Haircut- Low Elevation. Skills: 45 Degree Haircut, 45 Degree Haircut/ Shampoo/ Blow-dry/ Round Brush, 45 Degree Haircut / Shampoo/ Blow-dry / Round Brush/ Flat Iron. (1310) - Week 7: Chapter 11 Haircutting Milady Cosmetology Standard (1310)90 Degree Haircut - Uniform Layered Haircut, 90 Degree Haircut /Shampoo/ Brow-dry/ Round Brush Flat Iron. 90 Degree Haircut Shampoo/ Blow-Dry / Paddle Brush/ Curl Clip. Chapter 13 Braiding and Braid Extensions, Chapter 14 Wigs and Hair Additions - Week 8: Orientation to Cosmetology (1401) Introduction to Haircutting and Related Theory (1310) Final Exam
Final Exam Date	March 13, 2026 - 9:00 AM Through March 13, 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	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*****
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](#)

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