

| Instructor Information            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Instructor                        | Carla Santos                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Email                             | santoscs@lamarpa.edu                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Phone                             | (409) 984-6421                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Office                            | Cosmetology Annex - Room: 113                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Office Hours                      | Cosmetology Room 111<br>Monday - Wednesday 10:30am - 12:30pm<br>Thursday & Friday - Available upon request                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 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><br><br>Milady Standard Esthetics Textbook 12 Edition<br>Milady Standard Esthetics: Theory Workbook<br>TDLR Rules and Regulations Book                                                                                                |
| Additional Materials/Resources    | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 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 | 1. Models professional and ethical behavior.<br>2. Practices all Sanitary and safety measures that protect individuals and public health.<br>3. Demonstrates proficiency in all Cosmetology Skills.<br>4. Prepare to pass state board requirements                                                                                                                                                                                                                                                                           |
| Lecture Topics Outline            | <b>TDLR Rules and Regulations - Policies and Procedures</b><br><br><b>Chapter 8:</b> Career Planning<br>Develop an Effective Resume<br>Prepare for Job Interview<br><br><b>Chapter 9:</b> On The Job<br>Transition from school to work<br>Employment options<br>Money Management<br>Retailing in the salon<br>Marketing to expand client base<br><br><b>Chapter 10:</b> Beauty Business<br>Outline the requirements of owning a business<br>Booth Rental / Commission<br>Marketing strategies to build a successful business |
| Major Assignments Schedule        | <a href="#">CSME_2343_2H_202410_P00221197.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Final Exam Date                   | May 12, 2025 - 8:0 AM Through May 12, 2025 - 10:30 AM                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Grading Scale                     | 90 - 100=A 80 - 89=B 70 - 79=C 60 - 69=D Below 59 = F                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Determination of Final Grade      | <b>Unit Exams 30%</b><br><b>Skills and Attendance 40%</b><br><b>Special Assignments 10%</b><br><b>Final Exam 20%</b>                                                                                                                                                                                                                                                                                                                                                                                                         |
| Course Policies                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Instructor Policies               | <b>Program Student Handbook</b><br><a href="https://www.lamarpa.edu/Lamar/media/Lamar/Files/Cosmetology-Handbook-22-23.pdf">https://www.lamarpa.edu/Lamar/media/Lamar/Files/Cosmetology-Handbook-22-23.pdf</a><br><br><b>Student Information Sheet</b><br><a href="https://www.lamarpa.edu/Lamar/media/Lamar/Files/Fall-23-Spring-24-Cosmetology-Information_1.pdf">https://www.lamarpa.edu/Lamar/media/Lamar/Files/Fall-23-Spring-24-Cosmetology-Information_1.pdf</a>                                                      |

## Attendance Policy

- Students should make every effort to attend class ON TIME.
- Any days missed MUST be made up.
- Skin Care Specialist / Esthetician Class Schedule Thursday - Online 9am- 11am
- Monday - Wednesday 8:30am – 11:30am
- Friday - Online: Theory or Assignment - 9am
- Late arrival to class is disruptive. Students who consistently arrive after the beginning of the class, (3 or more times) will receive a half days absence. Students who arrive after the start of class should not enter the classroom, but go into the lab or computer lab and begin working on their skills assessments or assignments.

Note: ANY COSMETOLOGY / ESTHETICS / BARBERING LAB DAYS MISSED MUST BE MADE UP.

Make-Up Schedule: Every Friday - 9am – 2pm

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.

Any student absent from class (online & lab) without notifications, for 30 days, will be dropped from the program.

TDLR Rule 83.92: "A school shall terminate a student who does not attend Cosmetology Curriculum for 30 days.

## Additional Information

- Dress Code: The uniform must be ironed or wrinkle-free.
- Solid black scrub top with sleeves.
- Solid Black scrub pants. Pants must be hemmed and not dragging the floor.
- Solid Black skirts may be worn, below the knee.
- A solid color, long sleeve shirt, may be worn under scrub top.
- No hoodies or sweat shirts may be worn under scrub top.
- Shoes: Comfortable tennis shoes or workforce shoes only.
- Head Attire: No hats, caps, wave or wrap caps, or bandanas. Adornment headbands are acceptable upon approval.
- Nails: As a safety precaution, all nails should be of average length. Nails may not be longer than the end of the finger.
- Hair: Hair must be neat and presentable daily. (you are your biggest advertisement)
- Lab Jacket or Vest: Solid Black lab jacket or vest.
- Approved Lamar Cosmetology t-shirts may be worn with black scrub pants.
- As a service professional, good hygiene is a required daily.
- Uniforms and shoes will be monitored and checked on a regular basis.

## 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: [Sheila Guillot](#)

Email: [guillsr@lamarpa.edu](mailto:guillsr@lamarpa.edu)

Phone: (409) 984-6381