

**CSME 2445 — Instructional Theory and Clinic Operation**  
**Frank Phillips College**

---

**General Course Information**

Credit Hours: 4

**Prerequisite and/or Corequisite:**

Permission of Instructor; Consult Coordinator of Cosmetology

**Course Description**

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.

THECB Approval Number .....12.0413.0000

**End-of-Course Outcomes**

1. Demonstrate the skills required for the completion of instructor’s state licensing exam.
2. Manage the lab/clinic in a cosmetology program.
3. Practice safety and sanitation according to the laws and rules of the state licensing agency.
4. Execute classroom management skills.

**Methods of Evaluation**

Category	Percentage
Weekly individual practical sheets, including a daily sanitation grade.	
Practical sheets	12.5%
Daily sanitation grade	12.5%
Written assignments including computer assignments	25%
Attendance	25%
Final written & practical evaluations	25%
Total	100%

**Academic Honesty and Integrity**

Students attending Frank Phillips College are expected to maintain high standards of personal and scholarly conduct. Academic dishonesty including, but not limited to, cheating, collusion (working with anyone else to produce work for which you take credit without the professor’s permission), utilizing resources such as books and notes for a test without the professor’s permission, and plagiarism is considered a serious offense and may result in disciplinary actions including:

- A grade of 0 for the test or assignment

- A semester grade of F for the course
- Administrative withdrawal from the course
- Academic suspension
- Notation of the student's transcript of "Academic Dishonesty."
- \*\*\*Faculty members have the right to assign a failing grade to a student who is guilty of academic dishonesty at any point during a semester. Faculty members may prohibit a student from dropping a course when academic dishonesty is discovered. However, if a student has dropped the course in accordance with the rules and dates applied to dropping a course and prior to the discovery of academic dishonesty, the grade of W will stand. Students currently enrolled in a course and students who have completed a course (A, B, C, D, CT, and I) may have a grade changed to an F if academic dishonesty is discovered. The faculty member must notify the student of the change to the final grade within one week of facilitating the change. The student will have the opportunity to appeal the final grade change according to the college policy stated in the catalog.

### **Class Attendance**

Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend class in accordance with requirements of the course as established by the instructor.

Students will be excused from class without penalty when either representing the college in an approved activity or having an approved reason for not attending. Reasons for absences must be approved by the instructor of the course. These exceptions do not relieve the student of the responsibility of making up the missed work as designated by the instructor concerned.

**Students who enroll in one or more college-preparatory course(s) because of TSI deficiency will be administratively withdrawn from all classes if the course in which they are excessively absent is their only preparatory course.** For a student enrolled in more than one preparatory course, the student may be dropped from only the course affected by absences.

Any student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day, provided that proper notification of the absence is given to the instructor of the course missed. The student should notify the instructor within the first fifteen (15) days of the semester that he or she intends to be absent on the specified holy day.

### **Cell Phones and Other Electronic Devices Procedure:**

Cell phones and electronic devices in the classroom create a distraction for both students and faculty. Cell phones are also considered suspicious during test taking. Therefore, Frank Phillips College outlines the procedure for handling cell phone usage in a classroom as follows:

1. First Offense: the student will be warned verbally by the instructor to turn off the cell phone or electronic device or by appropriate administrative personnel at distance sites. The instructor will make a notation of the infraction.

2. Second Offense: the student will be asked to leave the class period for the day and will receive zeroes for any work done in class on that day; a student receiving instruction through remote connection at an off-campus site will be required to attend the class face to face in Borger from this class date forward.
3. Third Offense: the student will be administratively withdrawn from the class in which the infraction occurred and will receive no refund for the class.

Students should leave the college's main number with an appropriate contact in case of an emergency.

Borger: (806) 457-4200, ext. 0 or 886-5047 after hours

Perryton: (806) 648-1450

Dalhart: (806) 244-7669

Dumas Cosmetology: (806) 934-9494

Hereford Cosmetology: (806) 360-3688

### **Grievance Policy**

If you have a dispute concerning your grade or policies in this class, it is your responsibility to FIRST contact the instructor, either by e-mail or in person, to discuss the matter. Should things remain unresolved after this initial contact, please follow the procedures described in the Academic Policies section of the Frank Phillips College Catalog. In the vast majority of cases, the matter can be resolved at the instructor/student level, and learning to communicate your concerns in a civilized manner is part of the college experience.

### **Important Information**

Frank Phillips College is a Microsoft Office Campus. You must submit your electronic assignments in Microsoft Office programs only. If you do not have Microsoft Office, you may use one of the computer lab sites on campus for your class work.

### **Scans/Or Core Competencies That Will Be Addressed in the Class**

#### **Resources:**

Allocates Time

Allocates Money

Allocates Material & Facility Resources

#### **Interpersonal:**

Participates as a Member of a Team

Teaches Others

Serves Clients/Customers

Exercises Leadership

Negotiates to Arrive at a Decision

Works with Cultural Diversity

#### **Technology:**

Selects Technology

Applies Technology

Maintains & Troubleshoots Technology

#### **Information:**

Acquires & Evaluates Information

Organizes & Maintains Information

Uses Computers to Process Information

#### **Thinking Skills:**

Creative Thinking

Decision Making

Problem Solving

Seeing Things in the Mind's Eye

Knowing How to Learn

Reasoning

#### **Systems:**

Understands Systems

Monitors & Corrects Performance

Improves & Designs Systems

**Basic Skills:**

Reading

Writing

Arithmetic

Mathematics

Listening & Speaking

**Personal Qualities:**

Responsibility

Self-Esteem

Sociability

Self-Management

Integrity/Honesty