



**LAMAR INSTITUTE
OF TECHNOLOGY**

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Orientation to Cosmetology

(202690.CSME 1401.6B1)

CREDIT

SCH (4) Semester Credit Hours (2 hours lecture, 5 hours lab)

MODE OF INSTRUCTION

FACE TO FACE CLASS INSTRUCTION

PREREQUISITE/CO-REQUISITE:

NONE

COURSE DESCRIPTION

An overview of the skills and knowledge necessary for the field of cosmetology.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to

1. Demonstrate introductory skills of cosmetology
2. Identify and exhibit professional ethics
3. Follow safety and sanitation practices according the Texas Department of Licensing and Regulations (TDLR)
4. Follow state laws and rules according the Texas Department of Licensing and Regulations (TDLR)

INSTRUCTOR CONTACT INFORMATION

Instructor: Kelly Amy

Email: kamy@lit.edu

Office Phone: (409) 247-5315

Office Location: Gateway
Room 516

Office Hours: Monday – Thursday 7:30am to 8am
Monday, Tuesday, and Wednesday 2:50pm to 4pm
Thursday 1:50pm to 3pm
Friday 8am to 12noon

REQUIRED TEXTBOOK AND MATERIALS

Approved: Initials/date

Milady Standard Cosmetology, 14th Edition Cengage, 2023

Online Homework Platform—CIMA

ISBN-14: 9798214098814 (14th edition Cosmetology CIMA Course Access Card + CIMA)

TDLR Cosmetology Rules and Regulations Book

ATTENDANCE POLICY

Regular class attendance is important to the attainment of the educational objectives 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.

Poor attendance is a leading reason for termination from a job in all areas of employment. With this factor in mind, the instructor monitors student course activity daily.

Attendance is 20% of your overall grade, and will be monitored daily.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process.

If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1 8/25/2025	Review BlackBoard, Course Syllabus, and Cosmetology Student Handbook	Review BlackBoard, Course Syllabus, and Cosmetology Student Handbook	08/25/2026
Week 2 09/01/2025	LABOR DAY HOLIDAY	LABOR DAY HOLIDAY	LABOR DAY HOLIDAY
Week 3 09/08/2025	Ch. F01 Foundations: Life Skills Ch. F02 Foundations: Professional Image	Goal Setting Chart Mission Statement Ch F1- Chapter Exam (CIMA) Ch F2- Chapter Exam (CIMA)	09/08/2026 Due 9/15/2026
Week 4 09/15/2025	Chapter 1&2Test Ch. F03- Communicating for Success	Test Chapters F1 & F2 Continue Ch. F03 Discussion and Review	09/15/2026

		Manicures	
Week 5 9-22-2025	Ch. F03-Foundations: Communicating for Success	Chapter F3 Chapter Exam (CIMA)	Due 9/29/2026
	Ch. F04- Foundations: The Healthy Professional	Chapter F4 Chapter Exam (CIMA)	Due 09/29/2026
Week 6 09/29/2025	Ch. F04- Foundations: The Healthy Professional	Chapter F03 & F04- Test	09/29/2026
	Ch. F05-Foundations: Infection Control	Ch F5 Infection Control discussion	
Week 7 10/6/2025	Ch. F05-Foundations: Infection Control- continue discussion		10/06/2026
Week 8		Standard Precautions Quiz	10/13/2026
Week 9		Chapter F05- Test	10/20/2026
Week 10	Ch. F06-Foundations: Chemistry & Chemical Safety	Chapter F06- Test	10/27/2026
Week 11	Ch. F07 –Foundations: Electricity and Electrical Safety	Chapter F07- Test	11/03/2026
Week 12	Ch. F08-Foundations: Career Planning	Chapter F08- Test	11/11/2026
Week 13	Ch. F09- Foundations: On the Job	Chapter F09- Test	11/17/2026
Week 14	Ch. F010- Foundations: The Beauty Business	Chapter F010- Test	11/24/2026
Week 15	Review Foundations Chapters 1-10	Foundations Review Chapters 1-10	12/01/2026
Week 16	Final Exams	Final Exams	12/08/2026

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

Participation	20%
Daily Assignments	20%
Chapter Exams	20%
Labs (Hands-on) Exams	20%
Final Exam	20%

GRADE SCALE

- 100-90 A
- 89-80 B
- 79-70 C
- 0-74 F (Repeat Course)

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at [LIT Online Experience](#) A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom

instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

1. ALL STUDENTS MUST BE PRESENT FOR THE FINAL EXAM ON THE DAY IT IS SCHEDULED. IF YOU ARE ABSENT ON THE DAY OF FINAL EXAMS, YOU WILL RECEIVE A "0" FOR THE GRADE. NO EXCEPTIONS!!

2. ** See the Cosmetology Handbook for more details
3. Student must purchase Milady CIMA Access Card, from LU bookstore Barnes & Nobles, to access online text material by the end of the first week of class.
4. Students will be issued the course required kit second week of school.
5. Students must bring all required text and text materials to class daily. Failure to do so will result in a dismissal for the class.
6. Students must bring all supplies for the course daily. Instructors are not responsible for providing students with the necessary working supplies for the day, and failure to comply will result in dismissal for the class.
7. Students must remain in uniform while on campus. Plain black/ white shirts or scrub tops are acceptable. You may also wear your kit issued stylist jacket. Graphics on shirts are not allowed. CROCS are not considered uniform compliant.
8. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop participating in the course and fail to drop the course, you will earn an 'F' in the course.
9. A grade of 'C' or better must be earned in this course for credit toward degree requirement. If the grade earned is less than a 70 or a "C", you will have to repeat the class.
10. Instructors will respond to email and voicemail communication within 24 hours Monday- Thursday. On weekends or after 5pm, response will be the next business day.
11. Assignments, with the exception of Lab assignments, will automate in CIMA and will be submitted into BlackBoard within 24 hours. **NO LATE ASSIGNMENT WILL BE ACCEPTED.**

12. Additional course policies, as defined by the individual course instructor, will be outlined in the course addendum and provided by the instructor.