

NORTH CENTRAL TEXAS COLLEGE

COURSE SYLLABUS

COURSE AND INSTRUCTOR INFORMATION

Course Title: Chemical Reformation and Related Theory

Course prefix, number, and section number: CSME 1453 0810

Semester/Year of course: Spring 2026

Semester start and end dates: January 12th – May 9th 2026.

Modality (Face to face/Synchronous or Asynchronous online/Hybrid): Face to Face

Class meeting location, days, and times: TTH 8:00am-11:30am Room 205

Lab meeting location, days, and times: Room 205

NO FOOD or DRINKS ARE ALLOWED IN Lab

NO FOOD ALLOWED IN Classroom (only permitted in break areas)

NO PHONES or EARBUDS ALLOWED DURING THEORY

Semester credit hours: 4

Course Description: Presentation of the theory and practice of chemical reformation, including terminology, application, and workplace competencies.

Course prerequisites:

Required course materials:

Uniform

Pivot point lab

Study guide

Texas Cosmetology Laws and Rules book, 2020 edition

Spiral Notebook

Pen/Pencil

Laptop or Tablet

Personal Hand Sanitizer

Cosmetology Kit with Manikins

Name of instructor: Tracy Wainscott

Office location: Gainesville 205

Telephone number: (940) 668.7731 Ext. 4317

E-mail address: twainscott@nctc.edu

Office hours for students: Monday 9am-11am

SYLLABUS CHANGE DISCLAIMER

The faculty member reserves the right to make changes to this published syllabus if it is in the best interest of the educational development of this class. Any such changes will be announced as soon as possible in person and/or in writing.

SUMMARY OF COURSE ASSIGNMENTS

List of graded assignments: See Canvas for details

Grading Criteria:

Attendance	10%
Assignments/Projects	= 30%
Tests	= 30%
Grade out/Final	30%

Final grade scale:

90-100A
80-89 B
75-79C
74-Below	...F

Late work policy: **Your instructor does not give grades; your instructor records grades.** Everyone is held to the **same standard**, ensuring fairness. It's **your responsibility** to track your progress and grades regularly

No late work is accepted! No excuses!

- No make-up or redo assignments
- All course assignments (except exams) opened at the beginning of the semester with staggered due dates
- Required work not completed by due dates will not be allowed after the due date (example: due at 11:59 means 11:59, not 11:59:01) (plan accordingly)
- **No reduction of points for late assignments because late assignments are not accepted; the student will receive a zero.**

SEE CANVAS FOR THE COMPLETE COURSE CALENDAR, OUTLINE, DETAILED DESCRIPTION OF GRADED WORK, AND OTHER RELATED MATERIAL.

COURSE POLICIES

Academic Integrity Policy: Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, academic falsification, intellectual property dishonesty, facilitating academic dishonesty, and collusion. Faculty members may document and bring charges against a student who is engaged in or suspected of being in academic dishonesty. See Student Handbook, "Student Rights & Responsibilities: Student Conduct ([FLB(LOCAL)])".

Consequences for academic dishonesty may include:

- 1) Receiving a grade of zero.
- 2) Dismissal from the program.

Attendance Policy: Students are REQUIRED to attend school on the first day of class. Only extreme circumstances with prior notification will be considered.

Students are expected to attend all scheduled theory and laboratory classes. (Please limit leaving class during theory, you may miss valuable information). Due to the large volume of material covered each day and the fact that laboratory experiences validate learning objectives, absences and tardiness must be kept to a minimum. Good attendance helps ensure success in the NCTC Cosmetology program.

Students are responsible for all missed announcements and course content. Students' regular and punctual attendance is expected at NCTC to further their education, and attendance grades will be applied to each course enrolled in. Students must meet 80% of their required hours.

Students should notify their instructor by 7:30 am if they will be late or they are unable to clock in for that day. Via WebEx.

Withdrawal Policy

NCTC drops students who have not attended class before the "Official Date of Record" when rolls are certified. Students in face-to-face, hybrid, synchronous, and online classes must attend class to be counted for roll certification. Students in face-to-face classes must attend class; completing assignments outside of class does not count toward attendance.

Before dropping the course:

- Contact your instructor to let them know
- Verify the drop date

A student may withdraw from a course on or after the official date of record. The student is responsible for initiating and completing a Withdrawal Request Form.

Last day to withdraw from the course with a “W” is March 30th.

Student Learning Outcomes:

- 1) Define terminology related to chemical reformation
- 2) Follow safety and sanitation laws and rules of the state licensing agency
- 3) Exhibit workplace competencies related to chemical reformation

Core Objectives:

- Critical Thinking
- Communication
- Empirical and Quantitative
- Teamwork
- Personal Responsibility
- Social Responsibility

COLLEGE POLICIES

STUDENT HANDBOOK

Students are expected to follow all rules and regulations in the Student Handbook.

ADA STATEMENT

NCTC will adhere to all applicable federal, state, and local laws, regulations, and guidelines concerning providing reasonable accommodations to afford equal educational opportunity. It is the student’s responsibility to contact the Office for Students with Disabilities to arrange appropriate accommodations. See the OSD Syllabus Addendum.

AI STATEMENT

Absent a clear statement from a course instructor, use of or consultation with generative Artificial Intelligence (AI) or other similar technologies shall be treated analogously to assistance from another person, agency, or entity. In particular, using generative AI tools to substantially complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI (other than incidental use) and default to disclosing such assistance when in doubt.

When students use generative AI to replace the rigorous demands of personal engagement with their coursework, it runs counter to the educational mission of the college and undermines the heart of education itself. Artificial Intelligence, large language models, and other such technologies hold promise for deploying knowledge in service to others and accelerating the

discovery of new knowledge. However, such technology poses new challenges to pedagogy and integrity. Within the context of the teaching mission of the college and consistent with the Student Code of Conduct, the authority to define the appropriate use, study, and deployment of these technologies rests with the faculty.

Individual course instructors, in coordination with their divisions, set policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Course instructors will set such policies in their course syllabi and communicate such policies to students. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification.

STUDENT SERVICES

NCTC provides a multitude of services and resources to support students. See the Student Services Syllabus Addendum for a listing those departments and links to their sites.

QUESTIONS, CONCERNS, or COMPLAINTS

The student should contact the instructor to deal with any questions, concerns, or complaints specific to the class. If the student and faculty are not able to resolve the issue, the student may contact the chair or coordinator of the division. If the student remains unsatisfied, the student may proceed to contact the instructional dean.

Name of Chair/Coordinator: Courtney Covey

Office location: Gainesville 1500 Building, Room 1532

Telephone number: 940-668-3314

E-mail address: Ccovey@nctc.edu

Name of Instructional Dean: Debbie Huffman

Office location: Gainesville, Career & Technology Center

Telephone number: 940-668-3357

E-mail address: dhuffman@nctc.edu

Communication and Contact Policy

Use the Canvas Inbox to communicate with your instructor or other students. Do not contact your instructor through any other means. You may request a face-to-face meeting with your professor through the Inbox or WebEx.

The Canvas Inbox allows your instructor to:

- See your name and course
- Prevent messages from getting lost in spam

It is inappropriate to email the entire class. Such emails:

- Are not relevant to others
- May be considered collusion and scholastic dishonesty
- Should be sent on behalf of the sender if needed

Before emailing your instructor:

- Address them appropriately (Ms., Professor, etc.)
- Use proper grammar
- Avoid text-message style
- Do not play the "blame game."
- Be mindful of the tone, as emails are a written record

Instructors strive to respond to emails within 24 hours during the work week. Emails sent after 5:00 p.m. on Thursday may not be answered until Monday. If you do not receive a response within this timeframe, please resend your email.

Course Information

College education is designed to broaden your knowledge base. All material covered may be referenced on exams. Do not expect the body of knowledge to be narrowed by "reviews" from which test questions will be selected.

Dropping/Withdrawing from a Course

- Dropping a course without a "W" must be done before the official date of record (approximately 2 weeks after classes begin).
- Withdrawing from a course after this date will result in a "W" on your transcript.
- Notify your instructor if you decide to drop the course.
- The final day to withdraw from a 16-week course with a "W" is March 30th.

You are responsible for initiating the withdrawal process, even for excessive absences. Visit the [NCTC Drop/Withdraw Course](#) for instructions.

Exam Information

If you need to miss an exam due to illness:

- Petition your instructor in advance, in writing, and provide original documentation (e.g., doctor's note).
- Schedule a makeup exam with your instructor. Failure to attend the rescheduled exam will result in forfeiture of the right to retake it.
- This policy applies only to written exams and assignments; **practical exams cannot be rescheduled.**
- Missed tests cannot be made up without prior arrangements, proper documentation, and approval from the instructor.
- Do not request early or late access to exams without a valid, documented excuse. Personal plans, like vacations, are not considered valid excuses.
- **When returning to school after an absence, you must bring a note from a professional, on professional letterhead, stating the days of absence.**
- **You will have TWO school days to make up any missed tests during the absence if it is excused.**

Grades

- Grades will be posted in Canvas. Allow time for grades to sync and for discussions and projects to be graded.
- No extra credit or redo assignments will be offered unless initiated by the instructor.

It is your responsibility to monitor your grades. Contact your instructor through Canvas within 48 hours if you have questions about your grades. If grades are not posted on time, email your instructor.

Important: Requests for extra credit, grade adjustments, or late submissions will be denied. All students are held to the same standards.

Late or Make-up Assignments

- No late work or make-up assignments will be accepted.
- All assignments were available at the start of the semester with staggered due dates. Work not completed by the due date will receive a zero.
- Submissions a minute late will be considered late and will not be accepted. Plan accordingly.

Attendance Policy

Regular and punctual attendance is expected. Unauthorized absences will not be excused except in cases of illness or emergencies, with proper documentation. High School or College-sponsored activities are the only excused absences **if documented in advance**.

- **Students must clock in no later than 8:00 a.m.**
Late arrivals will not be accepted under any circumstances, except in cases involving school bus delays. Proper documentation must be provided for such exceptions.
- Smartphones are not allowed in classrooms during lectures.

Prohibited

This course assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any substantive portion of an assignment for them, which includes hiring a person or a company to write assignments and using artificial intelligence tools (from UMass Amherst Center for Teaching and Learning)

Specific Use

Use of Chat GPT (or other similar tools that generate text) is allowed in this class for specific assignments only. When use of the tool is allowed, it will be explicitly noted in the assignment directions. If you utilize Chat GPT for any part of the assignment (from idea generation to text creation to text editing), you must properly cite the source. (from UVM Center for Student Conduct)

Encouraged or Permitted

The use of generative AI in this course is encouraged with certain tasks and with attribution. You can choose to use AI tools to help brainstorm assignments or projects or revise existing work you have written. When you submit your assignment, you must clearly attribute what text was generated by the AI tool. (from UT Center for Teaching and Learning)

THE OFFICE FOR STUDENTS WITH DISABILITIES

The Office for Students with Disabilities (OSD) provides accommodations for students with disabilities. OSD counselors and advisors also provide strategies for academic success; individual, career, and academic counseling services; referrals to campus and community services; and assistance with admission and registration.

Students with disabilities do not need to disclose their disabilities to college officials if they are not requesting any accommodations.

OSD is federally funded through the Carl D. Perkins Career and Technical Education Federal Grant.

NCTC is committed to making its degree and certificate programs accessible to all qualified persons in accordance with the Americans with Disabilities Act, ADA Amendments Act, and the Rehabilitation Act (1973), Section 504.

REQUEST SERVICES

New Students

Accommodations require preparation in advance. Please make your request before the semester begins to ensure complete coverage for the entire semester. You can certainly request accommodations after the semester starts, but please be aware that accommodations are not retroactive.

Accommodations begin when OSD approves them. In other words, the sooner, the better.

*Documentation is required before any accommodations can be provided. Depending on your diagnosis, this documentation should come from a medical doctor, psychologist, or other licensed or properly credentialed professional.

Current Students

Contact the OSD at the beginning of each semester well in advance of registration.

Contact Us

Please reach out to us to schedule an intake or if you have questions or concerns.

Wayne Smith, OSD Manager, kwsmith@nctc.edu, (940) 498-6207

Yvonne Sandmann, OSD Advisor, ysandmann@nctc.edu, (940) 668-3300

<https://www.nctc.edu/osd>

LIBRARY

NCTC has brick-and-mortar libraries on the Gainesville, Corinth, Flower Mound, and Bowie campuses that are staffed by credentialed librarians wanting to help you succeed in your college career. All students are welcome at any library.

On campus? Visit our website www.nctc.edu/library.

Off-campus? Our research databases are now available in [OneLogin](#).

For Virtual Assistance from a librarian, please use <https://www.nctc.edu/ask-a-librarian> or schedule a virtual appointment in *Upswing*, accessed through [OneLogin](#)

Please visit www.nctc.edu/library for the operating hours, phone number, and email of the library nearest you.