



**COSM 1010 Chemical Texture Services  
COURSE SYLLABUS  
Fall Semester 2023 (202412)  
On Campus Course With 50% or Less of Instruction Online**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/4500

Campus/Class Location: Vidalia Campus, Main Building, Room 312

Class Meets: 17% Online/83% Face to Face Monday-Thursday 8:00 a.m. - 9:45 a.m.

Course Reference Number (CRN):20077

Preferred Method of Contact: [CBELL@SOUTHEASTERNTech.EDU](mailto:CBELL@SOUTHEASTERNTech.EDU)

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Courtney Bell

Email Address: [Courtney Bell cbell@southeasterntech.edu](mailto:Courtney Bell cbell@southeasterntech.edu)

Campus/Office Location: Vidalia Campus/ Room 311-A

Office Hours: Monday-Thursday 7:00 A.M.-8:00 A.M. & 3:30 P.M.-5:00 P.M.

Phone: 912-538-3202

**This course requires students to complete a portion of the required contact hours by attending classes on campus while completing the remaining portion online, as shown on the Lesson Plan.**

**SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(https://catalog.southeasterntech.edu/\)](https://catalog.southeasterntech.edu/).

**REQUIRED TEXT**

14<sup>th</sup> Edition Milady Standard Cosmetology Bundle; Includes: Textbook package, Exam prep, and CIMA Access card. ISBN: 9780357993811

**REQUIRED SUPPLIES & SOFTWARE**

1st Semester Southeastern Tech Cosmetology kit, black uniform, and black leather close-toed shoes. Other items may be necessary.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provides technical support for issues relating to the use of a smartphone or tablet, so students are advised not to rely on these devices to take an online course.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## **COURSE DESCRIPTION**

Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers and application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized.

## **MAJOR COURSE COMPETENCIES**

Topics include permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

## **PREREQUISITE(S)**

COSM 1000 Introduction to Cosmetology

## **COURSE OUTLINE**

1. Permanent Wave Techniques
2. Chemical Relaxer Techniques
3. Chemistry-Physical and Chemical Change
4. Safety Procedures
5. Application Procedures (manikin)
6. Hair Analysis
7. Scalp Analysis
8. Permanent Wave Procedures (acceptable time frame)
9. Relaxer Application (acceptable time frame)
10. Hazardous Duty Standards Act Compliance

## **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## **STUDENT REQUIREMENTS**

Students are expected to complete all performance exercises, exams, and assignments within the scheduled time. Students who miss an exam will be assigned a grade of zero. Students are responsible for policies and procedures included in the Southeastern Technical College (STC) Catalog and Handbook. At the end of the semester, students must have an AVERAGE of 70 or higher on the Theory exams, an AVERAGE of 70 or higher on the Performance exams, and an overall average of 70 or higher to take the final exams. If the average is below 70 for theory, performance, or overall exams, students will be unable to take final exams, and a grade of D will be assigned for the course. No scores will be rounded (up or down). All final averages will be recorded as is (i.e., a 69.9 is a 69.9). Students are required to be on time for all Written and Performance Exams; late admittance will not be allowed under any circumstances.

Students must bring all required materials to class per assignments for the day and must be dressed in black uniform and black leather closed-toe shoes. When a student fails to bring the required materials to class:

- **1st offense:** the student will not be allowed to participate in the activity and will have to do another assignment as directed by the instructor.
- **2nd offense:** student will be assigned a zero for the activity.
- **3rd offense:** student will be dismissed, receive a tardy or absence as appropriate, and receive a zero for the assignment. A student not wearing their student ID and/or required uniform will be dismissed from class and given a tardy or absence until they return.

## ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0–59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up, and the content and dates for makeup work are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course, a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness, or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

**For this class, which meets 4 days a week for 10 weeks, the maximum number of days a student may miss is 4 days during the semester.** All time missed must be made up at the end of the semester and will need to be completed within four (4) consecutive school days. Failure to do so may result in a grade of "F." A student who has no attendance violations will be rewarded 5 points, to be added to their lowest exam grade (excluding the final exam).

## ADDITIONAL PROVISIONS

### HEALTH SCIENCE AND COSMETOLOGY PROGRAMS

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus, which specifies the number of allowable absences. All provisions for required makeup work in the classroom or clinical experiences are at the discretion of the instructor.

### STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Emily Jarrell \(ejarrellt@southeasterntech.edu\)](mailto:ejarrellt@southeasterntech.edu) 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

### SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Emily Jarrell \(ejarrell@southeasterntech.edu\)](mailto:ejarrell@southeasterntech.edu) 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which the student is enrolled (the date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after the drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) for the semester.

Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

There is no refund for a partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

## **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)**

When a student is tardy for or misses a test, a grade of zero is assigned until the makeup test is taken. Makeup tests must be taken on the assigned makeup day at the discretion of the instructor. An 11-point penalty will be assessed for all makeup tests. Only one (1) makeup test will be given per student.

Students are required to be on time for all Written and Performance Exams. Late admittance will not be allowed. Makeup exams are not given for Mock State Board Exams, Mid-Term Exams, Semester Review Exams, or Final Exams. No makeup tests are given for performance tests. Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any missed assignments, performance labs, or quizzes. Any zeroes recorded will be included in the final score calculation.

## **UNPLANNED INSTRUCTOR ABSENCES**

Most instructor absences will be planned, and students will be given assignments/instructions in advance. In the event of an unplanned instructor absence, students should remain in class unless otherwise instructed by another instructor, administrator, or staff member. Students are expected to act responsibly during this time by working on assignments given in class.

## **CELL PHONE USAGE AND OTHER ELECTRONIC DEVICES: SCHOOL POLICY**

Use of cell phones, smart watches, earbuds, and/or electronic devices is not permitted in the classroom/lab facilities. Use of these devices during class or lab time will result in disciplinary action and could lead to dismissal. **Instructor Policy:** In cases of emergency, permission to put your phone on vibrate must be cleared with your instructor, but the phone should not be answered while inside the classroom. Therefore, it is best to put them away and out of sight. **When a student violates this policy, 10 points will be deducted from the most recent exam score. On the third offense, the student will be dismissed from class and receive an absence for the day.**

## **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

## **PROCEDURE FOR ACADEMIC MISCONDUCT**

The procedure for dealing with academic misconduct and dishonesty is as follows:

### **1. First Offense**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### **2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

### **3. Third Offense**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## STATEMENT OF NON-DISCRIMINATION

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Melanie Walker, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:mwalker@southeasterntech.edu">Melanie Walker</a> <a href="mailto:mwalker@southeasterntech.edu">mwalker@southeasterntech.edu</a>

## ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

## GRADING POLICY

Assessment/Assignment	Percentage
Assignments	20%
Theory Exams	25%
Final Theory Exam	25%
Performance Exams	15%
Final Performance Exam	15%

## GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

**COSM 1010 Chemical Texture Services  
Fall Semester 2023 (FY202412) Lesson Plan**

<b>Date/Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates All assignments due on Wednesday @ 11:00 pm</b>	<b>Competency Area</b>
Week 1 August 21-24	15	Chemical Texture Services	<b>Online:</b> Read pages 536-557 & pages 576-582, CIMA assignments, watch Chemistry of Perms vs. Relaxers and Chemical Curl Restructuring Virgin Relaxer videos. <b>Class:</b> Begin sectioning & Chemical Relaxer Techniques	1, 3-8, 10 A, C
Week 2 August 28-31	15	Chemical Texture Services	<b>Online:</b> Review pages 536-557 & pages 576-582, CIMA assignments <b>Class:</b> Virgin Relaxer and Retouch Relaxer	1, 3-8, 10 A, C
Week 3 September 4-7	15	Chemical Texture Services	<b>Online:</b> Review pages 536-557 & pages 576-582, CIMA assignments <b>Class:</b> Relaxer Techniques, <b>Chapter 15-A Exam Thursday, September 7</b>	1, 3-8, 10 A, C
Week 4 September 11-14	15	Chemical Texture Services	<b>Online:</b> Read pages 557-575 & pages 583-602, CIMA assignments <b>Class:</b> Begin sectioning & Perm Wrap techniques	1, 3-8, 10 A, C
Week 5 September 18-21	15	Chemical Texture Services	<b>Online:</b> Review pages 557-575 & pages 583-602, CIMA assignments <b>Class:</b> Perm wrap techniques	2-7, 9-10 A, C
Week 6 September 25-28	15	Chemical Texture Services	<b>Online:</b> Read pages 557-575 & 583-602, CIMA assignments <b>Class:</b> Bricklay, Curvature, and Soft Curl perm procedures, <b>Chapter 15-B Exam Thursday, September 28</b>	1-10 A, C
Week 7 October 2-5	15	Chemical Texture Services	<b>Online:</b> Review Pages 537-607, and Watch Spiral Perm video <b>Class:</b> Curvature perm, spiral perm, and relaxer techniques	1-10 A, C
Week 8 October 9-12	15	Chemical Texture Services	<b>Online:</b> Review pages 537-607, and Watch Piggy Back Perm video <b>Class:</b> Spiral Perm, Piggy Back Perm, and relaxer techniques	1-10 A, C
Week 9 October 16-19	15	Chemical Texture Services	<b>Online:</b> Review pages 537-607 <b>Class:</b> State Board Perm and Relaxer performance test, <b>Semester Review Exam</b>	1-10 A, C
Week 10 October 23-26	15	Chemical Texture Services	<b>Online:</b> Review for Final Written Exam <b>Class:</b> <b>Final Written and Performance Exams</b>	1-10 A, C



## **COMPETENCY AREAS**

1. Permanent Wave Techniques
2. Chemical Relaxer Techniques
3. Chemistry-Physical and Chemical Change
4. Safety Procedures
5. Application Procedures (manikin)
6. Hair Analysis
7. Scalp Analysis
8. Permanent Wave Procedures (acceptable time frame)
9. Relaxer Application (acceptable time frame)
10. Hazardous Duty Standards Act Compliance

## **GENERAL CORE EDUCATIONAL COMPETENCIES:**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.