



## COSM 1110 Practicum IV COURSE SYLLABUS Fall Semester 2015

Semester: Fall 201612  
Course Title: Practicum IV  
Course Number: COSM 1110  
Credit Hours/ Minutes: 4 /7500  
Class Location: Room # 330, Main Bldg.  
Class Meets: Tue-Thu 12:15-3:30 pm  
CRN: 20122

Instructor: Cleo Hansley  
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Daytime Instructor: Linda Hairr  
Office Hours: Mon-Thu 7:00am-8:00am and 3:30pm-5:00pm  
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**REQUIRED TEXTS:** Milady's Cosmetology Textbook, 2012 edition bundled with Exam Review, The Essential Companion Study Guide [ISBN: 9781133643210](#)

**REQUIRED MATERIALS/SUPPLIES:** 4<sup>th</sup> Semester Southeastern Tech Cosmetology kit, black uniform and black leather close-toed shoes, Online Licensing Prep, ISBN 9781439058992. Other items may be necessary.

**COURSE DESCRIPTION:** Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting.

**MAJOR COURSE COMPETENCIES:** Permanent waving and relaxers; haircolor and lightening; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions /decontamination; and Hazardous Duty Standards Act compliance; and state licensure preparation.

**PREREQUISITES:** None

**COREQUISITES:** COSM1100

### COURSE OUTLINE:

1. Permanent Waving & Relaxers
2. Haircolor & Lightening
3. Skin, Scalp, & Hair Treatments
4. Haircutting
5. Styling
6. Manicure/Pedicure/Advanced Nail Techniques
7. Dispensary
8. Reception
9. Safety Precautions/Decontamination
10. Hazardous Duty Standards Act Compliance
11. State Licensure Comprehension

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

- 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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

**STUDENT REQUIREMENTS:** Students are expected to complete all performance exercises, tests and assignments within the scheduled time. Students who miss a test will be assigned a grade of zero. Students are responsible for policies and procedures included in the STC E- Catalog. **A minimum grade of 70 is required for the written portion and a minimum grade of 70 is required for the performance portion of the course. Students must earn a minimum grade of 70 on the exit exam, failure to do so will require the student to repeat the course.** 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 required materials to class**, 1<sup>st</sup> offense: they will not be allowed to participate in the activity and will have to do another assignment as directed by the instructor. 2<sup>nd</sup> offense: student will be assigned a zero for the activity. 3<sup>rd</sup> 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 will be dismissed from class**, given a tardy or absence, until they return with the student ID.

**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 and face financial aid repercussions in upcoming semesters.

#### **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 specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

**ATTENDANCE FOR COSMETOLOGY:** 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 9 weeks, the maximum number of days a student may miss is 4 days during the semester.** All time missed must be made up beginning on the day after finals are given and will need to be completed within four (4) consecutive school days. Failure to do so may result in a grade of "WF". **A student who has no attendance violations will be rewarded 5 points, to be added to their lowest test grade. (excludes final exam)**

**SPECIAL NEEDS:** Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

**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 advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for 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 accessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

**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. Written make-up tests must be taken on the assigned day at the discretion of the instructor. No makeup tests are given for performance tests. An 11 point penalty will be assessed for all make-up tests. **Only one (1) make-up test will be given per student.** Students are required to be on time for all Written and Practical Exams; late admittance will not be allowed. Make-up exams are not given for Mid-Term Exams, Semester Review Exams or Final Exams. 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, pagers, CD players and/or similar 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 test score. On the 3<sup>rd</sup> offense the student will be dismissed from class and receive an absence for the day.**

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states 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 STC Catalog and Student Handbook.

#### **Procedure for Academic Misconduct**

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

##### **--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.

##### **--Second Offense--**

Student is given a grade of "WF" 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.

##### **--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 second 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:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC's website.

**ACCESS TO TECHNOLOGY:** Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the my STC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

**CAREER SERVICES:** The Career Services Office is here to assist you with Job Readiness skills. They provide resume assistance and job referrals. Be sure to place your resume on the e-Recruiting website to allow them the opportunity to assist you with job placement. You can access the system by visiting the STC Career Services Website or contacting Lance Helms, [lhelms@southeasterntech.edu](mailto:lhelms@southeasterntech.edu).

**GRADING POLICY**

Performance	15%
Final Performance	15%
Tests**	30%
Final Exam	30%
Assignments	<u>10%</u>
Course grade	100%

**GRADING SCALE**

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

**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.

\*\*Project counts as 2

**COSM 1110 Practicum IV  
FALL SEMESTER 2015 LESSON PLAN**

<b>Date</b>	<b>Chap / Less</b>	<b>Content</b>	<b>Assignments &amp; Tests Due</b>	<b>Comp Area</b>
Week 1 Aug 17-20 Mon-Thu	5,6	Anatomy & Physiology Infection Control Procedures Salon	Read, review chapters 5&6 for <b>Test Aug 20</b> , Angel due Aug 20	9-11 a-c
Week 2 Aug 24-27 Mon - Thu	7,8,11,15	Skin, Scalp & Hair Treatments Portfolio, Salon	Read and review chapters 7,8,11,15 <b>Letter of Introduction due Aug 27 @ 8:00 am, Performance Test Aug 24</b>	3,9,10 a,b,c
Week 3 Aug 31-Sept 3 Tue – Thu	7,8,11,&15	Skin, Scalp & Hair Treatments Salon	Read, review chapters 7,8,11,15	3,9,10 a,b,c
Week 4 Sept 8-10 Mon – Thu	14,16,17,18,19	Haircutting & Styling Portfolio Salon	Read, review chapters 14,16-19 <b>Resume due Sep 10 @ 8:00 am</b>	4,5,9,10 a,b,c
Week 5 Sept 14-17 Mon – Thu	14,16,17,18,19	Haircutting & Styling Salon	Read, review chapters 14,16-19 for <b>Test Sep 17</b> , Angel due Sep 17	4,5,9,10 a,b,c
Week 6 Sept 21-24 Mon – Thu	12,20,21	Chemical Texture Services, Haircoloring & Lightening, Portfolio Salon	Read and review chapters 12,20-21 <b>Reference letters due Sep 24 @ 8:00 am, Performance Test Sep 21</b>	1,2,9,10 a,b,c
Week 7 Sep28-Oct 1 Mon – Thu	12,20,21	Chemical Texture Services, Haircoloring & Lightening Salon	Read and review chapters 12,20-21 <b>Continuing Ed documents due Oct 1 @ 8:00 am</b>	1,2,9,10 a,b,c
Week 8 Oct 5-8 Mon – Thu	9,10,25,26,27,28,29	Manicure, Pedicure, Advanced Nail Techniques Salon	Read, review chapters 9,10,25-29 <b>Performance Test Mon- Oct 5</b>	6,9,10 a,b,c
Week 9 Oct 12-15 Mon – Thu	9,10,25,26,27,28,29	Manicure, Pedicure, Advanced Nail Techniques, <b>Mid-Term</b> Salon	Read, review chapters 9,10,25-29 for <b>Test Oct 15</b> , Angel due Oct 15 <b>Mid-Term Test Oct 12</b> <b>Ad for self-promotion due Oct 15 @ 8:00 am</b>	6,9,10 a,b,c
Week 10 Oct 19-22 Mon – Thu	13,22,23,24	Facials, Skin Care, Hair Removal, Facial Make-up, Display & presentation Salon	Read and review chapters 13,22-24 <b>Introductory article due Oct 22 @ 8:00 am</b>	3,9,10 a,b,c
Week 11 Oct 26-29 Mon – Thu	13,22,23,24	Facials, Skin Care, Hair Removal, Facial Make-up, Display & presentation Salon	Read and review chapters 13,22-24 <b>Professional/civic affiliations due Oct 29 @ 8:00 am</b>	3,9,10 a,b,c
Week 12 Nov 2-5 Mon – Thu	1-4	Professional Image Salon	Read and review chapters 1-4 for <b>Test Nov 5</b> , Angel due Nov 5,	7,8,11 a-c
Week 13 Nov 9-12 Mon – Thu	30,31,32	Career Opportunities, Business Skills Salon	Read and review chapters 30-32, <b>Portfolio Due Nov. 12 @ 8:00 am,</b> <b>Performance Test Nov 9</b>	7,8,11 a,b,c
Week 14 Nov 16-19 Mon-Thu		Semester Review Salon	<b>Semester Review Test - Nov 19</b>	1-10 a-c
Nov 23-26 Mon – Thu		<b>HOLIDAY</b>		
Week 15 Nov 30-Dec 3 Mon-Thu		Semester Review Salon	Review for final exam	1-10 a-c
		<b>FINALS</b>	<b>Prepare for and take Semester Finals and Exit Exam</b>	1-10 a-c

**\*Instructor reserves the right to change the syllabus and/or lesson plans as necessary\***

**\* Competency Areas:**

1. **Permanent Waving & Relaxers**
2. **Hair Color & Lightening**
3. **Skin, Scalp, & Hair Treatments**
4. **Haircutting**
5. **Manicure/Pedicure/Advanced Nail Techniques**
6. **Styling**
7. **Dispensary**
8. **Reception**
9. **Safety Precautions/Decontamination**
10. **Hazardous Duty Standards Act compliance**
11. **State Licensure Comprehension**

**\*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.



**COSMETOLOGY MOCK STATE BOARD PRACTICAL EXAMINATION**

Name \_\_\_\_\_ Date \_\_\_\_\_

Service	Possible Points			Score
Set up & client protection	100			
Thermal Curling	100			
Haircutting	100			
Chemical Waving	100			
Hair Lightening & Hair Coloring	100			
Chemical Relaxing	100			
Basic Facial	100			
Sculptured Nail	100			
Total		divided	by	8

Revised May 9, 2013

I read and reviewed the mock practical exam services and tasks before the actual examination and understand how I was graded and why my grade is \_\_\_\_\_ for the examination.

My grade on the written mock state board is: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Set Up & Client Protection  
10 minutes (includes set up and drape for thermal curling)

Service	Task	Possible Points	Yes	No	Score
		<b>100</b>			
	Disinfects work area or uses protective covering	11.11			
	Disposes of soiled materials using infection control procedures	11.11			
	Sanitizes hands	11.11			
	Sets up work area with supplies labeled in English	11.11			
	Sets up implements that are visibly clean and sanitary	11.11			
	Applies drape using a neck strip or towel	11.11			
	Practices infection control procedures safely throughout setup	11.11			
	Maintains work area in a safe manner throughout setup	11.11			
	Re-sanitizes	11.11			
	<b>Total</b>	<b>100</b>			



Thermal Curling  
10 minutes

Service	Task	Possible Points	Yes	No	Score
		<b>100</b>			
Demonstration of Thermal Curling					
	Tests temperature of iron <u>PRIOR</u> to applying to hair	7.69			
	Subsections hair same width as barrel of iron	7.69			
	Length of subsection is no longer than 3 inches	7.69			
	Establishes a base	7.69			
	Distributes hair evenly around iron	7.69			
	Forms a complete curl	7.69			
	Protects scalp from iron with comb	7.69			
	Forms curls so that hair is smooth & unmarked	7.69			
Safety & Infection Control					
	Uses iron safely at all times	7.69			
	Maintains neck strip or towel & drape for protection throughout service	7.69			
	Disposes of soiled materials using infection control procedures	7.69			
	Disposes of items to be disinfected in properly labeled receptacle	7.69			
	Practices infection control procedures safely throughout service	7.69			
	Maintains work area in a safe manner throughout service	7.69			
	Total	100			

Haircutting  
30 minutes

Service	Task	Possible Points	Yes	No	Score
		100			
Preparation					
	Sets up implements that are visibly clean & sanitary	5.00			
	Sets up work area with supplies labeled in English	5.00			
	Sanitizes hands	5.00			
Demonstration of Haircutting					
	Uses razor to establish nape guide	5.00			
	Cuts entire nape section with elevation using razor	5.00			
	Handles razor safely at all times	5.00			
	Uses consistent sections and subsections/partings while cutting hair	5.00			
	Uses established guides	5.00			
	Handles shears safely at all times	5.00			
Examiner asks to borrow comb to check haircut					
	Cuts nape line to a uniform length	5.00			
	Cuts sides uniform in length	5.00			
	Blends haircut evenly	5.00			
	Cuts at least one inch of hair throughout haircut	5.00			
Safety & Infection Control					
	Removes hair clippings from skin, cape, & work area	5.00			
Examiner instructs you to clean up only the hair					
	Removes hair from the floor completely	5.00			
	Maintains neck strip or towel & drape for protection throughout service	5.00			
	Disposes of soiled materials using infection control procedures	5.00			
	Disposes of items to be disinfected in properly labeled receptacle	5.00			
	Practices infection control procedures safely throughout service	5.00			
	Maintains work area in a safe manner throughout service	5.00			
	Total	100			

Chemical Waving  
20 minutes

Service	Task	Possible Points	Yes	No	Score
		<b>100</b>			
Preparation					
	Sanitizes hands	4.76			
	Sets up implements that are visibly clean & sanitary	4.76			
	Sets up work area with supplies labeled in English	4.76			
Demonstration of Chemical Waving					
	Sections & subsections hair straight & evenly	4.76			
	Subsections hair no longer than length of rod	4.76			
	Subsections hair same width as diameter of rod	4.76			
	Wraps hair evenly & smoothly around rod	4.76			
	Distributes hair evenly across end paper	4.76			
	Extends end papers beyond hair ends	4.76			
	Places bands correctly	4.76			
	Uses same rod base placement throughout section	4.76			
	Wraps hair around rod at least 1 ½ times	4.76			
Demonstrate Saturation					
	Applies cotton and/or protective cream at nape	4.76			
	Wears gloves during application of simulated product	4.76			
	Applies simulated product across entire rod safely	4.76			
Demonstrate Test Curl					
	Unwraps rod at least 1 ½ turns & hair is held to relax	4.76			
Safety & Infection Control					
	Maintains neck strip or towel & drape for protection throughout service	4.76			
	Disposes of soiled materials using infection control procedures	4.76			
	Disposes of items to be disinfected in properly labeled receptacle	4.76			
	Practices infection control procedures safely throughout service	4.76			
	Maintains work area in a safe manner throughout service	4.76			
	<b>Total</b>	<b>100</b>			

Hair Lightening & Hair Coloring  
20 minutes

Service	Task	Possible Points	Yes	No	Score
		100			
Preparation					
	Sets up implements that are visibly clean & sanitary	4.76			
	Sets up work area with supplies labeled in English	4.76			
	Sanitizes hands	4.76			
	Performs Predisposition/Patch Test with simulated product behind the ear or in the fold of the arm	4.76			
	Divides head into four equal sections	4.76			
	Applies protective cream around hairline	4.76			
	Wears gloves during application of simulated lightener & hair color products	4.76			
Demonstration of Virgin Hair Lightening Application					
	Subsections hair 1/8 inch wide or less	4.76			
	Applies simulated product ½ inch from scalp	4.76			
	Applies simulated product up to but not including last 1 inch of hair	4.76			
	Completely covers subsections with simulated product	4.76			
Demonstration of Retouch Hair Coloring Application					
	Outlines hair color retouch quadrant with simulated product	4.76			
	Subsections hair ½ inch wide or less	4.76			
	Applies simulated product from scalp out to 2 inches	4.76			
	Completely covers subsections with simulated product	4.76			
Safety & Infection Control					
	Keeps perimeter skin free of product	4.76			
	Maintains neck strip or towel & drape for protection throughout service	4.76			
	Disposes of soiled materials using infection control procedures	4.76			
	Disposes of items to be disinfected in properly labeled receptacle	4.76			
	Practices infection control procedures safely throughout service	4.76			
	Maintains work area in a safe manner throughout service	4.76			
	Total	100			

Chemical Relaxing  
25 minutes

Service	Task	Possible Points	Yes	No	Score
		100			
Preparation					
	Sets up implements that are visibly clean & sanitary	5.26			
	Sets up work area with supplies labeled in English	5.26			
	Sanitizes hands	5.26			
	Applies protective cream around hairline	5.26			
	Wears gloves during application of simulated relaxer product	5.26			
Demonstration of Virgin Relaxer Application					
	Subsections hair ¼ inch wide or less	5.26			
	Applies simulated product ½ inch from scalp	5.26			
	Applies simulated product up to but not including last 1 inch of hair	5.26			
	Completely covers subsections with simulated product	5.26			
Demonstration of Relaxer Retouch Application					
	Subsections hair ¼ inch wide or less	5.26			
	Applies simulated product starting slightly off scalp, up to ¼ inch from scalp, and out to 2 inches	5.26			
	Completely covers subsections with simulated product	5.26			
Demonstrate Smoothing Relaxer Retouch Product					
	Demonstrates smoothing of subsection in direction of hair growth & cuticle with moderate tension	5.26			
Safety & Infection Control					
	Keeps perimeter skin free of product	5.26			
	Maintains neck strip or towel & drape for protection throughout service	5.26			
	Disposes of soiled materials using infection control procedures	5.26			
	Disposes of items to be disinfected in properly labeled receptacle	5.26			
	Practices infection control procedures safely throughout service	5.26			
	Maintains work area in a safe manner throughout service	5.26			
	Total	100			

Basic Facial  
10 minutes

Service	Task	Possible Points	Yes	No	Score
		100			
Preparation					
	Disinfects work area or uses protective covering	5.56			
	Sets up work area with supplies labeled in English	5.56			
	Sanitizes hands				
	Applies hair drape to completely cover hair	5.56			
	Re-sanitizes hands	5.56			
Demonstration of Basic Facial					
	Removes cleanser from container using infection control procedure & applies it to entire face safely	5.56			
	Removes cleanser from face without dragging or pulling skin	5.56			
	Removes massage product from container using infection control procedures and applies it to entire face	5.56			
	Distributes massage product over entire face safely	5.56			
	Demonstrates massage maintaining continuous contact	5.56			
	Removes massage product from face without dragging or pulling skin	5.56			
	Removes all residual massage product safely	5.56			
	Applies toner or astringent safely	5.56			
Safety and Infection Control					
	Maintains hair drape throughout service	5.56			
	Disposes of soiled materials using infection control procedures	5.56			
	Disposes of items to be disinfected in properly labeled receptacle	5.56			
	Practices infection control procedures safely throughout service	5.56			
	Maintains work area in a safe manner throughout service	5.56			
	Total	100			

Sculptured Nail  
20 Minutes

Service	Task	Possible Points	Yes	No	Score
		<b>100</b>			
Preparation					
	Disinfects work area or uses protective covering	4.55			
	Sets up work area with supplies labeled in English	4.55			
	Sanitizes Hands	4.55			
	Sets up implements that are visibly clean & sanitary	4.55			
	Sanitizes finger	4.55			
	Removes shine from nail plate safely	4.55			
	Cleanses nail plate & cuticle of dust	4.55			
Application of sculptured nail product					
	Applies nail form to fit snugly under free edge area	4.55			
	Applies primer safely	4.55			
	Applies sculptured product to extend free edge	4.55			
	Applies sculptured product to cover nail plate	4.55			
Demonstration of filing					
	Shape free edge safely	4.55			
	Files sculptured nail to shape and balance safely	4.55			
	Bufs sculptured nail safely	4.55			
Final Appearance of the nail					
	Finished sculptured nail is smooth, even, and beveled/tapered	4.55			
	Contour of sculptured nail is balanced	4.55			
	Nail plate is covered by sculptured nail product	4.55			
	Cuticle & surrounding skin remains free of sculptured nail product	4.55			
Safety & Infection control					
	Disposes of soiled materials using infection control procedures	4.55			
	Disposes of items to be disinfected in properly labeled receptacle	4.55			
	Practices infection control procedures safely throughout service	4.55			
	Maintains work area in a safe manner throughout service	4.55			
	Total	100			