



COSM 1080
Hair Service Practicum
COURSE SYLLABUS
Fall Semester 2015

Semester: Fall 201612

Course Title: Hair Service Practicum

Course Number: COSM 1080

Credit Hours/ Minutes: 4/7500

Class Location: Room 312 Main Bldg.

Class Meets: Tues- Thurs 9:00-12:00

CRN: 20124

Instructor: Althea Telfair

Office Hours: Mon-Thurs 7:00-8:00am & 3:30-5:30 pm

Office Location: Room 311B, Main Bldg.

Email Address: atelfair@southeasterntech.edu

Phone: 912-538-3203

Fax Number: 912-538-3156

REQUIRED TEXT: Milady's Cosmetology Textbook, 2012 edition bundled with Exam Review, Theory Workbook, ISBN 9781133643210, Milady's Cosmetology Situational Problems Workbook ISBN-9781439059203.

REQUIRED SUPPLIES & SOFTWARE: STC Cosmetology kit, black uniform and black leather closed toe shoes. Milady's on line licensing prep, ISBN 9781439058992. Other items may be necessary.

COURSE DESCRIPTION: Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure.

MAJOR COURSE COMPETENCIES: Topics include: permanent waving and relaxers; various hair color techniques, foiling and lightening; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act Compliance.

PREREQUISITE(S): COSM 1000, 1010, 1020, 1030, 1040, 1050, 1060, 1070

COREQUISITES: None

COURSE OUTLINE:

1. Permanent Waving and Relaxers
2. Hair Color and Bleaching
3. Skin, Scalp, and 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

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, test and assignments within the scheduled time. When a student misses a test, a grade of zero is assigned until the makeup test is taken. Students are responsible for policies and procedures included in the *STC E- Catalog*. A minimum grade of 70 is required for all COS courses. Failure of or failure to take the final semester exam may result in failure of the course. Students must bring all required materials to class per assignments for the day. When a student fails to bring required materials to class, 1st offense: they 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.

STC ATTENDANCE POLICY: It is essential that educational programs maintain requirements and standards necessary for successful employment of its graduates in business and industry. In view of the intensive nature of the educational programs, it is necessary for every student to be present and on time every day for all classes.

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 as noted on each syllabus will receive a "W" for the course if removed from the course on or before midterm. After the semester midterm, any student who has maintained a passing grade within a course will receive a 'WP' for the course when attending less than the required scheduled instructional time as stated on each course syllabus. If, however, the student has not maintained a passing grade, he or she will receive a 'WF' for the course. 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 involved.

TRADITIONAL ATTENDANCE ADDENDUM: For this class, which meets 4 days a week for 15 weeks, the maximum number of days a student may miss is 6 days during the semester. All time missed must be made up at the convenience of the instructor and within two (2) weeks of the absence. Failure to do so could result in a grade of "WF" at the semester end. The student should return to class with a schedule of when the time will be made up.

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.

SPECIAL NEEDS: Students with documented special needs may be provided with an individualized Instructional Plan with specifications for scheduled instructional time. It is the student's responsibility to inform the Special Needs Specialist as students and instructors are required to have documented evidence prior to receiving or allowing special accommodations. See the STC Catalog and Student Handbook, Student Affairs section for further information regarding special needs.

SPECIAL NEEDS ADDENDUM: 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, Building 1, Room 1208, Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

MAKEUP GUIDELINES (Tests, exams, 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. Make-up tests must be taken on the assigned makeup day at the discretion of the instructor. 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 3rd 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).

ACCESS TO TECHNOLOGY: For information regarding Angel, the Information Delivery System (IDS), Student Owl Mail, and BannerWeb, please see the IT Department link on STC's website at <http://www.southeasterntech.edu>.

GRADING POLICY

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|-------------------|------|
| Test | 35% |
| Lab Performance | 15% |
| Performance Final | 15% |
| Written Final | 30% |
| Assignment | 5% |
| Courses Grade | 100% |

GRADING SCALE

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| 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.*

**COSM 1080 Hair Service Practicum
FALL SEMESTER 2015 LESSON PLAN**

| Date | Chap / Less | Content | Assignments & Tests Due | Comp Area |
|-------------------|----------------|---|---|------------------|
| Aug 17-20 | 1-4 | Review Chapters 1-4 | Review Chapters 1-4 Test Thursday Angel Assignment & Online Practice Test Due Thursday | 1-10 a-c |
| Aug 24-27 | 5-6 | Review Chapters 5-6 | Workbook/Salon Performance Tuesday Research Topic Due Thursday | 9-10, a-c |
| Sept 2-4 | 5-6 | Review Chapters 5-6 | Review Chapters 5-6 Workbook/Salon | 9-10, a-c |
| Sept 8-11 | 7, 8, 11, 15 | Review Chapters 7, 8, 11, 15 | Review Chapters 7, 8, 11, 15 Workbook/Salon | 3,9-10, a-c |
| Sept 15-18 | 7, 8, 11, 15 | Review Chapters 7, 8, 11, 15 | Test Thursday Chapters 7, 8, 11, 15 Angel Assignment & Online Practice Test Due | 3,9-10, a-c |
| Sept 22-25 | 14, 16, 19 | Review Chapters 14, 16-19 | Review Chapters 14, 16-19 Workbook/Salon | 4-5,9-10, a-c |
| Sept 29- Oct 2 | 14, 16-19 | Review Chapters 14, 16-19 | Review Chapters 14, 16-19 Workbook/Salon | 4-5,9-10, a-c |
| Oct 6-9 | 14, 16-19 | Review Chapters 14, 16-19 | Review Chapters 14, 16-19 Workbook/Salon | 4-5,9-10, a-c |
| Oct 13-16 | 14, 16-19 | Mid-Term Exams Review Chapters 13, 22, 23, 23, 24 | Review Chapters 13, 22, 23, 24 Work book/Salon | 4-5,9-10, a-c |
| Oct 20-23 | 13, 22, 23, 24 | Review Chapters 13, 22, 23, 24 | Workbook due Review Chapters 13, 22, 23, 24 Salon Research Paper Due Monday @ 8am Performance Test Tuesday | 3,9-10, a-c |
| Oct 27-30 | 13, 22, 23, 24 | Review Chapters 13, 22, 23, 24 | Review Chapters 13, 22, 23, 24 Workbook/Salon Test Thursday Chapters 13, 22, 23, | 3,9-10, a-c |

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| | | | 24 Angel Assignment & Online Practice Test Due | |
| Nov 3-6 | 12, 20, 21 | Review Chapters 12, 20, 21 | Review Chapters 12, 20, 21 | 1-2, 9-10, a-c |
| Nov 10-13 | 12, 20, 21 | Review Chapters 12, 20, 21 | Review Chapters 12, 20, 21 | 1-2, 9-10, a-c |
| Nov 17-20 | 9-10, 25 - 29 | Review Chapters 9-10, 25 – 29 Semester Review Exams | Test Thursday Chapters 9-10, 25-29 Angel Assignment & Online Practice Test Due Semester Review Exam | 6,9,10, a-c |
| Nov 24-27 | | Happy Thanksgiving | | 7,8 a, b ,c |
| Dec 1-4 | | Review | Display Presentation Monday @ 8am | |
| Dec 8-11 | | Finals | Finals | |
| | | | | |

Instructor reserves the right to change the syllabus and/or lesson plan as necessary

*** Competency Areas:**

1. Permanent Waving and Relaxers
2. Hair Color and Bleaching
3. Skin, Scalp, and 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

****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.