



COSM1100/COSMETOLOGY PRACTICUM III COURSE SYLLABUS Fall Semester 2015

Semester: 201612
Course Title: Cosmetology Practicum III

Instructor: Edna Lawrence
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Daytime Instructor: Peggy Braswell
Office Hours: MTWR 7:00-8:00AM & 3:00-5:00PM
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Course Number: COSM 1100
Credit Hours/ Minutes: 4/7500
Class Location: Room 3105 Bldg 3
Class Meets: TWR 8:00AM-11:00AM
CRN: 20129

REQUIRED TEXT: Milady's Cosmetology Textbook, 2012 edition bundled with Exam Review, Milady's Study Guide: The Essential Companion, ISBN: 9781133643210 Milady Standard Cosmetology Online Licensing Preparation, ISBN: 9781439058992, Milady's Cosmetology Situational Problems, ISBN: 439059209.

REQUIRED SUPPLIES & SOFTWARE: Cosmetology kit, black uniform and black leather, close-toed shoes. 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. Topics include: texture services; 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.

MAJOR COURSE COMPETENCIES: Texture Services; Haircolor and Lightening; Skin, Scalp, and Hair Treatments,; Haircutting; Manicure/Pedicure/Advanced Nail Techniques; Styling; Dispensary; Reception; Safety Precautions/Decontamination; Hazardous Duty Standards Act Compliance.

PREREQUISITE(S): None

CO-REQUISITE(S): COSM 1090 Cosmetology Practicum II

COURSE OUTLINE:

1. Texture Services
2. Haircolor and Lightening
3. Skin, Scalp, and 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

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 grade of 70 is required for the performance portion of 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**, 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. 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, may receive a grade of F and face financial aid repercussions in upcoming semesters.

ADDITIONAL PROVISIONS

Health Sciences 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 3 days a week for 15 weeks, the maximum number of days a student may miss is 4 days during the semester.

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 assessed 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, 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. 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.

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.

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.

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 mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu. 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 Cindy Phillips, cphillips@southeasterntech.edu.

GRADING POLICY

Assignments	10%
Practical	15%
Practical Final	15%
Written	30%
Written Final	30%
Total	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.*

**COSM 1100 COSMETOLOGY PRACTICUM III
FALL SEMESTER 2015 LESSON PLAN**

Date Meets 180 minutes a day 3 days a week	Chap	Content	Assignments & Tests Due	Comp Area
Aug 18-20 TWR	20	Texture Services	Review chemical texture services chapter. Apply perms and relaxer techniques to acquire the required number of hours. Homework: Answer questions for chapter 1-4, & 20 in the exam review. Do Hair Care & Services Practice Exam Part 1 on ANGEL. Answer questions in the Milady Standard Situational Problems chapters 1,2,3,4, and 20 This will be due Tuesday, August 26.	1 a,b,c,d
Aug 25-27 TWR	All Chap COS Text	Haircoloring & Lightening Written & Practical State Board	Review haircoloring & lightening chapter. Apply haircolor & lightening techniques to obtain the required hours. Written & Practical State Board	1,2,3,4,5,6 ,7,8,9,10 a,b,c,d

Sep 1-3t TWR	7,8,11, 15	Skin, Scalp, & Hair Treatments	Review chapters 7,8,11, & 15 covering the skin, scalp, & hair and treatments. Apply shampooing techniques, conditioners, deep conditioners & protein treatments acquiring the required number of hours. Homework: Answer questions in Milady Standard Situational Problems for chapters 7,8,11, and 15. Answer questions for chapter 7, 8, 11, & 15 in the exam review. Do Practice Exam ZZ on ANGEL. This will be due Tuesday, September 9.	3 a,b,c,d
Sept 8-10 TWR	14,16	Haircutting	Review chapters 14 & 16. Apply haircutting techniques employing the razor, shears, thinning shears, clippers, & edgers to obtain the required number of hours.	4 a,b,c,d
Sept 15-17 TWR	9,10,2 5,26,2 7,28, 29	Manicure/Pedicure/Advanced Nail Techniques	Review chapters 9,10, 25,26,27,28, & 29. Apply all nail techniques including advanced techniques to acquire the required number of hours. Homework: Answer questions in Milady Standard Situational Problems chapters 9,10 ,25, 26, 27,28, & 29. Answer questions for chapter 9, 10, 25, 26, 27, 28, & 29 in the exam review book. Do Practice Exam Z in ANGEL. This will be due Tuesday, September 23.	5 a,b,c,d
Sept 22-24 TWR	14, 17, 18, 19	Styling	Review chapters 14, 17, 18, & 19. Demonstrate all styling techniques to complete the required number of hours.	6 a,b,c,d
Sept 29-Oct 1 TWR	State Board Regulations & All Chap Cos Text	Dispensary Reception Written & Practical State Board	Work the dispensary & reception desk to obtain required number of hours. Written & Practical State Board Homework: Answer questions in the Milady's Situational Problems chapters 5, 13, 31, & 32. Answer questions in chapter 5, 13, 31 & 32 in the exam review book. Do Practice Exam 98 in ANGEL.	1,2,3,4,5,6 ,7,8,9,10 a,b,c,d
Oct 6-8 TWR	5	Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Review chapter 5 over Infection Control: Principles & Practices	9,10 a,b,c,d
Oct 13-15 TWR	All Chap Cos Text	Texture Services Haircoloring & Lightening Skin, Scalp, & Hair Treatments Haircutting Manicure/Pedicure/Advanced Nail Techniques Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Review chapters in the standard text & exam review. Work on required lab hours. Homework: Answer questions in Miladys Standard Situational Problems chapters 12 & 13. Answer questions for chapter 12 & 13 in the exam review book. Do Practice Exam Y in ANGEL. This will be due Tuesday, October 21.	1,2,3,4,5,6 ,7,8,9,10 a,b,c,d
Oct 20-22 TWR	All Chap Cos	Texture Services Haircoloring & Lightening Skin, Scalp, & Hair Treatments	Review chapters in the standard text & exam review. Work on required hours.	1,2,3,4,5,6 ,7,8,9,10 a,b,c,d

	Text	Haircutting Manicure/Pedicure/Advanced Nail Techniques Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance		
Oct 27-29 TWR	All Chap Cos Text	Texture Services Haircoloring & Lightening Skin, Scalp, & Hair Treatments Haircutting Manicure/Pedicure/Advanced Nail Techniques Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Review all chapters in the standard text & exam review. Work on required hours. Homework: Answer questions in Miladys Standard Situational Problems chapter 6 & 30. Answer questions for chapters 6 & 30 in the exam review book. Do Practice Exam 44 in ANGEL. This will be due Tuesday, November 4.	1,2,3,4,5,6 ,7,8,9,10 a,b,c,d
Nov 3-5 TWR	All Chap Cos Text	Texture Services Haircoloring & Lightening Skin, Scalp, & Hair Treatments Haircutting Manicure/Pedicure/Advanced Nail Techniques Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Review chapters in the standard text & exam review. Work on required hours. Written & Practical State Board	1,2,3,4,5,6 ,7,8,9,10 a,b,c,d
Nov 10-12 TWR	All Chap Cos Text	Texture Services Haircoloring & Lightening Skin, Scalp, & Hair Treatments Haircutting Manicure/Pedicure/Advanced Nail Techniques Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance Written & Practical State Board	Review chapters in the standard text & exam review. Work on required hours. Homework: Answer questions in chapters 22, 23, & 24 in the exam review book. Do Practice Exam 22 in ANGEL. This will be due Tuesday November 18.	1,2,3,4,5,6 ,7,8,9,10 a,b,c,d
Nov 17-19 TWR	All Chap Cos Text	Texture Services, Haircoloring & Lightening Skin, Scalp, & Hair Treatments Haircutting Manicure/Pedicure/Advanced Nail Techniques Styling Dispensary & Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Review chapters in the standard text & exam review. Work on required hours.	1,2,3,4,5,6 ,7,8,9,10 a,b,c,d
Nov 24 T	All Chap	Texture Services, Haircoloring & Lightening Skin, Scalp, & Hair Treatments	Review chapters in the standard text & exam review. Work on required hours.	1,2,3,4,5,6 ,7,8,9,10

	Cos Text	Haircutting Manicure/Pedicure/Advanced Nail Techniques Styling Dispensary & Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Homework: Answer questions for chapters 25, 26, 27, 28, & 29 in the exam review book. Do Practice Exam 1 in ANGEL. This will be due Tuesday, December 2.	a,b,c,d
Dec 1-3 TWR	All Chap Cos Text	Texture Services, Haircoloring & Lightening Skin, Scalp, & Hair Treatments Haircutting Manicure/Pedicure/Advanced Nail Techniques Styling Dispensary & Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Review chapters in the standard text & exam review. Work on required hours.	1,2,3,4,5,6 ,7,8,9,10 a,b,c,d

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

*** Competency Areas:**

1. Texture Services
2. Haircolor and Lightening
3. Skin, Scalp, and 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.

****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.

Syllabus Addendum-

Please note the following classroom/lab courtesies, which are designed to maximize your classroom experience.

- Class begins promptly at the start time shown on your schedule.
 - Please make arrangements to be here on time.
 - Attendance is taken daily at the beginning of class and at the end of breaks/lunch periods.
 - Arriving late is disruptive, which is inconsiderate to your instructor and your fellow classmates.
 - Failure to be present and accounted for at the beginning of class may result in your being counted absent.
- In an attempt to simulate a work environment, please notify your instructor if you are absent or tardy by emailing or leaving a voice message. See instructor contact information on the syllabus. Detailed explanations are NOT necessary; however, you would call in if you were absent from your job. Treat your class as such.
- Please turn your cell phone on silent when in the classroom. In emergencies, please go outside the building to make or receive a call.
 - Also, no texting will be allowed during class. Texting during an exam, in particular, may result in an academic dishonesty policy violation being noted in your records.
 - You may not use your cell phone as a calculator during class.
- No food or drinks in the department.
- No hats, caps, scarves, etc; covering the head.
- No long dangly earrings, no long necklaces, and no large or dangly bracelets.
- All equipment should be brought to school. If it is in your car it is the same as having left it at home. Any assignment you are given in class for the courses you are in that you don't have your equipment for will mean a zero for the lab grade. No borrowing or lending.
- It is your responsibility to have pencil, paper, syllabi, rubric or grade sheet.
- You should keep up with your service credits/time on your time sheet daily. Do not expect to be allowed to copy from someone else's. They should be signed by an instructor daily. It is your responsibility to have them signed. If they are not signed you will not get credit for that time.
- When you have to be out get the days assignments and what we did in the lab from a classmate. Come back to class prepared to do what we are doing. You cannot come back in and catch up the next day, you are expected to do what everyone else is doing.
- Makeup assignments, both lab and written will be made up at the end of the semester along with the time missed.

I have read the above courtesies and agree to abide by them.

Signature _____ Date _____