

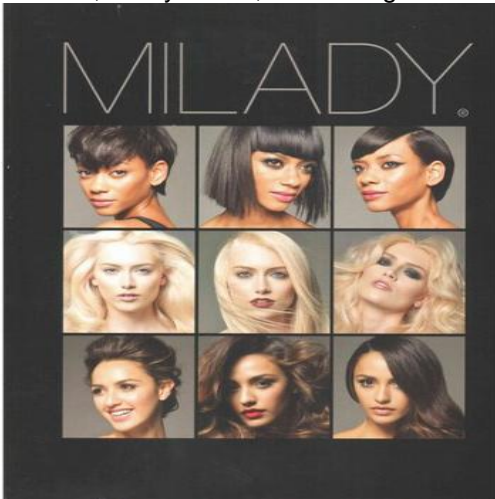


## COSM1000/INTRODUCTION TO COSMETOLOGY THEORY COURSE SYLLABUS Fall Semester 2015

Semester: Fall 201612  
Course Title: Introduction to Cosmetology Theory  
Course Number: COSM 1000  
Credit Hours/ Minutes: 4/3000  
Class Location: Room 3105  
Class Meets: F2F M-T8:00-9:00am/60%/Hybrid40%  
CRN: 20134

Instructor: Peggy Braswell  
Office Hours: MTWR 7:00-8:00am & 3:00-5:00pm  
Office Location: Room 3105 Building 3  
Email Address: [pbraswell@southeasterntech.edu](mailto:pbraswell@southeasterntech.edu) \*preferred contact\*  
Phone: 478-289-2238  
Fax Number: 478-289-2214

**REQUIRED TEXT:** Milady's Cosmetology Textbook Hardcover, 13<sup>th</sup> edition Milady Standard Cosmetology, bundled with Exam Review, Study Guide, Haircutting Simulation & MindTap ISBN: 9781305784208



**REQUIRED SUPPLIES & SOFTWARE:** Cosmetology kit, black uniform and black leather, close-toed shoes. Other items may be necessary.

**COURSE DESCRIPTION:** Introduces fundamental theory and practices in the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

**MAJOR COURSE COMPETENCIES:** State Laws, Rules, and Regulations; Professional Image; Bacteriology; Decontamination and Infection Control; Chemistry Fundamentals; Safety; Hazardous Duty Standards Act Compliance; Anatomy and Physiology.

**PREREQUISITE(S):** Program Admission

### COURSE OUTLINE:

1. State Laws, Rules, and Regulations
2. Professional Image
3. Bacteriology
4. Decontamination and Infection Control
5. Chemistry Fundamentals
6. Safety
7. Hazardous Duty Standards Act Compliance
8. Anatomy and Physiology

**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.

**WORK ETHICS:** The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

**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**, 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, 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 2 days a week for 15 weeks, the maximum number of days a student may miss is 3 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](http://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](mailto:cphillips@southeasterntech.edu).

## GRADING POLICY

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

**COSMETOLOGY**  
**COSM 1000 Introduction to Cosmetology Theory**  
**FALL SEMESTER 2015 LESSON PLAN**

Date	Chap	Content	Assignments & Tests Due	Comp Area
120 min a week M-T F 2 F				
Aug 17-18 MT Week 1	State Website & 3	State Laws, Rules, & Regulations Professional Image WE-Appearance	<p><b>Hybrid assignment due August 19th.</b> Go to <a href="http://www.sos.georgia.gov">www.sos.georgia.gov</a> and read &amp; study the laws, rules &amp; regulations pertaining to the cosmetology profession.</p> <p><b>Class:</b> Discussion of state rules &amp; regulations.</p> <p><b>Homework:</b> Read Chapter 3 in the cosmetology text. Answer questions for Chapter 3 in the Study Guide, pages 34 and 38. Answer questions in Exam Review Chapter 3.</p>	1,2 a,b,c
Aug 24-25 MT Week 2	5	Bacteriology Decontamination & Infection Control WE-Character	<p><b>Class:</b> Lecture/review/exam over professional image.</p> <p><b>Hybrid assignment due August 26<sup>th</sup></b></p> <p>Do the SmartPants and practice exam for infection control procedures in ANGEL.</p> <p><b>Homework:</b> Read chapter 5 in the cosmetology text. Answer questions in the Study Guide for chapter 5, pages 57, 59-64, and 66-68.</p> <p>Set up Barbicide in dispensary.</p> <p><b>Class:</b> Lecture, review, exam over bacteriology &amp; decontamination &amp; infection control.</p>	3,4 a,b,c
Aug 31 Sept 1 T Week 3	12	Chemistry Fundamentals WE-Organizational Skills	<p><b>Hybrid assignment due September 2.</b></p> <p>ANGEL activity for chemistry.</p> <p><b>Homework:</b> Read Chapter 12 in the standard cosmetology text, answer questions in the Study Guide pages 154, 162, and 165-167. Answer questions in exam review for chapter 12.</p> <p><b>Class:</b> Lecture over chemistry fundamentals.</p>	5 a,c
Sept 8 T Week 4	12	Chemistry Fundamentals WE-Attendance	<p><b>Class:</b> Review, &amp; exam over chemistry fundamentals.</p> <p><b>Hybrid assignment due September 9<sup>th</sup></b></p> <p>ANGEL-safety procedures. Read Safety handout along with Hazardous Duty Standards Act Compliance on the internet.</p>	5 a,c
Sept 14-15 MT Week 5	Handout	Safety Hazardous Duty Standards Act Compliance WE-Attitude	<p><b>Class:</b> Discussion over safety issues in the department, college, and career field.</p> <p><b>Hybrid assignment due September 16<sup>th</sup></b></p> <p>ANGEL activity over intro to anatomy, physiology, cells, tissues, organs &amp; systems.</p> <p><b>Homework:</b> Read pages 112-116 in the standard textbook. Answer questions on page 70 of the study guide.</p>	6,7 a,c

			<b>Class:</b> Lecture over basic anatomy.	
Sept 21-22 MT Week 6	6	Anatomy & Physiology WE-Cooperation	<b>Class:</b> Review, & exam over basic anatomy. <b>Hybrid assignment due September 23<sup>rd</sup>.</b> ANGEL activity over the skeletal system. <b>Homework:</b> Read skeletal system pages 115-119 of the standard textbook. Answer questions on top of page 78 in the study guide. <b>Class:</b> Lecture over skeletal system.	8 a,c
Sept 28- 29 MT Week 7	6	Anatomy & Physiology WE-Teamwork	<b>Class:</b> Review, & exam over skeletal system. <b>Hybrid assignment due September 30<sup>th</sup>.</b> ANGEL assignment for muscular system. <b>Homework:</b> Read the muscular system on pages 120-126 in the standard text. Answer questions on page 76, 77, and the bottom of page 78 of the study guide. <b>Class:</b> Lecture over muscular system.	8 a,c
Oct 5- 6 MT Week 8	6	Anatomy & Physiology WE-Productivity	<b>Class:</b> Review, & exam over the muscular system. <b>Hybrid assignment due October 7<sup>th</sup>.</b> ANGEL activity over the nervous system. <b>Homework:</b> Read the nervous system on pages 126-130 in the standard text. <b>Class:</b> Lecture over the nervous system.	8 a,c
Oct 12-13 MT Week 9	6	Anatomy & Physiology We-Communication	<b>Class:</b> Review, and exam over the nervous system. <b>Hybrid assignment due October 14<sup>th</sup>.</b> ANGEL activity over the circulatory system. <b>Homework:</b> Read the circulatory system on pages 131-137 of the standard text. Do the activities on page 79 & 80 of the study guide. <b>Class:</b> Lecture over circulatory system.	8 a,c
Oct 19-20 MT Week 10	6	Anatomy & Physiology WE-Teamwork	<b>Class:</b> Review exam over the circulatory system. <b>Hybrid assignment due October 21<sup>st</sup>.</b> ANGEL activity over the endocrine, digestive, excretory, respiratory, integumentary, & reproductive systems. <b>Homework:</b> Read pages 137-141 in the standard text. <b>Class:</b> Lecture over endocrine, digestive, excretory, respiratory, integumentary & reproductive systems.	8 a,c
Oct 26-27 MT Week 11	6	Anatomy & Physiology WE-Respect	<b>Class:</b> Review, & exam over endocrine, digestive, excretory, respiratory, integumentary, & reproductive systems. <b>Hybrid assignment due October 28<sup>th</sup>.</b> ANGEL activities over life skills, communicating for success and history & career opportunities in cosmetology. <b>Homework:</b> Read chapters 1, 2, & 4 in the standard text. Answer questions in the exam review for chapters 1, 2, and 4. <b>Class:</b> Lecture over life skills, communicating for success, and history & career opportunities in cosmetology.	8 a,c

Nov 2-3 MT Week 13	1,2,3,4,5,6,1 2	Professional Image- Communicating for Success Life Skills Cosmetology, History & Career Opportunities Bacteriology Decontamination & Infection Control Chemistry Fundamentals Safety Hazardous Duty Standards Act Compliance Anatomy & Physiology	<b>Class:</b> Review and exam over work ethics. <b>Hybrid assignment due November 11<sup>th</sup>.</b> ANGEL review activity for COSM 1000. <b>Homework:</b> Review chapters 1, 2, 3, & 4. <b>Class:</b> Review chapters 1, 2, 3 & 4.	1,2 a,c
Nov 9-10 MT Week 14	1,2,3,4,5,6,1 2	Professional Image- Communicating for Success Life Skills Cosmetology, History & Career Opportunities Bacteriology Decontamination & Infection Control Chemistry Fundamentals Safety Hazardous Duty Standards Act Compliance Anatomy & Physiology	<b>Class:</b> Review chapter 5. <b>Hybrid assignment due November 18<sup>th</sup>.</b> ANGEL activity for chapter 5. <b>Homework:</b> Read and review chapter 5 in the standard text. <b>Class:</b> Review chapter 6.	3,4,8 a,b,c
Nov 16-17 MT Week 15	1,2,3,4,5,6,1 2	Professional Image- Communicating for Success Life Skills Cosmetology, History & Career Opportunities Bacteriology Decontamination & Infection Control Chemistry Fundamentals Safety Hazardous Duty Standards Act Compliance Anatomy & Physiology	<b>Class:</b> Review chapter 6. <b>Hybrid assignment due November 25<sup>th</sup>.</b> ANGEL activity for chapter 12. <b>Homework:</b> Read and review chapter 12 in the standard text. <b>Class:</b> Review chapter 12.	5,8 a,b,c
Nov 23-24 MT Final	1,2,3,4,5,6,1 2	Professional Image- Communicating for Success Life Skills Cosmetology, History & Career Opportunities Bacteriology Decontamination & Infection Control Chemistry Fundamentals	<b>Class:</b> Review for final. <b>Hybrid assignment due December 2<sup>nd</sup>.</b> Take practice final in ANGEL. <b>Homework:</b> Review chapters 1,2,3,4,5,6,& 7 in preparation for final.	1,2,3,4,5,6 ,7,8, a,b,c

		Safety Hazardous Duty Standards Act Compliance Anatomy & Physiology		
Nov30-Dec 1 MT Final		Final	Class: Final	

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

**\* Competency Areas:**

1. State Laws, Rules, and Regulations
2. Professional Image
3. Bacteriology
4. Decontamination and Infection Control
5. Chemistry Fundamentals
6. Safety
7. Hazardous Duty Standards Act Compliance
8. Anatomy and Physiology

**\*\*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 \_\_\_\_\_