



Cosmetology (Cosm) 1115 Practicum
Hair Service IV
COURSE SYLLABUS
Fall Semester 2021 (202212)

COURSE INFORMATION

Credit Hours/Minutes: 3/4500

Campus/Class Location: Room 312 Main Bldg.

Class Meets: Tuesday- Thursday 11:15am-12:00pm & 12:35pm-1:10pm

Course Reference Number (CRN): 20151

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Althea Coney

Email Address: [Althea Coney aconey@southeasterntech.edu](mailto:Althea.Coney@southeasterntech.edu)

Vidalia Campus/Office Location: Room 311B, Main Bldg.

Office Hours: Monday-Thursday 7:00am-8am & 3:30pm -5:00pm

Phone: 912-538-3203

Fax Number: 912-538-3156

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) <http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>

REQUIRED TEXT: 13th edition Milady Standard Cosmetology Bundle

Includes: Hard Cover Textbook, Exam Review, Haircutting Simulation & MindTap

ISBN: 978-1305942349

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

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

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

COURSE DESCRIPTION

This course 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 requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

MAJOR COURSE COMPETENCIES: Permanent waving and relaxers; hair color 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.

PREREQUISITE(S)/co-requisites

None/ COSM 1000

COURSE OUTLINE:

1. Permanent Waving & Relaxers
2. Haircolor & Lightening
3. Skin, Scalp, & Hair Treatments
4. Haircutting
5. Styling
6. Dispensary
7. Reception
8. Customer Service Skills
9. Product Knowledge/Retail
10. Safety Precautions/Decontamination
11. State Board Foundation Prep

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

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

STUDENT REQUIREMENTS

Students are expected to complete all performance exercises, 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 Southeastern Technical College Catalog and Handbook. **At the end of the semester, students must have an AVERAGE of 70 or higher on the Theory exams and an AVERAGE of 70 or higher on the Practical exams in order to take the final exams. If the average is below 70 for either theory or practical exams, students will be unable to take final exams; a grade of D will be assigned for 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.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus. If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ATTENDANCE GUIDELINES COSMETOLOGY

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

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

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

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

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

For this class, which meets 4 days a week for 10 weeks, the maximum number of days a student may miss is 4 days during the semester.

STUDENTS WITH DISABILITIES

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

Swainsboro Campus: [Daphne Scott dscott@southeasterntech.edu](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

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

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

PREGNANCY

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

Swainsboro Campus: [Daphne Scott dscott@southeasterntech.edu](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

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

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

WITHDRAWAL PROCEDURE

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

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

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

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

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

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

When a student is tardy for or misses a test, a grade of zero is assigned until the makeup test is taken. 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 Performance Exams. Late admittance will not be allowed. Make-up exams are not given for Mock State Board Exams, Mid-Term Exams, Semester Review Exams, or Final Exams. No makeup tests are given for performance tests. Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any missed assignments, performance labs, or quizzes. Any zeroes recorded will be included in the final score calculation.

CELL PHONE USAGE AND OTHER ELECTRONIC DEVICES: SCHOOL POLICY

The use of cell phones, pagers, CD players, and/or similar devices is not permitted in the classroom/lab facilities. The 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.**

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

PROCEDURE FOR ACADEMIC MISCONDUCT

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

1. First Offense

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

2. Second Offense

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

3. Third Offense

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

Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

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

ACCESSIBILITY STATEMENT

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

GRIEVANCE PROCEDURES

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

ACCESS TO TECHNOLOGY

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

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

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

GRADING POLICY

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

GRADING SCALE

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

COSM 1115 Practicum IV
FALL SEMESTER 2021 LESSON PLAN

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Aug 16-19 Week 1	Ch. 5 & 6	Anatomy & Physiology Infection Control Procedures Salon	Review Mind Tap / Salon/Task sheets	6, 9-11 a, b, c
Aug 23-26 Week 2	Ch. 5 & 6	Anatomy & Physiology Infection Control Procedures Salon	Review Barbicide Certification Exam Due Thursday Mind Tap / Salon/ Task sheets	6, 9-11 a, b, c
Aug 30-Sept 2 Week 3	Ch. 12, 20, 21	Chemistry, Chemical Texture Services, Hair Coloring	Review Test Monday TEST THURSDAY Chapter 5 & 6 Mind Tap / Salon/ Task sheets	1-3, 6, 8-11 a, b, c
Sept 6-9 Week 4	Ch. 12, 20, 21	Chemistry, Chemical Texture Services, Hair Coloring	Mind Tap / Salon/ Task sheets	1-3, 6, 8-11 a, b, c
Sept 13-16 Week 5	Ch. 12, 20, 21	Properties of Hair and Scalp Scalp Care, Shampooing, and Conditioning	Review Mind Tap / TEST THURSDAY Chapter 12, 20, 21 Salon/ Task sheets	3, 4-11 a, b, c
Sept 20-23 Week 6	Ch. 11 & 15	Properties of Hair and Scalp Scalp Care, Shampooing, and Conditioning	Review Mind Tap / Salon/ Task sheets	3, 4-11 a, b, c
Sept 27-30 Week 7	Ch. 11 & 15	Properties of Hair and Scalp Scalp Care, Shampooing, and Conditioning	Review Mind Tap / Salon/ Task sheets	3, 4-11 a, b, c
Oct 4-Oct 7 Week 8	Ch. 11 & 15	Properties of Hair and Scalp Scalp Care, Shampooing, and Conditioning	Review Mind Tap / Salon/ Task sheets	3, 4-11 a, b, c
Oct 11-14 Week 9	Ch. 11 & 15	Properties of Hair and Scalp Scalp Care, Shampooing, and Conditioning MID-TERM	MID-TERM Testing Review Mind Tap / Salon/ Task sheets	3, 4-11 a, b, c
Oct 14-17 Week 10	Ch. 14, 16-19	Principles of Hair Design Haircutting	Review Mind Tap / Salon/ Task sheets TEST THURSDAY Chapters 11 & 15	1, 2, 4-11 a, b, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Oct 18-21 Week 11	Ch. 14, 16-19	Hairstyling Braiding and Braid Extensions Wigs and Hair Additions	Review TEST THURSDAY Chapter. 14, 16-19 Mind Tap / Salon/ Task sheets	1, 2, 4-11 a, b, c
Oct 28-31 Week 12	Ch. 1-4, 30-32	Hairstyling Braiding and Braid Extensions Wigs and Hair Additions	Review Mind Tap / Salon/ Task sheets	1, 2, 4-11 a, b, c
Oct 25-28 Week 13	Ch. 1-4, 30-32	Chemical Texture Services Hair coloring	Review Test 1-4 & 30-32 Mind Tap / Salon/ Task sheets	1-11 a, b, c
Nov 1-4 Week 14	Ch. 12, 20-21	Chemistry Chemical Texture Services Hair coloring	Mind Tap / Salon/ Task sheets	1-11 a, b, c
Nov 8-11 Week 15		Review for Finals		
Nov 15-18		Thanksgiving Holidays		

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

Competency Areas: (will vary for each course/taken from state standards)

1. Permanent Waving & Relaxers
2. Haircolor & Lightening
3. Skin, Scalp, & Hair Treatments
4. Haircutting
5. Styling
6. Dispensary
7. Reception
8. Customer Service Skills
9. Product Knowledge/Retail
10. Safety Precautions/Decontamination
11. State Board Foundation Prep

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.

