



**Cosmetology (Cosm) 1020 Hair Care and Treatment**  
**COURSE SYLLABUS**  
**Fall Semester 2018**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/3750  
Campus/Class Location: Swainsboro Campus/Building 2 Room 2150  
Class Meets: Monday & Thursday 8:00 am – 10:05 am  
Course Reference Number (CRN): 20160

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Linda Hairr  
Email Address: [Linda Hairr \(lhairr@southeasterntech.edu\)](mailto:lhairr@southeasterntech.edu)  
Campus/Office Location: Swainsboro Campus/Building 2 Room 2151  
Office Hours: Monday-Thursday, 7:00am-8:00am and 3:00pm-5:00pm  
Phone: 478-289-2238  
Fax Number: 478-289-2276

**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.southeasternteChapteredu/student-affairs/catalog-handbook.php) <http://www.southeasternteChapteredu/student-affairs/catalog-handbook.php>

**REQUIRED TEXT**

13th Edition Milady Standard Cosmetology Bundle; Includes: Hard Cover Textbook, Exam Review, Haircutting simulation & MindTap; ISBN: 9781305942349

**REQUIRED SUPPLIES & SOFTWARE**

1st Semester Southeastern Tech Cosmetology kit, black uniform and black leather close-toed shoes. 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**

Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, diseases and disorders and their treatments and the fundamental theory and skills required to shampoo, condition and recondition the hair and scalp.

## **MAJOR COURSE COMPETENCIES**

Topics include diseases and disorders, safety precautions, hair and scalp analysis, basic hair and scalp treatments, shampoo chemistry and shampoo procedures.

## **PREREQUISITE(S)/CO-REQUISITES**

COSM 1000 Introduction to Cosmetology

## **COURSE OUTLINE**

1. Diseases and Disorders
2. Safety Precautions
3. Hair and Scalp Analysis
4. Basic Hair and Scalp Treatments
5. Shampoo Chemistry
6. Shampoo Procedures

## **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, an AVERAGE of 70 or higher on the Practical exams and an overall average of 70 or better in order to take the final exams. If the average is below 70 for theory, practical or overall 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.

## 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

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 is 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 2 days a week for 15 weeks, the maximum number of days a student may miss is 3 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 "F". 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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% 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” 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” or “WF” 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 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:

### 1. First Offense

Student will be assigned a grade of zero 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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 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).

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

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:Helen.Thomas@southeasterntech.edu">Helen.Thomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:Lanie.Jonas@southeasterntech.edu">Lanie.Jonas@southeasterntech.edu</a>

## 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%
Final Performance Exam	15%

## GRADING SCALE

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

## Cosm 1020 Hair Care and Treatment

### Fall Semester 2018 Lesson Plan

<b>Date Week</b>	<b>Chapter</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b> <b>All assignments due on</b> <b>Wednesday @ 11:00 pm</b>	<b>Competency Area</b>
Week 1 August 13-16	11	Properties of the Hair and Scalp	Read pages 223-232, discuss hair structure & composition, MindTap assignments	2,3,4 a,c
Week 2 August 20-23	15	Scalp Care, Shampooing and Conditioning	Read pages 321-326, discuss scalp care, treatments & massage, MindTap assignment	1-6 a-c
Week 3 August 27-30	11	Properties of the Hair and Scalp	Read pages 232-237, discuss hair growth & hair loss, MindTap assignment.	1-6 a,c
Week 4 September 4-6	15	Scalp Care, Shampooing and Conditioning	Read pages 327-355 discuss chemistry of shampoo, water, types of & importance of shampoos & conditioners, MindTap assignment	1-6 a,c
Week 5 September 10-13	11	Properties of the Hair and Scalp	Read pages 237-249, discuss disorders of the hair & scalp, scalp analysis, MindTap assignment	1-6 a,c
Week 6 September 17-20	15	Scalp Care, Shampooing and Conditioning	Read pages 340-353, discuss & demo proper draping, shampooing & scalp treatments, MindTap assignment	1-6 a,c
Week 7 September 24-27	11	Properties of the Hair and Scalp	Hair & scalp analysis activities	1-6 a,c
Week 8 October 1-4	15	Scalp Care, Shampooing and Conditioning Mid-Term	Review Chapter 15 for Test Thursday October 4 Draping, shampooing & conditioning procedures, graded, MindTap assignment	1-6 a,c
Week 9 October 8-11	11	Properties of the Hair and Scalp	Review Chapter 11 – Test Thursday October 11, Hair & scalp analysis activities, MindTap assignment.	1-6 a,c

<b>Date Week</b>	<b>Chapter</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b> <b>All assignments due on</b> <b>Wednesday @ 11:00 pm</b>	<b>Competency Area</b>
Week 10 October 15-18	11 15	Properties of the Hair & Scalp Scalp Care, Shampooing and Conditioning	Hair & scalp analysis activities, draping, shampooing & conditioning procedures	1-6 a,c
Week 11 October 22-25	11 15	Properties of the Hair & Scalp Scalp Care, Shampooing and Conditioning	Hair & scalp analysis activities, draping, shampooing & conditioning procedures	1-6 a,c
Week 12 October 29- November 1	11 15	Properties of the Hair & Scalp Scalp Care, Shampooing and Conditioning	Hair & scalp analysis activities, draping, shampooing & conditioning procedures	1-6 a,c
Week 13 November 5-8	11 15	Properties of the Hair & Scalp Scalp Care, Shampooing and Conditioning	Hair & scalp analysis activities, draping, shampooing & conditioning procedures	1-6 a,c
Week 14 November 12-15	11 15	Properties of the Hair and Scalp Scalp Care, Shampooing and Conditioning	Review Chapter 11 & 15 Semester Review Exam November 12	1-6 a,c
November Week 15 19-21	11 15	Properties of the Hair & Scalp Scalp Care, Shampooing and Conditioning	Hair & scalp analysis activities, draping, shampooing & conditioning procedures	1-6 a,c
Week 15 November 26-29	11 15	Final Exam	Prepare for Final Exam	1-6 a,c
December 3-6		Make-up Time	Make-up Time	

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

### **Competency Areas:**

1. Diseases and Disorders
2. Safety Precautions
3. Hair and Scalp Analysis
4. Basic Hair and Scalp Treatments
5. Shampoo Chemistry
6. Shampoo Procedures

### **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.



## SHAMPOOING

Service	Task	Possible Points	Yes	No	Score
		100			
Preparation	Removes client jewelry, hair ornaments, etc..., correct hair & scalp analysis, correct shampoo selection	11.11			
Proper drape	Turns client collar inside, correct towel placement	11.11			
Lowers client to bowl	Assists client carefully lowering to shampoo bowl, client comfort	11.11			
Adjusts water temp	Adjusts water temp as necessary for client comfort	11.11			
Shampoo application	Evenly distributes shampoo beginning at hairline, working back into lather completely covers scalp	11.11			
Manipulations	Uses cushions (pads) of fingers working toward back of head, Lifts head gently, reaching all of nape area	11.11			
Rinse and complete	Scalp rinsed thoroughly, from hairline to nape area, thoroughly rinses hair, thoroughly towel dries hair	11.11			
Sanitation	Shampoo bowl sanitized before and after service	11.11			
Safety	Client clothes protected, client face protected from water, shampoo and conditioner, checks floor for any water, dries it up as necessary	11.11			