



## **COSM 1020 Hair Care and Treatments**

### **COURSE SYLLABUS**

### **Fall Semester 2017**

#### **COURSE INFORMATION**

Credit Hours/Minutes: 3/3750  
Class Location: Building 2, Room 2150  
Class Meets: M 10:10am-3:10pm  
CRN: 20183

#### **INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Peggy Braswell  
Office Location: 2147  
Office Hours: MTWR 7:00-8:00am and MTW 3:00-5:00pm  
Email Address: [pbraswell@southeasterntech.edu](mailto:pbraswell@southeasterntech.edu) Preferred method of Contact  
Phone: 478-289-2238  
Fax Number: 478-289-2276

#### **REQUIRED TEXT**

Milady's Cosmetology Hardcover, 13<sup>th</sup> edition Milady Standard cosmetology, bundled with Exam Review, Haircutting Simulation and MindTap ISBN: 9781305784208

#### **REQUIRED SUPPLIES & SOFTWARE**

Cosmetology kit, black uniform and black leather, close-toes shoes. Other items may be necessary.

#### **COURSE DESCRIPTION**

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

#### **MAJOR COURSE COMPETENCIES**

Diseases & Disorders; Safety Precautions; Hair & Scalp Analysis; Basic Hair & Scalp Treatments; Shampoo Chemistry; Shampoo Procedures.

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

None/COSM 1000 Introduction to Cosmetology Theory

#### **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
- 7.

## 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 STC E- Catalog. 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 an average of 70 is not earned for both theory and 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**, 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 a grade of F and face financial aid repercussions in upcoming semesters.

## 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

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 \_\_\_1\_\_\_ days a week for \_\_\_15\_\_\_ weeks, the maximum number of days a student may miss is \_\_\_2\_\_\_ 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 Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 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, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

### 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, QUIZZES, HOMEWORK, PROJECTS, ETC...)

(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.

## 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 "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" 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>ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer</b>	<b>Title VI - Title IX (Employees) - EEOC Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

## **GRIEVANCE PROCEDURES**

Grievance procedures can be found in the Catalog and Handbook located on STC'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 [STC website](#).

## **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**

<b>Assessment/Assignment</b>	<b>Percentage</b>
Assignments	20%
Practical Exams	15%
Final Practical Exam	15%
Theory Exams	25%
Final Theory Exam	25%
Total	100%

## **GRADING SCALE**

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

# COSM 1020 Hair Care and Treatments

## Fall Semester 2017 lesson plan

Date/Week 250 minutes a week	Chapter/Lesson	Content	<i>Assignments &amp; Tests Due Dates</i>	Competency Area
August 14 Monday	11	Diseases and Disorders of the Hair and Scalp	<p>Homework assignment due Monday August 21 at 10:00am.</p> <p>Do all of the activities in MindTap for Chapter 11, Disorders of the Hair and Scalp. This will count as your hybrid participation and assignment grade.</p> <p>Read chapter 11 in the cosmetology text. Answer questions on page 248 of the standard textbook.</p>	1 a,c
August 21	11		<p>Lecture &amp; exam over diseases &amp; disorders.</p> <p>Homework assignment due Monday, August 28 at 10:00am .</p> <p>Do all the activities in MindTap for Chapter 11, Thorough Hair and Scalp Analysis. This will count as your hybrid participation and assignment grade.</p>	1 a,c
August 28	11	Safety Precautions Hair & Scalp Analysis	<p>Homework assignment due Monday, September 11 at 10:00am.</p> <p>Do the following activities in MindTap for Chapter 11: Watch: Properties of the Hair &amp; Scalp Learning, Do It: Pre-Assessment Quiz, Read: Side Bonds of the Cortex, Structure of the Hair Root, Read: Structures of the Hair Root, Read: Structures of the Hair Shaft,</p> <p>Watch: Structure of the Hair, Review Structure of the hair shaft, and Do It: Structure of the Hair Labeling.</p> <p>Read pages 236-240 in the cosmetology tex</p>	2,3 a,c

Date/Week 250 minutes a week	Chapter/Lesson	Content	<i>Assignments &amp; Tests Due Dates</i>	Competency Area
September 11	11	Safety Precautions Hair & Scalp Analysis	Lecture & exam over safety precautions & hair & scalp analysis.  Homework Assignment due Monday, September 18 at 10:00am . Do It: Matching Activity, Read: Hair Pigment, Wave Pattern & Extremely Curly Hair, Watch: Hair Structure, Do It: Drop and Drag Activity, and all activities under Hair Growth and Hair Loss.  Chapter 11 in MindTap-Recap Chapter Highlights, Flashcards: Key Terms Review and Final Chapter Exam	2,3 a,c
September 18	15	Basic Hair & Scalp Treatments	Read pages 322-326 in the cosmetology text.  Homework Assignment due Monday, September 25 at 10:00am. MindTap, Chapter 15: Do It: Pre-Assessment Quiz, Watch: Why Study Video, All Activities under Safely & Effectively Use Massage in Scalp Care.  Do all activities under “Learn the Benefits of Proper Hair Brushing” and “Hair Brushing Procedure in MindTap.	4 a,c
September 25	15	Basic Hair & Scalp Treatments	Homework Assignment due Monday October 2 at 10:00am. MindTap read Chapter 15: Read: Proper Hair Brushing, Read: Hair Brushing is a Pre-service, Watch: Hair Brushing, Do It: Multiple Choice Quiz.  Read pages 334-347 in the cosmetology text.  Practice basic hair & scalp treatments.	4 a,c

Date/Week 250 minutes a week	Chapter/Lesson	Content	<i>Assignments &amp; Tests Due Dates</i>	Competency Area
October 2	15	Basic Hair & Scalp Treatments	Homework Assignment due Monday October 9 at 10:00am. Use Professional Draping in MindTap, Read: Use Professional Draping, Watch: Draping a Client, Do It: Matching Activity, Read: Understand the Benefits of the Three Part Procedures, Watch: Draping Procedures, Read: Procedures, Do It: Multiple Choice Quiz  Read page 337-344 in the cosmetology text.	4 a,c
October 9	15	Basic Hair & Scalp Treatments	Homework Assignment due Monday October 16 at 10:00am. MindTap assignments, Chapter 15, do all activities under the "Recommend and Use Conditioners category. Read pages 324-326 in the cosmetology text.	5 a,c
October 16	15	Shampoo Chemistry	Lecture, demonstration & exam over basic hair & scalp treatments. Homework Assignment due Monday, October 23 at 10:00am. MindTap Chapter 15, Read: Provide a Proper & Effective Shampoo Service, Watch: Video (The Chemistry Of Shampoo)  Read pages 327-334 in the cosmetology text.	5 a,c
October 23	15	Shampoo Procedures	Homework Assignment due Monday October 30 at 10:00am. MindTap- Read: Provide a Proper and Effective Shampoo Service, Watch: Shampooing, Do It: Multiple Choice Quiz. Read: Basic Shampooing and Conditioning.  Read pages 348-353 in the cosmetology text.	6 a,c



Date/Week 250 minutes a week	Chapter/Lesson	Content	<i>Assignments &amp; Tests Due Dates</i>	Competency Area
October 30	15	Shampoo Procedures	<p>Demonstration of shampoo and conditioning procedures. Practice draping and shampooing.</p> <p>Homework Assignment due Monday November 6 at 10:00am. Do all activities listed un “Recommend and Use Conditioners” for chapter 15 in MindTap.</p> <p>Read pages 335-337 in the cosmetology text.</p>	6 a,c
November 6	15	Shampoo Procedures	<p>Homework Assignment due Monday November 14 at 10:00am. Do the final chapter exam for chapter 15 in MindTap.</p> <p>Read and review chapter 15 and answer the questions on page 354 of the cosmetology text and the questions for chapter 15 in the exam review.</p> <p>Practice shampoo procedures.</p>	6 a,c
November 13	11,15	Safety Precautions Hair & Scalp Analysis Basic Hair & Scalp Treatments Shampoo Procedures	<p>Exam over draping, shampoo chemistry &amp; shampooing procedures.</p> <p>Homework Assignment due Monday November 21 at 10:00am. Review all MindTap activities for chapter 11 and 15.</p> <p>Practice shampoo procedures, scalp &amp; hair analysis, and basic hair &amp; scalp treatments while employing all safety precautions.</p>	2,3,4,5,6 a,c
November 20	11,15	Safety Precautions Hair & Scalp Analysis Basic Hair & Scalp Treatments Shampoo Procedures	<p>Homework Assignment due November 28 at 10:00am. Do Chapter 11 Recap Chapter Highlights and Final chapter exam and Chapter 15 Recap chapter highlights and Final Chapter Exam in MindTap.</p> <p>Answer all questions in the exam review book for chapters 11 and 15.</p> <p>Practice shampoo procedures, scalp &amp; hair analysis, and basic hair &amp; scalp treatments while employing all safety precautions.</p>	2,3,4,5,6 a,c

Date/Week 250 minutes a week	Chapter/Lesson	Content	<i>Assignments &amp; Tests Due Dates</i>	Competency Area
November 27	11,15	Diseases & Disorders of the Hair & Scalp Safety Precautions Hair & Scalp Analysis Basic Hair & Scalp Treatments Shampoo Procedures	Written and Practical Reviews and Finals	1,2,3,4,5,6 a,c

**\*Instructor reserves the right to change the syllabus and/or tentative lesson plans as necessary. Students will be notified of any changes to tests, assignments, or due dates.\***

**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.