



## Cosmetology (Cosm) 1080 Physical Hair Services Practicum

### COURSE SYLLABUS

### Fall Semester 2019

#### COURSE INFORMATION

Credit Hours/Minutes: 3/5250

Campus/Class Location: Vidalia Campus, Main Building Room 311

Class Meets: Monday-Thursday 8:00 A.M.-9:30 A.M.

Course Reference Number: 20219

#### INSTRUCTOR CONTACT INFORMATION

##### Instructor Contact Information

Adjunct Instructor Name: Cleo Hansley

Adjunct College Email Address: [Cleo Hansley \(chansley@southeasterntech.edu\)](mailto:chansley@southeasterntech.edu)

Campus/Office Location: Vidalia Campus, Main Building Room 330

Office Hours: Tuesday-Thursday 7:30-8:00 am, 3:30-4:00 pm

Phone: 912-538-3148

Fax Number: 912-538-3156

Full-Time Instructor Name: Courtney Bell

Email Address: [Courtney Bell \(cdurrence@southeasterntech.edu\)](mailto:cdurrence@southeasterntech.edu)

Campus/Office Location: Vidalia Campus, Main Building Room 311

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

Phone: 912-538-3202

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 Student 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: 9781305942349 and Milady Online Licensing Prep; ISBN: 9781285769790.

#### REQUIRED SUPPLIES & SOFTWARE

4th Semester Southeastern Tech Cosmetology kit, black uniform and black leather close-toed shoes. Other items may be necessary. Microsoft Office and Internet

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 College (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**

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology (GSBC). This course includes a portion of the required hours for licensure.

## **MAJOR COMPETENCIES**

Topics include hair & scalp treatments, haircutting, styling, dispensary, reception, safety precautions & decontamination and hazardous duty standards act compliance

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

COSM 1000,1020,1030,1040

## **COURSE OUTLINE**

1. Hair & Scalp Treatments
2. Haircutting
3. Styling
4. Dispensary
5. Reception
6. Safety Precautions/Decontamination
7. Hazardous Duty Standards Act Compliance

## **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College (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 E- Catalog. 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.

## 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 4 days a week for 15 weeks, the maximum number of days a student may miss is 6 days during the semester.**

## 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.

## 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 appropriate campus coordinator to request services.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

## 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:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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.

### **EXIT EXAM**

All students are required to pass an exit exam at the end of 4<sup>th</sup> semester before graduating from the cosmetology program.

### **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 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.

### **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 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 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<br>Vidalia Campus<br>3001 East 1 <sup>st</sup> Street, Vidalia<br>Office 108 Phone: 912-538-3126<br>Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a><br><a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a> | Lanie Jonas, Director of Human Resources<br>Vidalia Campus<br>3001 East 1 <sup>st</sup> Street, Vidalia<br>Office 138B Phone: 912-538-3147<br>Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a><br><a href="mailto:ljonas@southeasterntech.edu">ljonas@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   |

## Cosmetology 1080 Physical Hair Services Practicum

### Fall Semester 2019 Lesson Plan

| Date/Week                               | Chapter/<br>Lesson | Content                                                       | Assignments & Tests Due Dates<br><b>All assignments due on<br/>Wednesday @ 11:00 pm</b>                           | Competency<br>Area |
|-----------------------------------------|--------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|--------------------|
| Week 1<br>August<br>13-15               | 5,6                | Anatomy & Physiology<br>Infection Control Procedures<br>Salon | Read, review chapters 5&6<br>Task Sheets                                                                          | 1-7<br>a-c         |
| Week 2<br>August<br>19-22               | 5,6                | Anatomy & Physiology<br>Infection Control Procedures<br>Salon | Read, review chapters 5&6 for<br><b>Test August 22</b> , assignments due,<br>Task Sheets                          | 1-7<br>a-c         |
| Week 3<br>August<br>26-29               | 7,8,11,<br>15      | Scalp & Hair Treatments<br>Salon                              | Read, review Ch. 7,8,11,15, <b>Mock<br/>State Board Performance &amp; Test<br/>Monday August 26</b> , Task Sheets | 1-7<br>a-c         |
| Week 4<br>September<br>3-5              | 7,8,11,<br>15      | Scalp & Hair Treatments<br>Salon                              | Read, review Ch. 7,8,11,15 for<br><b>Test September 5</b> , assignments<br>due, Task Sheets                       | 1-7<br>a-c         |
| Week 5<br>September<br>9-12             | 14,16-19           | Haircutting & Styling<br>Salon                                | Read, review Ch. 14, 16-19, Task<br>Sheets                                                                        | 1-7<br>a-c         |
| Week 6<br>September<br>16-19            | 14,16-19           | Haircutting & Styling<br>Salon                                | Read, review Ch. 14, 16-19 for<br><b>Test September 19</b> , assignments<br>due, Task Sheets                      | 1-7<br>a-c         |
| Week 7<br>September<br>23-26            | 1-4                | Professional Image<br>Salon                                   | Read and review chapters 1-4<br>Task Sheets                                                                       | 1-7<br>a-c         |
| Week 8<br>September<br>30-<br>October 3 | 30,31,<br>32       | Career Opportunities,<br>Business Skills<br>Salon             | Task Sheets, Read and review<br>chapters 30-32                                                                    | 1-7<br>a-c         |
| Week 9<br>October<br>7-10               |                    | Mid-Term<br>State Board Prep<br>Salon                         | <b>Mid-Term Test, Monday-October<br/>7 Task Sheets</b>                                                            | 1-7<br>a-c         |
| Week 10<br>October<br>14-17             |                    | State Board Prep<br>Salon                                     | Task Sheets                                                                                                       | 1-7<br>a-c         |
| Week 11<br>October<br>21-24             |                    | State Board Prep<br>Salon                                     | Task Sheets                                                                                                       | 1-7<br>a-c         |
| Week 12<br>October<br>28-31             |                    | State Board Prep<br>Salon                                     | Task Sheets                                                                                                       | 1-7<br>a-c         |

| Date/Week                    | Chapter/<br>Lesson | Content                   | Assignments & Tests Due Dates<br><b>All assignments due on<br/>Wednesday @ 11:00 pm</b> | Competency<br>Area |
|------------------------------|--------------------|---------------------------|-----------------------------------------------------------------------------------------|--------------------|
| Week 13<br>November<br>4-7   |                    | State Board Prep<br>Salon | <b>Mock State Board Performance &amp;<br/>Test Monday November 4</b> Task<br>Sheets     | 1-7<br>a-c         |
| Week 14<br>November<br>11-14 |                    | Salon                     | Task Sheets                                                                             | 1-7<br>a-c         |
| Week 15<br>November<br>18-21 |                    | Salon                     | Task Sheets                                                                             |                    |
| November<br>25-26            |                    | Salon                     | Task Sheets                                                                             | 1-7<br>a-c         |
| Week 15<br>December<br>2-5   |                    | <b>Finals</b>             | <b>Final Exam</b>                                                                       |                    |

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

**Competency Areas:**

1. Hair & Scalp Treatments
2. Haircutting
3. Styling
4. Dispensary
5. Reception
6. Safety Precautions/Decontamination
7. 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.





## COSMETOLOGY MOCK STATE BOARD PRACTICAL EXAMINATION

Name \_\_\_\_\_ Date \_\_\_\_\_

|                                   | Possible Points |         |       | Score |
|-----------------------------------|-----------------|---------|-------|-------|
| Set up & client protection        | 100             |         |       |       |
| Thermal Curling                   | 100             |         |       |       |
| Haircutting                       | 100             |         |       |       |
| Set up & client protection        | 100             |         |       |       |
| Chemical Waving                   | 100             |         |       |       |
| Predisposition Test & Strand Test | 100             |         |       |       |
| Highlighting                      | 100             |         |       |       |
| Hair Color Retouch                | 100             |         |       |       |
| Chemical Relaxing                 | 100             |         |       |       |
| Blood Exposure Procedure          | 100             |         |       |       |
| Basic Facial                      | 100             |         |       |       |
| Sculptured Nail                   | 100             |         |       |       |
| <b>Total Points</b>               |                 | divided | by 12 |       |

Revised December 2017

I have read and reviewed the mock practical exam services and tasks before the actual examination and I understand how I was graded and why my grade is \_\_\_\_\_ for the examination.

My grade on the written mock state board is: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

## CLIENT #1 SET UP & PROTECTION

15 minutes

| Task                                                                  | Possible Points | Yes | No | Score |
|-----------------------------------------------------------------------|-----------------|-----|----|-------|
|                                                                       | <b>100</b>      |     |    |       |
| Disinfects work area and uses protective covering                     | 16.66           |     |    |       |
| Disposes of soiled materials using infection control procedures       | 16.66           |     |    |       |
| Sanitizes hands                                                       | 16.66           |     |    |       |
| Sets up work area all with supplies needed clearly labeled in English | 16.66           |     |    |       |
| Applies drape using a neck strip or towel                             | 16.66           |     |    |       |
| Practices infection control procedures safely throughout setup        | 16.66           |     |    |       |
| <b>Total</b>                                                          | 100             |     |    |       |

## THERMAL CURLING

10 minutes

| Task                                                                    | Possible Points | Yes | No | Score |
|-------------------------------------------------------------------------|-----------------|-----|----|-------|
|                                                                         | <b>100</b>      |     |    |       |
| <b>Demonstration of Thermal Curling</b>                                 |                 |     |    |       |
| Sets up implements that are visibly clean & sanitary                    | 6.66            |     |    |       |
| Tests temperature of iron <u>PRIOR</u> to applying to hair              | 6.66            |     |    |       |
| Subsections hair same width as barrel of iron                           | 6.66            |     |    |       |
| Forms a complete curl                                                   | 6.66            |     |    |       |
| Protects scalp from iron with comb                                      | 6.66            |     |    |       |
| Forms curls so that hair is smooth & unmarked                           | 6.66            |     |    |       |
| <b>Client protection, Safety &amp; Infection Control</b>                |                 |     |    |       |
| Uses iron safely at all times                                           | 6.66            |     |    |       |
| Maintains neck strip or towel & drape for protection throughout service | 6.66            |     |    |       |
| Disposes of soiled materials using infection control procedures         | 6.66            |     |    |       |
| Disposes of items to be disinfected in properly labeled receptacle      | 6.66            |     |    |       |
| Practices infection control procedures safely throughout service        | 6.66            |     |    |       |
| Maintains work area in a safe manner throughout service                 | 6.66            |     |    |       |
| Maintains client protection throughout service                          | 6.66            |     |    |       |
| Completes all procedures according to instructions given                | 6.66            |     |    |       |
| All tasks completed in time allotted                                    | 6.66            |     |    |       |
| <b>Total</b>                                                            | <b>100</b>      |     |    |       |

## HAIRCUTTING

30 minutes

| Task                                                                    | Possible Points | Yes | No | Score |
|-------------------------------------------------------------------------|-----------------|-----|----|-------|
|                                                                         | <b>100</b>      |     |    |       |
| <b>Preparation</b>                                                      |                 |     |    |       |
| Sets up implements that are visibly clean & sanitary                    | 5.00            |     |    |       |
| Sanitizes hands                                                         | 5.00            |     |    |       |
| <b>Demonstration of Haircutting</b>                                     |                 |     |    |       |
| Handles razor & shears safely at all times                              | 5.00            |     |    |       |
| Use razor to establish nape guideline                                   | 5.00            |     |    |       |
| Uses consistent & even sections/subsections                             | 5.00            |     |    |       |
| Uses consistent partings while cutting                                  | 5.00            |     |    |       |
| Cuts entire nape section with elevation using razor                     | 5.00            |     |    |       |
| <b>Check Haircut</b>                                                    |                 |     |    |       |
| Cuts nape line to a uniform length                                      | 5.00            |     |    |       |
| Cuts sides uniform in length                                            | 5.00            |     |    |       |
| Follows guide throughout haircut                                        | 5.00            |     |    |       |
| Blends haircut evenly                                                   | 5.00            |     |    |       |
| Cuts at least one inch of hair throughout haircut                       | 5.00            |     |    |       |
| Removes hair clippings from skin, cape, work area & floor               | 5.00            |     |    |       |
| <b>Safety &amp; Infection Control</b>                                   |                 |     |    |       |
| Maintains neck strip or towel & drape for protection throughout service | 5.00            |     |    |       |
| Disposes of soiled materials using infection control procedures         | 5.00            |     |    |       |
| Disposes of items to be disinfected in properly labeled receptacle      | 5.00            |     |    |       |
| Practices infection control procedures safely throughout service        | 5.00            |     |    |       |
| Completes all procedures according to instructions given                | 5.00            |     |    |       |
| All tasks completed in time allotted                                    | 5.00            |     |    |       |
| <b>Total</b>                                                            | <b>100</b>      |     |    |       |

## CLIENT #2 SET UP & PROTECTION

15 minutes

| Task                                                                  | Possible Points | Yes | No | Score |
|-----------------------------------------------------------------------|-----------------|-----|----|-------|
|                                                                       | <b>100</b>      |     |    |       |
| Disinfects work area and uses protective covering                     | 16.66           |     |    |       |
| Disposes of soiled materials using infection control procedures       | 16.66           |     |    |       |
| Sanitizes hands                                                       | 16.66           |     |    |       |
| Sets up work area with all supplies needed clearly labeled in English | 16.66           |     |    |       |
| Applies drape using a neck strip or towel                             | 16.66           |     |    |       |
| Practices infection control procedures safely throughout setup        | 16.66           |     |    |       |
| <b>Total</b>                                                          | <b>100</b>      |     |    |       |

## CHEMICAL WAVING

20 minutes

| Task                                                               | Possible Points | Yes | No | Score |
|--------------------------------------------------------------------|-----------------|-----|----|-------|
|                                                                    | <b>100</b>      |     |    |       |
| <b>Preparation</b>                                                 |                 |     |    |       |
| Sanitizes hands                                                    | 4.76            |     |    |       |
| Sets up implements that are visibly clean & sanitary               | 4.76            |     |    |       |
| <b>Demonstration of Chemical Waving</b>                            |                 |     |    |       |
| Sections & subsections hair straight & evenly                      | 4.76            |     |    |       |
| Subsections hair no longer than length of rod                      | 4.76            |     |    |       |
| Subsections hair same width as diameter of rod                     | 4.76            |     |    |       |
| Wraps hair evenly & smoothly around rod                            | 4.76            |     |    |       |
| Distributes hair evenly across end paper                           | 4.76            |     |    |       |
| Extends end papers beyond hair ends                                | 4.76            |     |    |       |
| Places bands correctly                                             | 4.76            |     |    |       |
| Uses same rod base placement throughout section                    | 4.76            |     |    |       |
| Wraps hair around rod at least 1 ½ times                           | 4.76            |     |    |       |
| <b>Demonstrate Saturation</b>                                      |                 |     |    |       |
| Applies cotton and/or protective cream at nape                     | 4.76            |     |    |       |
| Wears gloves during application of simulated product               | 4.76            |     |    |       |
| Applies simulated product across entire rod safely                 | 4.76            |     |    |       |
| <b>Demonstrate Test Curl</b>                                       |                 |     |    |       |
| Unwraps rod at least 1 ½ turns & hair is held to relax             | 4.76            |     |    |       |
| <b>Safety &amp; Infection Control</b>                              |                 |     |    |       |
| Removes rod correctly                                              | 4.76            |     |    |       |
| Maintains towel & drape for protection throughout service          | 4.76            |     |    |       |
| Disposes of soiled materials using infection control procedures    | 4.76            |     |    |       |
| Disposes of items to be disinfected in properly labeled receptacle | 4.76            |     |    |       |
| Practices infection control procedures safely throughout service   | 4.76            |     |    |       |
| Maintains work area in a safe manner throughout service            | 4.76            |     |    |       |
| Completes all procedures according to instructions given           | 4.76            |     |    |       |
| All tasks completed in time allotted                               | 4.76            |     |    |       |
| <b>Total</b>                                                       | <b>100</b>      |     |    |       |

## PREDISPOSITION TEST AND STRAND TEST

15 mins

| <b>Task</b>                                                        | <b>Possible Points</b> | <b>Yes</b> | <b>No</b> | <b>Score</b> |
|--------------------------------------------------------------------|------------------------|------------|-----------|--------------|
|                                                                    | <b>100</b>             |            |           |              |
| Sets up implements that are visibly clean & sanitary               | 9.09                   |            |           |              |
| Wears glove while applying product                                 | 9.09                   |            |           |              |
| Demonstrates predisposition test with product behind the ear       | 9.09                   |            |           |              |
| Demonstrates strand test process with product correctly            | 9.09                   |            |           |              |
| Removes strand test product correctly & safely                     | 9.09                   |            |           |              |
| Maintains towel & drape for protection throughout service          | 9.09                   |            |           |              |
| Disposes of soiled materials using infection control procedures    | 9.09                   |            |           |              |
| Disposes of items to be disinfected in properly labeled receptacle | 9.09                   |            |           |              |
| Practices infection control procedures safely throughout setup     | 9.09                   |            |           |              |
| Maintains client protection throughout service                     | 9.09                   |            |           |              |
| Completes all procedures according to instructions given           | 9.09                   |            |           |              |
| <b>Total</b>                                                       | <b>100</b>             |            |           |              |

## HIGHLIGHTING W/ FOIL

15 minutes

| Task                                                                    | Possible Points | Yes | No | Score |
|-------------------------------------------------------------------------|-----------------|-----|----|-------|
|                                                                         | <b>100</b>      |     |    |       |
| <b>Preparation</b>                                                      |                 |     |    |       |
| Sets up implements that are visibly clean & sanitary                    | 6.25            |     |    |       |
| Sanitizes hands                                                         | 6.25            |     |    |       |
| Divides head into five equal sections                                   | 6.25            |     |    |       |
| Applies protective cream                                                | 6.25            |     |    |       |
| Wears gloves during application of simulated lightener                  | 6.25            |     |    |       |
| <b>Demonstration of Virgin Hair Lightening Application</b>              |                 |     |    |       |
| Subsections hair $\frac{1}{4}$ - $\frac{1}{2}$ inch wide                | 6.25            |     |    |       |
| Completely covers subsections with simulated product                    | 6.25            |     |    |       |
| Uses correct foil placement                                             | 6.25            |     |    |       |
| <b>Safety &amp; Infection Control</b>                                   |                 |     |    |       |
| Keeps perimeter skin free of product                                    | 6.25            |     |    |       |
| Maintains neck strip or towel & drape for protection throughout service | 6.66            |     |    |       |
| Disposes of soiled materials using infection control procedures         | 6.25            |     |    |       |
| Disposes of items to be disinfected in properly labeled receptacle      | 6.25            |     |    |       |
| Practices infection control procedures safely throughout service        | 6.25            |     |    |       |
| Maintains work area in a safe manner throughout service                 | 6.25            |     |    |       |
| Maintains client protection throughout service                          | 6.25            |     |    |       |
| Completes all procedures according to instructions given                | 6.25            |     |    |       |
| All tasks completed in time allotted                                    | 6.25            |     |    |       |
| <b>Total</b>                                                            | <b>100</b>      |     |    |       |



## HAIR COLOR RETOUCH

10 minutes

| Task                                                                    | Possible Points | Yes | No | Score |
|-------------------------------------------------------------------------|-----------------|-----|----|-------|
|                                                                         | <b>100</b>      |     |    |       |
| <b>Preparation</b>                                                      |                 |     |    |       |
| Sets up implements that are visibly clean & sanitary                    | 5.88            |     |    |       |
| Sanitizes hands                                                         | 5.88            |     |    |       |
| Applies protective cream                                                | 5.88            |     |    |       |
| Wears gloves during application of simulated hair color                 | 5.88            |     |    |       |
| <b>Demonstration of Retouch Hair Coloring Application</b>               |                 |     |    |       |
| Outlines hair color retouch quadrant with simulated product             | 5.88            |     |    |       |
| Subsections hair ½ inch wide or less                                    | 5.88            |     |    |       |
| Applies simulated product from scalp out 1 inch                         | 5.88            |     |    |       |
| Completely covers subsections with simulated product                    | 5.88            |     |    |       |
| <b>Safety &amp; Infection Control</b>                                   |                 |     |    |       |
| Keeps perimeter skin free of product                                    | 5.88            |     |    |       |
| Maintains neck strip or towel & drape for protection throughout service | 5.88            |     |    |       |
| Disposes of soiled materials using infection control procedures         | 5.88            |     |    |       |
| Disposes of items to be disinfected in properly labeled receptacle      | 5.88            |     |    |       |
| Practices infection control procedures safely throughout service        | 5.88            |     |    |       |
| Maintains work area in a safe manner throughout service                 | 5.88            |     |    |       |
| Maintains client protection throughout service                          | 5.88            |     |    |       |
| Completes all procedures according to instructions given                | 5.88            |     |    |       |
| All tasks completed in time allotted                                    | 5.88            |     |    |       |
| <b>Total</b>                                                            | <b>100</b>      |     |    |       |

## CHEMICAL RELAXING

Untimed

| Task                                                                                             | Possible Points | Yes | No | Score |
|--------------------------------------------------------------------------------------------------|-----------------|-----|----|-------|
|                                                                                                  | 100             |     |    |       |
| <b>Preparation</b>                                                                               |                 |     |    |       |
| Sets up implements that are visibly clean & sanitary                                             | 5.26            |     |    |       |
| Sanitizes hands                                                                                  | 5.26            |     |    |       |
| Applies protective cream                                                                         | 5.26            |     |    |       |
| Wears gloves during application of simulated relaxer product                                     | 5.26            |     |    |       |
| <b>Demonstration of Virgin Relaxer Application</b>                                               |                 |     |    |       |
| Subsections hair ¼ inch wide or less                                                             | 5.26            |     |    |       |
| Applies simulated product ½ from scalp                                                           | 5.26            |     |    |       |
| Applies simulated product up to but not including last 1 inch of hair                            | 5.26            |     |    |       |
| Completely covers subsections with simulated product                                             | 5.26            |     |    |       |
| <b>Demonstrate Smoothing Relaxer Product</b>                                                     |                 |     |    |       |
| Demonstrates smoothing of subsection in direction of hair growth & cuticle with moderate tension | 5.26            |     |    |       |
| <b>Safety &amp; Infection Control</b>                                                            |                 |     |    |       |
| Keeps perimeter skin free of product                                                             | 5.26            |     |    |       |
| Maintains neck strip or towel & drape for protection throughout service                          | 5.26            |     |    |       |
| Disposes of soiled materials using infection control procedures                                  | 5.26            |     |    |       |
| Disposes of items to be disinfected in properly labeled receptacle                               | 5.26            |     |    |       |
| Practices infection control procedures safely throughout service                                 | 5.26            |     |    |       |
| Maintains work area in a safe manner throughout service                                          | 5.26            |     |    |       |
| Maintains client protection throughout service                                                   | 5.26            |     |    |       |
| Completes all procedures according to instructions given                                         | 5.26            |     |    |       |
| <b>Total</b>                                                                                     | 100             |     |    |       |

## BLOOD EXPOSURE PROCEDURE

15 min

| Task                                                               | Possible Points | Yes | No | Score |
|--------------------------------------------------------------------|-----------------|-----|----|-------|
|                                                                    | <b>100</b>      |     |    |       |
| Blood Exposure supplies labeled in English                         | 11.11           |     |    |       |
| Removes materials from the first aid kit                           | 11.11           |     |    |       |
| Supplies and materials are visibly clean                           | 11.11           |     |    |       |
| Cleans injured area with antiseptic                                | 11.11           |     |    |       |
| Covers area with dressing that is absorbent and secured            | 11.11           |     |    |       |
| Wears glove or finger guard                                        | 11.11           |     |    |       |
| Disposes of soiled materials using infection control procedures    | 11.11           |     |    |       |
| Disposes of items to be disinfected in properly labeled receptacle | 11.11           |     |    |       |
| Practices infection control procedures safely throughout service   | 11.11           |     |    |       |
| <b>Total</b>                                                       | 100             |     |    |       |

## BASIC FACIAL

20 minutes

| Task                                                                                                                                       | Possible Points | Yes | No | Score |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----|----|-------|
|                                                                                                                                            | <b>100</b>      |     |    |       |
| <b>Preparation</b>                                                                                                                         |                 |     |    |       |
| Disinfects work area and uses protective covering                                                                                          | 4.54            |     |    |       |
| Sets up work area with all supplies needed clearly labeled in English                                                                      | 4.54            |     |    |       |
| Sets up implements that are visibly clean & sanitary                                                                                       | 4.54            |     |    |       |
| Sanitizes hands and wrists                                                                                                                 | 4.54            |     |    |       |
| Applies drape to completely cover hair and body                                                                                            | 4.54            |     |    |       |
| Re-sanitizes hands and wrists                                                                                                              | 4.54            |     |    |       |
| <b>Demonstration of Basic Facial</b>                                                                                                       |                 |     |    |       |
| Distributes cleanser over entire face safely & evenly                                                                                      | 4.54            |     |    |       |
| Cleanses around eye and lip area completely                                                                                                | 4.54            |     |    |       |
| Removes cleanser from face without dragging or pulling skin                                                                                | 4.54            |     |    |       |
| Applies toner or astringent                                                                                                                | 4.54            |     |    |       |
| Applies Exfoliant and removes correctly using steam towel, checking temperature of towel                                                   | 4.54            |     |    |       |
| Distributes massage product over entire face safely and demonstrates all massage techniques correctly while maintaining continuous contact | 4.54            |     |    |       |
| Removes massage product from face without dragging or pulling skin                                                                         | 4.54            |     |    |       |
| Applies toner or astringent safely                                                                                                         | 4.54            |     |    |       |
| Applies moisturizer                                                                                                                        | 4.54            |     |    |       |
| <b>Safety and Infection Control</b>                                                                                                        |                 |     |    |       |
| Maintains hair drape throughout service                                                                                                    | 4.54            |     |    |       |
| Disposes of soiled materials using infection control procedures                                                                            | 4.54            |     |    |       |
| Disposes of items to be disinfected in properly labeled receptacle                                                                         | 4.54            |     |    |       |
| Practices infection control procedures safely throughout service                                                                           | 4.54            |     |    |       |
| Maintains work area in a safe manner throughout service                                                                                    | 4.54            |     |    |       |
| Maintains client protection throughout service                                                                                             | 4.54            |     |    |       |
| All tasks completed in time allotted                                                                                                       | 4.54            |     |    |       |
| <b>Total</b>                                                                                                                               | <b>100</b>      |     |    |       |

## SCULPTURED NAIL

20 Minutes

| Task                                                                                     | Possible Points | Yes | No | Score |
|------------------------------------------------------------------------------------------|-----------------|-----|----|-------|
|                                                                                          | <b>100</b>      |     |    |       |
| <b>Preparation</b>                                                                       |                 |     |    |       |
| Disinfects work area and uses protective covering                                        | 4.54            |     |    |       |
| Sets up work area with all supplies needed clearly labeled in English/original container | 4.54            |     |    |       |
| Sanitizes Hands                                                                          | 4.54            |     |    |       |
| Sets up implements that are visibly clean & sanitary                                     | 4.54            |     |    |       |
| Hand has tips already pre-applied & applied correctly                                    | 4.54            |     |    |       |
| Sanitizes hand                                                                           | 4.54            |     |    |       |
| Pushes cuticle/removes shine from nail plate safely                                      |                 |     |    |       |
| Cleanses nail plate & cuticle of dust                                                    | 4.54            |     |    |       |
| <b>Application of sculptured nail product</b>                                            |                 |     |    |       |
| Applies nail form to fit snugly under free edge area                                     | 4.54            |     |    |       |
| Applies primer safely                                                                    | 4.54            |     |    |       |
| Applies sculptured product to extend free edge                                           | 4.54            |     |    |       |
| Applies sculptured product to cover nail plate                                           | 4.54            |     |    |       |
| <b>Final Appearance of the Nail</b>                                                      |                 |     |    |       |
| Finished sculptured nail is smooth, even, and beveled/tapered                            | 4.54            |     |    |       |
| Contour of sculptured nail is balanced                                                   | 4.54            |     |    |       |
| Nail plate is covered by sculptured nail product                                         |                 |     |    |       |
| Cuticle & surrounding skin remains free of sculptured nail product & remain undamaged    | 4.54            |     |    |       |
| <b>Safety &amp; Infection control</b>                                                    |                 |     |    |       |
| Disposes of soiled materials using infection control procedures                          | 4.54            |     |    |       |
| Disposes of items to be disinfected in properly labeled receptacle                       | 4.54            |     |    |       |
| Practices infection control procedures safely throughout service                         | 4.54            |     |    |       |
| Maintains work area in a safe manner throughout service                                  | 4.54            |     |    |       |
| Completes all procedures according to instructions given                                 | 4.54            |     |    |       |
| All tasks completed in time allotted                                                     |                 |     |    |       |
| <b>Total</b>                                                                             | <b>100</b>      |     |    |       |