



## **Cosm 1000 Intro to Cosmetology**

### **COURSE SYLLABUS**

**Online**

**Fall Semester 2017**

#### **COURSE INFORMATION**

Credit Hours/Minutes: 4/3000

Class Location: GVTC/Blackboard Class

Meets: Via Internet for 15 weeks

CRN: 20268

Preferred Method of Contact: lhairr@southeasterntech.edu

#### **INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Linda Hairr

Office Location: Room #311, Main Bldg.

Office Hours: Mon-Thur 7:00 am-8:00 am

Email Address: lhairr@southeasterntech.edu

Phone: 912-538-3202

Fax Number: 912-538-3156

#### **REQUIRED TEXT**

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

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

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 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.

#### **COURSE DESCRIPTION**

Introduces the fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety.

#### **MAJOR COURSE COMPETENCIES**

Topics include state rules and regulations, state regulatory agency, image, bacteriology, decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

## PREREQUISITE(S)

Program Admission

## COURSE OUTLINE

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

## 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 (ONLINE)

Online courses require students to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress. Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students are also expected to complete all chapter work, project assignments, discussion boards and tests on the dates specified on the attached lesson plan. **All tests and assignments are due at 11:00 p.m. on Wednesday of each week.** Assignments will be submitted in the designated drop box in Blackboard. **Late assignments will not be accepted.** Failure to submit an assignment, test, project, or discussion board will result in a grade of 0. A minimum grade of 70 is required for all COS courses for successful completion.

**Discussion Board Topics** must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should **fully** answer the question. Discussion Board responses and replies must be 3-4 sentences. **Short 1 to 2 sentence posts will not be sufficient.** See Discussion Board grading rubric. **Complete your initial post by Monday and all replies by the Wednesday due date.** Remember, proof read your work before submitting.

## ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus. Students will have at least one week to complete tests and assignments. All tests and assignments are due at (11:00 pm on Wednesday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### **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.

## PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

**The required proctored event for this class will be due in person on Swainsboro Campus, Room 3105, Thursday October 19, 2017 @ 3:00 pm or Vidalia Campus, Room 312, Monday, October 23, 2017 @ 8:00 am. Please notify instructor of the date of your choice. Students must have their student ID to be allowed to take the exam. \*\*Late admittance will not be allowed and no make-ups are allowed.\*\***

## WORK ETHICS

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

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

No make-ups will be allowed for any missed tests, quizzes, chapter homework, and discussion board topics. A grade of zero will be given for all assignments not completed by the respective due date. The proctored exam is due on the date shown above and indicated in the lesson plan

## 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

Assessment/Assignment	Percentage
Assignments	20%
Theory Exams	25%
Final Theory Exam	25%
Proctored Event	25%
Work Ethics	5%

## GRADING SCALE

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

## Cosm 1000 Intro to Cosmetology Fall Semester 2017 Lesson Plan

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates <b>Due by 11:00 pm on Wednesdays</b>	Competency Area
Week 1 Aug 14-17	GSBC website	State Laws, Rules & Regulations	Use GSBC website to complete Lessons 1-3	1 a,c
Week 2 Aug 21-24	1-2	History & Career Opportunities Life Skills, Work Ethics – Attendance	Read & review Ch. 1-2, complete assignments Complete WE – Attendance assignment	1 a,c
Week 3 Aug 28-31	3-4	Professional Image, Communicating for Success WE - Character	Read & review Ch. 3-4, complete assignments, complete WE Character assignments, <b>Test Ch. 1-4</b>	1,2 a,c
Week 4 Sep 5-7	5	Bacteriology WE – Teamwork	Read & review Ch. 5 pgs.65-82, complete assignments, complete WE Teamwork assignment, complete <b>Test Ch. 5-A Bacteriology</b>	3 a,c
Week 5 Sep 11-14	5	Decontamination & Infection Control WE - Appearance	Read & review Ch. 5 pgs. 82-107, complete assignments, WE Appearance assignment, complete <b>Test Ch. 5-B Infection Control</b>	3,4 a,c
Week 6 Sep 18-21	12	Basics of Chemistry WE - Attitude	Read Ch. 12, complete discussion assignments 1 & 2, complete WE Attitude assignment	5 a,c
Week 7 Sep 25-28	12	Basics of Chemistry WE-Productivity	Read Ch. 12, complete assignments, WE Productivity assignment, complete <b>Test Ch. 12</b>	5 a,c
Week 8 Oct 2-5	13	Ch. 13 Electricity Safety	Read Ch. 13 pages 277-279, read safety rules & security manual, complete assignments	6 a,c
Week 9 Oct 9-12	OSHA & EPA websites	Hazardous Duty Standard Act Compliance	Read pages 72-73, view websites, complete assignments & discussion board	7 a,c
Week 10 Oct 16-19	6	Anatomy & Physiology Cells, Tissues, Organs & Systems, WE – Organizational Skills <b>Proctored Event – Swainsboro Campus</b>	Read Ch. 6 pgs. 108-114, complete assignments, WE Organizational Skills assignment, <b>Test Ch. 6 Cells, Tissues, Organs, &amp; Systems, Proctored Event due Thur Oct 19 @ 3:00 pm</b>	8 a,c
Week 11 Oct 23-26	6	Anatomy & Physiology Skeletal System, Muscular System, WE-Communication <b>Proctored Event – Vidalia Campus</b>	Read Ch. 6 pgs. 115-119, complete assignment, complete WE Communication assignment, complete <b>Test Ch. 6 Skeletal &amp; Muscular Systems, Proctored Event due Mon Oct. 23 @ 8:00 am</b>	8 a,c
Week 12 Oct 30-Nov 2	6	Anatomy & Physiology Nervous System, Circulatory System, Lymphatic System, WE-Cooperation	Read Ch. 6 pgs. 120-126, complete assignment, complete WE Cooperation assignment, <b>Test Ch. 6 Nervous System, Circulatory System, Lymphatic System</b>	8 a,c
Week 13 Nov 6-9	6	Anatomy & Physiology Integumentary System, WE-Respect	Read Ch. 6 pgs.126-130, complete assignments, complete WE Respect assignment, complete <b>Test Ch. 6 Integumentary System,</b>	8 a,c

<b>Date/Week</b>	<b>Chapter/ Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b> <b>Due by 11:00 pm on Wednesdays</b>	<b>Competency Area</b>
Week 14 Nov 13-16	1-6,12	History, Life Skills, Image, Communicating, Chemistry, Infection Control, Anatomy & Physiology	Review Chapters 1-6 & 12	1-8 a,c
Week 15 Nov 20-21		<b>Final Exam</b>	<b>Final Exam</b>	1-8 a,c

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

### **Competency Areas:**

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

### **General Core Educational Competencies:**

- a. The ability to utilize standard written English.
- b. The ability to solve practical mathematical problems.
- c. The ability to read, analyze, and interpret information.