



## Cosmetology (COSM) 1120 Salon Management

### COURSE SYLLABUS

#### Online Fall Semester 2018

#### COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20365

Preferred Method of Contact: [lhairr@southeasterntech.edu](mailto:lhairr@southeasterntech.edu)

#### INSTRUCTOR CONTACT INFORMATION

Instructor Name: Linda Hairr

Email Address: [Linda Hairr \(lhairr@southeasterntech.edu\)](mailto:Linda.Hairr@lhairr@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus/ Building 2 Room 2151

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

Phone: 478-289-2238

Fax Number: 478-289-2276

#### SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

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

#### 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 Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

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

## COURSE DESCRIPTION

Emphasizes the steps involved in opening and operating a privately-owned salon.

## MAJOR COURSE COMPETENCIES

Topics include law requirements regarding employment; taxpayer education, federal & state tax responsibilities; law requirements for owning & operating a salon business; business management practices; public relations and career development.

## PREREQUISITE(S)

Program Admission

## COURSE OUTLINE

1. Law Requirements Regarding Employment
2. Taxpayer Education/Federal & State Responsibilities
3. Law Requirements for Owning & Operating a Salon Business
4. Business Management Practices
5. Public Relations & Career Development
6. Purchases and Inventory

## GENERAL EDUCATION CORE COMPETENCIES

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

The ability to utilize standard written English.

1. The ability to solve practical mathematical problems.
2. The ability to read, analyze, and interpret information.

## STUDENT REQUIREMENTS (ONLINE)

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:00 p.m. on Wednesday of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard. **Late assignments will not be accepted.** Failure to submit an assignment, test, project, or discussion board will result in a grade of zero. A minimum grade of 70 is required for all Cosmetology courses for successful completion.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 4 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

**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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

## **SPECIFIC ABSENCES**

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

## **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

## **WITHDRAWAL PROCEDURE**

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

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

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.

### **Online Proctored Event Withdrawals**

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

### **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 separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. 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 farther 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 by the instructor of the course, 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.

### **Proctoring Fees**

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class will be a written exam over the material covered in this course. **The proctored exam is scheduled on the following dates/times: Swainsboro Campus, Monday November 5 @8:00 a.m. Room 2150, Building 2 and Vidalia Campus, Tuesday November 6 @ 3:00 p.m. Room 311, Main Building.** 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.

## **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 Handbook.

## **PROCEDURE FOR ACADEMIC MISCONDUCT**

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

### **1. First Offense**

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

### **2. Second Offense**

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

### **3. Third Offense**

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

## **STATEMENT OF NON-DISCRIMINATION**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

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

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:Helen.Thomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:Lanie.Jonas@southeasterntech.edu">Lanie Jonas</a> <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/Discussions	25%
Theory Exams	25%
Final Theory Exam	25%
Proctored Event	25%

## GRADING SCALE

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

## Cosmetology (COSM) 1120 Salon Management Fall Semester 2018 Lesson Plan

Date Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates All Assignments Due @ 11:00 pm on Wednesdays	Competency Area
Week 1 August 13-16	Internet	Law Requirements for Employment	Research Georgia Department of Labor (DOL) website & US DOL, complete Week 1 assignments	1 a,c
Week 2 August 20-23	Internet	Taxpayer Education	Research Small Business Administration, Georgia Department of Revenue and Internal Revenue Service websites, complete Week 2 assignments, complete Test	2 a,c
Week 3 August 27-30	Internet	Law Requirements for Owning/Operating a Salon Business	Research local licensing requirements, complete Week 3 assignments	3 a,c
Week 4 September 4-6	Internet	Law Requirements for Owning/Operating a Salon Business	View Georgia State Board of Cosmetology (GSBC) website, complete Week 4 assignments,	3 a,c
Week 5 September 10-13	Internet	Law Requirements for Owning/Operating a Salon Business	View GSBC website, complete Week 5 assignments	4 a,c
Week 6 September 17-20	Internet	Law Requirements for Owning/Operating a Salon Business	View GSBC website, complete Week 6 assignments	4 a,c
Week 7 September 24-27	32	Business Management Practices	Read Chapter 32, complete Week 7 assignments	4 a,c
Week 8 October 1-4	32	Business Management Practices	Read Chapter 32, complete Week 8 assignments	4 a,c
Week 9 October 8-11	32	Business Management Practices	Read Chapter 32, complete Week 9 assignments	4 a,c
Week 10 October 15-18	32	Business Management Practices	Read Chapter 32, complete Week 10 assignments	4 a,c
Week 11 October 22-25	32	Purchases & Inventory	Complete Week 11 assignments Complete Chapter 32 Test	5 a,c

Date Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates All Assignments Due @ 11:00 pm on Wednesdays	Competency Area
Week 12 October 29- November 1	31	Public Relations & Career Development	Read Chapter 31, complete Week 12 assignments	6 a-c
Week 13 November 5-8	31	Public Relations & Career Development Proctored Exam	Read Chapter 31, complete Week 13 assignments, Proctored Exam	5 a,c
Week 14 November 12-15	31	Public Relations & Career Development	Read Chapter 31, complete Week 14 assignments & Chapter 31 Test	5 a,c
Week 15 November 19-22	31-32 Employment Laws	Salon Management Wrap-up	Read & review all course content for Final Exam  Final Exam	1-6 a-c

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

#### **Competency Areas:**

1. Law Requirements Regarding Employment
2. Taxpayer Education/Federal & State Responsibilities
3. Law Requirements for Owning & Operating a Salon Business
4. Business Management Practices
5. Public Relations & Career Development
6. Purchases and Inventory

#### **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.



## Discussion Board Rubric

# of posts	# of replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contains 4 sentences and free of grammatical and spelling errors. The student will receive a one-point deduction for each grammatical and spelling error in both their response and reply. A 10-point deduction will be given (per missing sentence) for any post or reply that is not 4 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."
1	0	50	Any student that posts and does not respond to at least one other students' post will not receive a grade above 50. The student will receive a one-point deduction for each grammatical and spelling error in their post. A 10-point deduction will be given for any post that is not 4 sentences in length (per missing sentence).
0	1	50	Students who only respond to a classmate's discussion post will not receive a grade above 50. The student will receive a one-point deduction for each grammatical and spelling error in their reply. A 10-point deduction will be given for any reply that is not 4 sentences in length (per missing sentence).
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or respond to one other students' post by the due date.