



Cosmetology 1020 Hair Care & Treatments
COURSE SYLLABUS
Spring Semester 202014

COURSE INFORMATION

Credit Hours/Minutes: 3/3750
Campus/Class Location: Vidalia Campus, Room 312 Main Building
Class Meets: 8-00-10:15 Tuesday and Thursday
Course Reference Number (CRN): 40032

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Althea Coney
Campus/Office Location: Vidalia Campus, Room 312, Main Building.
Office Hours: Monday and Wednesday 7:00-8:00 a.m. and 3:30-6:00 p.m.
Tuesday and Thursday 7:00-8:00 am and 3:30-4:00
Email Address: [Althea Coney aconey@southeasterntech.edu](mailto:Althea.Coney@southeasterntech.edu)
Phone: 912-538-3203
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 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 & Mind Tap. ISBN: 978-1305942349

REQUIRED SUPPLIES & SOFTWARE

1st Semester STC Cosmetology kit, black uniform and black leather closed toe shoes. Other items may be necessary.

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

COURSE DESCRIPTION

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

MAJOR COURSE COMPETENCIES

Disease and Disorders, Safety Precautions, Hair and Scalp Analysis, Basic Hair and Scalp Treatments, Shampoo Chemistry, Shampoo Procedures

PREREQUISITE(S)/CO-REQUISITES

None/ COSM 1000

COURSE OUTLINE

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

GENERAL EDUCATION CORE COMPETENCIES

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

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Students are expected to complete all performance exercises, tests and assignments within the scheduled time. Students who miss a test will be assigned a grade of zero. Students are responsible for policies and procedures included in the STC Catalog and Handbook. **At the end of the semester, students must have an AVERAGE of 70 or higher on the Theory exams and an AVERAGE of 70 or higher on the performance exams and an overall average of 70 or higher in order to take the final exams. If the average is below 70 for theory, performance exams, or overall exams, students will be unable to take final exams; a grade of D will be assigned for the course.** . Students are required to be on time for all Written and Performance Exams; late admittance will not be allowed under any circumstances.

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 GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and 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) and face financial aid repercussions in upcoming semesters.

ADDITIONAL PROVISIONS

HEALTH SCIENCE AND COSMETOLOGY PROGRAMS

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus, which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

ATTENDANCE FOR COSMETOLOGY

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

For this class, which meets 2 days a week for 15 weeks, the maximum number of days a student may miss is 3 days during the semester.

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 1210

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

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 appropriate arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

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.

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 Performance Exams; late admittance will not be allowed under any circumstances. Make-up exams are not given for Mock State Board Exams, Mid-Term Exams, Semester Review Exams or Final Exams. Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any missed assignments, performance labs or quizzes. Any zeroes recorded will be included in the final score calculation.

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 3rd 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 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" (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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

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| <p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p> | <p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p> |
| <p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas</p> | <p>Lanie Jones, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jones</p> |

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| American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer | Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer |
| hthomas@southeasterntech.edu | ljones@southeasterntech.edu |

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 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 |
|------------------------|------------|
| Theory Exams | 25% |
| Theory Final Exam | 25% |
| Performance Exams | 15% |
| Final Performance Exam | 15% |
| Assignments | 20% |

GRADING SCALE

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

Cosmetology 1020 Hair Care & Treatments
Spring Semester 2020 Lesson Plan

| Date/Week | Chapter/Lesson | Content | Assignments & Tests Due Dates All Blackboard assignments due Wednesdays @11:00p.m | Competency Area |
|-----------------------------|-----------------------|----------------------------------|--|----------------------------|
| Week 1 January 7-9 | Chapter 11 | Properties of the Hair and Scalp | Read pages. 224-232 Structure of the Hair Blackboard/Mind Tap | 3, a, b, c |
| Week 2 January 13-16 | Chapter 11 | Properties of the Hair and Scalp | Read pages. 232-237 The Truth About Hair Growth Blackboard/Mind Tap | 3, a, b, c |
| Week 3 January 20-23 | Chapter 11 | Properties of the Hair and Scalp | Read pages. 237-242 Hair and Scalp Disorders Blackboard/ Mind Tap | 1, 3, a, b, c |
| Week 4 January 27-30 | Chapter 11 | Properties of the Hair and Scalp | Read pages. 242-247 Scalp Analysis Blackboard/Mind Tap | 3, a, b, c |
| Week 5 February 4-7 | Chapter 11 | Properties of the Hair and Scalp | Read pages. 236-243 Hair and Scalp Analysis Blackboard/Mind Tap | 1, 2, 3, a, b, c |
| Week 6 February 10-13 | Chapter 11 | Properties of the Hair and Scalp | TEST Tuesday Chapter 11 Blackboard/Mind Tap | 1, 2, 3, a, b, c |

| Date/Week | Chapter/Lesson | Content | Assignments & Tests Due Dates All Blackboard assignments due Wednesdays @11:00p.m | Competency Area |
|---------------------------------|----------------|--|--|---------------------|
| Week 7 February 17-20 | Chapter 15 | Scalp Care, Shampooing and Conditioning | Read pages. 326-331 The pH Scale, chemistry of water & shampoo, Blackboard/Mind Tap | 1, 2, 3, 4, a, c |
| Week 8 February 24-27 | Chapter 15 | Scalp Care, Shampooing and Conditioning | Read pages. 332- 334 Types of Shampoo Blackboard/Mind Tap | 1-5 a, c |
| Week 9 March 2-5 | Chapter 15 | MID-TERM Scalp Care, Shampooing and Conditioning | MID-TERM TEST Read pages. 316-320 Types of shampoo / Conditioners Blackboard/Mind Tap | 1-5 a, c |
| Week 10 March 9-12 | Chapter 15 | Scalp Care, Shampooing and Conditioning | Read pages. 320-341 Draping / Shampooing each other Review Chapter 15 | 1-6 a, c |
| Week 11 March 16- 19 | Chapter 15 | Scalp Care, Shampooing and Conditioning | Draping, Shampooing & Conditioner Blackboard/Mind Tap TEST Tuesday Chapter 15 | 1-6 a, c |
| Week 12 March 23- 26 | Chapter 15 | Scalp Care, Shampooing and Conditioning | Shampooing and Conditioning | |
| Week 13 March 30- April 2 | | Spring Break | | 1 -6 a, c |

| Date/Week | Chapter/Lesson | Content | Assignments & Tests Due Dates All Blackboard assignments due Wednesdays @11:00p.m | Competency Area |
|---------------------------|-----------------------|---|--|----------------------------|
| Week 14 April 13-16 | Chapter 15 | Scalp Care, Shampooing and Conditioning | Shampooing and Conditioning | 1-6 a, c |
| Week 15 April 20-23 | Chapter 11 & 15 | Scalp Care, Shampooing and Conditioning | Review for Final | 1-6 a, c |
| | | FINALS | | |

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

COMPETENCY AREAS

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

****GENERAL CORE EDUCATIONAL COMPETENCIES**

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