



**Cosmetology (COSM) 1100 PRACTICUM II**  
**COURSE SYLLABUS**  
**Spring Semester 2020**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/5250  
Campus/Class Location: Vidalia Campus, Room 330 Main Building  
Class Meets: Tuesday, Wednesday, & Thursday 1:00-3:15  
Course Reference Number (CRN): 40037

**INSTRUCTOR CONTACT INFORMATION**

Adjunct Instructor Name: Andrea Phillips  
Campus/Office Location: Vidalia Campus, N/A  
Email Address: Andrea Phillips [aphillips@southeasterntech.edu](mailto:aphillips@southeasterntech.edu)  
Full-Time Instructor: Althea Coney  
Email Address: Althea Coney [aconey@southeasterntech.edu](mailto:aconey@southeasterntech.edu)  
Office Hours: Monday & Wednesday 7:00-8:00 am & 3:30-6:00 pm  
Tuesday & Thursday 7:00-8:00 am & 3:30-4:00 p.m.  
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**

**13<sup>th</sup> edition Milady Standard Cosmetology Bundle.** Includes: Hard Cover Textbook, Exam Review, Haircutting simulation & MindTap. ISBN: 978-1305942349.

**REQUIRED SUPPLIES & SOFTWARE**

STC Cosmetology kit, black uniform and black leather closed toe shoes. Milady's on line licensing prep, Microsoft and Internet. Other items may be necessary.

**COURSE DESCRIPTION**

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting.

## MAJOR COURSE COMPETENCIES:

Topics include: texture services; permanent waving and relaxers; haircolor and lightening; hair and scalp treatment; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

## PREREQUISITE(S)/CO-REQUISITES

None/COSM 1090

## COURSE OUTLINE

1. Texture Services
2. Hair Color & Lightening
3. Hair & Scalp Treatments
4. Haircutting
5. Styling
6. Dispensary
7. Reception
8. Safety Precautions/Decontamination
9. Hazardous Duty Standards Act compliance
10. State Licensure Preparation and Hour Completion

## 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 in order to take the final exams. If the average is below 70 for either theory or performance 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 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 0-59) 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 4 days a week for 15 weeks, the maximum number of days a student may miss is 6 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.

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

## **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.** The exit exam is the Final Exam. Students are required to score a grade of 70 or higher on the written portion and the performance portion of the exit exam to graduate. Failure to do so will result in the student repeating the semester courses. Students are required to be on time for all Written and Performance Exams; late admittance will not be allowed under any circumstances

## **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. Make-up exams are not given for Mid-Term Exams, Semester Review Exams or Final Exams. Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any missed assignments, performance labs or quizzes. Any zeroes recorded will be included in the final score calculation.

## **CELL PHONE USAGE AND OTHER ELECTRONIC DEVICES: SCHOOL POLICY**

Use of cell phones, pagers, CD players and/or similar devices is not permitted in the classroom/lab facilities. Use of these devices during class or lab time will result in disciplinary action and could lead to dismissal. **Instructor Policy:** In cases of emergency, permission to put your phone on vibrate must be cleared with your instructor, but the phone should not be answered while inside the classroom. Therefore, it is best to put them away and out of sight. **When a student violates this policy, 10 points will be deducted from the most recent test score. On the 3<sup>rd</sup> offense the student will be dismissed from class and receive an absence for the day.**

## **ACADEMIC DISHONESTY POLICY**

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to

cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and 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 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 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jones, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jones <a href="mailto:ljones@southeasterntech.edu">ljones@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 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**

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

## **GRADING SCALE**

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

## Cosmetology (COSM) 1100 Practicum II

### Spring Semester 2020 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates All assignments are due on dates listed below. No late work will be accepted.	Competency Area
Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
Week 1 January 7-9	5,6	Anatomy & Physiology Infection Control Procedures Salon	Read, review chapters 5&6 Task Sheets	1-3 a-c
Week 2 January 13-16	5,6	Anatomy & Physiology Infection Control Procedures Salon	Read, review chapters 5&6, <b>Letter of Introduction due Thursday@ 8:00 am</b> , Task Sheets	1-3 a-c
Week 3 January 20-23	7,8,11,15	Scalp & Hair Treatments Salon	Read, review Chapters. 7,8,11,15, <b>Performance Test &amp; Hair Care Services (chapters 14-21) written exam Monday, Diplomas due Thursday@ 8:00 am</b> , Task Sheets	1, 6-7 a-c
Week 4 January 27-30	7,8,11,15	Scalp & Hair Treatments Salon	Read, review Chapters. 7,8,11,15 <b>Resume due Thursday@ 8:00 am</b> Task Sheets	1, 6-7 a-c
Week 5 February 4-7	14,16-19	Haircutting & Styling Salon	Read, review Chapters. 14, 16-19, Task Sheets <b>Reference Letters Thursday@ 8:00 am</b>	2-4, 6-7 a-c
Week 6 February 10-13	14,16-19	Haircutting & Styling Salon	Read, review Chapters. 14, 16-19, Task Sheets	2-4, 6-7 a-c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates All assignments are due on dates listed below. No late work will be accepted.	Competency Area
Week 7 February 17-20	1-4	Professional Image Salon	Read and review chapters 1-4, <b>Continuing Education list and Documents due Thursday@ 8:00 am</b> Task Sheets,	7,8,10 a-c
Week 8 February 24-27	30,31,32	<b>Mid-Term</b> Career Opportunities, Business Skills Salon	<b>Mid-Term Test, Advertisement due Thursday@ 8:00 am</b> Task Sheets, Read and review chapters 30-32	7,8,10 a-c
Week 9 March 2-5	12,20,21	Chemical Texture Services, Haircoloring & Lightening, Salon	Read, review chapters 12,20,21 Task Sheets, <b>Introduction Article due Thursday@ 8:00 am</b>	1-10 a-c
Week 10 March 9-12			Read, review chapters Task Sheets, <b>Professional/Civic Affiliation Documents due Thursday@ 8:00 am</b>	1-10 a-c
Week 11 March 16-19			Review chapters, Task Sheets, <b>Performance Test &amp; Scientific Concepts/Skin Care Test Monday,</b>	1-10 a-c
Week 12 March 23-26			Review chapters for <b>Test Thursday,(1100) Completed Portfolio due Thursday @</b>	1-10 a-c



<b>Date/Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates All assignments are due on dates listed below. No late work will be accepted.</b>	<b>Competency Area</b>
			<b>8:00 am Blackboard due, Task Sheets</b>	
Week 13 March 30- April 2		<b>Spring Break</b>		
April 6-9	All Chapters	<b>Semester Review</b>	Review chapters. , <b>Semester Review Thursday Blackboard due, Task Sheets,</b>	1-10 a-c
Week 14 April 13-16	All Chapters	Review for Finals	Review for Finals	1-10
Week 15 April 20-23		<b>Finals</b>		

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

**COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)**

1. Texture Services
2. Hair Color & Lightening
3. Hair & Scalp Treatments
4. Haircutting
5. Styling
6. Dispensary
7. Reception
8. Safety Precautions/Decontamination
9. Hazardous Duty Standards Act compliance
10. State Licensure Preparation and Hour Completion

**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.