



Cosmetology (COSM) 1120 Salon Management
COURSE SYLLABUS
Online Asynchronous
Spring Semester 2024 (202414)

Course Taught Fully Online Asynchronously (does not require students to be online at specific dates/times). A proctored Event is required.

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

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

Class Meets: Via Internet for 10 weeks

Course Reference Number (CRN): 40040

Preferred Method of Contact: 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, 7:00 am-8:00 am and 3:30 pm-5:00 pm

Phone: 478-289-2238

Fax Number: 478-289-2276

SOUTHEASTERN TECHNICAL COLLEGE'S (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 \(https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf\)](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

REQUIRED TEXT

14th Edition Milady Standard Cosmetology Bundle; Includes: Textbook, Exam Review, & CIMA Access; ISBN: 9780357993811

REQUIRED SUPPLIES & SOFTWARE

Microsoft Office and Internet.

Note: Although students can use their smartphones 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) provides technical support for issues relating to the use of a smartphone 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 & and state tax responsibilities; law requirements for owning & and operating a salon business; business management practices; public relations, and career development.

PREREQUISITE(S)/CO-REQUISITES

COSM 1000

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

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

The ability to utilize standard written English.

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)

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 exams and assignments. All exams and assignments are due at 11:00 p.m. on Wednesday of each week. **Late assignments will not be accepted.** Failure to submit an assignment, exam, 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. No scores will be rounded (up or down). All final averages will be recorded as is (i.e. a 69.9 is a 69.9).

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 4 hours per week during the semester doing the required homework, quizzes, and exams. Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the [mySTC](#) tab on STC's Website. Email can also be accessed 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 a minimum of 4 sentences. Short 1 to 2-sentence posts will not be sufficient. See the Discussion Board grading rubric. Complete your initial post by Monday and all replies by the Wednesday due date. Remember to proofread your work before submitting it.

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" (Failing 0-59) 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 exams and assignments. All exams and assignments are due at 11:00 P.M. 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.

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: [Emily Jarrell ejarrell@southeasterntech.edu](mailto:ejarrell@southeasterntech.edu), 478-289-2259, 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 and 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: [Emily Jarrell ejarrell@southeasterntech.edu](mailto:ejarrell@southeasterntech.edu), 478-289-2259, 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.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the 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.

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. Students are required to bring a photo ID (STC Student ID, Driver’s License, or Passport) to the proctored event. 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. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, 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 (the 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 make up/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 on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

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 the Final Exam. **The proctored exam is scheduled on the following dates/times: Swainsboro Campus, Tuesday, March 12 @8:00 a.m. Room 2162, Building 2 and Vidalia Campus, Wednesday, March 13 @ 3:30 p.m. Room 311, Main Building.** Please notify the instructor of the date of your choice. Students must have their student ID, drivers license, or passport to be allowed to take the exam. Late admittance will not be allowed, and no make-ups are allowed.

MAKEUP GUIDELINES (EXAMS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

No make-up will be allowed for any missed exams, quizzes, chapter homework, and discussion board topics. A grade of zero will be given for all assignments not completed by the respective due date.

ACADEMIC DISHONESTY POLICY

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

The student will be assigned a grade of zero for the exam or assignment. The instructor keeps a record in course/program files and notes as a 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

The 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 a second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

The 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 a 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, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

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

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
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Melanie Walker, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Melanie Walker mwalker@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 \(STC\) 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	30%
Proctored Exam/Final Theory Exam	45%

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 Spring Semester 2024 Lesson Plan

Date/ Week	Chapter/ Lesson	Content	Assignments & Exams Due Dates All Assignments Due @ 11:00 pm on Wednesdays	Competency Area
Week 1 January 8-11	Internet Cima	Law Requirements for Employment	In Blackboard complete Getting Started, Blackboard Orientation, Cosmetology Orientation, and sign up for the Proctored Event, Research Georgia Department of Labor (DOL) website & US DOL, complete Labor Laws assignments in Cima	1 a,c
Week 2 January 15-18	Internet Cima	Taxpayer Education	Using the link in Cima, Research Small Business Administration, Georgia Department of Revenue and Internal Revenue Service websites, complete Employment Taxes assignments, complete Employment Tax and Responsibilities Exam	2 a,c
Week 3 January 22-25	Internet Cima	Licensing Requirements for Owning/Operating a Salon Business	Research and complete local licensing requirements assignments	3,4 a,c
Week 4 January 29-31	Internet Cima	State Board Requirements for Owning/Operating a Salon Business	View Georgia State Board of Cosmetology (GSBC) website, complete State Board Requirements for Owning/Operating a Salon Business assignments,	3,4 a,c
Week 5 February 5-8	Internet Cima	Law Requirements for Owning/Operating a Salon Business	View GSBC website, complete Law Requirements for Owning/Operating a Salon Business assignments	3,4 a,c
Week 6 February 12-15	Internet Cima	Fire Safety Commission Requirements for Owning/Operating a Salon Business	Using the provided website link, complete Fire Safety Commission Requirements for Owning/Operating a Salon Business assignments	3,4 a,c
Week 7 February 19-22	Cima F8	Career Planning	Read Chapter F8, complete CIMA assignments and Chapter F8 Exam	4,5 a,c
Week 8 February 26-29	Cima F9	On The Job	Read Chapter F9, complete CIMA assignments and Chapter F9 Exam	4,5 a,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Exams Due Dates All Assignments Due @ 11:00 pm on Wednesdays	Competency Area
Week 9 March 4-7	Cima F10	The Beauty Business	Read Chapter F10, complete CIMA assignments and Chapter F10 Exam	4-6 a,c
Week 10 March 11-14	F8-F10 Internet	Salon Management Final/Proctored Exam	Read & review all course content for Final Exam	1-6 a-c

The 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 responses 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.