

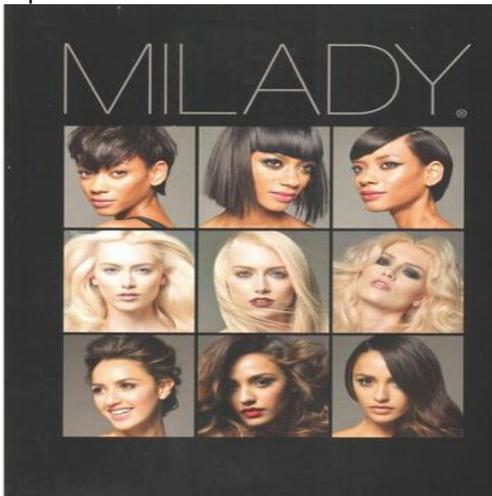


## COSM 1090 HAIR SERVICES PRACTICUM I COURSE SYLLABUS Spring Semester 2017

Semester: Fall 201714  
Course Title: Hair Services Practicum I  
Course Number: COSM 1080  
Credit Hours/ Minutes: 3/5250  
Class Location: Building 2 Room #2150  
Class Meets: W8:00am-3:00pm  
CRN: 40066

Instructor: Peggy Braswell  
Office Hours: MTWR 7:00-8:00am & MTW 3:00-5:00pm  
Office Location: Building 2 Room#2151  
Email Address: pbraswell@southeasterntech.edu  
Phone: 478-289-2238  
Fax Number: 478-289-2214

**REQUIRED TEXT:** Milady's Cosmetology Textbook, 13<sup>th</sup> edition, Exam Review, Haircutting Simulation, & Mind Tap ISBN: 9781305784208



**REQUIRED SUPPLIES & SOFTWARE:** Cosmetology kit, black uniform and black leather, close-toed shoes. Other items may be necessary.

**COURSE DESCRIPTION:** This course provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, hair and scalp treatments; haircutting; clipper design, precision cutting, styling; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

**MAJOR COURSE COMPETENCIES:** Permanent Waving & Relaxers, Hair Color & Bleaching, Hair & Scalp Treatments, Haircutting, Styling, Dispensary, Reception, Customer Service Skills, Product Knowledge/Retail, Safety Precautions/Decontamination, and State Board Foundation Prep

**PREREQUISITE(S):** COSM 1000-Introduction to Cosmetology Theory, COSM 1020 Hair Care &

Treatments, COSM 1030 Haircutting, & COSM 1040 Styling, COSM 1050 Hair Color

**CO-REQUISITE(S):** None

**COURSE OUTLINE:**

1. Permanent Waving & Relaxers
2. Hair Coloring & Bleaching
3. Hair & Scalp Treatments
4. Haircutting
5. Styling
6. Dispensary
7. Reception
8. Customer Service Skills
9. Product Knowledge/Retail
10. Safety Precautions/Decontamination
11. State Board Foundation Prep

**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 E- Catalog. At the end of the semester, students must have an AVERAGE of 70 or higher on the Theory exams or 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 also 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, may receive a grade of F and face financial aid repercussions in upcoming semesters.**

**ADDITIONAL PROVISIONS**

Health Sciences 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 1 day a week for 15 weeks, the maximum number of days a student may miss is 2 days during the semester.**

**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, Room 108 Vidalia Campus, 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 the Special Needs Office. Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126 or [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.**

**MAKEUP GUIDELINES:** (Tests, exams, 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. Written make-up tests must be taken on the assigned day at the discretion of the instructor. No makeup tests are given for performance tests. 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 Practical 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.

**UNPLANNED INSTRUCTOR ABSENCES:** Most instructor absences will be planned and students will be given assignments/instructions in advance. In the event of an unplanned instructor absence, students should remain in class unless otherwise instructed by another instructor, administrator or staff member. Students are expected to act responsibly during this time by working on assignments given in class.

**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:**

**--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.

**--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.

**--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 second 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.

**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.

**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</b>
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	<b>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 Angel, 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 at [www.southeasterntech.edu](http://www.southeasterntech.edu). The Career Services Office is here to assist you with Job Readiness Skills. They provide resume' assistance and job referrals. Be sure to place your resume' on the e-Recruiting website to allow them the opportunity to assist you with job placement. You can access the system by visiting the STC Career Services Website or contacting Cindy Phillips, [cphillips@southeasterntech.edu](mailto:cphillips@southeasterntech.edu).

**GRADING POLICY**

Assignments	10%
Theory Exams	30%
Final Theory Exam	30%
Practical Exam	15%
Final Practical Exam	15%
Total	100%

**GRADING SCALE**

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

**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.

***Instructor reserves the right to make changes to syllabus/lesson plan as necessary. Students will be notified of all changes to assignments and due dates.***

**COSM 1090 Hair Services Practicum I  
Spring SEMESTER 2017 LESSON PLAN**

Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
W Jan 11	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxing Hair Color & Lightening Hair & Scalp Treatments Haircutting	Review for practice theory exam Practice for practical exam Work on required hours for hair designer program	1,2,3,4,5, 6,7 a,b,c

		Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance		
W Jan 18	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxing Hair Color & Lightening Hair & Scalp Treatments Haircutting Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Written State Board Exam Practical State Board Exam Work on required hours for hair designer program	1,2,3,4,5, 6,7 a,b,c
W Jan 25	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxing Hair Color & Lightening Hair & Scalp Treatments Haircutting Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Review for practice theory exam Practice for practical exam Work on required hours for hair designer program	1,2,3,4,5, 6,7 a,b,c
W Feb 1	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxing Hair Color & Lightening Hair & Scalp Treatments Haircutting Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Written State Board Exam Practical State Board Exam Work on required hours for hair designer program	1,2,3,4,5, 6,7 a,b,c
W Feb 8	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxing Hair Color & Lightening Hair & Scalp Treatments Haircutting Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Review for practice theory exam Practice for practical exam Work on required hours for hair designer program	1,2,3,4,5, 6,7 a,b,c
W Feb 15	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxing Hair Color & Lightening Hair & Scalp Treatments Haircutting Styling Dispensary Reception	Written State Board Exam Practical State Board Exam Work on required hours for hair designer program	1,2,3,4,5, 6,7 a,b,c

		Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance		
W Feb 22	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxing Hair Color & Lightening Hair & Scalp Treatments Haircutting Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Review for practice theory exam Practice for practical exam Work on required hours for hair designer program	1,2,3,4,5, 6,7 a,b,c
W Mar 1	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxing Hair Color & Lightening Hair & Scalp Treatments Haircutting Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Written State Board Exam Practical State Board Exam Work on required hours for hair designer program	1,2,3,4,5, 6,7 a,b,c
W Mar 8	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxing Hair Color & Lightening Hair & Scalp Treatments Haircutting Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Review for practice theory exam Practice for practical exam Work on required hours for hair designer program	1,2,3,4,5, 6,7 a,b,c
W Mar 16	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxing Hair Color & Lightening Hair & Scalp Treatments Haircutting Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Written State Board Exam Practical State Board Exam Work on required hours for hair designer program	1,2,3,4,5, 6,7 a,b,c
W Mar 15	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxing Hair Color & Lightening Hair & Scalp Treatments Haircutting Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Review for practice theory exam Practice for practical exam Work on required hours for hair designer program	1,2,3,4,5, 6,7 a,b,c
W	Cosm	Permanent Waving & Relaxing	Written State Board Exam	1,2,3,4,5,

Mar 22	textbook, exam review & MindTap	Hair Color & Lightening Hair & Scalp Treatments Haircutting Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Practical State Board Exam Work on required hours for hair designer program	6,7 a,b,c
W Mar 29	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxing Hair Color & Lightening Hair & Scalp Treatments Haircutting Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Review for practice theory exam Practice for practical exam Work on required hours for hair designer program	1,2,3,4,5, 6,7 a,b,c
W Apr 5	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxing Hair Color & Lightening Hair & Scalp Treatments Haircutting Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Written State Board Exam Practical State Board Exam Work on required hours for hair designer program	1,2,3,4,5, 6,7 a,b,c
W Apr 12	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxing Hair Color & Lightening Hair & Scalp Treatments Haircutting Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Written State Board Exam Practical State Board Exam Work on required hours for hair designer program	1,2,3,4,5, 6,7 a,b,c
W Apr 19	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxing Hair Color & Lightening Hair & Scalp Treatments Haircutting Styling Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Written Exit Exam Practical Exit Exam Work on required hours for hair designer program	1,2,3,4,5, 6,7 a,b,c

\* Competency Areas: (will vary for each course/taken from state standards)

1. Permanent Waving and Relaxing

2. Hair Coloring and Bleaching
3. Hair and Scalp Treatments
4. Haircutting
5. Styling
6. Dispensary
7. Reception
8. Customer Service Skills
9. Product Knowledge/Retail
10. Safety Precautions/Decontamination
11. State Board Foundation Prep

**\*\*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.