



**COSM 1050 Hair Color  
COURSE SYLLABUS  
Hybrid  
Spring Semester 2018**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/4500

Class Location: Building 2 Room 2162

Class Meets: 60% Face to Face Monday and Tuesday, 8:00-9:30 am and 40% Hybrid

Course Reference Number (CRN): 40076

Preferred Method of Contact: [Peggy Braswell mailto:pbraswell@southeasterntech.edu](mailto:pbraswell@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Peggy Braswell

Office Location: Building 2 Room 2147

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

Email Address: [Peggy Braswell mailto:pbraswell@southeasterntech.edu](mailto:Peggy.Braswell@southeasterntech.edu)

Phone: 478-289-2238

Fax Number: 478-289-2276

**This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.**

**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**

Milady's Cosmetology Textbook Hardcover, 13<sup>th</sup> edition Milady Standard Cosmetology, bundled with Exam Review, Haircutting Simulation and MindTap ISBN: 9781305784208

**REQUIRED SUPPLIES & SOFTWARE**

Cosmetology kit, black uniform and black leather, close-toed shoes. 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. Other items may be necessary.

**COURSE DESCRIPTION**

Introduces the theory and application of temporary, semipermanent, demipermanent-deposit only, and

permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

### **MAJOR COURSE COMPETENCIES**

Principles of Color Theory; Hair Structure, Color and Tone; Classifications of Color; Hair Lightening and Color Removal; Application Procedures; Safety Precautions; Consultation, Communication and Record and Release Forms; Product Knowledge; Haircolor Challenges and Corrective Solutions; Special Effects.

### **PREREQUISITE(S)/CO-REQUISITES**

None/COSM1000 Introduction to Cosmetology Theory

### **COURSE OUTLINE**

1. Principles of Color Theory
2. Hair Structure, Color and Tone
3. Classifications of Color
4. Hair Lightening and Color Removal
5. Application Procedures
6. Safety Precautions
7. Consultation, Communication and Record and Release Forms
8. Product Knowledge
9. Haircolor Challenges and Corrective Solutions
10. Special Effects

### **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 (HYBRID)**

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 Practical exams in order to take the final exams. If an average of 70 is not earned for both theory and practical 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**, 1<sup>st</sup> offense: they will not be allowed to participate in the activity and will have to do another assignment as directed by the instructor. 2<sup>nd</sup> offense: student will be assigned a zero for the activity. 3<sup>rd</sup> 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.

### **HYBRID 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 2 days a week for 15 weeks, the maximum number of days a student may miss is 3 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 \(hthomas@southeasterntech.edu\)](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% 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" (Withdrawn) 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 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, 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.

### **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 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 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:

<p><b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b></p>	<p><b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b></p>
<p>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></p>	<p>Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:Blythe.Wilcox@southeasterntech.edu">Blythe Wilcox</a> <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a></p>

**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	20%
Theory Exams	25%
Final Theory Exam	25%
Practical Exams	15%
Practical Final Exam	15%
Total	100%

## GRADING SCALE

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

## COSM 1050 Hair Color

### Spring Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
January 8 and 9 Monday Tuesday	21	Principles of Color Theory	Read pages 675-679 in the standard text. Answer questions 5 and 6 on page 730 of the standard text and turn in to instructor. <b>Hybrid</b> assignment due Tuesday January 9. Do MindTap assignments for Color Theory, Identify Natural Hair Color and Tone and The Level System	1 a,b,c
January 16 Tuesday	21	Principles of Color Theory	Discussion of color theory. <b>Hybrid</b> assignment due January 16- Answer color theory questions in exam review book for chapter 21.	1 a,b,c
January 22 and 23 Monday Tuesday	21	Principles of Color Theory  Hair Structure, Color and Tone	Lecture and exam over "Principles of Color Theory" <b>Hybrid</b> assignment due January 23. Read pages 670-675 in the Standard Textbook. Do activities in MindTap for Understand why people color their hair, Hair Facts, Identify Natural Hair Color and Tone, The Level System, Identifying Natural Level, Identifying Level on Previously Colored Hair, Gray Hair, and Determining the percentage of Gray Hair.	1,2 a,b,c
January 29 and 30 Monday Tuesday	11 21	Hair Structure, Color, and Tone	<b>Hybrid</b> assignment due Monday, January 29 –Do activities in MindTap for Structures of the Hair Shaft, Learn About the Chemical Composition of Hair, Hair Pigment, and Learn How to perform a Thorough Hair and Scalp Analysis.  Read pages 670-675 in the standard text and answer questions 1-4 on page 730 and turn in to instructor. Read chapter 11 in the standard text and answer questions on page 248 and turn in to instructor. Read page 670-678 and answer questions 1-6 on page 730 of the standard text.	2 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
February 5 and 6 Monday and Tuesday	21	Hair Structure, Color, and Tone Classifications of Color	Lecture and exam over hair structure, color, and exam. Hybrid assignment-due Tuesday, February 6- Read pages 679-686 and answer questions 7-12 on page 730 in the standard text.	2,3 a,b,c
February 12 and 13 Monday and Tuesday	21	Classifications of Color Hair Lightening and Color Removal	Lecture and Exam over classifications of Color Hybrid assignment-Due Tuesday February 13-Read pages 683-686 and 695-697 in the standard textbook and do activities under how to use lighteners, Read: Show How to Use Lighteners, Watch: Lighteners and Toners, and Do It: Test Your Knowledge and also under Types of Haircolor Read: Hydrogen Peroxide and Hair Lighteners in MindTap.	3,4 a,b,c
February 19 and 20 Monday and Tuesday	21	Hair Lightening and Color Removal Application Procedures	Lecture and exam over Hair Lightening and Color Removal Hybrid Assignment- Follow directions on pages 710-721 for proper application procedures. Review procedures on pages 715-729. Be prepared for color applications in class.  Read page 709 and answer question 20 on page 730 of the standard text. Do activities under Conduct an Effective Haircolor Consultation topic Watch: Formulations and Applications in MindTap	4,5 a,b,c
February 26 and 27 Monday and Tuesday	21	Application Procedures Safety Precautions	Apply temporary, semi-permanent, demi-permanent, and permanent haircolor and hair lightening products. Practice virgin application and retouch application. Written exam and Practical skills check. Hybrid Assignment due Monday March 5 Read page 709 in the standard textbook Do activities under Conduct an Effective Haircolor Consultation Watch: Patch Test and Watch: Strand Test in MindTap	5,6 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
March 5 and 6 Monday and Tuesday	21	Safety Precautions Consultation, Communication, and Record and Release Form	Lecture and Exam over Safety Precautions. <b>Hybrid</b> Assignment-Read pages 686-690 Consultation, Communication, and Record and Release Form in the standard textbook. Do activities under Conduct an Effective Haircolor Consultation Read: Effective Consultation, Do It: Activity in MindTap. Develop Service Records, Release Forms, and Formulation Checklist	6,7 a,b,c
March 12 and 13 Monday and Tuesday	21	Consultation, Communication, and Record and Release Form Product Knowledge	Lecture and Exam over Consultation, Communication, and Record and Release Forms <b>Hybrid</b> Assignment due Tuesday, March 13 Go to the You Tube website and type in Clairol Professional Flare, Understanding Haircolors, and Coloring Virgin Hair. Develop 3 product formulas to for use on your manikin.	7,8 a,b,c
March 19 and 20 Monday and Tuesday	21	Product Knowledge Haircolor Challenges and Corrective Solutions	Lecture and explanation of products, their uses, safety issues, and application techniques. <b>Hybrid</b> assignment due Tuesday, March 20 Do MindTap activities Read: Understand the Special Challenges in Haircolor and Corrective Solutions and Watch: Special Challenges read Understand the Special Challenges in Haircolor and Corrective Solutions in the standard textbook and answer questions 18 and 19 at the end of the Haircolor chapter.	8,9 a,b,c
March 26 and 27 Monday and Tuesday	21	Haircolor Challenges and Corrective Solutions Special Effects	Lecture and Exam over Haircolor Challenges and Corrective Solutions <b>Hybrid</b> assignment In MindTap Read: Creating Special Effects Using Haircoloring Techniques, Watch: Special Effect Techniques and Do It: Complete Quiz and Test Your Knowledge, read Create Special Effects Using Haircoloring Techniques in the standard textbook	9,10 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
April 2 and 3 Monday and Tuesday	21	Special Effects	Lecture and exam over special effects Demonstrate and practice highlighting, cap technique, foil technique, balayage technique, toning highlighted and dimensionally colored hair, and using highlighting shampoos. Hybrid assignment complete all Do It assignments in MindTap and answer questions in Exam Review chapter 21.	10 a,b,c
April 9 and 10 Monday and Tuesday	11 21	Principles of Color Theory Hair Structure, Color and Tone Classifications of Color Hair Lightening and Color Removal Application Procedures Safety Precautions Consultation, Communication, and Record and Release Form Product Knowledge Application Procedures Safety Precautions	Practical Final Exam over the different mixing and application techniques. Hybrid assignment review chapter 11 and 21. Make an exam of 15 questions from chapter 21 and 5 questions from chapter 11.	1,2,3,4,5,6,7 ,8,9,10 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
April 16 and 17 Monday and Tuesday	11 21	Principles of Color Theory Hair Structure, Color and Tone Classifications of Color Hair Lightening and Color Removal Application Procedures Safety Precautions Consultation, Communication, and Record and Release Form Product Knowledge Application Procedures Safety Precautions	Review and lecture for theory final exam. Hybrid assignment-Answer all questions at the end of chapter 11 and 21 in the standard textbook. Review chapter 21 in the exam review and answer questions for chapter 11. Review MindTap for chapter 21 and do activities for chapter 11.	1,2,3,4,5,6,7 ,8,9,10 a,b,c
April 23 Monday	11 21	Final	Theory final exam.	1,2,3,4,5,6,7 ,8,9,10 a,b,c

### DISCLAIMER STATEMENTS

Instructor reserves the right to change the syllabus and/or lesson plan as necessary. The official copy of the syllabus is located inside the student's Blackboard course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.

### COMPETENCY AREAS:

1. Principles of Color Theory
2. Hair Structure, Color and Tone
3. Classifications of Color
4. Hair Lightening and Color Removal
5. Application Procedures
6. Safety Precautions
7. Consultation, Communication and Record and Release Forms
8. Product Knowledge
9. Haircolor Challenges and Corrective Solutions
10. Special Effects

### 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.