



**Cosmetology (COSM) 1090 Hair Services Practicum I**  
**COURSE SYLLABUS**  
**Spring Semester 2018**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/5250  
Class Location: Room 312 Main Building  
Class Meets: Mondays Tuesday, Wednesday & Thursday 10:15-12:15  
Course Reference Number (CRN): 40085

**INSTRUCTOR CONTACT INFORMATION**

Adjunct Instructor Name: Cleo Hansley  
Email Address: [Cleo Hansley chansley@southeasterntech.edu](mailto:chansley@southeasterntech.edu)  
Office Location: N/A  
Full-Time Instructor: Althea Telfair  
Email Address: [Althea Telfair atelfair@southeasterntech.edu](mailto:atelfair@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, Study Guide, Haircutting simulation & MindTap. ISBN: 978-1305942349.

**REQUIRED SUPPLIES & SOFTWARE**

STC Cosmetology kit, black uniform and black leather closed toe shoes. Milady's online licensing prep, ISBN 9781439058992. **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.

**MAJOR COURSE COMPETENCIES:**

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.

## PREREQUISITES

COSM 1000, 1010, 1020, 1030, 1040, 1050

## CO-REQUISITES

None

## COURSE OUTLINE

1. Permanent waving and relaxers
2. Hair color and bleaching
3. Hair and Scalp treatments
4. Haircutting
5. Styling
6. Dispensary
7. Reception
8. Customer Service Skills
9. Product Knowledge and 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 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 and an overall average of 70 or better in order to take the final exams. If the average is below 70 for either theory or 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, 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.**

### **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" (Withdrawn) for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F(Failing)' 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 also 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.

### **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.**

### **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 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:hthomas@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:bwilcox@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 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
Test	30%
Performance	15%
Performance Final	15%
Written Final	30%
Assignment	10%

## GRADING SCALE

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

## Cosmetology (COSM) 1090 Hair Services Practicum I Spring Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates All assignments due Wednesdays 11:00p.m.	Competency Area
January 8-11 Week 1	5,6	Anatomy & Physiology Infection Control Procedures Salon	Read, review chapters 5&6 Task Sheets	1-3 a-c
January 15-18 Week 2	5,6	Anatomy & Physiology Infection Control Procedures Salon	Read, review chapters 5&6 Test Thursday (1080) Blackboard due Task Sheets	1-3 a-c
January 22-25 Week 3	7,8,11,15	Scalp & Hair Treatments Salon	Read, review chapters. 7,8,11,15 for Test Thursday, Task Sheets, <b>Performance Test &amp; Test Monday</b> (all courses)	1, 6-7 a,b,c
January 29-February 1 Week 4	14-22	Scalp & Hair Treatments Salon	Read, review <b>Hair Care Services 14-22 for Test Thursday(1090)</b> Task Sheets	1, 6-7 a,b,c
February 5-8 Week 5	14,16-19	Haircutting & Styling Salon	Read, review <b>chapters. 14, 16-19 Thursday (1090)</b> Blackboard due Task Sheets	2-4, 6-7 a,b,c
February 12-15 Week 6	13, 22, 23, 24	Haircutting & Styling Salon	Read, review chapters. 13, 22, 23, 24 Test (1080) Task Sheets	2-4, 6-7 a,b,c
February 19-22 Week 7	1-4	Professional Image Salon	Read and review <b>chapters 1-4 (1090)for Test Thursday,</b> Blackboard due, Task Sheets	7,8,11 a-c
February 26-March 1 Week 8	30,31,32	<b>Mid-Term</b> Career Opportunities, Business Skills	<b>Mid-Term Performance and Written Test, Monday, (all courses)</b>	7,8,11 a,b,c



Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates All assignments due Wednesdays 11:00p.m.	Competency Area
		Salon	Read and review chapters <b>30-32 for Test Thursday (1090)</b> Blackboard due, Task Sheets	
March 5-8 Week 9	12,20,21	Chemical Texture Services, Haircoloring & Lightening, Salon	Read, review chapters <b>12,20,21 (1090) test Thursday</b> Task Sheets	1,2,10,11 a,b,c
March 12-15 Week 10	9-10,25-29	Chemical Texture Services, Haircoloring & Lightening, Salon	Read, review chapters 9-10,25-29 for Test Thursday,(1080) Blackboard due, Task Sheets	1,2,10,11 a,b,c
March 19-22 Week 11	5-13 and 22-24	Nail Structure & Growth, Nail Diseases & Disorders, Manicuring, Pedicuring, Tips, Acrylics, Gels Salon	<b>Performance Test Monday (all courses)</b> Scientific Concepts/Skin Care (all courses)Test Thursday Review chapters 5-13 and 22-24 (1080)Task Sheets	1-12 a-c
March 26-29 Week 12	13, 22-24	Nail Structure & Growth, Nail Diseases & Disorders, Manicuring, Pedicuring, Tips, Acrylics, Gels Salon	Review chapters <b>Completed Portfolio due Thursday @ 8:00 am Blackboard due,</b> Task Sheets	1-12 a-c
April 2-5		<b>Spring Break</b>		
April 9-12 Week 13	All Chapters	<b>Semester Review</b> Salon	Review chapters. Task Sheets <b>Semester Review Exam Thursday(all courses)</b>	2,5,6 a-c
April 16-19 Week 14	All Chapters	Review for Finals Salon	Review for Finals Task Sheets	1-11 a-c
April 23-26		<b>FINALS</b>	<b>Final Exams</b>	1-11 a-c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates All assignments due Wednesdays 11:00p.m.	Competency Area
Week 15				

**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. Permanent waving and relaxers
2. Hair color and bleaching
3. Hair and Scalp treatments
4. Haircutting
5. Styling
6. Dispensary
7. Reception
8. Customer Service Skills
9. Product Knowledge and 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.