



Cosmetology (COSM) 1000 Intro to Cosmetology

COURSE SYLLABUS Online Spring Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: **4/3000**

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

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40088

Preferred Method of Contact: [Althea Telfair atelfair@southeasterntech.edu](mailto:Althea.Telfair@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Althea Telfair

Office Location: **Room #311, Main Building, Vidalia Campus**

Office Hours: **Monday 1-6pm, Wednesday 3-6pm, Tuesday & Thursday 3-4pm**

Email Address: [Althea Telfair atelfair@southeasterntech.edu](mailto:Althea.Telfair@southeasterntech.edu)

Phone: **912-538-3203**

Fax Number: **912-538-3156**

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>)

REQUIRED TEXT: Introduces the fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety.

REQUIRED SUPPLIES & SOFTWARE

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 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.

COURSE DESCRIPTION

Introduces the fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety.

MAJOR COURSE COMPETENCIES

State laws, rules, and regulations, professional image, bacteriology, decontamination and infection control, chemistry fundamentals, safety, hazardous duty standards act compliance, anatomy and physiology.

PREREQUISITE(S)/co-requisites

Program Admission

COURSE OUTLINE

1. State Laws and Regulations
2. Professional Image
3. Bacteriology
4. Decontamination and Infection Control
5. Chemistry Fundamentals
6. Safety
7. Hazardous Duty Standards Act Compliance
8. Anatomy and Physiology

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 (Online)

Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

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 tests and assignments. All tests and assignments are due at (time) on (Monday, Tuesday, or Wednesday) of each week. (Instructors...fill in the time and choose a day that assignments are due 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.

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 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.

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. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or 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 further 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 (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, students must make arrangements with the instructor to makeup/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 will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other Technical College System of Georgia (TCSG) colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is April 3 on Vidalia Campus, Cosmetology, Room 311, from 8:00 a.m. until 10:00 a.m. The event is for the Swainsboro Campus, on April 4, Room 3105 from 8:00 a.m. until 10:00 a.m. The proctored exam is listed in the lesson plan--Chapter 6. You may come either day that is convenient for you!

WORK ETHICS

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...)

Statement will vary per program, course, or instructor. Information should be included pertaining to such items as tests, quizzes, homework, etc.....

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 3rd 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 Student 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:

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 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@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 STC'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)

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	35%
Assignments/Discussion	10%
Work Ethics	5%
Final	25%
Proctored Event/Exam	25%

Grading Scale

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

Cosmetology (COSM) 1000 Intro to Cosmetology
Spring Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests All Blackboard Assignments are due on Wednesdays 11:00p.m	Competency Area
January 8-11 Week 1	Chapter 1	History and Career Opportunities	Read Chapter 1, Work book Chapter 1, Complete Work Ethics Assignment #1 Complete Blackboard Chapter 1	1, a,c
January 15-18 Week 2	Chapter.2	Life Skills	Read Chapter 2, Complete Blackboard Chapter 2, Complete Work Ethics Assignment #2 Complete Discussion Board #1	1, a,c
January 22-25 Week 3	Chapter 3 Chapter 4	Your Professional Image Communicating for Success	Read Chapters 3 and 4 Blackboard Chapters 3 and 4 Complete Work Ethics Assignment #3	1,2, a,c
January 29-February 1 Week 4	Chapter 5	Infection Control/Bacteriology	Read Chapter 5, Blackboard Chapter 5 Complete Work Ethics Assignment #4	3, 4, a,c
February 5-8 Week 5	Chapter 5	Infection Control/Bacteriology	Read Chapter 5, Blackboard Chapter 5 Complete Work Ethics Assignment #5 Complete Discussion Board #2 TEST Thursday Chapter 5	3, 4, a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests All Blackboard Assignments are due on Wednesdays 11:00p.m	Competency Area
February 12-15 Week 6	Chapter 6	Anatomy and Physiology, Cells, Tissues, Organs	Read Chapter 6 pages. 112-115, Anatomy, Physiology, Cells, Tissues, Organs Blackboard Chapter 6 Complete Work Ethics Assignment #6 Complete Discussion Board #3 TEST Thursday pages. 112-115	8, a,c
February 19-22 Week 7	Chapter 6	Skeletal System	Read pages. 115-119 Blackboard Chapter 6 The Skeletal System, Complete Work Ethics Assignment #7 TEST Thursday pages. 115-119	8, a,c
February 26-March 1 Week 8	Chapter 6	Muscular System MID-TERM	Read pages. 120-126, Blackboard Chapter 6 The Muscular System Complete Work Ethics Assignment #8 TEST Thursday pages 120-126	8, a,c
March 5-8 Week 9	Chapter 6	Nervous System	Read pages. 126-130, Blackboard Chapter 6 The Nervous System Complete Work Ethics Assignment #9 Complete Discussion Board #4 TEST Thursday pages 126-130	8, a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests All Blackboard Assignments are due on Wednesdays 11:00p.m	Competency Area
March 12-15 Week 10	Chapter 6	Circulatory System	Read pages. 131-141, Blackboard The Circulatory System Complete Work Ethics Assignment #10 TEST Thursday pages 131-141	8, a,c
March 19-22 Week 11	Chapter 6	Lymphatic/Immune, Endocrine, Digestive, Excretory, Respiratory, Integumentary, Reproductive Systems	Read pages. 137-141, Blackboard Chapter 6 The Lymphatic/Immune, Endocrine, Digestive, Excretory, Respiratory, Integumentary, Reproductive Systems Complete Discussion Board #5 TEST Thursday pages 137- 141	8, a,c
March 26-29 Week 13	Chapter 12	Chemistry Hazardous Duty Act	Read Chapter. 12 Blackboard Chapter 12 Work Ethics Exam Thursday	5,7, a,c
April 2-5 Week 14	Chapter 12	Chemistry Hazardous Duty Act	Read Ch. 6, Blackboard Chapter 12 TEST Monday Chapter 12 Review for Semester Review Chapters 1-6, & 12 PROCTORED EVENT Tuesday (Vidalia).and Wednesday (Swainsboro) 8am – 10a.m.	1-4,5,7,8, a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests All Blackboard Assignments are due on Wednesdays 11:00p.m	Competency Area
April 16-19 Week 15	Chapters 1-6, & 12	History and Career Opportunities, Life Skills, Your Professional Image, Communicating for Success, Infection Control/Bacteriology, Anatomy and Physiology, Anatomy and Physiology,	TEST Semester Review Exam Chapters 1-6, & 12 Thursday	1-4,5,7,8, a, c
April 23-26 Week 15		Finals	Finals	

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. State Laws and Regulations
2. Professional Image
3. Bacteriology
4. Decontamination and Infection Control
5. Chemistry Fundamentals
6. Safety
7. Hazardous Duty Standards Act Compliance
8. Anatomy and Physiology

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.