Cosmetology (COSM) 1050 Hair Color

HYBRID COURSE SYLLABUS
Spring Semester 2022

COURSE INFORMATION

Credit Hours/Minutes: 3/4500
Campus/Class Location: Swainsboro Campus, Building 2 Room 2150
Class Meets: Tuesday - Thursday 8:00 am-9:28 am F2F 59%/Hybrid 41%
Course Reference Number (CRN): 40108
Preferred Method of Contact: Email lhairr@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Linda Hairr
Email Address: Linda Hairr (lhairr@southeasterntech.edu)
Campus/Office Location: Swainsboro Campus, Building 2 Room 2151
Office Hours: Monday-Thursday, 7:00am-8:00am and 3:00pm-5:00pm
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'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).

REQUIRED TEXT

13th Edition Milady Standard Cosmetology Bundle; Includes: Hard Cover Textbook, Exam Review, Haircutting Simulation & MindTap; ISBN: 9781305942349 and Milady Online Licensing Prep; ISBN: 9781285769790

REQUIRED SUPPLIES & SOFTWARE

Spring Semester Southeastern Tech Cosmetology kit, black uniform, and black leather closed-toe shoes. Other items may be necessary. 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

Introduces the theory and application of temporary, semi-permanent, demi-permanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and applications.

MAJOR COURSE COMPETENCIES

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

PREREQUISITE(S)/CO-REQUISITES

COSM 1000 Introduction to Cosmetology

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. Hair color Challenges and Corrective
10. Special Effects

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College 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 Southeastern Technical College (STC) Catalog and Handbook. At the end of the semester, students must have an AVERAGE of 70 or higher on the Theory exams, an AVERAGE of 70 or higher on the Performance exams, and an overall average of 70 or higher in order to take the final exams. If the average is below 70 for theory, performance or overall exams, students will be unable to take final exams and a grade of D will be assigned for the course. Students are required to be on time for all Written and Performance Exams; late admittance will not be allowed under any circumstances.

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:** student 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 and/or required uniform will be dismissed from class, given a tardy or absence, until they return.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVD-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using https://www.southeasterntech.edu/covid-19/. Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

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 specifies 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

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 the 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.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work are at the discretion of the instructor.

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 3 days a week for 10 weeks, the maximum number of days a student may miss is 4 days during the semester. All-time missed must be made up beginning on the day after finals are given and will need to be completed within four (4) consecutive school days. Failure to do so may result in a grade of "F" (Failing 0-59). A student who has no attendance violations will be rewarded 5 points, to be added to their lowest test grade (excluding final exam).

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: Daphne Scott dscott@southeasterntech.edu, 478-289-2274, Building 1, Room 1210
Vidalia Campus: Helen Thomas 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 that 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: Daphne Scott dscott@southeasterntech.edu, 478-289-2274, Building 1, Room 1210
Vidalia Campus: Helen Thomas 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" is assigned for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" (Withdrawn) for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) for the semester.

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 student's 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 accessed due to the withdrawal. A grade of 'W' will count in attempted hour calculations for the purpose of Financial Aid.

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

When a student is absent, 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 Performance Exams; late admittance will not be allowed under any circumstances. Make-up exams are not given for Mock State Board Exams, Mid-Term Exams, Semester Review Exams or Final Exams. No makeup tests are given for performance tests.

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

The use of cell phones, pagers, CD players and/or similar devices is not permitted in the classroom/lab facilities. The 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 Southeastern Technical College 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 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**
   The student will be assigned a grade of zero for the test 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 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@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).

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%
Performance Exams	15%
Final Performance Exam	15%

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 2022 Lesson Plan

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates All assignments due on Wednesday @ 11:00 pm	Competency Area
Week 1 January 11-14	Chapter 21	Hair Structure Identifying Color and Tone Principles of Color Theory	Hybrid: Read pages 668-679, Blackboard assignments, watch Patch Test, Strand Test, & Inportance of Patch Test videos Class: practice patch test & strand test, discussion of release forms, mock consultations, and types of color	1,2 a-c
Week 2 January 18-21	Chapter 21	Classifications of Color Client Consultation and Release Forms	Hybrid:Read pages 679-690, Blackboard assignments, watch Haircolor Consultation & Different Types of Color videos Class: basic color applications using proper color formulations	2,7,8 a-c
Week 3 January 25-28	Chapter 21	Hair color formulation and applications	Hybrid:Read pages 690-694, Blackboard assignments, wtch Haircolor Theory 101 video Class: Chapter 21A TEST – (pages 668-694), basic applications using proper color formulations, Haircolor Performance Test	1-3,5,6,8 a-c
Week 4 February 1-4	Chapter 21	Hair Lightening and Toning	Hybrid: Read pages 695-697, Blackboard assignments, wach How to Bleach & Tone Dark Hair & Bleach & Lightening Formulas Class: basic lightener and toner applications, practice highlighting using cap method and foil method	1-6,8,9 a-c
Week 5 February 8-11	Chapter 21	Special Effects Hair color Special Challenges and Corrective Solutions MID-TERM	Hybrid: Read pages 698-701, Blackboard assignments, watch 4 Different Foil Placement Techniques & Slice Baby Slice videos Class: practice highlighting using cap method and foil method, Mid-Term Test, written and performance	1-10 a-c
Week 6	Chapter	Hair Color Applications, Special Challenges, and	Hybrid: Read pages 695-733, Blackboard assignments, watch	1-10

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates All assignments due on Wednesday @ 11:00 pm	Competency Area
February 15-18	21	Corrective Solutions	Quick Blonding & Salon Solutions Techniques video Class: Chapter 21B TEST – (pages 684-686 & 695-733), Practice color correction, special challenges, hair color applications, Foiling Performance Test	a-c
Week 7 February 22-25	Chapter 21	Hair Color Applications, Special Challenges, and Corrective Solutions	Hybrid: Read pages 695-733, Blackboard assignments, watch shadow root video Class Practice color correction, color application, special challenges	1-10 a-c
Week 8 March 1-4	Chapter 21	Hair Color Applications, Special Challenges, and Corrective Solutions	Hybrid: Review Chapter 21 Class: Semester Review Test, Practice color correction, color application, special challenges	1-10 a-c
Week 9 March 8-11	Chapter 21	Hair Color Applications, Special Challenges, and Corrective Solutions	Hybrid: Review Chapter 21 Class: Written and Performance Finals, Practice color correction, special challenges, hair color applications	1-10 a-c
Week 10 March 15-18	Chapter 21	Semester End	Practice color correction, special challenges, hair color applications	1-10 a-c

The instructor reserves the right to change the syllabus and/or lesson plans as necessary

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. Hair color Challenges and Corrective
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.

Highlighting with Foil Rubric

15 minutes

Service	Task	Possible Points	Yes	No	Score
		100			
Preparation					
	Sets up implements that are visibly clean & sanitary	6.25			
	Sanitizes hands	6.25			
	Divides the head into five equal sections	6.25			
	Applies protective cream	6.25			
	Wears gloves during application of simulated lightener	6.25			
Demonstration of Virgin Hair Lightening Application					
	Subsections hair ¼ - 1/2 inch wide	6.25			
	Completely covers subsections with simulated product	6.25			
	Uses correct foil placement	6.25			
Safety & Infection Control					
	Keeps perimeter skin free of product	6.25			
	Maintains neck strip or towel & drape for protection throughout service	6.66			
	Disposes of soiled materials using infection control procedures	6.25			
	Disposes of items to be disinfected in properly labeled receptacle	6.25			
	Practices infection control procedures safely throughout service	6.25			
	Maintains work area in a safe manner throughout service	6.25			
	Maintains client protection throughout service	6.25			
	Completes all procedures according to instructions given	6.25			
	All tasks completed in the time allotted	6.25			
	Total	100			

Hair Color Retouch Rubric

10 minutes

Service	Task	Possible Points	Yes	No	Score
		100			
Preparation					
	Sets up implements that are visibly clean & sanitary	5.88			
	Sanitizes hands	5.88			
	Applies protective cream	5.88			
	Wears gloves during application of simulated hair color	5.88			
Demonstration of Retouch Hair Coloring Application					
	Outlines hair color retouch quadrant with simulated product	5.88			
	Subsections hair ½ inch wide or less	5.88			
	Applies simulated product from scalp out 1 inch	5.88			
	Completely covers subsections with simulated product	5.88			
Safety & Infection Control					
	Keeps perimeter skin free of product	5.88			
	Maintains neck strip or towel & drape for protection throughout service	5.88			
	Disposes of soiled materials using infection control procedures	5.88			
	Disposes of items to be disinfected in properly labeled receptacle	5.88			
	Practices infection control procedures safely throughout service	5.88			
	Maintains work area in a safe manner throughout service	5.88			
	Maintains client protection throughout service	5.88			
	Completes all procedures according to instructions given	5.88			
	All tasks completed in the time allotted	5.88			
	Total	100			