



COSM 1120 Salon Management ONLINE COURSE SYLLABUS Spring Semester 2016

Semester: Spring 201614
Course Title: Salon Management
Course Number: COSM 1120
Credit Hours/ Minutes: 3/2250
Class Location: GVTC/Black Board
Class Meets: Via Internet/15 weeks
CRN: 40158

Instructor: Linda Hairr
Office Hours: Mon-Thur 7:00am-8:00am and 3:30pm-5:00pm
Office Location: Room #311, Main Bldg.
Email Address: lhairr@southeasterntech.edu *preferred contact*
Phone: 912-538-3202
Fax Number: 912-538-3156

REQUIRED TEXT: 13th Edition Milady Standard Cosmetology Bundle; Includes: Hard Cover Textbook, Exam Review, Study Guide, Haircutting simulation & MindTap; ISBN: 9781305784208

REQUIRED SUPPLIES & SOFTWARE: Microsoft Office and Internet access. **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 BBL 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: Emphasizes the steps involved in opening and operating a privately owned salon.

MAJOR COURSE COMPETENCIES: Topics include law requirements regarding employment; taxpayer education, federal & state tax responsibilities; law requirements for owning & operating a salon business; business management practices; public relations and career development.

PRE-REQUISITES: NONE

CO-REQUISITES: COSM 1000

COURSE OUTLINE:

1. Law Requirements Regarding Employment
2. Taxpayer Education/Federal & State Responsibilities
3. Law Requirements for Owning & Operating a Salon Business
4. Business Management Practices
5. Public Relations & Career Development
6. Purchases and Inventory

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

- 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.

STUDENT REQUIREMENTS (Online): Online courses require students 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 or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress. Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students are also expected to complete all chapter work, project assignments, discussion boards and tests on the dates specified on the attached lesson plan. **All tests and assignments are due at 11:00 p.m. on Wednesday** of each week. **Late assignments will not be accepted.** Failure to submit an assignment, test, project, or discussion board will result in a grade of 0.

Discussion Board Topics: Responses must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should fully answer the question. Discussion Board responses and replies require a minimum of 4 sentences. **Short 1 to 2 sentence posts will not be sufficient.** See Discussion Board grading rubric. **Complete your initial post by Tuesday and all replies by the Wednesday due date.** Remember, proof read your work before submitting.

CHECKING GRADES: A grade book is made available in the Blackboard Learn course on the main page when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students are responsible for keeping up with their grades/averages. The overall percentage averages will be displayed in the grade book to help track course progress.

EMAILS: Make sure that you always type your name and class in the subject line of every email you send.

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 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 11:00 p.m. on Wednesday of 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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 or Vidalia Campus: Helen Thomas, Room 108, (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" 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 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 project/proctored event for this class is scheduled on the following dates and times: Vidalia Campus, April 11 @ 8:00 a.m. Room # 311, Main Bldg. and Swainsboro Campus, April 7 @3:00 p.m. Room 3105.

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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

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MAKEUP GUIDELINES: No make-ups will be allowed for any missed tests, quizzes, or weekly assignments. A grade of zero will be given for all assignments not completed by the respective due date. The proctored Research Project/Presentation is due on the date shown above and indicated in the lesson plan. ****No make-ups are allowed.****

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.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Black Board, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the my STC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

CAREER SERVICES: 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 contact Lance Helms, lhelms@southeasterntech.edu.

GRADING POLICY

Assignments	10%
Tests	65%
Project	<u>25%</u>
Course grade	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.

COSM 1120 Salon Management
SPRING SEMESTER 2016 LESSON PLAN

Date	Chap / Less	Content	Assignments & Tests Due ALL ASSIGNMENTS DUE ON WED @ 11:00 PM	Comp Area
Jan 11-14 Week 1	Internet	Law Requirements for Employment	Research Ga. DOL website & US DOL, complete assignment #1 & discussion assignment by Mon Jan 18 @ 11p.m.	1 a,c
Jan 18-21 Week 2	Internet	Taxpayer Education	Research SBA/Ga Dept of Revenue/IRS websites, complete assignment #2, complete Test, submit project Executive Summary by Wed @ 11p.m.	2 a,c
Jan 25-28 Week 3	Internet	Law Requirements for Owning/Operating a Salon Business	Research local licensing requirements, complete assignment #3 & #4, submit project Vision Statement by Wed @ 11p.m.	3 a,c
Feb 1-4 Week 4	Internet	Law Requirements for Owning/Operating a Salon Business	View GSBC website, complete assignment #5 & #6, submit project Mission Statement by Wed @ 11p.m.	3 a,c
Feb 8-11 Week 5	Ch. 32	Business Management Practices	Read Ch. 32, complete assignment #7 by Wed @ 11p.m.	4 a,c
Feb 15-18 Week 6	Ch. 32	Business Management Practices	Read Ch. 32, complete assignment #8, submit project Organizational Plan by Wed @ 11 p.m.	4 a,c
Feb 22-25 Week 7	Ch. 32	Business Management Practices	Read Ch. 32, complete assignment #9 by Wed @ 11p.m.	4 a,c
Feb 29-Mar 3 Week 8	Ch. 32	Business Management Practices	Read Ch. 32, complete assignment #10, submit project Marketing Plan by Wed @ 11p.m.	4 a,c
Mar 7-10 Week 9	Ch. 31	Business Management Practices	Read. Ch. 31, complete assignment #11 by Wed @ 11p.m.	4 a,c
Mar 14-17 Week 10	Ch. 31	Business Management Practices	Read Ch. 31, complete assignment #12, submit Salon Policies for project by Wed @ 11p.m.	4 a,c
Mar 21-24 Week 11	Ch. 31	Public Relations & Career Development	Read Ch. 31, complete assignment #13 by Wed @ 11p.m.	5 a,c
Mar 28-31		SPRING BREAK		
Apr 4-7 Week 12	Ch. 31	Public Relations & Career Development	Read Ch. 31, complete assignment by #14, submit Salon Layout for project by Wed @ 11p.m.	5 a,c
Apr 11-14 Week 13	Ch. 31-32	Public Relations & Career Development	Read Ch. 31-32, complete assignment #15 & Ch. 31 Test by Wed @ 11 p.m., submit completed Salon Business Plan/Proctored Event Mon Apr 11 @ 8 a.m.	5 a,c
Apr 18-21 Week 14	Ch.32	Purchases & Inventory	Read Ch. 31-32, complete assignment #16 & Ch. 32 Test by Wed @ 11p.m.	6 a-c
Apr 25-28 Week 15	Ch. 30-32 Employment Laws	Salon Management Wrap-up Semester End	Final Exam	1-6 a-c

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

*** Competency Areas:**

1. Law Requirements Regarding Employment
2. Taxpayer Education/Federal & State Responsibilities
3. Law Requirements for Owning & Operating a Salon Business
4. Business Management Practices
5. Public Relations & Career Development
6. Purchases and Inventory

****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.