



**COSM1000 Intro to Cosmetology  
COURSE SYLLABUS  
Online  
Spring Semester 2016**

Semester: Spring 201614  
Course Title: Intro to Cosmetology  
Course Number: COSM 1000  
Credit Hours/ Minutes: 4/3000  
Class Location: GVTC/Blackboard  
Class Meets: Via Internet / 15 weeks  
CRN: 40159

Instructor: Althea Telfair  
Office Hours: Monday 1:00-5:00pm, Tues- Thurs 3:00-5:30pm  
Office Location: Room #311, Main Building, Vidalia Campus  
Email Address: [atelfair@southeasterntech.edu](mailto:atelfair@southeasterntech.edu) (preferred )  
Phone: 912-538-3203  
Fax Number: 912-538-3156

**REQUIRED TEXT: 13<sup>th</sup> edition Milady Standard Cosmetology Bundle**

Includes: Hard Cover Textbook, Exam Review, Study Guide, Haircutting simulation & Mind Tap 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 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):** 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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

**STUDENT REQUIREMENTS (Online):** Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

**Discussion Board:** See Discussion Board grading rubric. **Complete your discussion post and all replies by the assigned due date.**

**ONLINE ATTENDANCE:** 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 expected to complete all work required by the instructor, and to attend the required proctored campus exam.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at (11:30 p.m.) on Thursday of each week. All assignments must be turned in by the due date and time. Any assignment not turned in on time will receive a grade of 0. 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.

**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.

**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 under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval 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 proctored event for this class is April 5. The event will be given at the Vidalia Campus, Cosmetology, Room 311, from 8:00 a.m. until 10:00 a.m. and the Swainsboro Campus on April 6, from 8:00 a.m. until 10:00 a.m., Room 3105. The proctored exam is listed in the lesson plan--Chapter 6 . You may come either day that is convenient for you!**

**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 -- 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.

**MAKEUP GUIDELINES:** No make-ups will be allowed for any missed tests, quizzes, chapter homework, and discussion board topics. 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 and 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 Blackboard, 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](http://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 contacting Lance Helms, [lhelms@southeasterntech.edu](mailto:lhelms@southeasterntech.edu).

### GRADING POLICY

Test	35%
Proctored Event	25%
Final Exam	25%
Assignments/ Discussion Board	10%
Work Ethics	5%
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 1000 Intro to Cosmetology  
SPRING SEMESTER 2016 LESSON PLAN**

<b>Date</b>	<b>Chap / Less</b>	<b>Content</b>	<b>Assignments &amp; Tests Due</b>	<b>Comp Area</b>
<b>ALL BLACKBOARD ASSIGNMENTS ARE DUE EACH THURSDAY BY 11:30 p.m</b>				
Week 1 Jan 11-14	Ch. 1	History and Career Opportunities	Read Chapter 1, Work book Chapter 1, Complete Work Ethics Assignment #1 Complete Mind Tap Chapter 1	1, a,c
Week 2 Jan 18-21	Ch. 2	Life Skills	Read Chapter 2, complete Mind Tap Chapter 2, Blackboard assignment for chapter 1 and 2 due Thurs. Jan 15 Complete Work Ethics Assignment #2	1, a,c
Week 3 Jan 25-28	Ch. 3 Ch. 4	Your Professional Image Communicating for Success	Read Chapter 3 & 4, Work book Chapters 3 & 4 Blackboard assignment for chapter 3 & 4 due; Complete Work Ethics Assignment #3 <b>TEST Thursday CHAPTERS 1-4</b>	1,2, a,c
Week 4 Feb 1-4	Ch. 5	Infection Control/Bacteriology	Read Chapter 5, Work book Chapter 5 Blackboard assignments for Chapter 5 Complete Work Ethics Assignment #4	3, 4, a,c
Week 5 Feb 8-11	Ch. 5	Infection Control/Bacteriology	Read Chapter 5, Work book Chapter 5, complete Blackboard assignments for Chapter 5 Complete Work Ethics Assignment #5 <b>TEST Thursday Chapter 5</b>	3, 4, a,c
Week 6 Feb 15-18	Ch. 6	Anatomy and Physiology, Cells, Tissues, Organs	Read Ch. 6 pgs. 112-115, Work book, Blackboard assignment Anatomy, Physiology, Cells, Tissues, Organs. Complete Work Ethics Assignment #6 <b>TEST Thursday pgs. 112-115</b>	8, a,c
Week 7 Feb 22-25	Ch. 6	Skeletal System	Read pgs. 115-119, Work book, Blackboard assignments Skeletal System. Complete Work Ethics Assignment #7 <b>TEST Thursday pgs. 115-119</b>	8, a,c
Week 8 Feb 29-Mar 3	Ch. 6	Muscular System	Read pgs. 120-126, Work book, Blackboard assignment on the Muscular System Complete Work Ethics Assignment #8 <b>TEST Thursday pgs. 120-126</b>	8, a,c
Week 9 Mar 7-10	Ch. 6	<b>MID-TERM</b> Nervous System	Read pgs. 126-130, Work book, Blackboard assignment Nervous System Complete Work Ethics Assignment #9 <b>TEST Thursday pgs. 126-130</b>	8, a, c

Week 10 Mar 14-17	Ch. 6	Circulatory System	Read pgs. 131-141, Work book, Blackboard assignment Circulatory System Complete Work Ethics Assignment #10 <b>TEST Thursday pgs. 131-141</b>	8, a,c
Week 11 Mar 21-24	Ch. 6	Lymphatic/Immune, Endocrine, Digestive, Excretory, Respiratory, Integumentary, Reproductive Systems	Read pgs. 137-141, Work book, Blackboard assignment Lymphatic/Immune, Endocrine, Digestive, Excretory, Respiratory, Integumentary, Reproductive Systems <b>TEST Thursday pgs. 137-141</b>	8, a,c
Week 12 Mar 28-31		<b>SPRING BREAK</b>		
Week 13 Apr 4-7	Ch. 12	Chemistry Hazardous Duty Act	Read Ch. 12, Work book, <b>Work Ethics Exam Thursday</b> <b>PROCTORED EVENT Tuesday and Wednesday 8am and 1pm.</b>	5,7, a,c
Week 14 Apr 11-14	Ch.12	Chemistry Hazardous Duty Act	Read Ch. 6, Work book, Blackboard assignment, <b>TEST Monday Ch. 12</b> <b>Semester Review Blackboard Assignment Chapters 1-6, &amp; 12</b>	1-4,5,7,8, a,c
Week 15 Apr 18-21	Ch.1-6, & 12	History and Career Opportunities, Life Skills, Your Professional Image, Communicating for Success, Infection Control/Bacteriology, Anatomy and Physiology, Anatomy and Physiology,	<b>Semester Review Exam Chapters 1-6, &amp; 12 Thursday</b>	1-4,5,7,8, a, c
Apr 25-28		<b>Finals</b>	<b>Finals</b>	

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

**\* Competency Areas:**

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.

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**\*\*General Core Educational Competencies**

- d) The ability to utilize standard written English.
- e) The ability to solve practical mathematical problems.
- f) The ability to read, analyze, and interpret information.