



## **Cosmetology (COSM) 1000 Intro to Cosmetology**

### **COURSE SYLLABUS**

**Online**

**Spring Semester 2019**

#### **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 40203:

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 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, Haircutting simulation & Mind Tap. ISBN: 978-1305942349.

#### **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 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 11 pm 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 the appropriate campus coordinator to request services.

Swainsboro Campus: Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas](mailto:Helen.Thomas@southeasterntech.edu) [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

## **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 appropriate arrangements with the appropriate campus coordinator.

Swainsboro Campus: Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas](mailto:Helen.Thomas@southeasterntech.edu) [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126.

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% 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' (Failing 0-59) 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 separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. 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 farther 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 by the instructor of the course, students must make arrangements with the instructor to make up/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 on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

### **PROCTORING FEES**

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**The required proctored event for this class is Tuesday, March 26<sup>th</sup> -on Vidalia Campus, Cosmetology, Room 311, from 8:00 a.m. until 10:00 a.m. The event is for the Swainsboro Campus, on Wednesday, March 27<sup>th</sup> 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.....

### **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:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
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>	Lanie Jones, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jones <a href="mailto:ljones@southeasterntech.edu">ljones@southeasterntech.edu</a>

## 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
Assignments	20%
Theory Exams	25%
Final Theory Exam	25%
Proctored Event	25%
Work Ethics	5%

## 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 2019 Lesson Plan

<b>Date/ Week</b>	<b>Chapter / Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests All Blackboard Assignments are due on Wednesdays 11:00p.m</b>	<b>Competency Area</b>
Week 1 January 7-10	Internet	State Laws, Rules & Regulations	Use Georgia State Board of Cosmetology (GSBC) website to complete Lessons 1-3	1 a,c
Week 2 January 14-17	1-2	History & Career Opportunities Life Skills, Work Ethics (WE) – Attendance	Read & review Chapters 1-2, complete assignments	2 a,c
Week 3 January 21-24	3-4	Professional Image, Communicating for Success WE - Character	Read & review Chapters 3-4, complete assignments Test Chapters 1-4	2 a,c
Week 4 January 28-31	5	Bacteriology WE – Teamwork	Read & review Chapter 5, pages 65- 82, complete assignments Test Chapter 5-A Bacteriology	3 a,c
Week 5 February 4-7	5	Decontamination & Infection Control WE - Appearance	Read & review Chapter 5 pages 82- 107, complete assignments Test Chapter 5-B Infection Control	3,4 a,c
Week 6 February 11-14	12	Basics of Chemistry WE - Attitude	Read Chapter 12, complete discussion assignments 1 & 2, complete WE assignment	5 a,c
Week 7 February 18-21	12	Basics of Chemistry WE-Productivity	Read Chapter 12, complete assignments, Test Chapter 12	5 a,c
Week 8 February 25-28	13	Electricity Safety	Read Chapter 13 pages 277-279, read safety rules & security manual, complete assignments	6 a,c
Week 9 March 4-7	Internet	Hazardous Duty Standard Act Compliance	Read pages 72-73, view website, complete assignments & discussion board	7 a,c
Week 10 March 11-14	6	Anatomy & Physiology Skeletal System, Muscular System, WE-Communication	Read Chapter 6 pages 108-114, complete assignments, Test Chapter 6 cells, tissues, organs and systems,	8 a, c

<b>Date/ Week</b>	<b>Chapter / Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests All Blackboard Assignments are due on Wednesdays 11:00p.m</b>	<b>Compet ency Area</b>
Week 11 March 18-21	6	Anatomy & Physiology Skeletal System, Muscular System, WE-Communication	Read Chapter 6 pages 115-119, complete assignments, Test Chapter 6 Skeletal and Muscular Systems	8 a, c
Week 12 March 25-28	6	Anatomy & Physiology Nervous System, Circulatory System, Lymphatic System WE-Cooperation	Read Chapter 6 pages 120-126 complete assignment, Test Chapter 6 Nervous System, Circulatory System, Lymphatic System	8 a, c
April 1-4		<b>SPRING BREAK</b>		
Week 13 April 8-11	6	Anatomy & Physiology Integumentary System WE-Respect	Read Chapter 6 pages 126-130, complete assignments, Test Chapter 6 Integumentary System <b>Proctored Event due Tuesday, April 9<sup>th</sup> Vidalia campus Thursday, April 11<sup>th</sup> Swainsboro Campus</b>	8 a, c
Week 14 April 15-18	1-6, 12	History Life Skills, Image, Communicating, Chemistry, Infection Control, Anatomy & Physiology	Review Chapters 1-6 & 12	1-8 a, c
Week 15 April 22-25		Final Exam	Final Exam	1-8 a, c

**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.