



COSM 1110 HAIR SERVICES PRACTICUM III COURSE SYLLABUS Summer Semester 2016

Semester: Summer 201616
Course Title: Hair Services Practicum III
Course Number: COSM 1100

Credit Hours/ Minutes: 3/5250
Class Location: Room #3105
Class Meets: WR 8:00am-1:00pm
CRN: 60049

Instructor: Edna Lawrence
Full Time Instructor: Peggy Braswell
Office Hours: MTWR 7:00-8:00am & MTW 3:00-5:00pm
Office Location: Building 3 Room 3105
Instructor: Edna Lawrence
Email Address: pbraswell@southeasterntech.edu
Phone: 478-289-2238
Fax Number: 478-289-2214

REQUIRED TEXT: Milady's Cosmetology Textbook, 13th edition, Exam Review, Haircutting Simulation, & Mind Tap ISBN: 9781305784208 & Milady Standard Situational Problems Cosmetology ISBN: 9781285769653

REQUIRED SUPPLIES & SOFTWARE: Cosmetology kit, black uniform and black leather, close-toed shoes. Other items may be necessary.

COURSE DESCRIPTION: Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and bleaching; scalp, and hair treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

MAJOR COURSE COMPETENCIES: Permanent Waving & Relaxers; Hair Coloring and Bleaching; Hair and Scalp Treatments; Haircutting; Styling; Dispensary; Reception; Customer Service Skills; Product Knowledge/Retail; Safety Precautions/Decontamination; State Board Foundation

PREREQUISITE(S): None

CO-REQUISITE(S): COSM 1090 Hair Services Practicum I

COURSE OUTLINE:

1. Permanent Waving & Relaxers
2. Hair Coloring & Bleaching
3. Hair & Scalp Treatments
4. Haircutting
5. Styling
6. Dispensary
7. Reception
8. Customer Service Skills
9. Product Knowledge/Retail
10. Safety Precautions/Decontamination
11. State Board Foundation Prep

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: 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 STC E- Catalog. At the end of the semester, students must have an AVERAGE of 70 or higher on the Theory exams and an AVERAGE of 70 or higher on the Practical exams in order to take the final exams. If an average of 70 is not earned for both theory and practical exams, students will be unable to take final exams; a grade of D will be assigned for the course. 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: they 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 will be dismissed from class**, given a tardy or absence, until they return with the student ID.

ATTENDANCE GUIDELINES: 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 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 and face financial aid repercussions in upcoming semesters.

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 specify 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: 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 2 day a week for 9 weeks, the maximum number of days a student may miss is 3 days during the semester.

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 ((Tests, exams, quizzes, homework, projects, etc.): When a student is tardy for or misses a test, a grade of zero is assigned until the makeup test is taken. Written make-up tests must be taken on the assigned day at the discretion of the instructor. **No makeup tests are given for performance tests. 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 Practical Exams; late admittance will not be allowed. Make-up exams are not given for Mid-Term Exams, Semester Review Exams or Final Exams. 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.

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 mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY

Theory Exams	30%
Theory Final Exam	30%
Practical Exam	15%
Practical Final Exam	15%
Assignments	10%

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.*

Instructor reserves the right to make changes to syllabus/lesson plan as necessary.

**COSM 1110 Hair Services Practicum III
SUMMER SEMESTER 2016 LESSON PLAN**

Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
WR May 18,19	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxers Hair Color & Bleaching Hair & Scalp Treatments Haircutting Styling Dispensary Reception Customer Service Skills Product Knowledge/Retail Safety Precautions/Decontamination State Board Foundation Prep	MindTap-Chapter 15-Scalp Care, Shampooing, & Conditioning-Do It: Pre-Assessment Quiz, Watch: Why Study Video, Watch: Scalp Care & Massage, Do It: Multiple Choice Quiz, Watch: Scalp Care & Massage, Watch: Hair Brushing, Do It: Multiple Choice Quiz, Watch: Shampooing, Do It: Multiple Choice Quiz, Watch: Video, Watch: The Chemistry of Conditioner, Do It: Matching Quiz, Watch: Conditioning, Do It: Multiple Choice Quiz, Watch: Draping a Client, Watch: Draping Procedures, Do It: Multiple Choice Quiz, Recap: Chapter Highlights, Chapter 15: Final Chapter Exam Do activities in "Situational Problems" book for Chapter 15. Review for practice theory exam Practice for practical exam Work on required hours for hair designer program	1,2,3,4,5, 6,7,8,9,10, 11 a,b,c
WR 25,26	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxers Hair Color & Bleaching Hair & Scalp Treatments Haircutting Styling Dispensary Reception Customer Service Skills Product Knowledge/Retail Safety Precautions/Decontamination State Board Foundation Prep	MindTap-Chapter 2-Do It: Pre-Assessment Quiz, Principles that Contribute to Personal & Professional Success-Do It: Matching Quiz, Watch: Defining Your Core Values, Watch: Staying Motivated, Do It: Multiple Choice Quiz, Do It: Time Management , Watch: Become a Time Master, Learning Tools, Ethical Standards, & Developing A Positive Attitude-Do It: Multiple Choice Quiz, Recap: Chapter Highlights, Chapter 2: Final Chapter Exam Do activities in "Situational Problems" book for Chapter 2. Review for practice theory exam Practice for practical exam Work on required hours for hair designer program	1,2,3,4,5, 6,7,8,9,10, 11 a,b,c
WR June 1,2	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxers Hair Color & Bleaching Hair & Scalp Treatments Haircutting Styling Dispensary Reception Customer Service Skills Product Knowledge/Retail Safety Precautions/Decontamination State Board Foundation Prep	MindTap-Chapter 3-Your Professional Image-Do It: Pre-Assessment Quiz, Watch: the Basics of Personal Hygiene, Watch: Personal Grooming & Professional Behavior, Watch: Proper Ergonomics, Do It: Fill in the Blank Activity, Do It: Test Yourself, Recap: Chapter Highlights, Chapter 3: Comprehensive Exam Do the activities in "Situational Problems" book for Chapter 3. Theory exam J Practical exam J Work on required hours for hair designer	1,2,3,4,5, 6,7,8,9,10, 11 a,b,c

			program	
WR June 8,9	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxers Hair Color & Bleaching Hair & Scalp Treatments Haircutting Styling Dispensary Reception Customer Service Skills Product Knowledge/Retail Safety Precautions/Decontamination State Board Foundation Prep	MindTap-Chapter 4-Communicating for Success-Do It: Pre-Assessment Quiz, Do It: True/False Quiz, Listen: Communication Styles, Watch: An Effective Client Consultation, Do It: Multiple Choice Quiz, Watch: 10 Step Consultation Method, Watch: Bringing it Home: The most important parts of any service begins with an excellent client consultation, Do It: Putting Yourself in the Situation, Listen: An Unhappy Client Service, Watch: How to Handle Tough Conversations, Do It: Put Yourself in the Situation, Watch: Treat Everyone with Respect, Do It: In-Salon Communication, Recap: Chapter Highlights, Chapter 4: Final Chapter Exam Do Activities in "Situational Problems" book for Chapter 4. Review for practice theory exam Practice for practical exam Work on required hours for hair designer program	1,2,3,4,5, 6,7,8,9,10, 11 a,b,c
WR June 15,16	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxers Hair Color & Bleaching Hair & Scalp Treatments Haircutting Styling Dispensary Reception Customer Service Skills Product Knowledge/Retail Safety Precautions/Decontamination State Board Foundation Prep	MindTap-Chapter 5-Watch: Learning Motivation, Watch: Why Study Infection Control, Do It: Pre-Assessment Quiz, Watch: Regulatory Agencies, Laws & Rules, Do It: Test Yourself, Watch: Infection Principles in Action, Do It: Matching Activity, Do It: Fill in the Blank Activity, Watch: Cleaning and Disinfecting Practices in Action, Watch: Disinfecting Nonelectrical Tools & Implements, Do It: Matching Activity, Watch: Cleaning & Disinfecting Foot Spas or Basins, Watch: Cleaning & Disinfecting Non-Whirlpool Foot Spas, Watch: Hand Washing in Action, Do It: Multiple Choice Activity, Do It: Putting Yourself in the Situation, Recap: Chapter Highlights, Do It: Apply Yourself Exercise, Chapter 5: Comprehensive Exam Do activities in the "Situational Problems" book chapter 5. Theory exam K Practical exam K Work on required hours for hair designer program	1,2,3,4,5, 6,7,8,9,10, 11 a,b,c
WR June 22,23	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxers Hair Color & Bleaching Hair & Scalp Treatments Haircutting Styling Dispensary Reception Customer Service Skills Product Knowledge/Retail Safety Precautions/Decontamination	MindTap-Chapter 6-Do It: Pre-Assessment Quiz, Watch: Organs & Body Systems, Watch: Tissues, Do It: Matching Activity, Listen: Overview, Watch: General Anatomy & Physiology Video, Do It: Matching Quiz, Do It: Drag & Drop Quiz, Do It: Drag & Drop Quiz, Do It: Drag & Drop, Do It: Muscles, Face & Neck Game, Do It: Muscles of the Shoulder & Arm Game, Do It: Multiple Choice Quiz, Do It: Neuron Image Labeling Game, Do It: Putting Yourself in the Situation, Do It: Nerves of the Arm & Hand Labeling Game, Do It: Heart Image Labeling	1,2,3,4,5, 6,7,8,9,10, 11 a,b,c

		State Board Foundation Prep	<p>Game, Do It: True/False Quiz, Watch: Review The Body Systems, Integumentary System: Do It: Multiple Choice Quiz, Recap: Chapter Highlights, Chapter 6: Final Chapter Exam</p> <p>Do activities in the "Situational Problems" book for Chapter 6.</p> <p>Review for practice theory exam</p> <p>Practice for practical exam</p> <p>Work on required hours for hair designer program</p>	
WR June 29,30	Cosm textbook, exam review & MindTap	<p>Permanent Waving & Relaxers</p> <p>Hair Color & Bleaching</p> <p>Hair & Scalp Treatments</p> <p>Haircutting</p> <p>Styling</p> <p>Dispensary</p> <p>Reception</p> <p>Customer Service Skills</p> <p>Product Knowledge/Retail</p> <p>Safety Precautions/Decontamination</p> <p>State Board Foundation Prep</p>	<p>MindTap-Chapter 11- Properties of the Hair & Scalp, Do It: Pre-Assessment Quiz, Watch: Properties of the Hair & Scalp Learning Motivation, Watch: Structure of the Hair, Do It: Structure of the Hair Labeling Game, Composition of Hair-Do It: Matching Activity, Watch: Hair Structure, Do It: Drop & Drag Activity, Hair Growth-Watch: Hair Growth, Watch: Hair Growth 2, Watch: Hair Loss, Do It: Multiple Choice Quiz, Disorders of the Hair-Do It: Drag & Drop Activity, Do It Drag & Drop Activity, Watch: Hair Disorders, Do It: Multiple Choice Quiz, Thorough Hair & Scalp Analysis-Watch: Hair Analysis, Watch: Hair Analysis, Do It: Hair Analysis Quiz, Recap Chapter Highlights, Final Chapter Exam.</p> <p>Do activities in "Situational Problems" book for Chapter 11.</p> <p>Review for practice theory exam</p> <p>Practice for practical exam</p> <p>Work on required hours for hair designer program</p>	<p>1,2,3,4,5, 6,7,8,9,10, 11 a,b,c</p>
WR July 13,14	Cosm textbook, exam review & MindTap	<p>Permanent Waving & Relaxers</p> <p>Hair Color & Bleaching</p> <p>Hair & Scalp Treatments</p> <p>Haircutting</p> <p>Styling</p> <p>Dispensary</p> <p>Reception</p> <p>Customer Service Skills</p> <p>Product Knowledge/Retail</p> <p>Safety Precautions/Decontamination</p> <p>State Board Foundation Prep</p>	<p>MindTap-Chapter 12-Basics of Chemistry-Do It: Pre-Assessment Quiz, Watch: An Introduction to the Basics of Chemistry, Watch Experience Learning About Chemistry, Watch: Chemistry & Matter Slideshow, Watch: Properties of Matter Slideshow, Watch: Substances & Mixtures Slideshow, Do It: Multiple Choice Quiz, Do It: Matching Quiz, Watch: pH Potential Hydrogen video, Do It: pH Scale Labeling Game, Do It: Media Quiz, Recap Chapter Highlights, Chapter 12-Comprehensive Exam</p> <p>Do activities in "Situational Problems" book for Chapter 12.</p> <p>Review for practice theory exam</p> <p>Practice for practical exam</p> <p>Work on required hours for hair designer program</p>	<p>1,2,3,4,5, 6,7,8,9,10, 11 a,b,c</p>
WR July 20,21	Cosm textbook, exam review & MindTap	<p>Permanent Waving & Relaxers</p> <p>Hair Color & Bleaching</p> <p>Hair & Scalp Treatments</p>	<p>Theory exam L</p> <p>Practical exam L</p> <p>Work on required hours for hair designer program</p>	<p>1,2,3,4,5, 6,7,8,9,10, 11 a,b,c</p>

		Haircutting Styling Dispensary Reception Customer Service Skills Product Knowledge/Retail Safety Precautions/Decontamination State Board Foundation Prep		
W July 27	Cosm textbook, exam review & MindTap	Permanent Waving & Relaxers Hair Color & Bleaching Hair & Scalp Treatments Haircutting Styling Dispensary Reception Customer Service Skills Product Knowledge/Retail Safety Precautions/Decontamination State Board Foundation Prep	Final-Written State Board Exam Work on required hours for hair designer program	1,2,3,4,5, 6,7,8,9,10, 11 a,b,c

*** Competency Areas: (will vary for each course/taken from state standards)**

1. Permanent Waving & Relaxers
2. Hair Color & Bleaching
3. Hair & Scalp Treatments
4. Haircutting
5. Styling
6. Dispensary
7. Reception
8. Customer Service Skills
9. Product Knowledge/Retail
10. Safety Precautions/Decontamination
11. State Board Foundation Prep

****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.