



**COSM1120 Salon Management
COURSE SYLLABUS
Online
Summer Semester 2017**

Semester: Summer 201716
Course Title: Salon Management

Course Number: COSM 1120
Credit Hours/ Minutes: 3/2250
Class Location: GVTC/Blackboard
Class Meets: Via Internet / 9 weeks
CRN: 60131

Instructor: Althea Telfair
Office Hours: Mon-Thurs 7:00-8:00am; Mon & Wed 2:00-6:00pm; Tues & Thurs 2-4pm
Office Location: Room #311, Main Building, Vidalia Campus
Email Address: atelfair@southeasterntech.edu (preferred contact)
Phone: 912-538-3203
Fax Number: 912-538-3156

REQUIRED TEXT: REQUIRED TEXT: 13th edition Milady Standard Cosmetology Bundle

Includes: Hard Cover Textbook, Exam Review, Study Guide, Haircutting simulation & Mind Tap ISBN: 9781305942349

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: Emphasizes the steps involved in opening and operating a privately owned salon.

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

PREREQUISITE(S): Program Admission

COURSE OUTLINE:

1. Law Requirements Regarding Employment
2. Taxpayer Education/Federal & State Responsibilities
3. Law Requirements for owning and 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:

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.

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

class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

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 under the Proctoring Tab in BLACKBOARD 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 July 11. 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 July 12, from 8:00 a.m. until 10:00 a.m., Room 3105. The proctored event is listed in the lesson plan. You may come either day that is convenient for you!

EXIT EXAM: All students are required to pass an exit exam at the end of 4th semester before graduating from the cosmetology program.

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).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

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.

GRADING POLICY

Test	35%
Proctored Event	25%
Final Exam	25%
Assignments/	
<u>Discussion Board</u>	<u>15%</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
SUMMER SEMESTER 2016 LESSON PLAN**

Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
ALL BLACKBOARD ASSIGNMENTS ARE DUE EACH THURSDAY BY 11:30p.m.				
May 17-18 Wen – Thurs	Chapter 32	The Salon Business Business Plan	Read Chapter 32 Select a Salon name and logo/Mission Statement Mind-Tap Assignment	1-4 a, b
May 22-25 Mon – Thurs	Chapter 32	The Salon Business Business Plan	Read/Review Chapter 32 Executive Summary Due Thursday Mind-Tap Assignment/Blackboard Discussion Assignment	1-4 a, b
May 30-June 1 Tues – Thurs	Chapter 32	The Salon Business Business Plan	Vision Statement and Organizational Plan Mind-Tap Assignment/Blackboard Discussion Assignment TEST Ch. 32 Thursday	1-4 a, b
June 5-8 Mon – Thurs	Chapter 31	The Salon Business Business Plan	Read Chapter 31 Prepare Marketing Plan Mind-Tap Assignment/Blackboard Discussion Assignment	1-4 a, b
June 12-15 Mon – Thurs	Chapter 31	On the Job Business Plan Mid-Term	Chapter 31 Salon Policies and Employee Handbook Mind-Tap Assignment/Blackboard Discussion Assignment	1-4 a, b
June 19-22 Mon – Thurs	Chapter 31	On the Job	Review Chapter 31 Salon Layout Mind-Tap Assignment/Blackboard Discussion Assignment TEST Ch. 31 Thursday	1-5 a, b
June 26-29 Mon – Thurs	Chapter 30, 31 & 32	The Salon Business Decorating and Arranging the Salon and Spa; On the Job	Read Chapter 30 Salon Design Mind-Tap Assignment/Blackboard Discussion Assignment Review over Chapters for Semester Review Exam- Thursday	1-5 a, b
July 3-6 Mon – Thurs		SUMMER BREAK		
July 10-13 Mon – Thurs	Chapter 30, 31, 32	The Salon Business On the Job	Mind-Tap Assignment Review over Chapters for Final Exam Proctored Event-Tuesday 8 am.	1-6 a, b
July 17-20 Mon – Thurs	Chapter 31, 32	On the job The Salon Business	Review over Chapters 31 & 32. Prepare for final exam	1-6 a, b
July 24-27		Finals	Finals	

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

*** Competency Areas:**

1. Law Requirements Regarding Employment
2. Taxpayer Education/Federal & State Responsibilities
3. Law Requirements for owning and 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.

Cosmetology 1120 Discussion Rubric

	Poor 1 0-50	Fair 2 51-65	Good 3 66-79	Excellent 4 80-100
Post	Post only at the end of the session, not addressing the question. Posted with minimum response and/or does not stimulate further response. Does not submit another post throughout the session.	Post does not completely address the question and only contains 1 sentence. But does stimulate one other post throughout the session. Does not submit another post throughout the session.	Post fully address the question. But stimulates one follow up post and does post at least one more time throughout the session.	Post fully address the question and stimulates two or more follow up post early in the session. Submits several other posts throughout the session and to the end.
Grammar/ Spelling/ Sentencing.	Submits posts that contains numerous of incomplete sentences, spelling or punctuation errors. Post is confusing to read or understand.	Does not submit posts that are in a complete sentence. Have 3-4 grammatical errors and has 3-4 spelling errors. Submit only 1 sentence.	Submits posts that have 1-2 grammatically incorrect sentences and 2 spelling errors. Post contains only 2 sentences.	Submits posts that contain grammatically correct sentences without any spelling errors. Post contains 3-4 sentences.

***Discussion Boards must be complete and submitted by the due date assigned*
Anyone not submitting a discussion board post will receive a grade of zero.**