

Course Syllabus

NOTE: This syllabus is subject to change during the semester. Please check this syllabus on a regular basis for any updates.

Department : Cosmetology

Course Title : Orientation to Cosmetology

Section Name : 1401.71

Start Date : 08/27/2012

End Date : 12/13/2012

Modality : FACE-TO-FACE

Credits : 4

Instructor Information

Name : Cheree Shepardson

OC Email : cshepardson@odessa.edu

OC Phone # : 432-335-6451

Course Description

An overview of the skills and knowledge necessary for the field of cosmetology. The student will exhibit comprehension of professional ethics; demonstrate sanitation and safety; and explain the rules and regulations of the institution, department, and state.

Prerequisites/Co requisites

None

ICO's

2. Communication Skills: To include effective development, interpretation and expression of ideas through written, oral and visual communication.

*6. Social Responsibility: To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional national, and global communities.

Lab Time/Theory

Lab:

Monday 8:00 – 12:00

Tuesday 8:00 – 12:00 2:15 – 5:30

Wednesday 8:00 – 12:00 2:15 – 5:30

Thursday 8:00- 12:00 2:15-5:30

Theory:

Monday 1:00-5:15

Tuesday 1:00 – 2:00

Wednesday 1:00 – 2:00

Thursday 1:00 – 2:00

Course Objectives

Learning Outcomes:

After completing this course, the student should be able to demonstrate competency in:

1.00 Professionalism

3.00 Histology of Hair, Skin, and Nails

8.00 Sanitation, Sterilization, and Bacteriology

9.00 Manicuring Procedures

13.00 Safety precautions

15.00 Draping

16.00 Shampooing, Rinsing, and Conditioning

17.00 Hair Styling and shaping

18.00 Scientific Brushing

19.00 Permanent Chemical Reconstruction

20.00 Hair Coloring

21.00 Facials

22.00 Superfluous Hair Removal

25.00 General

All students must:

1. Attend class on a regular basis, whenever absent notify instructor.
2. Wear required uniform to attend class and to receive credit.
3. Bring supplies and textbook daily.
4. Write report on an assigned topic and possibly report orally.
5. Complete exams covering specified unit material.
6. Perform in class the skill taught in theory in an effort to reinforce learned knowledge.
7. Participate in class assignments by working on manikin, models or another classmate and allowing other students to perform temporary services on them.
8. Keep a daily lab journal answering the following questions:
 1. What did I do today
 2. What problems did I have or did I find this an easy assignment
 3. What critiques did I receive, what do I need to work on
 4. Did I enjoy this assignment or do I see myself not performing this task in the real world i.e. salon.
 5. Pose any questions you have for me that pertain to the assignment.
 6. List any websites used in the assignment.

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
 - Notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.

2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - Communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - return classroom activities and homework within one week of the due date and
 - Provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
 - recognize that the college provides free Wi-Fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
 - Understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
 - missing class when a major test is planned or a major assignment is due;
 - having trouble submitting assignments;
 - dealing with a traumatic personal event; and,
 - Having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
 - seek out help from my instructor and/or from tutors;
 - ask questions if I don't understand; and,
 - Attend class regularly to keep up with assignments and announcements.

Required Readings/Materials

- a) You must purchase the following **required** readings/materials: Milady's Textbook and workbook along with Student practice kit.

b) You are encouraged to buy the following *optional* books/materials

- Spiral note book
- One dozen hand towels
- 2 rolls of paper towels
- Zipper lock baggies: one box of gallon, quart, and sandwich sizes)
- Small covered containers & small spray bottle for disinfectant
- Hand sanitizer
- Top and base coat polish/ favorite color nail polish
- Cuticle cream/ remover
- Cloth headband
- 1 box of facial tissues
- Labels
- Permanent markers sharpies
- 1 roll of clear tape

AVID

"This course Orientation to Cosmetology/1401/Fall 2012 has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the Cosmetology program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor."

Course Requirements (Lectures, Assignments and Assessments)

- 1. Attend Class on a regular basis, whenever absent notify instructor. Attendance requirement: Students must attend 95% of class and lab time in order to obtain credit.**

Week 1

Topic/Overview: This week focuses on: Welcome, Introduction to School's Policies and Curriculum

Summary of Week 1 Assignments & Activities: Chp. 1 History and Career Opportunities, School Rules and Regulations and TDLR Rules and Regulations. Chp. 2 Life Skills

Item(Name)	Type	Description	Due
Life Skills, History and Career Opportunities .	Discussion/Quiz and Exam	Workbook, study guides,	8/30/12
Draping	Demonstrate draping for wet hair and dry hair services	application	8/28/12
School /TDLR Rules and Regulations	Demonstrate different braiding techniques	Application	8/28-29/12
Scientific Brushing	Learn the meaning and demonstrate the brushing technique	application	8/29/12
Disinfection training	Practice disinfection procedures	application	8/28/12

Week 2

Topic/Overview: This week focuses on: Professionalism and Communication

Summary of Week 2 Assignments & Activities : Chp. 3 Your Professional Image, Chp. 4 Communicating for Success.

Item(Name)	Type	Description	Due
Your Professional Image	Discussion, handouts, quiz	Workbook, and study guide	9/06/12
Communicating for Success	Discussion, handouts, quiz	Workbook, and study guide	
Disinfection training	Practice disinfection procedures	application	TBA
Manicuring/water	Practice table setup and manicuring procedure and safety	application	TBA
Manicuring/oil	Practice manicuring procedure and safety with massage	application	TBA

Week 3

Topic/Overview: This week focuses on: Chp. 6 General Anatomy and Physiology. Basic Manicure

Summary of Week 3 Assignments & Activities: Workbook, Study Guide and Perform a basic manicure

Item(Name)	Type	Description	Due
General Anatomy and Physiology	Discussion, handouts and Test	Workbook and study guide	TBA
Facials	Practice basic facial procedures and safety	<i>applications</i>	TBA
Disinfection	Practice disinfection procedures	application	TBA
Hair removal/waxing	Demonstrate proper waxing procedures, disinfection, and safety precautions	applications	TBA
Permian Basin Fair	Hair Show	Hair Show	09/15/12

Week 4

Topic/Overview: This week focuses on Chp. 5 and begin basic cutting techniques

Summary of week 4 Assignments & Activities: Workbook and Study Guide/Milady

Item(Name)	Type	Description	Due
Sanitation, Sterilization, and Bacteriology	<i>List and classify types of bacteria</i>	Workbooks, study guide	TBA
Safety Precautions	Demonstrate	application	TBA
Hair cutting	Demonstrate cutting angles	Application	TBA
Hair cutting	Practice cutting angles and safety procedures	application	TBA

Week 5

Topic/Overview: This week focuses on: Basic Haircutting Techniques. Chp. 16 Haircutting

Summary of Week 5 Assignments & Activities: Workbook and study guide

Item(Name)	Type	Description	Due
Shape wet and dry hair using razor and scissors.	Demonstrate/application	Application	TBA
Demonstrate basic Haircutting (zero degree and 45 degree)	<i>Application</i>	<i>Application</i>	<i>TBA</i>
Rubric: Following all sanitation and safety procedures while performing haircuts, zero and 45.	Application	Application	TBA

Week 6

Topic/Overview: This week focuses on: Prevention, Practical Applications

Summary of Week 6 Assignments & Activities: Applications of Haircutting, following sanitation and safety precautions etc.

Item(Name)	Type	Description	Due
Describe how the spread of disease can be prevented	Discussion/Application	Application	TBA
Practical Applications	<i>Applications</i>	Skills Sheets, students will completed draping, shampooing, haircuts, styling, waxing etc.	TBA

Week 7

Topic/Overview: This week focuses on: Review Correct Draping, scientific brushing

Summary of Week 7 Assignments & Activities Skill Sheets

Item(Name)	Type	Description	Due
Scientific Brushing	Demonstration	Application	Daily
Correct Draping for Chemicals, Haircutting, styling etc.	<i>Demonstration</i>	<i>Application</i>	<i>Daily</i>

Week 8

Topic/Overview: This week focuses on: Practical Applications

Summary of Week 8 Assignments & Activities: Skill Sheets

Item(Name)	Type	Description	Due
Students will continue with all practical applications	Demonstration	applications	TBA

Week 9

Topic/Overview: This week focuses on: Safety Precautions

Summary of Week 9 Assignments & Activities: Skill Sheets

Item(Name)	Type	Description	Due
Safety Precautions	<i>Applications</i>	Applications	TBA

Week 10

Topic/Overview: This week focuses on: Safety Precautions

Summary of Week 1 Assignments & Activities: Continue to practice your practical application assigned for the month.

Item(Name)	Type	Description	Due
Facials	Demonstration	application	TBA

Week 11

Topic/Overview: This week focuses on: Perform a basic Facial

Summary of Week 1 Assignments & Activities: Perform a basic Facial

Item(Name)	Type	Description	Due
Waxing	Demonstration	Application	TBA

Topic/Overview: This week focuses on: Waxing

Summary of Week 1 Assignments & Activities: Perform waxing

Item(Name)	Type	Description	Due
Hairstyling and shaping	<i>Basic Haircuts</i>	Applications	TBA
Roller Placements	Demonstration	Applications	TBA

Week 13

Topic/Overview: This week focuses on: Continue with Haircuts and start Roller Placements

Summary of Week 1 Assignments & Activities: Practical Applications

Item(Name)	Type	Description	Due
Hairstyling	Curling Iron Techniques	Applications	TBA
Safety and Sanitation Procedures	During Hairstyling skills	<i>Applications</i>	<i>TBA</i>

Week 14

Topic/Overview: This week focuses on: Continue with Safety Procedures

Summary of Week 1 Assignments & Activities: Work on Skill Sheets

Item(Name)	Type	Description	Due
<i>Continue with Sanitation Procedures</i>	demonstration	Applications	<i>TBA</i>

Week 15

Topic/Overview: This week focuses on

Summary of Week 15 Assignments & Activities

Item(Name)	Type	Description	Due
Students will continue with practical applications	<i>Demonstration</i>	Skill Sheets/working on shampooing, styling, haircutting, and haircoloring.	TBA
Review over Chapters: 1, 2, 3, 4, 5, and 6			

Week 16

Topic/Overview: This week focuses on: Practical Applications

Summary of Week 1 Assignments & Activities: Skill Sheets, Review sheets for Chapters we covered during the semester.

Item(Name)	Type	Description	Due
Practical and Written Exams	Exam	Skills taught in theory and lab.	TBA

Grading Policy

Each week, I will provide grades or scores and comments on assignments within 6 days of when they were submitted. After I send feedback each week, I will post a notification in the **Main** forum.

Late assignments receive a 10% deduction for each day they are late if assignments are not posted by 11:59 p.m. central on the day they are due. Assignments more than 5 days late will not be accepted. Technological issues will not be considered as valid grounds for late assignment submission. In the event of a server outage, students should submit assignments to the instructor.

Percentage %	Grade
Theory 20%	70
Professionalism / Safety / Sanitation 20%	70
Skill Sheets 20%	70
State Board 20%	70
Final Exam 20%	70

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the ["Ask a Librarian "](#) service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Student Portal

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Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies : Attendance is critical, if a student misses more than 5 days during the semester the student could lose credit for this course. Make-up time will be available.

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

