

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	:	Artistry of Hair, Theory and Practice
Section Name	:	CSME 1451.71
Start Date	:	08/27/2012
End Date	:	12/13/2012
Modality	:	FACE-TO-FACE
Credits	:	4

Instructor Information

Name	:	Shelley Navratil
OC Email	:	snavratil@odessa.edu
OC Phone #	:	(432) 335-6434

Course Description

Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. The student will identify the terminology related to hair structure, growth, and distribution;

exhibit workplace competencies related to the artistry of hair; and demonstrate the proper application of hair design.

Prerequisites/Co requisites

Orientation to Cosmetology

IOC's

4. Teamwork – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

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.

Course Objectives

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

1.00 Professionalism

3.00 Histology of Hair, Skin, and Nails

4.00 Properties of the Scalp and Hair
5.00 Cosmetic Ingredients and Chemistry
8.00 Sanitation, Sterilization, and Bacteriology
13.00 Safety Precautions
15.00 Draping
16.00 Shampooing, Rinsing, and Conditioning
18.00 Scientific Brushing
20.00 Hair Coloring
25.00 General

"This course Artistry of Hair Theory and Practice 1451 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."

All students must:

1. Attend class on a regular basis, whenever absent notify instructor.
2. Wear required uniform to be permitted to attend class and to receive credits.
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 skills 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.

Required Readings/Materials

a) You must purchase the following **required** readings/materials: Milady's Standard Cosmetology Textbook /Student Kit

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

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.

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

1.00 Professionalism

3.00 Histology of Hair, Skin, and Nails
4.00 Properties of the Scalp and Hair
5.00 Cosmetic Ingredients and Chemistry
8.00 Sanitation, Sterilization, and Bacteriology
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15.00 Draping
16.00 Shampooing, Rinsing, and Conditioning
18.00 Scientific Brushing
20.00 Hair Coloring
25.00 General

Week 1

Topic/Overview: This week focuses on

Haircutting and Hair Styling, and Hair coloring

Summary of Week 1 Assignments & Activities

Item(Name)	Type		Due
Histology of Hair	Discussion/Quiz	Workbook/Study Guide	<i>TBA</i>
Properties of the Hair	Discussion/Quiz	Workbook/ Study Guide	<i>TBA</i>
Hair Color Chemistry	Discussion/Quiz	Vocabulary/Test	<i>TBA</i>

Week 2

Topic/Overview: This week focuses on

Summary of Week 2 Assignments & Activities

Item(Name)	Type	Description	Due
Draping/Chemical	Demonstration	Students will do actual draping for chemical services	TBA
Safety Precautions	<i>Discussion/ Demonstration</i>	Will following safety precautions during demonstration/hands-on	TBA
Shampooing/Rinsing	Demonstration	Hands on will give actual shampoo	TBA
Permian Basin Hair Show	Hair Show	Hair Show	TBA

Week 3

Topic/Overview: This week focuses on

Continue Lab assignments/Color, Draping, and Safety Precautions

Summary of Week 3 Assignments & Activities

Item(Name)	Type	Description	Due
Hair Coloring	Demonstration	Hands on applications for applying Temporary rinses, semi-permanent, permanent bleach, and color fillers	TBA
General	Discussion/Quiz	Oral report to interpret hair coloring procedures	TBA

Week 4

Topic/Overview: This week focuses on: Haircolorinig

Summary of Week 4 Assignments & Activities: Practical Applications

Item(Name)	Type	Description	Due
General	Practical Applications	Students will continue with applications throughout semester that will involve application of color, correct shampooing, conditioning etc.	TBA

Week 5

Topic/Overview: This week focuses on: Practical Applications

Summary of Week 5 Assignments & Activities

Item(Name)	Type	Description	Due
Chp. 7 Skin Structure Growth, and Nutrition	Theory	Workbook, Study guide and Review Questions	TBA

Week 6

Topic/Overview: This week focuses on: Skin Structure and Growth

Summary of Week 1 Assignments & Activities: Workbook, Study Guide and Review Questions

Item(Name)	Type	Description	Due
Chp. 8 Skin Disorders and Diseases	<i>Theory</i>	<i>Workbook, Study Guide</i>	<i>TBA</i>

Week 7

Topic/Overview: This week focuses on: Skin Disorders and Diseases

Summary of Week 7 Assignments & Activities

Item(Name)	Type	Description	Due
Skin Disorders and Diseases	Theory	Workbook, Study Guide	TBA

Week 8

Topic/Overview: This week focuses on: Basics of Electricity

Summary of Week 8 Assignments & Activities: Workbook, worksheet assignments

Item(Name)	Type	Description	Due
Chp. 13 Basics Electricity	Theory	Workbook and Review Questions	TBA
Quiz	Quiz	<i>Quiz over Chapter 13</i>	TBA

Week 9

Topic/Overview: This week focuses on: Basics of Electricity

Summary of Week 9 Assignments & Activities: Workbook and Quiz

Item(Name)	Type	Description	Due
Practical Applications	Lab	<i>Lab/Skill Sheets</i>	TBA

Week 10

Topic/Overview: This week focuses on: Practical Applications.

Summary of Week 10 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 9 Nail Structure and Growth	Theory	Workbook, Review Questions and Study Guide	TBA

Week 11

Topic/Overview: This week focuses on: Chp. 9 Nail Structure and Growth

Summary of Week 11 Assignments & Activities

Item(Name)	Type	Description	Due
Cont. Chp. 9 Nail Structure and Growth	Review	Quiz	TBA

Week 12

Topic/Overview: This week focuses on: Chp. 9 Review

Summary of Week 12 Assignments & Activities: Review and Quiz

Item(Name)	Type	Description	
Practical Applications	Skill Sheets	<i>Skill Sheets</i>	TBA

Week 13

Topic/Overview: This week focuses on: practical Applications

Summary of Week 13 Assignments & Activities: Practical Applications

Item(Name)	Type	Description	Due
Chp. 10 Nail Disorders and Diseases	Theory	Theory /Workbook and Study Guide	<i>TBA</i>

Week 14

Topic/Overview: This week focuses on: Chp. 10 Nail Disorders and Diseases

Summary of Week 14 Assignments & Activities: Workbook and Study Guide

Item(Name)	Type	Description	Due
Review for Semester Exam	Review	<i>Review</i>	TBA

Week 15

Topic/Overview: This week focuses on: Review for Semester Exams

Summary of Week 15 Assignments & Activities

Item(Name)	Type	Description	Due
Semester Exam	Written	Written Exam	<i>TBA</i>
Practical Exam	Practical Exam	<i>Practical Exam</i>	TBA

Week 16

Topic/Overview: This week focuses on: Semester Exam

Summary of Week 16 Assignments & Activities: Semester Exam

Item(Name)	Type	Description	Due
Semester Exams	Exam	Practical and Written	12/13/12

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 and Safety/ Sanitation 20%	70
Skill sheets 20%	70
St. 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](#), 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

Please access your [Odessa College Student E-mail](#), 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.**

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

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](#).