

Course Syllabus

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

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

Department	:	Cosmetology
Course Title	:	Chemical Reformation & Related Theory
Section Name	:	CSME 1453
Start Date	:	08/27/2012
End Date	:	12/13/2012
Modality	:	FACE-TO-FACE
Credits	:	4

Instructor Information

Name	:	Donna Kilgore
OC Email	:	dkilgore@odessa.edu
OC Phone #		(432) 335-6888
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Course Description

Presentation of the theory and practice of Chemical Reformation: Topics include terminology,

application, and workplace competencies related to chemical reformation. The student will identify terminology related to chemical reformation; demonstrate the proper application; and exhibit workplace competencies related to chemical reformation.

Prerequisites/Co requisites

Orientation to Cosmetology, Passing score on Compass reading tests, and high school diploma or GED

ICOs

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Course Objectives

1.00 Professionalism

3.00 Histology of the Hair, Skin and Nails

4.00 Properties of the scalp and hair

5.00 Cosmetic Ingredient 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

19.00 Permanent Chemical Reconstruction

25.00 General

Required Readings/Materials

Milady's Standard Textbook of Cosmetology

Student Practice Kit

Course Requirements (Lectures, Assignments and Assessments)

"This course, Chemical Reformation CSME 1453 Fall, 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."

1. Attend class on a regular basis, whenever absent, notify instructor.
2. Record clock hours required by TDLR by clocking in on a computer.
3. Wear required uniform to be permitted to attend class and to receive clock hours.
4. Bring supplies and textbook daily.
5. Write a report on an assigned topic and possible report orally.
6. Complete exams covering specified unit material.
7. Perform in class, the skills taught in theory in an effort to reinforce learned knowledge.
8. Participate in class assignments by working on manikins, models or other students and allowing other students to perform temporary services on them.

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.

Week 1

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 2: Life Skills	Respect	<i>Students will demonstrate understanding of the proper application respecting each other and ourselves</i>	8/30/2012
	Vocabulary	Students will write out Terminology and definitions.	8/30/2012
	Theory Workbook	Students will complete the review questions in the Theory Workbook	8/30/2012

Week 2

Topic/Overview: This week focuses on

Summary of Week 2 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Chapter 3: Professional Image</i>	<i>Dress Attire & Grooming</i>	<i>Students will demonstrate understanding of the proper application for Dress Attire & Grooming</i>	<i>9/6/2012</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>9/6/2012</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	<i>9/6/2012</i>

Week 3

Topic/Overview: This week focuses on

Summary of Week 3 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 4: Communicating For Success	Role Play	Students will demonstrate understanding of the proper application for Communicating with Clients	9/13/2012
	Vocabulary	Students will write out Terminology and definitions.	9/13/2012
	Theory Workbook	Students will complete the review questions in the Theory Workbook	9/13/2012

Week 4

Topic/Overview: This week focuses on

Summary of Week 4 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 5: Infection Control	Mixing EPA & Using an Autoclave	<i>Students will demonstrate understanding of the proper application for</i> <i>Mixing EPA & Using an Autoclave</i>	9/20/2012
	Vocabulary	Students will write out Terminology and definitions.	9/20/2012
	Theory Workbook	Students will complete the review questions in the Theory Workbook	9/20/2012

Week 5

Topic/Overview: This week focuses on

Summary of Week 5 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Chapter 7: Skin Structure and Growth</i>	<i>Healthy Skin</i>	<i>Students will demonstrate understanding of the proper application for Healthy Skin</i>	<i>9/27/2012</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>9/27/2012</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	<i>9/27/2012</i>

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Week 6

Topic/Overview: This week focuses on

Summary of Week 6 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 9: Properties of Hair & Scalp	Healthy Hair & Scalp	Students will demonstrate understanding of the proper application for Healthy Hair & Scalp	10/4/2012
	Vocabulary	Students will write out Terminology and definitions.	10/4/2012
	Theory Workbook	Students will complete the review questions in the Theory Workbook	10/4/2012

Week 7

Topic/Overview: This week focuses on

Summary of Week 7 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Chapter 10: Basics of Chemistry</i>	<i>Cosmetics</i>	<i>Students will demonstrate understanding of the proper application for Cosmetics</i>	<i>10/11/2012</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>10/11/2012</i>

	Theory Workbook	Students will complete the review questions in the Theory Workbook	10/11/2012

Week 8

Topic/Overview: This week focuses on

Summary of Week 8 Assignments & Activities

Item(Name)	Type	Description	Due
Empirical and Quantitative Skills	analysis	Student will include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.	10/18/20112

Communication Skills	<i>Role play</i>	<i>Students will express ideas through oral communication and visual aids on what they presume their peer is trying to convey to them.</i>	10/18/12
Personal responsibility	written	Write an essay on their observations and the analysis of how they can improve customer relations through communication with an informed conclusion.	10/18/12

Week 9

Topic/Overview: This week focuses on

Summary of Week 9 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Chapter 13: Shampooing Rinsing and Conditioning</i>	<i>Draping</i>	<i>Students will demonstrate understanding of the proper application for</i>	<i>10/25/2012</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>10/25/2012</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	<i>10/25/2012</i>

Week 10

Topic/Overview: This week focuses on

Summary of Week 10 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Chapter 13: Shampooing Rinsing and Conditioning</i>	<i>Scientific Brushing</i>	<i>Students will demonstrate understanding of the proper application for</i>	<i>11/1/2012</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>11/1/2012</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	<i>11/1/2012</i>

Week 11

Topic/Overview: This week focuses on

Summary of Week 11 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Chapter 13: Shampooing Rinsing and Conditioning</i>	<i>Shampooing, & Conditioning</i>	<i>Students will demonstrate understanding of the proper application for Shampooing & Conditioning</i>	<i>11/8/2012</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>11/8/2012</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	<i>11/8/2012</i>

Week 12

Topic/Overview: This week focuses on

Summary of Week 12 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 18: Chemical Texture Services	Permanent Waving	Students will demonstrate understanding of the proper application for	11/15/2012
	Vocabulary	Students will write out Terminology and definitions.	11/15/2012
	Theory Workbook	Students will complete the review questions in the Theory Workbook	11/15/2012

Week 13

Topic/Overview: This week focuses on

Summary of Week 13 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Thanksgiving Break</i>	<i>Thanksgiving Break</i>	<i>Thanksgiving Break</i>	<i>11/21/2012</i>

Week 14

Topic/Overview: This week focuses on

Summary of Week 14 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 18: Chemical Texture Services	Permanent Relaxers	Students will demonstrate understanding of the proper application for Permanent Relaxers	11/29/20112
	Vocabulary	Students will write out Terminology and definitions.	11/29/20112
	Theory Workbook	Students will complete the review questions in the Theory Workbook	11/29/20112

Week 15

Topic/Overview: This week focuses on

Summary of Week 15 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 18: Chemical Texture Services	Soft Curl Perms	Students will demonstrate understanding of the proper application for Soft Curl Perms	12/6/2012
	Vocabulary	Students will write out Terminology and definitions.	12/6/2012
	Theory Workbook	Students will complete the review questions in the Theory Workbook	12/6/2012

Week 16

Topic/Overview: This week focuses on

Summary of Week 16 Assignments & Activities

Item(Name)	Type	Description	Due
Review	Oral	Review	<i>12/10/2012</i>
Final Exam	written	Exam	<i>12/11/2012</i>
Final Exam	Practical	Practical	<i>12/12/2012</i>

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/ Tests -20%	70
Professionalism – 20%	70
State Board Practice -20%	70
Skill Sheets – 20%	70
Final Exams – 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

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