

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	:	Adv Cosmetology Techniques
Section Name	:	CSME_2237_71
Start Date	:	08/27/2012
End Date	:	12/13/2012
Modality	:	FACE-TO-FACE
Credits	:	2

Instructor Information

Name	:	Jerrie Sovil
OC Email	:	jsovil@odessa.edu
OC Phone #	:	(432) 335-6450

Course Description

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. The student will develop and create a variety of hair designs; perform

professional cosmetology services; and demonstrate cosmetology workplace of competencies.

Prerequisites/Corequisites

Orientation To Cosmetology

ICO's

2 Communication Skills : Students will successfully complete an assignment in which they determine an appropriate response to a real world interaction situation through written, oral, or visual communication.

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

8.00 Sanitation, Sterilization, and Bacteriology

9.00 Manicuring Procedures

10.00 Massage

11.00 Pedicuring 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

23.00 Shampooing Artificial Hair

24.00 Wigology

25.00 General

Course Requirements (Lectures, Assignments and Assessments)

"This course, Advanced Cosmetology Techniques, 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. Attendance requirement: Students must attend 95% of class and lab time in order to obtain credit.

All students must:

1. Attend class on a regular basis, whenever absent notify instructor.
2. Record clock hours required by TDLR clocking-in on a computer.
3. Wear required uniform to be permitted to attend class and to receive hours.
4. Bring supplies and textbook daily.
5. Write a report on an assigned topic and possibly 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 manikin, models or another classmate 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.

Required Readings/Materials

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

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

Week 1

Topic/Overview: This week focuses on : Preparing stations for clients (safety and sanitation)

Haircutting

Summary of Week 1 Assignments & Activities: Orientation, Prepare stations and Haircutting

Item(Name)	Type	Description	Due
Orientation		Prepare Stations	08/27/2012
Start Skill Sheets	Practical Applicaitons		08/28/2012
Work on Clients	Lab	Lab	08/28/2012
Chp. 16 Haircutting	Theory	Theory/Workbook and worksheet assignments	TBA

Week 2

Topic/Overview: This week focuses on: Clients and Haircutting

Chp. 16 Haircutting

Summary of Week 2 Assignments & Activities: Prepare for Hair Show for the Permian Basin Fair

Item(Name)	Type	Description	Due
Chp. 17 Hairstyling	Discussion/Quiz	Workbook/Study Guide	09/04/2012
The Consultation	Discussion	Application	TBA
Lab/Skill Sheets and clients	Lab	Application	09/05/2012
Chp. 17 Test	Test/Review	Review	09/06/2012

Week 3

Topic/Overview: This week focuses on: Clients, and Haircutting

Summary of Week 3 Assignments & Activities: Workbook, Study Guide and Test. Demonstration of Haircuts, working on clients

Item(Name)	Type	Description	Due
Students must complete Practical Applications	<i>Practical Applications</i>	Skill Sheets with required applications such as haircuts, shampoos etc.	09/13/2012
Chp. 18 Braids and Braid Extensions	<i>Theory</i>	<i>Workbook, study guide</i>	09/10/2012

Week 4

Topic/Overview: This week focuses on: Chp. 18 Braids

Completing Skill sheets/practical applications

Summary of Week 4 Assignments & Activities: Continue to work on skill sheets and clients and prepare for the Permian Basin Fair

Item(Name)	Type	Description	Due
Shape wet and dry hair using razor and scissors	Demonstrate	Demonstrations	09/13/2012
Skill Sheets	<i>Complete Applications</i>	<i>Skill Sheets</i>	TBA
Chp. 18 test	Exam	Exam	09/17/2012

Week 5

Haircutting

Topic/Overview: This week focuses on: Chp. 19 Wigs and Hair additions

Working on Skill Sheets/Hair Care, Scalp Care and deep conditioning

Summary of Week 4 Assignments & Activities: Skill Sheets, Exams and demonstrate hair cutting on wet and dry hair using you shears and razor. (Razor cannot be used on dry hair)

Item(Name)	Type	Description	Due
Hair Care	<i>demonstrate</i>	<i>Deep conditioning</i>	<i>TBA</i>
Scalp care	demonstrate	Scalp massage	TBA
Chp. 19 Wigs and Hair Additions	Theory	Workbook	09/17/2012

Week 6

Topic/Overview: This week focuses on:

Hair Care, Shampooing

Summary of Week 6 Assignments & Activities: Clients and models using conditioning treatments

Item(Name)	Type	Description	Due
Hair Care	Demonstrate	Application	TBA
Scalp Brushing/ Shampooing	<i>Demonstrate</i>	<i>Application</i>	<i>TBA</i>
Skill Sheets complete	Lab	Lab	09/30/2012
Chp. 19 Test	Test	Test	TBA

Week 7

Topic/Overview: This week focuses on

Demonstrate appropriate draping for a basic shampoo , Hairstyling, Braiding, Wigs

Summary of Week 7 Assignments & Activities

Item(Name)	Type	Description	Due
Appropriate draping for a shampoo	<i>Application</i>	<i>demonstrate</i>	<i>TBA</i>
Chp. 20 Chemical Texture Services	Theory	Theory Workbook	10/08/2012

Week 8

Topic/Overview: This week focuses on: Chp. 20 Chemical Texture Services

Fingerwaving /Wet Hairstyling Basics /Chemicals/Perm and Relaxer

Summary of Week 8 Assignments & Activities: Drape for a shampoo

Item(Name)	Type	Description	Due
Permanent Waving	Demonstrate	Application	TBA
Chemical Relaxer	<i>Demonstrate</i>	Application	TBA
Cont. Chp. 20 Chemical Relaxer	Review	Review	TBA

Week 9

Topic/Overview: This week focuses on: Chp. 20 Chemical Relaxer

Summary of Week 9 Assignments & Activities: Lab: Chemical Relaxer and Pincurls/Fingerwaves

Item(Name)	Type	Description	Due
Carved or Sculptured Curls	Application	demonstrate	TBA
Designing with pincurls	<i>Application</i>	<i>demonstrate</i>	<i>TBA</i>
Blowdry styling on layered hair	Application	demonstrate	TBA
Chp. 21 Hair coloring	Theory	Workbook	TBA

Week 10

Topic/Overview: This week focuses on: Carved or Sculptured Curls

Blowdrying Short hair, Layered Hair and Haircolor

Summary of Week 1 Assignments & Activities: Practical Applications

Item(Name)	Type	Description	Due
Preparation	<i>Application</i>	<i>Demonstrate</i>	<i>TBA</i>
Drape for Shampoo service	Application	Demonstrate	TBA
Continue Chp. 21 Haircolor	Theory	Workbooks	TBA
Complete Skill Sheets for March 2012	Application	Lab	03/29/2012

Week 11

Topic/Overview: This week focuses on

Blowdry Curly Hair/Haircolor

Summary of Week 11 Assignments & Activities: Draping and Style hair with small round brush

Item(Name)	Type	Description	Due
Blow dry short curly hair with diffuser	<i>Application</i>	<i>demonstrate</i>	<i>TBA</i>
Complete Skill Sheets for April 2012	Application	Lab	TBA
Highlighting and Haircolor Techniques	Applicaiton	Lab	TBA

Week 12

Topic/Overview: This week focuses on: Highlighting and Color Techniques

Blow dry straight or wavy hair

Summary of Week 12 Assignments & Activities: Haircolor

Item(Name)	Type	Description	Due
Blowdrying Straight or wavy hair	Application	demonstrate	TBA
Blow drying Blunt Long-layered Straight to wavy	<i>Application</i>	<i>demonstrate</i>	TBA
Review Chp. 21	Review	Review	TBA
Chp. 21 Test	Test	Test	TBA

Week 13

Topic/Overview: This week focuses on

Haircoloring

Summary of Week 13 Assignments & Activities: Lab

Item(Name)	Type	Description	Due
Pre-service procedure	<i>Application</i>	demonstrate	TBA
Using Marcel iron thermal wave manikin's hair	<i>Application</i>	<i>demonstrate</i>	<i>TBA</i>
Chp. 22 Hair Removal	Theory	Workbook	TBA

Week 14

Topic/Overview: This week focuses on: Hairstyling and
Hair Removal

Summary of Week 14 Assignments & Activities: Lab

Item(Name)	Type	Description	Due
Pre-service procedure	<i>Application</i>	<i>demonstrate</i>	<i>TBA</i>
Use thermal iron to curl short hair	Application	demonstrate	TBA
Review for Chapter 16,17,18,19,20,21 and 22	Review	Review	TBA
Test over Chp. 22	Test	Test	TBA

Week 15

Topic/Overview: This week focuses on

Review /Over Thermal styling

Summary of Week 15 Assignments & Activities

Item(Name)	Type	Description	Due
Review	Hands on	Demonstrate/ techniques for shaping hair	12/06/2012
Semester Exam	<i>Written</i>	<i>Exam</i>	12/07/12
Practical Exam	Practical	Skills	12/07/12

Week 16

Topic/Overview: This week focuses on

Exam

Summary of Week 16 Assignments & Activities

Item(Name)	Type	Description	Due
Written and Practical	<i>Exam</i>	<i>Written and Practical</i>	<i>12/13/2012</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.

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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](#).