

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 : Salon Development

Section Name : CSME_2343_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

The exploration of salon development:

Topics include professional ethics and goals, salon operation and record keeping. The student will create a salon portfolio; demonstrate an understanding of salon operations; and demonstrate organizational skills related to salon management.

Prerequisites/Core requisites

Orientation to Cosmetology

ICO's

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

8.00 Sanitation, Sterilization, and Bacteriology

25.00 General

"This course Salon Development 2343 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 hours.
 3. Bring supplies and textbook daily.
 4. Write a 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 Cosmetology Standard Textbook

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

8.00 Sanitation, Sterilization, and Bacteriology

13.00 Draping

15.00 Draping

16.00 Shampooing Rinsing, and Conditioning

17.00 Scientific Brushing

25.00 General

Week 1

Topic/Overview: This week focuses on

Lab & Skill Sheets

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Blow Dry Styling		Students will monitored and checked daily	TBA
Thermal Styling		Students will be monitored and checked daily.	TBA
		Safety and sanitation methods for thermal services	TBA
		Demonstrate proper technique for thermal services	TBA

Week 2

Topic/Overview: This week focuses on

Lab & Skill Sheets

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Styling Long Hair		Worksheets	TBA
Demonstrate draping for wet hair services		Application	TBA

Week 3

Topic/Overview: This week focuses on

Lab & Skill Sheets

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
		Application	TBA
		<i>Application</i>	TBA
		Demonstrate proper technique for thermal services	TBA

Week 4

Topic/Overview: This week focuses on

Summary of Week 4 Assignments & Activities

Item(Name)	Type	Description	Due
Permanent waving	essay	Complete outline on permanent waving steps	TBA
	application	Sectioning hair properly for permanent service	TBA
	application	Proper chemical draping	TBA
	application	Applying solution safely and correctly	TBA
	test	Timed State board permanent waving	TBA

Week 5

Topic/Overview: This week focuses on

Summary of Week 5 Assignments & Activities

Item(Name)	Type	Description	Due
Curl demonstration	outline	the importance of different types of curls and the placement of curls	TBA
	application	Apply magnetic rollers and anchor correctly.	TBA
	application	Using single prong clips apply pin curls to entire head and style.	TBA
	demonstrate	Proper finger wave as state board requires	TBA
	test	Curl demo as required for state board exam.	TBA

Week 6

Topic/Overview: This week focuses on

Summary of Week 6 Assignments & Activities

Item(Name)	Type	Description	Due
Safety and Sanitation	demonstrate	Proper and effective cleaning techniques as required by state.	2/20/12
		Will also be applied throughout semester frequently.	2/21/12

Week 7

Topic/Overview: This week focuses on

Summary of Week 7 Assignments & Activities

Item(Name)	Type	Description	Due
Chap 30 Seeking Employment	Theory	Workbook Assignments	TBA

Week 8

Topic/Overview: This week focuses on

Summary of Week 8 Assignments & Activities

Item(Name)	Type	Description	Due
Cont. Chp. 30 Seeking Employment	Theory	Theory /Develop Resume	TBA
	Application	Sectioning of hair for maximum control and proper chemical drape	TBA
		Applying mock solution properly for chemical relaxer	TBA
	test	Proper application of mock solution as required by state board	TBA

Week 9

Topic/Overview: This week focuses on: Resume

Summary of Week 9 Assignments & Activities

Item(Name)	Type	Description	Due
Chp. 31 On the Job	Theory	Workbook, Study Guide	TBA
Virgin Tint Application	Application	Sectioning of hair for maximum control and proper chemical drape	TBA
		Proper measure and mixing techniques for virgin tint	TBA
		Apply color properly for complete coverage of virgin tint as required by state board guidelines	TBA
	test	Proper application of mock solution as required by state board	TBA

Week 10

Topic/Overview: This week focuses on: Moving from to school to work

Summary of Week 10 Assignments & Activities

Item(Name)	Type	Description	Due
Highlights	demonstration	The purpose of highlights. Multiple techniques for highlights	TBA
	Application	Sectioning hair for the look that is desired	TBA
	Application	Applying mock solution in multiple patterns with foil to achieve different tonalities	TBA
Chap. 31	Theory	Job Interview	TBA

Week 11

Topic/Overview: This week focuses on

Summary of Week 11 Assignments & Activities

Item(Name)	Type	Description	Due
Bleach Retouch	demonstration	Proper draping and sectioning of hair for safety of patron while applying bleach retouch.	TBA
		Proper mixing method of developer and bleach using bowl and brush for application.	TBA
		Proper technique for applying bleach to patrons new growth	TBA
		Applying mock solution properly as required for state board	TBA
Cont. Chap. 31		Review and take test	TBA

Week 12

Topic/Overview: This week focuses on: Lab procedures and Chap. 31 On the Job

Summary of Week 12 Assignments & Activities

Item(Name)	Type	Description	Due
Manicure	demonstration	Safety and sanitation prep for state board manicure	TBA
	application	Application of manicure	TBA
	test	Timed application of manicure procedure as required by state board	TBA

Week 13

Topic/Overview: This week focuses on:

Summary of Week 13 Assignments & Activities

Item(Name)	Type	Description	Due
Facial	essay	Defining multiple skin types and face shapes	TBA
		Proper massage techniques for facial	TBA
		Proper application of facial techniques	TBA
		Timed application of facial techniques as required by state board	TBA
Chap. 32 The Salon Business	Theory	Business plan, Booth Rental , Opening a Salon, recording keeping	TBA

Week 14

Topic/Overview: This week focuses on

Summary of Week 14 Assignments & Activities

Item(Name)	Type	Description	Due
Salon Opportunities	Oral presentation/ demonstration	Role play different job scenarios	TBA
	Essay	Gather job history and community service history	TBA
		Resume and employment portfolio	TBA
Cahp. 32	Theory	Salon Operations and Selling services	TBA

Week 15

Topic/Overview: This week focuses on

Summary of Week 15 Assignments & Activities

Item(Name)	Type	Description	Due
Review for written exam	written	Complete study guide from all previous exams for written	12/13/12

Week 16

Topic/Overview: This week focuses on

Summary of Week 16 Assignments & Activities

Item(Name)	Type	Description	Due
Review for final practical exam	practical	Practical exam of all learned techniques as required by state board	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 students and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

