

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	:	Advanced Hair Design
Section Name	:	CSME_2439_71
Start Date	:	08/27/2012
End Date	:	12/13/2012
Modality	:	FACE-TO-FACE
Credits	:	4

Instructor Information

Name	:	Machelle Bright
OC Email	:	mbright@odessa.edu
OC Phone #	:	(432) 335-6662

Course Description

Advance concepts in the theory and practice of hair design. The student will identify terminology related to hair design; demonstrate the proper techniques related to hair design; demonstrate the proper techniques related to hair design; exhibit workplace competencies in hair design.

Prerequisites/Co requisites

Orientation to Cosmetology

ICO'S

- 1) *CRITICAL THINKING SKILLS:** To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

Course Objectives

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

1.00 Professionalism

8.00 Sanitation, Sterilization, and Bacteriology

13.00 Safety Precautions

15.00 Draping

16.00 Shampooing, Rinsing, and Conditioning

17.00 Hair Styling and Shaping

18.00 Scientific Brushing

25.00 General

All students must:

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 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.

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.

"This course (CSME/ 2439 #/ SEMESTER 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 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."

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

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

Prepare lab for clients

Summary of Week 1 Assignments & Activities: Chapter 15 Haircutting – (work book, work sheets, vocabulary, test)

Item(Name)	Type	Description	Due
Sanitation and Sterilization Bacteriology	TDLR	Rules and Regulations/ Hairstyling	TBA
Professionalism	Application	Demonstrate	TBA
Ch. 14 Principles of Hair Design	Theory	Workbook and worksheets	TBA

Week 2

Topic/Overview: This week focuses on

Lab & Skill Sheets

Summary of Week 2 Assignments & Activities: Chapter 15 Haircutting – (work book, work sheets, vocabulary, test)

Item(Name)	Type	Description	Due
Styling Long Hair	Theory	Worksheets	TBA
Demonstrate draping for wet hair services	Lab	Application	TBA
Elements of Hair Design	Theory	Study Guide	TBA
Professional salon ethics	daily	Lab	

Week 3

Topic/Overview: This week focuses on

Lab & Skill Sheets

Summary of Week 3 Assignments & Activities: Chapter 17 Hairstyling – (work book, work sheets, vocabulary, test)

Item(Name)	Type	Description	Due
Thermal Hair Straightening		Application	TBA
Hair Pressing		<i>Application</i>	<i>TBA</i>
Professionalism	daily	lab	

Week 4

Topic/Overview: This week focuses on

Lab & Skill Sheets

Summary of Week 4 Assignments & Activities: Chapter 17 Hairstyling (work book, work sheets, vocabulary, test)

Item(Name)	Type	Description	Due
Hair styling	Theory	Facial Shapes	TBA
Hair styling	<i>Theory</i>	<i>Design Considerations for men</i>	<i>TBA</i>

Week 5

Topic/Overview: This week focuses on

Lab & Skill Sheets

Summary of Week 5 Assignments & Activities : Chapter 18 Braiding and braid extensions (work book, worksheets, vocabulary, test)

Item(Name)	Type	Description	Due
Hairstyling/Roll-ups	Demonstrate/lab	Application	TBA
Safety Precautions	<i>Demonstrate/Lab</i>	<i>Application</i>	<i>TBA</i>
Scalp Care Shampooing and Conditioning	Theory	Terms, Workbook and Study Guide	TBA
Braid extensions	Lab	Applications	TBA

Week 6

Topic/Overview: This week focuses on:

Lab & Skill Sheets

Summary of Week 6 Assignments & Activities: Chapter 19 Wigs and hair additions (work book, work, sheets, vocabulary, test)

Item(Name)	Type	Description	Due
Pincurls/Updos		Application	TBA
Safety Precautions		Application	TBA
Wig measurements	Theory	Theory	TBA
Custom wigs	Theory		
Wig types	Theory		

Week 7

Topic/Overview: This week focuses on

Lab & Skill Sheets

Summary of Week 7 Assignments & Activities: Chapter 19 Wigs and hair additions (work book, work sheets, vocabulary, test)

Item(Name)	Type	Description	Due
Braids		Application	TBA
Updos		<i>Application</i>	<i>TBA</i>
Scalp Brushing		Lab	TBA
Hair additions	Theory		TBA
Skills	Lab	Applications	TBA

Week 8

Topic/Overview: This week focuses on

Lab & Skill Sheets

Summary of Week 8 Assignments & Activities: Chapter 20 Chemical texture service (work book, work sheets, vocabulary, test)

Item(Name)	Type	Description	Due
Blowdry and Style Long Hair		Application	TBA
Scalp Brushing		<i>Application</i>	<i>TBA</i>
Using Various Types of Shampoos		Theory /Lab	TBA
Hair analysis		Theory/lab	TBA
Safety precautions for chemical texturizing		Lab	TBA

Week 9

Topic/Overview: This week focuses on Practical skills assessments

Summary of Week 9 Assignments & Activities: Chapter 20 Chemical texture services (work book, work sheets, vocabulary, test)

Item(Name)	Type	Description	Due
Chapter 20	Workbook	Worksheets	TBA

Types of chemicals	<i>Workbook</i>	<i>Worksheets</i>	<i>TBA</i>
Skills	Lab		TBA

Week 10

Topic/Overview: This week focuses on

Properties of the Scalp and Hair

Summary of Week 10 Assignments & Activities: Chapter 21 Haircoloring (work book, work sheets, vocabulary, test)

Item(Name)	Type	Description	Due
Scalp Treatments	Worksheets	Workbook	TBA
Chemistry of Water And Shampoo	<i>Worksheets</i>	<i>Theory</i>	<i>TBA</i>

Week 11

Topic/Overview: This week focuses on

Hair and Scalp and Hair Analysis

Summary of Week 11 Assignments & Activities: Chapter 21 Haircoloring (work book, work sheets,

vocabulary, test)

Item(Name)	Type	Description	Due
Hair and Scalp Analysis	Work Book	Activity	TBA
Hair Scalp analysis	<i>Terms</i>	<i>Work sheet</i>	<i>TBA</i>

Week 12

Topic/Overview: This week focuses on

Lab & Skill Sheets

Summary of Week 12 Assignments & Activities: Chapter review

Item(Name)	Type	Description	Due
Shampooing	Demonstrate	Application	TBA
Deep Hair conditioning	<i>Demonstrate</i>	<i>Application</i>	<i>TBA</i>

Week 13

Topic/Overview: This week focuses on

Lab & Skill Sheets

Summary of Week 13 Assignments & Activities: Chapter review

Item(Name)	Type	Description	Due
Blow dry Style/Long or Short Hair		Application	TBA
Curling Iron style on Long Hair		<i>Application</i>	<i>TBA</i>

Week 14

Topic/Overview: This week focuses on Professionalism

Lab & Skill Sheets

Summary of Week 14 Assignments & Activities: Chapter review

Item(Name)	Type	Description	Due
Work on Skill sheets		Application	TBA
Work on Skill Sheets		<i>Application</i>	<i>TBA</i>
Explain the concept of dressing for success		Workbook	TBA

Professional salon ethics		Theory/lab	TBA

Week 15

Topic/Overview: This week focuses on: Review for Exam

Lab & Skill Sheets

Summary of Week 15 Assignments & Activities: Chapter review

Item(Name)	Type	Description	Due
Review		Worksheets	TBA
Review Ch.		Quiz	TBA

Week 16

Topic/Overview: This week focuses on: Exam

Lab & Skill Sheets

Summary of Week 1 Assignments & Activities Final exams written/practical

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

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.

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 bad 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](#).

