

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 : Preparation for the State Licensing Examination

Section Name : CSME 2441

Start Date : 08/27/2012

End Date : 12/13/2012

Modality : FACE-TO-FACE

Credits : 4

Instructor Information

Name : Machel Bright

OC Email : mbright@odessa.edu

OC Phone # : (432) 335-6662

Course Description: Preparation for the State licensing examination. The student will exhibit the skills required for the completion of the State licensing examination.

"This course (CSME/ 2441 #/ 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."

Prerequisites/Core requisites

Orientation To Cosmetology

ICO'S

2) **Communications skills:** To include the effective development, interpretation and expression of ideas through written, oral and visual communication.

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 Draping

15.00 Draping

16.00 Shampooing Rinsing, and Conditioning

17.00 Scientific Brushing

25.00 General

All students must:

1. Attend class on a regular basis, whenever absent notify instructor.
 2. Bring supplies and textbook daily.
 3. Write a report on an assigned topic and possibly report orally.
 4. Complete exams covering specified unit material.
 5. Perform in class, the skills taught in theory in an effort to reinforce learned knowledge.
 6. 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.

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

St. Board /Packing Bags

Summary of Week 1 Assignments & Activities: Chapter 16 Haircutting (work book, work sheets, vocabulary, test)

Item(Name)	Type	Description	Due
Proper clean-up and storage of all materials every day...	This will be applied every day	Students will monitored and checked daily	Every day during lab training
Demonstrate correct safety practices on the job every day.	<i>'This will be applied every day</i>	Students will be monitored and checked daily.	TBA
St. Board Bag List	Pack		Throughout semester
Professional salon ethics		lab	

Week 2

Topic/Overview: This week focuses on

St. Board

Summary of Week 2 Assignments & Activities: Chapter 16 Haircutting (work book, worksheets, vocabulary, test)

Item(Name)	Type	Description	Due
List the importance of proper Chemical draping for St. Board.	application	Demonstration	<i>TBA</i>
Demonstrate draping for wet hair services	application	Application	<i>Daily throughout lab assignments and when working on clients</i>
Implement sanitation/safety precautions		Lab	Daily

Week 3

Topic/Overview: This week focuses on State board practical

Summary of Week 3 Assignments & Activities: Chapter 17 Hair styling (workbook, work sheets, vocabulary, test)

Item(Name)	Type	Description	Due
Shampoo hair using appropriate supplies for St. Board	Application	Application	<i>Students will do this during their daily lab assignments.</i>
Sanitation practices		<i>Lab</i>	<i>Daily</i>

Week 4

Topic/Overview: This week focuses on

St. Board

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

Item(Name)	Type	Description	Due
St. Board Practice			<i>TBA</i>
		Demonstrate	This will be done throughout semester
		Demonstrate	This will be lab assignments throughout assignments
		Demonstrate	This will done throughout semester

Week 5

Topic/Overview: This week focuses on

St. Board Practice

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

Item(Name)	Type	Description	Due
Chemical Relaxer	Mock	<i>Demonstrate proper sectioning and chemical draping</i>	TBA
		<i>Demonstrate proper application of chemical</i>	<i>TBA</i>
		Timed State board application of chemical relaxing	TBA

Week 6

Topic/Overview: This week focuses on

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

Item(Name)	Type	Description	Due
Virgin Tint	<i>Mock</i>	Demonstrate proper sectioning and Chemical draping	TBA
		Demonstrate proper application of tint	TBA
		Timed state board application of tint	TBA

Week 7

Topic/Overview: This week focuses on

Summary of Week 7 Assignments & Activities: Chapter 20 Chemical texture services (work book, work sheets, vocabulary, test)

Item(Name)	Type	Description	Due
Bleach Retouch	Mock	Demonstrate proper sectioning and chemical draping	TBA
		<i>Demonstrate proper application of bleach</i>	<i>TBA</i>
		Timed State board application of bleach	TBA

Week 8

Topic/Overview: This week focuses on

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

Item(Name)	Type	Description	Due
Safety and Sanitation		<i>Demonstrate proper safety practices on the job.</i>	<i>Throughout semester</i>
Professional salon ethics		Lab	Daily

Week 9

Topic/Overview: This week focuses on

Summary of Week 9 Assignments & Activities: Chapter 21 Hair coloring (work book, work sheets, vocabulary, test)

Item(Name)	Type	Description	Due
Hair styling and Shaping		<i>Section hair with one inch perimeter.</i>	TBA
		Shape wet hair using razor and shears	TBA
		Check and Style hair	TBA
		Demonstrate state exam requirements for 90 degree haircut	TBA

Week 10

Topic/Overview: This week focuses on

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

Item	Type	Description	Due
Curl Demo		Demonstrate pin curls	TBA
		<i>Demonstrate barrel curls</i>	<i>TBA</i>
		Demonstrate finger waves	TBA
		Demonstrate state exam requirements for curl demo	TBA

Week 11

Topic/Overview: This week focuses on

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

Item(Name)	Type	Description	Due
Blow dry and curling iron		<i>Demonstrate safety criteria for blow dry technique</i>	TBA
		Demonstrate safety criteria for curling iron technique	TBA
		Demonstrate proper technique for state board exam requirements on blow dry and curling iron	TBA
		Timed technique for state exam on blow dry and curling iron	TBA

Week 12

Topic/Overview: This week focuses on

Summary of Week 12 Assignments & Activities: Chapter 21 Hair coloring (work book, work sheets, vocabulary, test)

Item(Name)	Type	Description	Due
Permanent wave		Demonstrate proper sectioning method for permanent wave	TBA
		<i>Demonstrate proper safety and sanitation while permanent waving</i>	TBA
		Demonstrate proper rod placement while permanent waving	TBA
		Timed technique for state requirements on permanent waving	TBA

Week 13

Topic/Overview: This week focuses on

Summary of Week 13 Assignments & Activities: Chapter review

Item(Name)	Type	Description	Due
Manicure and facial		List proper technique for manicure	TBA
		<i>List proper technique for facial</i>	<i>TBA</i>
		Demonstrate proper technique for manicure and facial	TBA
		Timed technique for state board requirements on manicure and facial	TBA

Week 14

Topic/Overview: This week focuses on

Summary of Week 14 Assignments & Activities: Chapter review

Item(Name)	Type	Description	Due
Review for State Exam	<i>Written</i>	<i>Review all prior exams</i>	<i>TBA</i>
		Copy prior exam questions for study guide	TBA
		Review all questions	TBA
		Timed test for state exam	TBA

Week 15

Topic/Overview: This week focuses on

Summary of Week 15 Assignments & Activities: Chapter review

Item(Name)	Type	Description	Due
Review for State Exam	<i>Practical</i>	<i>Demonstrate all methods and techniques for state board exam</i>	<i>TBA</i>

Week 16

Topic/Overview: This week focuses on: St. Board and Job Ventures

Summary of Week 16 Assignments & Activities: Final exam written/practical

Item(Name)	Type	Description	Due
Final exams		Written and practical	TBA

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](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.**

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](#).

