

## Course Syllabus

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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 : Orientation to Cosmetology

Section Name : 1401.71

Start Date : 1/22/2013

End Date : 5/16/2013

Modality : FACE-TO-FACE

Credits : 4

### Instructor Information

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Name : Donna Kilgore

OC Email : [dkilgore@odessa.edu](mailto:dkilgore@odessa.edu)

OC Phone # : 432-335-6451

Cell Phone #: 432-349-4198

### Course Description

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This is an overview of the skills and knowledge necessary for the field and study of cosmetology. The student will exhibit comprehension of professional ethics; demonstrate sanitation and safety; and explain the rules and regulations of the institution, department, and state.

Learning Outcomes: Demonstrate introductory skills, professional ethics, safety and sanitation. Explain the laws and rules of the state licensing agency.

## Prerequisites/Co requisites

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The Comprehensive Reading Exam must have been taken and passed.

## ICO's 2, 6

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(2) Communication Skills: To include effective development, interpretation and expression of ideas through written, oral and visual communication.

(6) Social Responsibility: To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional national, and global communities.

## Course Objectives

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### Learning Outcomes:

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

- A. Professionalism
- B. Express proper client consultation.
- C. Sanitation, Sterilization, and Bacteriology
- D. Manicuring Procedures
- E. Safety precautions
- F. Draping
- G. Shampooing, Rinsing, and Conditioning
- H. Hair Styling and shaping
- I. Scientific Brushing
- J. Permanent Chemical Reconstruction
- k. General /Soft Skills/Texas Department Licensing Rules and Regulations/School rules and policies.

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All students must:

1. Attend class on a regular basis, whenever absent notify instructor.
2. Wear required uniform to attend class and to receive credit.
3. Bring supplies and textbook daily.
4. Write report on an assigned topic and possibly report orally.
5. Complete exams covering specified unit material.
6. Perform in class the skill 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.
8. Keep a daily lab journal answering the following questions:
  1. What did I do today?
  2. What problems did I have or did I find this an easy assignment?
  3. What critiques did I receive, what do I need to work on?
  4. Did I enjoy this assignment or do I see myself not performing this task in the real world i.e. Salon?
  5. Pose any questions you have for me that pertain to the assignment.
  6. List any websites used in the assignment.

#### 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

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a) You must purchase the following required readings/materials: Milady's Textbook and workbook along with Student practice kit.

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

- Spiral note book
- One dozen hand towels
- 2 rolls of paper towels
- Zip lock baggies: one box of gallon, quart, and sandwich sizes)
- Small covered containers & small spray bottle for disinfectant
- Hand sanitizer
- Top and base coat polish/ favorite color nail polish
- Cuticle cream/ remover
- Cloth headband
- 1 box of facial tissues
- Labels
- Permanent markers sharpies
- 1 roll of clear tape

## AVID

"This course Orientation to Cosmetology/1401/Spring 2013 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."

## Course Requirements (Lectures, Assignments and Assessments)

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1) Attend Class on a regular basis, whenever absent notify instructor. Attendance requirement: Students must attend 90% of class and lab time in order to obtain credit with no more than 6 absences

for the entire semester. If you are absent more than 6 days you may lose credit for some or all classes. Please see your instructor. You will only be able to make-up 4 excused absences.

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Grading Policy:        100-90 =A, 89-80 = B, 79-70 = C, 69-60 =F

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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

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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)

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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

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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

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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

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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](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## Important School Policies

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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](#).