

## 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 : Fundamentals of Cosmetology

Section Name : CSME\_1405\_71

Start Date : 01/22/2013

End Date : 05/17/2013

Modality : FACE-TO-FACE

Credits : 4

### Instructor Information

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Name : Shelley Navratil

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

(432) 335-6434

OC Phone # :

### Course Description

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A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out.

End-of-Course Outcomes: Identify fundamental concepts related to skills required by the Texas Department of Licensing and Regulation (TDLR); demonstrate required skills that meet TDLR standards.

Prerequisites/Corequisites : CSME 1401 Orientation to Cosmetology

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**Odessa College's Institutional Core Objectives (ICOs):**

- 1) *Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- 2) *Communication Skills* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- 3) *Empirical and Quantitative Skills* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- 4) *Teamwork* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- 5) *Personal Responsibility* - to include the ability to connect choices, actions and consequences to ethical decision-making
- 6) *Social Responsibility* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

**Learning Outcomes for 5** (Source: *Odessa College Catalog of Courses*)

Outcome	ICO
	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
	<i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

<b>Student will participate in Hair Show competition with ethical conduct.</b>	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

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### 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.

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## AVID

"This course Fundamentals of Cosmetology/1405/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 Objectives

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

### 1.00 Professionalism

4.00 Properties of the hair and scalp  
8.00 Sanitation, sterilization, and bacteriology  
9.00 manicuring procedure  
13.00 safety precautions  
15.00 draping  
16.00 shampooing, rinsing and conditioning  
17.00 hairstyling and shaping  
18.00 scientific brushing  
19.00 Permanent chemical reconstruction  
22.00 facials  
25.00 general

#### Lab Time/Theory

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##### Lab:

Monday 8:00 – 12:00

Tuesday 8:00 – 12:00 2:15 – 5:30

Wednesday 8:00 – 12:00 2:15 – 5:30

Thursday 8:00- 12:00 2:15-5:30

##### Theory:

Monday 1:00-5:15

Tuesday 1:00 – 2:00

Wednesday 1:00 – 2:00

Thursday 1:00 – 2:00

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## Required Readings/Materials

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Milady's Standard Textbook of Cosmetology

Student Practice Kit

## Course Requirements (Lectures, Assignments and Assessments)

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\*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. If you miss more than 6 days you could lose credit. You will only be allowed to make-up 4 excused absences.

1. Attend class on a regular basis, whenever absent, notify instructor.
2. Wear required uniform to be permitted to attend class
3. Bring supplies and textbook daily.
4. Write a report on an assigned topic and possible 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 manikins, models or other students and allowing other students to perform temporary services on them.

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 12:59 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, 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 student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

### **Academic Policies**

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities* <http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

### **Scholastic Dishonesty**

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

#### **"Cheating on a test" shall include:**

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.

- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

#### **Disclaimers:**

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

#### **Original Effort:**

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

#### **Description of Students:**

Students enrolled in this course 1405

#### **Digital Protocol:**

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. **The electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on "Blackboard" time.** Back-up and/or additional copies of all assignments submitted is encouraged. **Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments.** If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically need to be **WORD documents (doc or docx).**

## Institutional Calendar Spring 2013

<http://www.odessa.edu/college-calendar12-13.pdf>

NOTE: College business offices are closed from Dec 21 (Fri. at 1pm) - Jan 6 (Sun.)

### FALL & SPRING BUSINESS HOURS:

Wrangler Express Center: M-Th: 7:30 am-7 pm; Fri: 7:30 am-5 pm; Sat: 9 am-noon

Other offices: M-Th: 8 am-5:30 pm; Fri: 8 am-1 pm

### SUMMER BUSINESS HOURS

Wrangler Express Center: (beginning May 14) M-Th: 7:30 am-7 pm; Fri: 8 am-5 pm; Closed Saturdays

(beginning Aug 3, Wrangler Express will also be open 9 am-noon on Saturdays)

Other offices: May 20-Aug 17 (M-Th: 7:30 am-5:30 pm; closed Fridays)

### Registration:

On the Web (5 am to Midnight, 7 days a week).....Nov 12-Jan 21

In Person (See Business Hours Above).....Nov 12-Jan 18

### \*\*\*REGISTRATION PAYMENT DEADLINE

\* For students registered who register prior to Jan 7.....Payment is DUE Jan 7 (Mon)

\* For students who register on or after Jan 7..... Due on Day of Registration

Holiday (Martin Luther King Day - Offices closed except for Wrangler Express)..... Jan 21 (Mon)

Classes Begin.....Jan 22(Tue)

Late Registration & Schedule Changes (Add/Drop):

On the Web (5 am to Midnight, 7 days a week)..... Jan 22-23 (Tue-Wed)

In Person (See Business Hours Above)..... Jan 22-23 (Tues-Wed)

\*\* Late Registration & Add/Drop Payment Deadline..... Due on Day of

Registration

Census Day.....Feb 6 (Wed)

Deadline for Spring Degree Application..... Mar 20 (Wed)

First Eight Weeks End.....Mar 22 (Fri)

Spring Break (Offices Closed – No Classes).....Mar 11-16 (Mon-Sat)

Second Eight Weeks Begin.....Mar 25 (Mon)

Holiday (Good Friday).....Mar 29 (Fri)

Last Day to Drop or Withdraw with a "W" (full semester length courses).....Apr 16 (Tues)

Student Evaluation of Instruction Survey Available Online..... April 28-May 4

Last Day to Drop or Withdraw with a "W" (2nd eight week courses).....Apr 30 (Tues)

Last Class Day..... May 11 (Sat)

Final Exams..... May 13-16 (Mon-Thurs)

Spring Graduation..... May 17 (Fri)

End of Semester..... May 17 (Fri)

Week 1

Date	Instructional Approach	Topic	Assignment	Assignment Submission
1/22/13	Lecture	Facials	Cornell Notes	1/25/13
	Lab	Skill Development	Lab	1/25/13

Week 2

Date	Instructional Approach	Topic	Assignment	Assignment Submission
1/28/13	Lecture	Facial Makeup	Key Terms and Quick Writes	2/1/13
	Lab	Skill Development	Lab	2/1/13

Week 3

Date	Instructional Approach	Topic	Assignment	Assignment Submission
2/4/13	Lecture	Hair Removal	Notes	2/8/13
	Lab	Skill Manicures/Development	Lab	2/8/13

Week 4

Date	Instructional Approach	Topic	Assignment	Assignment Submission
2/11/13	Lecture	Principals of Hair Design	Workbook	2/15/13
	Lab	Skill Development	Appointment books	2/15/13

Week 5

Date	Instructional Approach	Topic	Assignment	Assignment Submission
2/18/13	Lecture	Scalp Care, Shampooing, and Conditioning	Key Terms and Quick Writes	2/22/13
	Lab	Skill Development	Lab	2/22/13

Week 6

Date	Instructional Approach	Topic	Assignment	Assignment Submission
2/25/13	Lecture	Hairstyling	Notes and Questions with Reciprocal Reading	3/1/2013
	Lab	Skill Development/pedicures	Appointment books	3/1/13

Week 7

Date	Instructional Approach	Topic	Assignment	Assignment Submission: 3/8/13
3/4/13	Lecture	Manicuring	Key Terms	3/8/13
	Lab	Skill Development	Lab	3/8/13

Week 8

Date	Instructional Approach	Topic	Assignment	Assignment Submission: 3/22/13
3/18/13	Lecture	Spa Manicures	Cornell Notes	
	Lab	Skill Development/Nails		3/22/13

Week 9

Date	Instructional Approach	Topic	Assignment	Assignment Submission
3/25/13	Lecture	Pedicuring	Workbook	3/28/13
	Lab	Skill Development	Lab	3/28/13

Week 10

Date	Instructional Approach	Topic	Assignment	Assignment Submission
4/1/13	Lecture	Nail Tips, wraps, acrylics, gels	Notes/Cornell	4/5/13
	Lab	Skill Development	Lab	4/5/13

Week 11

Date	Instructional Approach	Topic	Assignment	Assignment Submission
4/8/13	Lecture	Pedicuring	Notes/ Questions for Reciprocal Reading	4/12/13
	Lab	Skill Development	Lab	4/12/13

Week 12

Date	Instructional Approach	Topic	Assignment	Assignment Submission
4/15/13	Lecture	On the Job	Role Play	4/19/13
	Lab	Skill Development	Lab	4/19/13

Week 13

Date	Instructional Approach	Topic	Assignment	Assignment Submission
4/22/13	Lecture	Seeking Employment	Resume	4/26/13
	Lab	Skill Development	Lab	4/26/13

Week 14

Date	Instructional Approach	Topic	Assignment	Assignment Submission
4/29/13	Lecture	Salon Business	Workbook	5/3/13
	Lab	Skill Development	Appointment books	5/3/13

Week 15

Date	Instructional Approach	Topic	Assignment	Assignment Submission
5/6/13	Lecture	Review	Review	5/10/13
	Lab	Skill Development	Skills: State Board	5/10/13

Week 16

Date	Instructional Approach	Topic	Assignment	Assignment Submission
5/13/13	Lecture	Review	Exams/Written	5/14/13
	Lab	Skill Development	Exams/Practical	5/16/13

