

## 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 : ADV Cosmetology Techniques

Section Name : CSME\_2237\_ADV Cosmetology Techniques

Start Date : 06/10/2013

End Date : 08/15/2013

Modality : FACE-TO-FACE

Credits : 4

## Instructor Information

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Name : Jerrie Sovil

OC Email : jsovil@odessa.edu

OC Phone # : (432) 335-6450

## Course Description

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Mastery of advanced cosmetology techniques including hair designs, professional cosmetology service and workplace competencies.

Prerequisites/Co requisites

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Orientation to Cosmetology

ICO's

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Course Objectives

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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

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All students must:

1. Attend class on a regular basis, whenever absent notify instructor. If you miss more than 2 days you may lose credit.
  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.
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## Required Readings/Materials

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- 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)

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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

## Grading Policy

Percentage %	Grade
Theory 20%	70
Professionalism and Safety/Sanitation 20%	70
Skill sheets 20%	70
St. Board 20%	70
Final Exam 20%	70

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.

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](#).

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.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at [www.odessa.edu/dept/counseling/disabilities.htm](http://www.odessa.edu/dept/counseling/disabilities.htm). The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

### **Dropping a Course or Withdrawing from College**

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."** (Source: *Odessa College Catalog of Courses 2012-2013, page 36*)

### **Learning Resource Center (LRC; 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 Success Center (SCC)**

Located in the LRC, the Student Success Center (SSC) provides assistance to students in meeting their academic and career goals. We strive to provide new and updated resources and services at no charge to OC students. Academic support services include tutoring, study skills training, workshops, and the mentoring program. Tutoring is available for a variety of subjects including college mathematics, English, government, history, speech, chemistry, biology, and all developmental coursework. Appointments are preferred, but walk-ins will be served as soon as possible. Smarthinking online tutoring is also available. All computers in the center have Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing and mathematical skills. The center also offers special assistance to students preparing for the THEA/COMPASS test. Computer lab assistants are available to assist students with student email, Blackboard, OC portal, Course Compass and more. For more information or to make an appointment, please call 432-335-6673 or visit [www.odessa.edu/dept/ssc/](http://www.odessa.edu/dept/ssc/) (Source: *Odessa College Catalog of Courses 2012-2013, page 54*)

As part of the Design for Completion initiative, your Odessa College Student Success Coach and faculty mentor 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. Your Student Success Coach or faculty mentor will contact you to work toward a solution.

Student E-mail

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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.

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 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 \_\_CSME 2439

**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>

Week 1

Date	Instructional Approach	Topic	Assignment	Assignment Submission
06/10/2013	Lecture	Chp. 16 Haircutting	Notes: Cornell Notes	06/13/2013
	Lab	Skill Development/	Lab/Rubric	06/13/2013

Week 2

Date- 06/17/2013 All Nutrient Color	Instructional Approach ICO Students will read and interpret color correction	Topic: Chapter 21 Hair Coloring Infection Control	Assignment: Cornell Notes/and Writing Assignment	Assignment Submission 06/20/2013
	Lecture	Safety & Sanitation	Notes	06/20/13
	Lab/ Foil Techniques Haircoloring	Skill Development/Hair Designs	Haircoloring Rubric/Test will be on 06/20/13 covering Chp. 16 and Haircoloring	06/20/13

Week 3

Date: 06/24/2013 Hair Extensions	Instructional Approach/Continue Haircoloring Techniques	Topic: Haircoloring	Assignment: Cornell Notes	Assignment Submission:
	Lecture: Chp. 18 Hair Extensions		Notes	06/27/2013
	Lab	Skill: Create Hairstyle using Blow	Lab	06/27/13

		Dry and Curling		
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#### Week 4

Date	Instructional Approach	Topic	Assignment	Assignment Submission
07/01/2013/Lab Day students will choose techniques	Lab	Rubric/Skill Sheet	Notes: Cornell Notes	07/03/13
	Lab	Skill Development: Continue working on Skill Sheets	Appointment books	07/03/13

#### Week 5

Date: 07/08/13 State Board Mock Exam	Instructional Approach	Topic: St. Board	Assignment: Key Terms. Safety and Sanitation	Assignment Submission 07/11/13
Chp. 20 Chemical Relaxing	Lecture	Workplace Competencies	Notes: Cornell Notes/Test Chp. 20	07/11/13
	Lab	Skill Development	Hairstyles/ Braiding	07/11/13

#### Week 6

Date	Instructional Approach	Topic: General Sciences	Assignment	Assignment Submission
07/15/2013	Lecture	Review: Chapter 28 Nail Enhancements	Notes and Questions with Reciprocal Reading	07/18/13
	Lab	Skill Development/Chemical Relaxing	Test over Chp. 28	07/18/13

#### Week 7

Date: 07/22/13	Instructional Approach	Topic: Hair Care/Haircoloring/Toners	Assignment: Key terms and Cornell Notes	Assignment Submission: 07/25/13
07/22/13	Lecture		Notes	
	Lab	Skill: Haircoloring Techniques	Appointment books	07/25/13

Week 8

Date	Instructional Approach	Topic: Client Consultation	Assignment: Rubric	Assignment Submission:
07/29/13 St. Board Practical	Lecture		Notes: Cornell Notes	08/1/2013
	Lab: Skill sheets/Clients	Skill Sheets	Clients	08/1/13

Week 9

Date	Instructional Approach	Topic: Review Chp. 16, 21 and 28	Lab	Assignment Submission
08/05/13	Lecture	Cont. with Skill Development	Lab	08/08/13
	Lab	Lab/Haircutting/Styling	Lab/Skill Sheets	08/08/13

Week 10

Date	Instructional Approach	Topic	Assignment	Assignment Submission
08/12/13 Written Exam		Exam	Written	08/15/13
	Lab	Lab/Skill Sheets/various	Lab/Practical Exam will be	08/15/13

		skills/Clients on Tues. Wed. 08/13/13 and 08/14/13	on 08/15/13	
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