



CHIPOLA COLLEGE

COURSE SYLLABUS

Chipola's website: www.chipola.edu

COURSE TITLE:

Cosmetology I

COURSE NUMBER:

COS 0080V

COURSE DESCRIPTION (with prerequisites):

This course introduces basic cosmetology concepts. Topics include preparation, care and treating of the hair, safety and sanitation, bacteriology, diseases and disorders, hygiene, product knowledge and other related topics. Upon completion, students should be able to safely and competently apply Cosmetology concepts and practical skills in the salon setting. Competency is achieved in basic manual facials, hair sculpting, scalp treatments and hair re-conditioning, hair lightening and hair color, shampoos, hairstyling, chemical permanent waving and chemical hair relaxing, manicuring and pedicuring. 450 clock hours

NAME(S) OF INSTRUCTORS:

Paige Vanderwerf, Workforce Development Building "WD", Room 107, Telephone 718-2285. College extension 2285. Office hours as posted

EFFECTIVE ACADEMIC YEAR:

2023-2024

REQUIRED TEXTBOOKS AND INSTRUCTIONAL MATERIALS:

Chipola College Student Handbook

Course Syllabus

Pivot Point International, Salon Fundamentals 101 Life Skills, 102 Science, 103 Business, 104 Client Centered Design, 105/106 Sculpture/Cut, 107 Hair Design, 108 Long Hair, 109 Wigs & Hair Additions, 110 Color, 111 Perm & Relax, 112 Skin, 113 Nails, coordinating Study Guide, and Online Learning System Lab. ISBN: 9781948482677.

"Florida Law & Rules and Regulations"

AIDS 101

REQUIRED MATERIALS AND SUPPLIES

Cosmetology Kits*

Lab Scrubs (Black)

Black non-skid closed toed shoes

Paper, pens, and pencils

**Replacement of lost or destroyed lab supplies required via Pivot Point International online store is the responsibility of student.*

GRADING POLICY:

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

A – 90 – 100

B – 80 – 89

C – 70 – 79

D – 60 – 69

F – 59 or less

The Chipola Catalog provides policies and procedures regarding the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:

Chipola College expects regular attendance of all students and for all instructors to record attendance daily. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what effect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

MAKE-UP POLICY:

Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

ACADEMIC HONOR CODE POLICY:

Students are expected to uphold the Academic Honor Code, which is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

NOTICE OF EQUAL ACCESS/EQUAL OPPORTUNITY AND NONDISCRIMINATION:

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college in regards to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital

status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Wendy Phippen, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183C, 850-718-2269, pippenw@chipola.edu.

LIBRARY AND ON-LINE REFERENCE MATERIALS:

The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books, and electronic databases can be accessed through the Library Resources link within your course in Canvas or by using the *Search* icon on the Chipola Library website at www.chipola.edu/library. If you have questions about database usage, consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

TECHNOLOGY RESOURCES:

The college’s learning management system is **Canvas**. Classes become available on Canvas on the first day of the semester. It is the student’s responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of Learning Resources. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues utilizing Canvas. The **Technology Center**, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.

FREE TUTORING RESOURCES:

The Academic Center for Excellence (**ACE**) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. ACE lab hours are posted each semester at the room entrance and on the website. Additionally, live online tutoring conferences and individual tutoring sessions are available for a variety of courses through ACE@Home. For a conference schedule or to schedule an individual appointment, visit “ACE Tutoring” in the left navigation from any course in Canvas.

ELECTRONIC DEVICE USAGE STATEMENT:

Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should silence and avoid use of all electronic devices (laptops, phones, tablets, etc.) not being used for coursework. Consult first-day handouts for any specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor. Faculty reserve the right to regulate the use of electronic devices and their accessories in class.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:

Cosmetology focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Cosmetology industry:

See chart below |

Linking Course-level Student Learning Outcomes with Discipline-Specific Competencies, Assessment Methods, and Artifacts

COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR COS 0080V	DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES	ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES (see Notes below)
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<p>Explain course expectations, school and program rules and regulations. Attendance policy and competency-based education requirements; locate and appropriately use the cosmetology facilities designated for students.</p> <p>Explain the importance of employability skills and entrepreneurship skills: Work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task; Exhibit individual behaviors that support the official goals and objectives of the organization and its members; Exchange ideas and information in oral, written or visual form with peers, supervisors and internal and external customers; Identify problems and potential causes while developing and implementing action plans for solutions; Find and use Information: acquire, evaluate, organize, manage, interpret, and communicate information; and Exhibit flexibility and receptivity to changing technologies, methods, processes, work environments and organizational structure and practices.</p> <p>Assess personal characteristics and develop skills relevant to the cosmetology industry, begin to identify ethical issues pertaining to cosmetology.</p> <p>Demonstrate characteristics/habits of a quality learning and working environment.</p> <p>Demonstrate and explain safety procedures and precautions while completing assignments.</p> <p>Demonstrate first aid treatment for various injuries that may occur in the cosmetology clinic or salon.</p> <p>List and describe the requirements for a healthy mind and body.</p> <p>Describe various verbal and nonverbal communication techniques and skills utilized in effective communication.</p> <p>Understand the importance of human relations as it relates to the cosmetology industry.</p> <p>Discuss the role microbiology plays in the cosmetology industry.</p> <p>Define and demonstrate sanitation precautions and procedures required in the salon environment.</p> <p>Define and demonstrate disinfection precautions and procedures required in the salon environment.</p> <p>Identify the growth and structure of hair.</p> <p>Demonstrate an understanding of scalp disease, disorders and conditions; know which of these can be treated by the cosmetologist and those that must be referred to a physician.</p> <p>Demonstrate an understanding of the various draping procedures used for salon services.</p> <p>Describe and demonstrate the five basic massage manipulations used for shampooing and scalp message.</p> <p>Identify the precautions necessary for various classifications of chemicals when working with professional products and cosmetics.</p> <p>Explain the pH scale and its importance to the cosmetology industry.</p> <p>Identify the essential haircutting tools.</p> <p>Locate and explain the areas of the head.</p> <p>Describe the fundamental cutting techniques.</p> <p>Describe the difference between the four basic forms in haircutting (Solid, Graduated, Uniform and Increase Layered).</p> <p>List primary hair styling considerations.</p> <p>Identify the fundamentals of hairstyling theory.</p> <p>Define hair styling essentials.</p> <p>Describe infection control and safety as it refers to hair styling.</p> <p>Explain the client consultation as it pertains to hairstyling.</p> <p>Identify proportions used when creating a design for the human body and face.</p> <p>Recognize and analyze key areas to create and support the client's total image by using proper communication skills during the client consultation.</p> <p>Identify the design elements and principles used to compose designs.</p>	<p>COS Outcome 1: Demonstrate mastery of Cosmetology knowledge and skills.</p> <p>COS Outcome 2: Demonstrate safety skills appropriate for employees in a Cosmetology work setting.</p> <p>COS Outcome 3: Apply critical thinking/ problem-solving and diagnostic skills proficiency as appropriate for employees in a Cosmetology work setting.</p> <p>COS Outcome 4: Exhibit inter-personal and ethical skills as appropriate for employees in a Cosmetology work setting.</p> <p>COS Outcome 5: Exhibit organizational and professional skills appropriate for Cosmetologists.</p> <p>COS Outcome 6: Exhibit employability and/or entrepreneurship skills as appropriate for employees in a Cosmetology work setting and/or entrepreneurship skills as appropriate for employees in an Automotive Service work setting.</p>	<p>T, Q, F, SP, SD, Proj, SK. Check</p>
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Notes: Assessment Codes

BO - Behavioral Observation	EX - Dept Exam	Port - Portfolio	SD - Skills Demonstration
Cap Proj - Capstone Course	Exp - Experiments	Prac - Practicum	SE - Natl or State Standardized
CF - Cumulative Final	F - Final Exam	Pre/ Post - Pre-/Post-Tests	Sk - Ck Skills Check-Off
Clin - Clinicals	H - Homework	Proj - Projects	SP - Skills Performance
CP - Case Plan	Intern - Internship	PS - Problem Solving	T - Tests
CS - Case Study	J - Jury	Q - Quizzes	UT - Unit Tests
DB - Discussion Board	JP - Judged Perf/Exh	R - Recital	W - Writing Assignments
DE - Documented Essays	Obs - Teacher Observ	RP - Research Papers	
E - Essays	OT - Objective Tests	RPT - Report/Presentation	

MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:

The instructor will provide a cooperative, competency-based learning program with required classroom lecture classes, learning activity guides, videos, handouts, hands-on instruction, DVD, and computer-assisted instruction. Scheduled program workshops, seminars, special assigned projects, and style show attendance is required for credit.

ASSIGNMENT AND/OR COURSE OUTLINE

See your Instructor First Day Handout for individual instructor assignment schedule.