



CHIPOLA COLLEGE

COURSE SYLLABUS

Chipola's website: www.chipola.edu

COURSE TITLE:

Special Topics in Cosmetology

COURSE NUMBER:

COS 0927V

COURSE DESCRIPTION (with prerequisites):

This is a special course centering on current topics or special interests to meet the needs of the community. Various 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:

2022-23

REQUIRED TEXTBOOKS AND INSTRUCTIONAL MATERIALS:

No textbooks required

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 0927V	DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES	ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES (see Notes below)
<ul style="list-style-type: none"> • 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. • 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. • Related to special topic. 	<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 interpersonal 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>T, Q, F, SP, SD, Proj, SK.Check</p>

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 following will be considered in determining grades:

Clinical Exams (LAB)
Performance Evaluations (Rubrics)
Practical Written Exams
Project Assignments
Prep and Readiness Grade (uniforms*, working implements, class supplies)
Daily Quizzes

****Lack of adhering to the dress code will result in a zero-daily grade.***

Grading Procedures

Satisfactory or unsatisfactory is used on all practical activities. The student will practice manipulative skills until a satisfactory is achieved for each skill. State regulations require the achievement of 75% or higher as the successful pass rate. Retakes are given per documented excused absences.

This course is 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.

EXAMINATIONS:

The course examinations consist of written knowledge examinations and performance evaluations. A written knowledge examination is given upon completion of each Learning Activity Guide (Unit of Instruction). A 70% or higher is required. All major exams and review exams will be given only one time.

A performance evaluation of satisfactory or unsatisfactory is given for each Learning Activity Guide (Unit of Instruction) where performance is required. If you receive an unsatisfactory the first time, you may practice and try again.

SAFETY: REMEMBER!

If you notice a mechanical or electrical hazard in the lab/classroom, notify the instructor immediately. Know where all emergency "EXIT" doors and fire extinguishers are located. If an accident of any type occurs, regardless of how trivial it may seem, notify the instructor immediately.

ATTENDANCE:

Regular attendance, professional dress of black lab scrubs and black non-skid shoes with black socks is required of all students. Class is scheduled Monday – Thursday from 7:30 a.m. – 3:30 p.m. Each student is accountable to the instructor for all class absences.

There are three acceptable excuses for absences:

(1) severe illness, doctor excused absences require written and signed excuse from doctor, (2) death in the immediate family, and (3) official college activity (approved by Student Services). Any questionable excuse shall be verified by the Office of Workforce Development. Hours will not be credited for excused absences. Students who flagrantly violate attendance regulations are subject to suspension, or dismissal from a program. **During a designated 450 clock hour semester a student absent 20 hours or a designated 180 clock hour semester a student absent 10 hours will be reviewed by the instructor and Dean for dismissal and will automatically fail the course (This is a program presented in sequence and the student may experience a lapse in the time before an opportunity to repeat the course).**

Attendance in VPI courses is required and will be reviewed by the instructor and Dean and may result in dismissal from the course and program. (This is a

program presented in sequence and the student may experience a lapse in the time before an opportunity to repeat the course).

Tardiness to class is disruptive to learning and is unacceptable. If the student is tardy, the student shall see his/her instructor at the **END** of the class day and the instructor will determine if the tardiness is excusable.

PROGRESS:

Instructor will direct and manage progress.

HOMEWORK:

Projects and assignments will be assigned by instructor.

STUDENT RESPONSIBILITIES:

Students are expected to understand and follow all school rules and policies. Students are responsible for class, lab, shop, kit and equipment care. Students are responsible for maintaining proper industry work habits and conduct. Chipola College is not responsible for stolen items. Students will be expected to replace any missing items issued to them. Lack of kit or equipment will result in non-participation in class/salon activities and non-credit for scheduled hours/services.

CONFERENCES AND ASSISTANCE:

You are welcome and encouraged to come to my office to talk over any problem you may have in this course.

ASSIGNMENT AND/OR COURSE OUTLINE

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