

Course Syllabus

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	:	Salon Developement
Section Name	:	CSME_2343_71
Start Date	:	08/22/2011
End Date	:	12/16/2011
Modality	:	FACE-TO-FACE
Credits	:	4

Instructor Information

Name	:	Donna Kilgore
OC Email	:	dkilgore@odessa.edu
OC Phone #	:	(432) 335-6888

Course Description

Exploration of salon development. Topics include professional ethics and goals, salon operation and record keeping. The student will create a salon portfolio; demonstrate an understanding of salon operations; and demonstrate organizational skills related to salon management.

Prerequisites/Corequisites

Orientation To Cosmetology

Scans

(1,2,3,4,6,9,10)

Course Objectives

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

1.00 Professionalism

8.00 Sanitation, Sterilization, and Bacteriology

25.00 General

All students must:

1. Attend class on a regular basis, whenever absent notify instructor.
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.

Required Readings/Materials

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)

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

Week 1

Topic/Overview: This week focuses on

Lab & Skill Sheets

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Blow Dry Styling		Students will monitored and checked daily	07/07/2011
Thermal Styling		Students will monitored and checked daily.	07/07/2011

Week 2

Topic/Overview: This week focuses on

Lab & Skill Sheets

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Styling Long Hair		Worksheets	TBA
Demonstrate draping for wet hair services		Application	TBA

Week 3

Topic/Overview: This week focuses on

Lab & Skill Sheets

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Thermal Hair Straightening		Application	TBA
Hair Pressing		<i>Application</i>	TBA

Week 4

Topic/Overview: This week focuses on

Lab & Skill Sheets

Summary of Week 1 Assignments & Activities

Grading Policy

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/ Unit Exams /St. Board	50%
Attendance	25%
Skill Sheets	25%

Special Needs

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)

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

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

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

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.

Important School Policies

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](#).