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   : Preparation for the State Licensing Examination

Section Name : CSME 2441.6015

Start Date   : 08/26/2013

End Date   : 12/12/2013

Modality   : FACE-TO-FACE

Credits   : 4

Instructor Information

Name   : Jerrie Sovil

OC Email   : jsovil@odessa.edu

OC Phone # : (432) 335-6450

   Office Hours: MTWTH 5:00 pm-5:30 pm TWTHF 11:00am-12:00pm

Course Description: Preparation for the State licensing examination. The student will exhibit the skills required for the completion of the State licensing examination.

***This course CSME 2441 is the Preparation for the State Licensing Exam is the CAPSTONE course for the Cosmetology Program, it provides concentrated clinical practice for the student in a supervised lab setting in preparation for the Texas Department of Licensing and Regulation Exam**

"This course (CSME/ 2441 #/ SEMESTER FALL ,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."

Prerequisites/Core requisites

CSME 1401 Orientation to Cosmetology

Description of Institutional Core Objectives (ICO's)
Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: *Odessa College Catalog of Courses 2012-2013, page 73*)

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 __CSME 2441_____ (Source: *Odessa College Catalog of Courses)*

Outcome	ICO
	Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
Your Portfolio end of the Semester Reflection Essay/Paper. TDLR Pros and Cons.	*Communication Skills* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
	Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
	Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
	Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

	Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

ICO'S

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2) **Communications skills:** To include the effective development, interpretation and expression of ideas through written, oral and visual communication. Student will complete Reflection Paper and TDLR Pro's and Con's of Salon Ownership

Course Objectives

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

- Do 3 State Board Grade-outs and pass with a 70.
- Complete a Job Resume and TDLR Essay

All students must:

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

2. Bring supplies and textbook daily.

3. Write a report on an assigned topic and possibly report orally.

4. Complete exams covering specified unit material.

5. Perform in class, the skills taught in theory in an effort to reinforce learned knowledge.

6. 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

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a) You must purchase the following *required* readings/materials: Milady's Cosmetology Standard Textbook , TDLR Rules and Regulations Book

Course Requirements (Lectures, Assignments and Assessments)

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1. 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. After 6 absences you must do make-up time. This course is a 16 week course designed for students who are in their last semester and preparing for their State Exam, you are required to attend class Monday-Thurs. from 8:00am-5:00pm. Lecture and Lab schedule will be provided. Friday's will be available for make-up time to be announced by your instructor if needed. Make-up time will only be for excused absences.

I.   **ADDITIONAL INFORMATION**

Regular, punctual attendance is required for all classes in the Cosmetology program. The Cosmetology faculty believes that attendance and punctuality is required at every session of each course for which the student is enrolled. Therefore, you MUST be present at your assigned time. An attendance policy is

included in every course syllabus. When unavoidable circumstances make attendance impossible, students must provide a satisfactory explanation of their absences to their instructor verbally and in writing. Unavoidable circumstances are considered but not limited to: accidents, death, and hospitalization of immediate family members and court ordered subpoenas.

As an Odessa College Cosmetology student, you will be expected
to maintain a minimum of 90% attendance for the semester. You will be dropped from the program if you are absent for more than 6 days (48 hours) this semester.
A "tardy" will be defined as:
• missing a total of ½ day (4 hours in total).
• Two (2) tardies will equal 1(one) full absence.

When a Cosmetology student is absent, he/she will receive a recorded
absence, against the 90% attendance requirement.
If you are not present for roll call you will be counted absent on your professionalism grade.

Clinic experiences are a vital component of the Cosmetology, Clinic absences are not acceptable. If the student is absent the clinic instructor must be personally notified at least one hour prior to the start of each day.

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.

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.

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

The Odessa College Student Success Coaches 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 or a Starfish Alert. A student Success Coach will contact you to work toward a solution.

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.

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 abd 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 students and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

Week 1

Date	Instructional Approach	Topic	Assignment	Assignment Submission
08/26/2013	Lecture	TDLR	Notes	08/29/2013
	Lab	Skill Development	Appointment books	08/29/2013

Week 2

Date	Instructional Approach	Topic	Assignment	Assignment Submission
09/03/2013	Lecture/Practice Test on CISC	Safety & Sanitation	Notes	09/05/2013
	Blackboard Test TDLR 1	Skill Development	Appointment books	09/05/2013

Week 3

Date	Instructional Approach	Topic	Assignment	Assignment Submission
09/09/2013	Lecture/Practice	Blackboard Test Shampooing and Conditioning Chapter 11	Blackboard Practice Test TDLR 2, Shampooing & Conditioning,	09/12/2013

		and 15 Properties of Scalp and Hair	Chp. 11 and 15 Properties of Scalp and Hair	
	Lab	Skill Development	Appointment books	09/12/201

Week 4

Date	Instructional Approach	Topic	Assignment	Assignment Submission
9/16/13-09/23/13	Lecture	Chp. 5 Infection Control Principles and Practices	Guided Notes/Blackboard TDLR Test 3 Braids and Braid Extensions Chp. 17, 18, and19 Principles of Hair Design,	09/19//2013
	Lab/St. Board Haircut	Skill Development	Appointment books	09/19/2013

Week 5

Date	Instructional Approach	Topic	Assignment	Assignment Submission
09/23/13-09/24/13 Test over Infection Control Principles and Practices Chp. 5	Testing	Chp. 5 Infection Control Principles and Practices	Test only on Chp. 5 in class/During this time you will have the week of Oct. 1st, to catch up on your Practice Test on Blackboard.	09/24/13
	Lab/Pack Bags for Practical Exam next week	Skill Development	Appointment books St. Board Grade-out #1	09/26/2013

Week 6

Date	Instructional Approach	Topic	Assignment	Assignment Submission
09/30/2013	Guide/Through Exam	St. Board Practice Exam	Notes	10/03/2013
	Lab	Skill Development	Appointment books	10/03/2013

Week 7

Date	Instructional Approach	Topic	Assignment	Assignment Submission
10/07/2013 Chapter 20, 21	Learning Log/with Guided Notes	Chemical Hair Texture and Haircoloring	Blackboard Practice Test	10/10/2013
	Lab	Skill Development	Appointment books	10/10/2013

Week 8

Date	Instructional Approach	Topic	Assignment	Assignment Submission
10/14.2013 Chapter 7,and 22	Lecture	Skin Structure, and Hair Removal	Blackboard practice test and TDLR Test # 4	10/17/13
	Lab/Advanced Haircutting Techniques	Skill Development/Skill Sheets	Appointment books	10/17/2013

Week 9

Date	Instructional Approach	Topic	Assignment	Assignment Submission
10/21/2013- 10/22/13 Chp. 9, 10, 25, 26, and 27	Guided Notes	Nail Care, Nail Structure, and Growth, Manicuring and Pedicuring	Blackboard Practice Test	10/24/13
St. Board Grade out # 2	Lab	Skill Sheets Development/ Advanced Haircutting Techniques	Appointment books	10/25/2013

Week 10

Date	Instructional Approach	Topic	Assignment	Assignment Submission
10/28/2013 TDLR Licensing and Regulations Book	Lab	Chemical Mock Relaxer Texture Services	Guided Notes/Essay TDLR Expectations of Operator and Ten Most Common Violations /Blackboard Practice Test and TDLR Test # 5	11/04/2013
	Lab	Skill Development	Appointment books	10/31/2013

Week 11

Date	Instructional Approach	Topic	Assignment	Assignment Submission
11/04/13	Lecture	Chemical Texture Services	Guided Notes	11/08/2013
	Lab	Skill Development	Appointment books	11/08/2013

Week 12

Date	Instructional Approach	Topic	Assignment	Assignment Submission
11/11/2013	Lab	Facial/St. board	Notes	11/14/2013
	Lab	Skill Development	Appointment books	11/14/2013

Week 13

Date	Instructional Approach	Topic	Assignment	Assignment Submission
11/18/2013/Chapter 15 Scalp Care, Shampooing /Conditioning	Lecture	Scalp Care, Shampooing/Conditioning	Guided Notes	11/21/13
	Lab	Skill Development St. Board Manicure	Appointment books	11/21/2013

Week 14

Date	Instructional Approach	Topic	Assignment	Assignment Submission
12/02/13	Lecture	On The Job	Notes	
TDLR Assignment	Lab	Skill Development St. Board Exam	Appointment books	12/05/2013

Week 15

Date	Instructional Approach	Topic	Assignment	Assignment Submission
12/02/13	Lecture	Review	Review	
	Lab	Skill Development	Skills	12/05/13

Week 16

Date	Instructional Approach	Topic	Assignment	Assignment Submission

12/09/2013	Lecture	Practical and Written Exams/Semester	Exams/Completion of Resume	12/12/2013
St. Board Grade-out # 3	Lab	Skill Development	Exams	12/12/13