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   : Advanced Hair Design

Section Name : CSME_2439_71

Start Date   : 01/22/2013

End Date   : 05/16/2013

Modality   : FACE-TO-FACE

Credits   : 4

Instructor Information

Name   : Machelle Bright

OC Email   : mbright@odessa.edu

OC Phone # : (432) 335-6662

Office: Rm 106   Office Hours: 3-5:30 MTWTH

Course Description

Advance concepts in the theory and practice of hair design. The student will identify terminology related to hair design; demonstrate the proper techniques related to hair design; demonstrate the proper techniques related to hair design; exhibit workplace competencies in hair design.

Prerequisites/Co requisites : CSME 1401

Orientation to Cosmetology

 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 Safety Precautions

15.00 Draping

16.00 Shampooing, Rinsing, and Conditioning

17.00 Hair Styling and Shaping

18.00 Scientific Brushing

25.00 General

Learning Objectives:

- Describe the possible sources of hair design inspiration.
- List the five elements of hair design.
- List the five principles of hair design.
- Understand the influence of hair type on hairstyle.
- Explain considerations for men.

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

ICO'S 1

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1) *CRITICAL THINKING SKILLS: To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

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 Advanced Hair Design (Source: Odessa College Catalog of Courses)

Outcome	ICO
Assign lab skill using internet, student finds styles and recreates. Research, essay, for annual hair show.	Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
	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

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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)

Special Populations/Disability Services/Learning Assistance
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. 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/ (Source: Odessa College Catalog of Courses 2012-2013, page 54)

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/. Correspondence will be submitted using your Odessa College email as an alternative method to contact you with information regarding this course.

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.

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.

Institutional Calendar Fall 2012 (8/27-12/14)

http://www.odessa.edu/college-calendar12-13.pdf

Registration:
On the Web (5 am to Midnight, 7 days a week)...Apr 16-Aug 26
In Person (See Business Hours Above).. Apr 16-26
***REGISTRATION PAYMENT DEADLINE
* For students registered who register prior to Aug 6.. Payment is DUE Aug 6 (Mon)
* For students who register on or after Aug 6... Due on Day of Registration
Classes Begin...Aug 27(Mon)
Late Registration & Schedule Changes (Add/Drop):
On the Web (5 am to Midnight, 7 days a week)...Aug 27-29
In Person (See Business Hours Above)...Aug 27-29
** Late Registration & Add/Drop Payment Deadline... Due on Day of Registration
Holiday (Labor Day - Office Closed - No Classes)... Sept 3 (Mon)
Census Day.. Sept 12 (Wed)
Deadline for Fall Degree
Application...Sept (Fri)
Last Day to Drop or Withdraw with a "W" ....Nov 14 (Wen)
Thanksgiving Holiday (begins 5:30 pm Tues, Nov 20).. Nov 21-24 (Wed-Sun)
Last Class Day.. Dec 8 (Sat)
Final Exams...Dec 10-13 (Mon-Thurs)
Fall Graduation...Dec 14 (Fri)

End of Semester...Dec 14 (Fri)
College Offices Closed... Dec 24-Jan 6 (Mon-Sun)

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 _____36_____

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).

Attendance Policy:
Students are expected to attend class regularly. Attendance will be recorded using a "sign-in" sheet. **Excessive absences will be grounds for disciplinary action, and will be** determined on a case-by-case basis. If you are more than 15 minutes late to class or leave class early without notifying the instructor, this will count as an absence. Students are permitted ___6___ absences before a loss of credits.

AVID:
This course 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 legal 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.

Grading Policy:
Please understand that this is a required course for the Cosmetology program in order to prepare you for the workforce. Quality work and active participation is expected and not to be negotiated. As a general policy, grades will be taken in class. Any written assignments or tests will be graded outside of class. You can expect feedback on **assignments within a week's time.**

Grade Inquiry Policy:
It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final.

Communication Plan:
The best way to communicate with the course instructor is via email through Blackboard. Also, check in Blackboard regularly for announcements, including any changes in the course schedule due to instructor illness or conference attendance. Appointments with the instructor may also be scheduled.

General Course Requirements (Lectures, Assignments and Assessments)

"This course, 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."

All Students Must:

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. You will only be able to make-up 4 excused absences.

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

3. Wear required uniform to be permitted to attend class and to receive credit.

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.

9. Contribute and cooperate with civility.

10. <u>Submit assignments on time. Late work will not be accepted. Medical and/or family circumstances that warrant an extension on assignments need to be presented to the **instructor. Extensions will be allowed at the instructor's discretion**</u>.

Grading Scale:

"A" = 90-100
"B" = 80-89
"C" = 70-79
"D" = 60-69
"F" = 0-59

Incomplete Policy:

An 'Incomplete' grade may be given only if:

1. The student has passed all completed work
2. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.

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

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.

Week 1

Date	Instructional Approach	Topic	Assignment	Assignment Submission
1/22/13	Lecture	Hairstyling	Notes/vocab	1/28/13
	Lab	Skill Development	Lab sanitation assignments	1/28/13

Week 2

Date	Instructional Approach	Topic	Assignment	Assignment Submission
1/28/13	Lecture	Haircutting	Notes/workbook	1/31/13
	Lab	Skill Development	Lab assignment clients	2/4/13

Week 3

Date	Instructional Approach	Topic	Assignment	Assignment Submission
2/4/13	Lecture	Color application	Notes/workbook	
	Lab	Skill Development	Lab assignment clients	2/8/13

Week 4

Date	Instructional Approach	Topic	Assignment	Assignment Submission
2/11/13	Lecture	Hair & scalp analysis	Notes/workbook	
	Lab	Skill Development	Lab assignment clients	2/15/13

Week 5

Date	Instructional Approach	Topic	Assignment	Assignment Submission
2/18/13	Lecture	Client consultation	Notes/workbook	

	Lab	Skill Development	Lab assignment clients	2/22/13

Week 6

Date	Instructional Approach	Topic	Assignment	Assignment Submission
2/25/13	Lecture	Chemical texture	Notes/workbook	
	Lab	Skill Development	Lab assignment clients	3/1/13

Week 7

Date	Instructional Approach	Topic	Assignment	Assignment Submission
3/4/13	Lecture	Braiding	Notes/workbook	
	Lab	Skill Development	Lab assignments clients	3/8/13

Week 8

Date	Instructional Approach	Topic	Assignment	Assignment Submission
3/18/13	Lecture	Business Skills	Notes/workbook	
	Lab	Skill Development	Lab assignments clients	3/22/13

Week 9

Date	Instructional Approach	Topic	Assignment	Assignment Submission
3/25/13	Lecture	Marketing	Notes/workbook	
	Lab	Skill Development	Lab assignments clients	3/28/13

Week 10

Date	Instructional Approach	Topic	Assignment	Assignment Submission
4/1/13	Lecture	Seeking employment	Notes	
	Lab	Skill Development	Appointment books	4/5/13

Week 11

Date	Instructional Approach	Topic	Assignment	Assignment Submission
4/8/13	Lecture	Salon Business	Notes	
	Lab	Skill Development	Appointment books	4/12/13

Week 12

Date	Instructional Approach	Topic	Assignment	Assignment Submission
4/15/13	Lecture	Skin Care	Notes	
	Lab	Skill Development	Appointment books	4/19/13

Week 13

Date	Instructional Approach	Topic	Assignment	Assignment Submission
4/22/13	Lecture	Nail Care	Notes	
	Lab	Skill Development	Appointment books	4/26/13

Week 14

Date	Instructional Approach	Topic	Assignment	Assignment Submission
4/29/13	Lecture	On The Job	Notes	
	Lab	Skill Development	Appointment books	5/3/13

Week 15

Date	Instructional Approach	Topic	Assignment	Assignment Submission
5/6/13	Lecture	Review	Review	
	Lab	Skill Development	Skills	5/10/13

Week 16

Date	Instructional Approach	Topic	Assignment	Assignment Submission
5/13/13	Lecture	Review	Exams	
	Lab	Skill Development	Exams	5/17/13