

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	:	ADV Cosmetology Techniques
Section Name	:	CSME 2237.F50C
Start Date	:	05/27/2014
End Date	:	08/14/2014
Modality	:	FACE-TO-FACE
Credits	:	2

Instructor Information

Name	:	Jerrie Sovil
OC Email	:	jsovil@odessa.edu
OC Phone #	:	(432) 335-6450

Office Hours: MTWTH 11:00am-12:00pm

Course Description

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology service and workplace competencies.

Prerequisites/Co requisites

CSME 1401 Orientation to Cosmetology

ICO's

Student-learning Objectives Corresponding to each Institutional Course Objective Specific to this Program

***ICO 1 Critical Thinking Skills - to be assessed within the following course: CSME 2439 Advanced Hair Design, CSME 1535 Orientation to the Instructor of Cosmetology**

* Students will successfully complete an assignment in which they determine an appropriate response to a real-world situation using critical thinking skills such as innovation, inquiry, analysis, evaluation, or synthesis of information.

***ICO 2 Communication Skills – to be assessed within the following course: CSME 1443 Manicuring and Related Theory, CSME 2514 Cosmetology Instructor II**

* Students will successfully complete an assignment in which they determine an appropriate response to a real world interaction situation through written, oral, or visual communication

***ICO 3 Empirical and Quantitative Skills - to be assessed within the following course: 1453 Chemical Reformation and Related Theory, CSME 1534 Cosmetology Instructor I**

* Students will successfully complete an assignment involving a real-world situation that includes the manipulation and analysis of numerical data or observable facts resulting in an informed conclusion. CSME 1453 Chemical Reformation and Related Theory, CSME 1534 Cosmetology Instructor I

***ICO 4 Teamwork – to be assessed within the following course: CSME 1451 Artistry of Hair, Theory and Practice, CSME 2544 Cosmetology Instructor IV**

* Students will successfully complete a group assignment in which they determine an appropriate response to a real-world scenario that considers different points of view and support shared purposes or goals.

***ICO 5 Personal Responsibility – to be assessed within the following course: CSME 1405 Fundamentals of Cosmetology, CSME 2515 Cosmetology Instructor III**

* Students will successfully complete an assignment in which they examine an individual's responsibility to connect choices, actions, and consequences to ethical decision-making.

***ICO 6 Social Responsibility - to be assessed within the following course: CSME 1401 Orientation to Cosmetology, CSME 2545 Instructional Theory & Clinic Operation**

* Students will successfully complete an assignment in which they examine an individual's social responsibility to promote intercultural competence, knowledge of civic responsibility, and effective engagement in regional, national, and global communities.

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

All students must: Please Read Carefully!

- I. 1. Attend class on a regular basis, whenever absent notify instructor. If you miss more than 7 days you may lose credit. **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 3 days (27hours) 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.
 - If you miss more than 3 days you are required to do Make-up time/that will be arranged with your Instructor. *Make up lab times are made available to the student that has fallen below the 90% attendance policy (more than 6 absences). This time is required to be made up before the end of the semester. These make up times will be announced throughout the semester and will be either on or off campus.
 - If a student completes the credits, but does not maintain the 90% attendance with extreme absences and no make- up days completed, will have to return the following semester to complete the missed time, by taking a Continuing Ed. Course. The credit completion will not be turned into Texas Department of Licensing & Regulations, until the TDLR attendance requirements are meet.

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.

1. Wear required uniform to be permitted to attend class and to receive hours.
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.

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.

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

Grading Policy

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

*Students must maintain a 70 or higher to receive credit in CSME 2237

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.

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](#).

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 (SSC)

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*)

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.

Student E-mail

Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), 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](#).

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*)

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 __CSME 2237

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 will not be acceptable.**

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- See Odessa.edu for school calendar.

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Week 1

Date	Instructional Approach	Topic	Assignment	Assignment Submission
05/27/14	Lecture	Infection Control	Notes: Cornell Notes , Chp. 5 Infection Control Test	06/05/14
	Lab	Skill Development/	Lab/Rubric/ Wigs and Hair Additions	06/05/14

Week 2

Date- 06/16/2014	Instructional Approach Lab setting	Topic: Haircutting	Assignment: Cornell Notes/ and Writing Assignment	Assignment Submission 06/19/2014
	Lecture	Safety & Sanitation	Notes Chapter 16 Haircutting Test	06/19/2014
	Lab/ Foil Techniques Haircoloring	Skill Sheets Development/ Hair Designs		06/19/14

Week 3

Date: 06/23/2014	Instructional Approach/Lab Setting	Topic:Skill Sheets	Assignment: Skill Sheets	Assignment Submission:
	Lecture: Chp. 13 Basic Electricity		Notes	06/26/2014
	Lab	Skill: Create Hairstyle using Blow Dry and Curling	Lab	06/30/2016

Week 4

Date	Instructional Approach	Topic	Assignment	Assignment Submission
06/30/2014 Lab Setting/ Workplace	Lab/Review Chapter 15	Rubric/Skill Sheet	Notes: Guided Notes	07/10/2014
Chp. 15	Theory/Guided Notes	Skill Development: Continue working on Skill Sheets	Guided Notes Chapter 15 Key Terms/Guided notes and test.	07/10/2014

Week 5

Date: 06/23/2014 State Board Mock Exam	Instructional Approach	Topic: Chp. 20 Chemical Texture	Assignment: Key Terms.	Assignment Submission 06/23/2014
Chp. 5 Infection Control	Lecture	Workplace Competencies	Review Infection Control	07/11/2014
	Lab	Skill Development	Hairstyles/ Braiding	07/11/2014

Week 6

Date	Instructional Approach	Topic: General Sciences	Assignment	Assignment Submission
07/14/14 Chapter 32	Lab	Skill Sheets		07/24/14
	Lab	Skill Development/ Chemical Relaxing	<i>Test over Chp. 32</i>	07/24/14

Week 7

Date: 07/21/2014 ST. Board Pack Bags	Instructional Approach	Topic: Chapter 16 Haircutting Review	Assignment: Lab Skill Sheets	Assignment Submission: 07/24/14
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	Lecture Guided Notes		Notes/Test	07/24/14
	Lab	Skill Sheets	Appointment books	07/24//14

Week 8

Date	Instructional Approach	Topic: Client Consultation	Assignment: Rubric	Assignment Submission:
07/28/14	Lecture		Notes: Guided Notes/Test	07/31/14
	Lab: Skill sheets/Clients	Skill Sheets	03/20/14	7/31/14

Week 9

Date	Instructional Approach	Topic: Review Chp. 16,	Assignment:	Assignment Submission
08/04/14 Cont. with Haircutting	Lecture	Cont. with Skill Development / Advanced Haircutting Techniques	Review for Written Exam, Exam will be on Thursday	08/07/14
	Lab	Lab/Haircutting/ Styling	Lab/Skill Sheets	08/07/14

Week 10

Date	Instructional Approach	Topic	Assignment	Assignment Submission
08/11/14		Chp. 17 Styling Long Hair	Written Exam	08//12/2014
St. Board Practical Exam	Lab	Lab/Skill Sheets/ various skills/ Clients	Lab	08/14/14

