COSMETOLOGY COURSE SYLLABUS

JUNIOR
2017-2018

Trumbull Career and Technical Center
Junior Cosmetology
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Course Description
1. The purpose of this course is to introduce the junior student to the technical and theory skills required to earn a cosmetology license.
2. The course content is dictated by the Ohio State Board of Cosmetology.
3. The laws, safety practices and the knowledge of sanitation procedures are introduced and practiced throughout the training of the potential cosmetologist.
4. The student will develop the basic manipulative skills through laboratory practice.
5. The student will have adequate academic knowledge to apply theory work to the cosmetology field.

Objectives
1. The student will develop communication skills required for employment.
2. Present themselves as a professional in appearance and attitude.
3. Develop good communication skills with instructors, fellow students and clients.
4. Have developed the proper safety and sanitation practices.
5. Through practice develop basic skills for entry level position in cosmetology field.
6. Student will be exposed to the many careers related to the cosmetology field.
7. The student will develop knowledge of electricity, anatomy, physiology, bacteriology, infection control, chemistry, and basic math making it applicable to the cosmetology industry.

Philosophy:
Included throughout the course the Ohio State Board of Cosmetology requires:
1. Lab experience in infection control
2. Safety procedures and practice
3. Basic roller and wet styling techniques
4. Blow dry/ curling iron styling
5. Various haircuts/ cutting techniques
6. Chemical relaxer application and maintenance
7. Permanent waving
8. Hair color applications, including special –effect hair color
9. Facials
10. Manicuring
11. Pedicuring

Course expectations, assignments, projects and :

1. The students will be able to perform basic skills without assistance.

2. Partner Program: Students will be required to practice skills on partners throughout the year.

3. Customer service: Students are responsible to recruit clients for a series of required skills for each grading period.

4. Hair coloring project: using problem solving skills must create basic and special effect hair color and style. (3rd nine weeks).

5. Nail-a-Thon participation. Students are required to perform a total of 6 nail related services for class project. Participation is required for grade. If the student does not participate, their grade will be dropped one letter grade for the grading period.

6. Final Exam project: A series of skills to be performed and evaluated for final customer service grade.

7. Job Shadow. There is a graded Job Shadow requirement included in the Junior year. The student must qualify to participate in the project. If the student does not qualify in the Job Shadow project, there will be an alternate assignment of equal value.

8. Junior Cosmetology Hour Requirements:
   • 328.8 Lab Hours
   • 357.4 Theory Hours (includes 10 hour OSHA test)
   • 300 Academic Hours (English and Math)

9. Make-up Hours: Students will have the opportunity to make up missed time toward their Ohio State Board Requirements by participating in after school events or activities as long as a cosmetology instructor is present.
10. **Field trips:** Students must be passing all classes, be current in project hours, be current with fees and have no discipline issues to participate in field trip activities.

11. **Junior Fees:** Fees required for the junior year of the cosmetology program must be **paid in full** in order to advance to the students’ senior year.

12. **Internship:** All Junior students will be required to complete a 100 hour internship with a licensed salon starting at the end of the junior year. These hours are required by the Ohio State board of Cosmetology.

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**Safety**

Skill and technical training is second only to the safety of our students. To that end, the Cosmetology Program not only places a heavy emphasis on safety training, but requires that each student in the program take and pass safety tests before they begin any work that may have specific safety issues. The Cosmetology Program gives two such tests during the course of the program.

- **General Lab Safety:** The Cosmetology Program has a safety test that is intended to introduce the new student to safety issues associated with this program. There will be general classroom instruction to cover these issues and a written test to assess the student’s understanding of these issues and how to deal with them. This general lab safety test must be passed at 100% before the student will be allowed to begin working in the lab. A note will be sent home to the parent(s) indicating that the student has passed the test and will require a signature from them. This will be returned to the program and kept on file.

- **OSHA 10 hour General Industry Safety.** This test is a 10 hour on-line course that instructs each student in the safety issues associated with their industry. This program is to be completed in a time line determined by the instructors and requires 600 minutes of online interaction. The OSHA test may or may not be completed during regular class time. Passage benchmarks for this test are set by OSHA. Students who successfully complete this safety course will receive the industry recognized 10 hour safety card issued by the Occupational Safety and Health Administration. **Failure to pass the OSHA General Industry Safety test will prohibit the student from entering their senior year.**

**General Safety Policies:**

1. Students will be given safety instruction throughout the program. Students must pass any safety tests associated with this instruction before beginning any actual work in the specific area.

   Parents of students, who fail the general lab safety, the OSHA 10 hour safety test or any specific safety test three consecutive times, will be required to attend a conference to
discuss that student’s requirements for continued participation in the program. This conference will be with the program teacher, program supervisor as well as the student.

**Articulation Agreement:**
Trumbull Career and Technical Center has Articulation Agreements with Eastern Gateway CC, KSU and University of Akron. Each school offers something different in the way of articulated credit hours for Cosmetology students who pass their State Board Exam. Please see your home school counselor and then a curriculum counselor from the school of your choice for more information.

**Evaluation Plan:**
Students will meet Ohio State Board of Cosmetology criteria. Evaluation of practical skills will be given daily and at the completion of projects. Students will be required to keep a journal of lab skills. The journal is to be turned in weekly, according to the instructor’s preference.

**Assessment plan:**
**Grades are calculated on the point system and generated through eSis grade program.**
Daily finished projects- points determined according to skill
Tests
Attendance and participation- 50 points per week/ 10 points per day
Journal entries are 20 points, and are graded weekly.

**Grading Scale**

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<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>92-100</td>
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<tr>
<td>B</td>
<td>91-83</td>
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<tr>
<td>C</td>
<td>82-74</td>
</tr>
<tr>
<td>D</td>
<td>73-66</td>
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<tr>
<td>F</td>
<td>65-0</td>
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Assignment Due Dates and Credit for Late Work

All homework and projects will be assigned a due date and all work is expected to be completed by that time. After that date, the teacher, at his or her discretion and depending on the circumstances, may allow a one day extension, however all late work will be reduced in value by 15% (100% will now be 85%, 75% will now be 60% etc.) No work will be accepted more than one day late.

Absence from class does not extend the deadline for work assigned. If a student is absent on a day an assignment is due, the work will be due immediately upon their return to class.

Criteria for Students to be Eligible to Return for their Senior Year

1. All TCTC programs are made up of at least four courses. Students must pass a minimum of 50% of the courses in their program are in their junior year. If a course is offered in both the Junior and Senior year, the junior year course MUST be passed to continue on to the next year.
2. Students should not have missed more than 15 days of classroom instruction for any reason.
3. Students not passing all courses in their program area in their junior year or missing more than 15 days of class are required to attend a meeting with their parent, program teacher and the program supervisor to determine their likelihood for success with the circumstances that have resulted in failure.
4. If a student has failed a course in their program area in the junior and is permitted to return, the student and parent must sign a form stating that they understand they are not permitted to participate in the senior ceremony.
5. Students with excessive absences or multiple major disciplinary offenses during their junior must schedule a conference with the Dean of
Students and a parent to determine their admission status for their senior year.

6. Students with additional barriers to graduation (including credit deficiencies and additional home school requirements), must develop and adhere to a plan to make up credits before they will be permitted to return for their senior year.

**Senior Completion Criteria:**

**Cosmetology Completion Requirements**

1. Successful completion of a two year career/technical program and all program requirements with passing grades and activities; as well as academic classes needed for graduation. In Programs that have transitioned to courses, students must **pass all program related courses in order to participate in the Senior Completion Ceremony.**
2. Must maintain a 90% or better attendance record for two years.
3. All fees must be paid to be eligible to participate in the Senior Ceremony.
4. Students must attempt all licensure and/or certification exams that they qualify to take in their program area.

**TCTC Completion Requirements**

**Capstone Project:**

Students will participate in a **Capstone Project** which will showcase all of their work from their junior and senior year at TCTC. When students enter their junior year, they will develop a website that showcases their academic, program and employment skills for their entire time while attending TCTC. This website will be presented to a panel of judges near the end of their senior year. Ultimately, this website can be used as a digital passport to help students pursue future career development or post-secondary education options.
I have read and understand the qualifications of the Syllabus for the Cosmetology Program.

Student Signature ____________________________  Date ____________

Parent Signature ____________________________  Date ____________

REQUIREMENTS OF NAIL A THON

I understand the NAIL A THON fundraiser is to be held on February 15, 2018. My child is required to participate, failure to do so will result in a losing a whole letter grade for the grading period.

Student Signature ____________________________  Date ____________

Parent Signature ____________________________  Date ____________