

**MARTIN COMMUNITY COLLEGE**  
**COURSE SYLLABUS**  
**Semester/Year: Spring 2011**

<b>COURSE NUMBER:</b> COS 118 (01)	<b>INSTRUCTOR:</b> Annie F Whitehurst
<b>COURSE TITLE:</b> Cosmetology Concepts	<b>OFFICE NO:</b> Building 1, Room 24A
<b>CREDIT HOURS:</b> 7	<b>OFFICE HOURS:</b> 8:00-9:00 Monday-Friday
<b>CONTACT HRS/WK:</b> 21 (Lab)	<b>PHONE NO:</b> (252)792-1521 ext. 257
<b>PREREQUISITES:</b> none	<b>FAX: :</b> (252)792-0826
<b>COREQUISITES:</b> COS 117	<b>E-MAIL:</b> awhitehurst@martincc.edu

**COURSE DESCRIPTION:** This course provides an advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for licensing examination and employment. Upon completion, the student should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing Examination and meet entry-level employments.

**PROGRAM LEARNING OUTCOMES:**

1. Apply rules, regulations, and safety principles common to all branches of cosmetology.
2. Identify hair trichology including the structure of hair, types of hair, and hair growth phases.
3. Perform shampoos, styling, haircuts, hair colors, perms, hair straightening and relaxing, manicures, pedicures, and skin care services using proper techniques.

**COURSE LEARNING OUTCOMES:**

1. Describe and explain how a sodium hydroxide relaxer straightens overly curly hair.
2. Explain the recycling of chemical and the safe handling of disposable products.
3. Apply cosmetology concepts to prepare for licensing examination.

**REQUIRED TEXTBOOKS**

Germain, Cliff St. (2004) Salon fundamentals. Chicago, IL: Pivot Point International.

Germain, Cliff St. (2004) Salon fundamentals: Study guide. Chicago, IL: Pivot Point International.

Germain, Cliff St. (2004) Salon fundamentals: Exam test booklet. Chicago, IL: Pivot Point International.

Alpert, Arlene...(2008) Milady's standard cosmetology. Clifton Park, NY: Thomson Delmar Publishing.

Milady standard system of salon skills. Albany, NY: Thomson Delmar Publishing. Including Clinic Success Journal, Theory/PracticalWorkbooks, Preparing for the exam and Cosmetology Student, CD Cosmetology Kit, Student Kit ,Standard System Of Salon Skillslpert, Arlene...(2008) Milady's standard cosmetology. Clifton Park, NY: Thomson Delmar Publishing.

Milady standard system of salon skills. Albany, NY: Thomson Delmar Publishing. Including Clinic Success Journal, Theory/PracticalWorkbooks, Preparing for the exam and Cosmetology Student, CD Cosmetology Kit, Student Kit ,Standard System Of Salon Skills Purchase online testing from delmar learning.

**SUPPLEMENTAL RESOURCES:  
LEARNING/TEACHING METHODS**

Lecture, Class Discussion, Salon Simulation, Hands-on Activities, and Outside Reading Assignments.

**ASSESSMENTS/METHODS OF EVALUATION:**

1. Performance Evaluation 10%
2. Daily Assignment 20% (Outside Reading Assignment Include in Percentage)

Final Exam 70%

**GRADING POLICY:**

The Martin Community College's Cosmetology Department use a 7-point scale in its grading system. Letter grades are awarded as follows:

A	93-100
B	85-92
C	77-84
D	70-76
F	69 and below

**Attendance policy**

A maximum of 5 points will be taken from final grade if attendance policy is not met.

All students must attend a minimum of 85 % of each class to meet Martin Community's Cosmetology department attendance policy in order to have the potential to pass the class. However, when one misses more than 5%, additional enrollment, such as taking additional COS classes, may be required to complete the hours needed to qualify for application of Cosmetology licensure. Students are responsible to know the material in the MCC catalog.

**COURSE OUTLINE:** Due to the nature of this class, students are expected to complete packets based on client availability within the constraints given.

Students will practice basic skills on clients with instruction. Assignments each week for Packet A, Packet B, and Journal will be based upon clients in the lab.

- Week 1 - Packet A\_\_\_\_, Packet B \_\_\_\_, Journal, Portfolio
- Week 2 - Packet A\_\_\_\_, Packet B \_\_\_\_, Journal, Portfolio
- Week 3 - Packet A\_\_\_\_, Packet B \_\_\_\_, Journal, Portfolio
- Week 4 - Packet A\_\_\_\_, Packet B \_\_\_\_, Journal, Portfolio
- Week 5 - Packet A\_\_\_\_, Packet B \_\_\_\_, Journal, Portfolio
- Week 6 - Packet A\_\_\_\_, Packet B \_\_\_\_, Journal, Portfolio
- Week 7 - Packet A\_\_\_\_, Packet B \_\_\_\_, Journal, Portfolio
- Week 8 - Packet A\_\_\_\_, Packet B \_\_\_\_, Journal, Portfolio
- Week 9 - Packet A\_\_\_\_, Packet B \_\_\_\_, Journal, Portfolio
- Week 10 - Packet A\_\_\_\_, Packet B \_\_\_\_, Journal, Portfolio
- Week 11 - Packet A\_\_\_\_, Packet B \_\_\_\_, Journal, Portfolio
- Week 12 - Packet A\_\_\_\_, Packet B \_\_\_\_, Journal, Portfolio
- Week 13 - Packet A\_\_\_\_, Packet B \_\_\_\_, Journal, Portfolio
- Week 14 - Packet A\_\_\_\_, Packet B \_\_\_\_, Journal, Portfolio
- Week 15 - Packet A\_\_\_\_, Packet B \_\_\_\_, Journal, Portfolio
- Week 16 Exam

By the end of the semester, Packet A, Packet B, Journal, and Portfolio must be completed as assigned.

## **REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES:**

**\*In compliance with G. S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.**

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a form to the instructor(s) prior to the census date of each class. The **Request for Excused Absences for Religious Observances** form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

## **COURSE POLICIES:**

The MCC Cosmetology Policy is post at the end of the syllabus. All policy statements apply to COS 111.

MCC Cosmetology students must read, sign, and date the MCC Cosmetology Policy as directed.

**If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.**

**To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to [www.martincc.edu](http://www.martincc.edu).**

*If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.*

# MARTIN COMMUNITY COLLEGE

## COSMETOLOGY POLICY

1. Personal hygiene is very important in this field, and students must take great care not to present a poor personal appearance to the public as a patron or student. Daily bathing, use of a good deodorant, and dental hygiene (tooth brushing, flossing, and mouthwash) are all necessary parts of the demeanor of a Cosmetologist, Esthetician, or Nail Technician. Working so closely with the public, one must take care not to offend with body odor or bad breath.
2. A student in the MCC Cosmetology Program is required by state law to wear a uniform. Cosmetology students are required to wear a clean white uniform without stains. White clean shoes are also required. Students are required to wear his/her MCC Student ID at all times in open view. Nail Technology students are required to wear purple uniforms with white shoes. Esthetic students are required to wear blue uniforms with white shoes. In addition, all students must present a professionally appropriate appearance and therefore are required to maintain their own hair and nails.
3. Students who are absent must contact the instructor as soon as possible for make-up work and missed assignments. Students are responsible for all material covered in their absence and any announcements or assignments assigned while they were out. The North Carolina State Board of Cosmetic Arts only credits hours actually worked towards the requirements for licensure. If a student is absent, that student will miss hours and **the hours cannot be made up.**
4. In any endeavor teamwork is necessary for success. Students are expected to work together as a professional team. All students should demonstrate a professionally appropriate manner, focusing their attention on the patron at all times. Care should be taken not to offend others with inappropriate topics of conversation, language, behavior, or body language.
5. Each student must complete a specific number of separate procedures or “performances” before applying for licensure. In order to ensure that all students have an opportunity to complete each of the required procedures, clients may be assigned to a specific student by the instructor. Assignments must be done without complaint, with a professional demeanor. Students may not “swap” clients or assist another student with a procedure without consent of the instructor. This ensures each student’s grade is based on his or her own work. To receive credit for a performance the student must complete the entire performance including the required records associated with that performance. Cleaning up and returning items to their proper place as well as records for the cosmetology department client files.
6. In order for the performing student to receive credit for a chemical service, a release statement must be signed by the patron or student. A folder must be made and completed with information on the service rendered and filed in the patron’s/student’s file.
7. When an assignment or service is completed, the student must immediately have the instructor check the performance. Credit will not be given at a later date. If a manikin is used, it must be brushed, washed, and left ready for the next use. Patrons will want to leave as soon as possible after being completed. It is the student’s responsibility to have the instructor check his/her work as soon as possible.
8. According to state law, records must be kept that document performances completed by each student. These records must be kept on the premises at all times in order to be available for audit by the state inspector.
9. Sanitation is an important part of any beauty establishment. Sanitation is regulated by local and state laws. Knowledge of both the laws and the procedures for sanitation is an important part of the training of a student in any area of cosmetology. Sanitation duties will be assigned to each student on a rotating basis and will be a part of the overall grade for the course. In addition each student is responsible for keeping his or her station clean, sanitary, and clutter free. Items from each student’s kit should be set up each day, and tidied away at the end of class. The student’s initials should be clearly marked on each item from his or her kit. Items left out on the counters repeatedly or those without initials will become the property of the Cosmetology Department.
10. Smoking, eating, drinking, and chewing gum are not permitted in the salon or classroom. This ruling is in compliance with Occupational Safety and Health Administration standards for places of work where chemicals are

handled. A diabetic emergency may be an exception to this regulation, however, a student needing special accommodation in this or any other way must contact the Student Services Counselor at (252)-789-0293. (For more information see page 48 in the MCC 2009-2011 Career Catalog.)

11. Cell phones and pagers **MUST** be turned off during class times. (For more information see page 48 in the MCC 2009-2011 Career Catalog.)

12. All areas of Cosmetology are customer oriented, and customer dependant. Learning to deal professionally with difficult clients is an important part of your educational process. In the event that a misunderstanding occurs between the student and a patron, the instructor is to be notified immediately. Patrons are always to be treated courteously, remember they are paying for the service. Speaking disrespectfully or an intimidating attitude is a matter of perception, and clients do not return to operators who treat them badly. A bad attitude or bullying manner with a patron will not be tolerated, and will reduce the grade given for the performance.

13. Pocketbooks, textbooks, kits/ containers, phones, and coats should be stored in locker. The department is not responsible for lost or misplaced articles. In any workplace clutter disrupts the smooth functioning of the department, and leads to unsafe working conditions.

14. Students must scan in each day when arriving and scan out before leaving. Students will receive a break at a time convenient to the scheduling of patrons. Permission must be granted by the instructor before leaving the classroom or salon. Students leaving on a break must scan out and then scan in again upon returning. Failure to scan in and out properly will result in an absence. **It is the student's responsibility to scan in and out. Failure to scan in on time can result in loss of credit for that time worked and any performances completed.** The instructor is only required to give credit for work done and time accrued that he or she (the instructor) can verify.

15. To receive credit for attendance and accrue hours towards their State Board license, students must wear the appropriate uniform with his/her MCC student ID and be in the salon or classroom working on cosmetology projects assigned by the instructor. Students not in uniform will not be allowed into the classroom, as this would violate North Carolina State Board of Cosmetic Arts requirements. If a student is determined not to be in uniform, he/she must leave immediately and will not be awarded hours or performances for any time out of uniform.

16. When a student does not have a patron or other special assignment in salon or classroom, time should be spent productively working on manikins and completing pre-scheduled assignments. Students are expected to practice ALL state board procedures in the exam manual once each week as they are added to their skill list.

17. The North Carolina State Board of Cosmetic Arts requires that students have at least 300 hours of instruction before working on live models. Students will not work on live models until they have met this requirement.

18. Students are required to demonstrate competence in procedures and in theory before being allowed to work on patrons or serve as patrons. If a student's average falls below **75%** (the minimum standard of competence) he/she will be assigned to work on manikins or in workbooks, test banks, or worksheets until he/she is able to demonstrate the required level of competence.

19. Students are responsible to bring all books, tools, implements, and materials daily to class and lab. Failure to have necessary materials at the beginning of class will result in loss of points on the daily evaluation.

20. Students in attendance are required to bring all homework assignments in the day that they are due. Late assignments will not be accepted and will result in a zero.

21. Student are required be on time and meet the schedule as directed. The students/operator should not keep the customer waiting.

22. Students wishing to drop a cosmetology, manicuring, or esthetics class must be removed from the rolls of the North Carolina State Board of Cosmetic Arts as well as drop the class at Martin Community College. In addition to turning in an add/drop form with the appropriate signatures to the Registrar, each student has ten days to turn in the appropriate un-

enrollment forms to the class instructor for forwarding to the State Board of Cosmetic Arts. Failure to do so will result in loss of all performances completed during the class in question.

23. Students may only accrue attendance hours and receive credit for performances actually attending a class they have registered and paid for. Students are subject to the Martin Community College Attendance policy in effect at the time the class is running.

24. The North Carolina State Board of Cosmetic Arts requires a certain number of documented hours of attendance, as well as the completion of a required number of performances that meet the performance standard before a student is accepted for licensure testing at any level. Therefore, the student must attend class for the required number of hours, and complete the performances with a high enough grade point average to apply to take the licensing exam. If the student lacks hours, performances, or a high enough grade point average to qualify, the student may be required to pay the cost of additional classes to meet the State Board requirements themselves. Completing the curriculum as stated in the **Martin Community College 2010 Career Catalog** with minimal absences and due diligence will qualify the student for State Board licensing. Students should keep track of their absences, as the ultimate responsibility for attending classes.

NOTE: Students that drop a class before the semester ends has 10 days to process paperwork to the North Carolina State Board of Cosmetic Art Board. Failure to be available to sign reports or leave accounts unattended could prevent students from receiving credit for performances or hours

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_

*As a student of the MCC Cosmetology Department, I will be expected to adhere to the following as well as all*

*Cosmetology policies:*

1. I will display a positive attitude at all times.
2. I will adhere to the class/lab scheduled times. I will not leave the class/lab without requesting permission and/or notifying the instructor.
3. I will use a respectful professional tone when talking to everyone and keep conversations on professional topics.
4. I will cooperate in all matters to assist the learning activities and duties of the Cosmetology students whether personally responsible or the group's responsibility.
5. I will maintain professional behavior while in the MCC Cosmetology Department or on campus.
6. Where there are waiting periods between services and assignments, I will use this time to work on assigned projects.
7. I understand that if I fail to maintain a 75 average in theory or lab, I will not be allowed to work on patron or students or personally receive a service. Time must be spent studying or practicing exam procedures.
8. I understand that if I am absent for a medical emergency, I will have three (3) day from the absence to make up tests and/or work assignments.
9. I will wear a uniform and my MCC student ID at all times.
10. I will refrain from taking anything that is not mine.

**I understand that I will be asked to leave the class if I fail to follow any of the above items. I must schedule a conference with the instructor to resolve the issue before I will be allowed attend class.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Accountability Statement**

**I understand that failure to follow MCC Cosmetology Policy affects not only me but also other students and patrons. If I do not follow MCC Cosmetology Policy, I will not be allowed to continue to attend class until I have resolved the issue with the instructor. It is my responsibility to contact the instructor to schedule a conference to resolve the issue.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_

## Performance Standard

- 1) All performances must be recorded on receipts. This includes performances involving other students.
- 2) No performances will be counted if a receipt has not been completed. The exception to this rule is services performed on manikins.
- 3) When recording performances on the tally sheet, the following must be recorded:
  - Name of customer
  - Services performed (use numbers only)
  - Date of service
  - Receipt number
  - Instructor Initials

All performances must be initialed by the instructor. Performances that are not initialed will not be counted.

- 4) Services performed on manikins do not need to be recorded on receipts. When recording these performances on the tally sheet, the following must be recorded:
  - Name of customer
  - Services performed (use numbers only)
  - Date of service
  - Instructor Initials

Manikin performances must also be initialed by the instructor. Performances that are not initialed will not be counted.

- 5) Before turning in the tally sheet to the data manager, performances should be totaled at the bottom of the sheet. The totals will be checked by the data manager. Adjustments will be made for errors.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_

# Cosmetology Syllabus, Performance Requirements, and Performance Standard

## Acknowledgement Statement

I fully understand the syllabus containing the MCC Cosmetology Policy, performance requirements, and performance standard. I understand the policy concerning scanning in and out for attendance as well as the penalties for failure to do so properly. I realize that health, safety, and sanitation regulations and policies are for the protection of students and the public as well as to meet North Carolina State Board of Cosmetic Art requirements. These regulations and all other guidelines are in agreement with the Student Handbook of Martin Community College and the North Carolina State Board of Cosmetic Art.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_

## MCC Cosmetology Policy Accountability Statement

I, \_\_\_\_\_, received and read the MCC Cosmetology Policy. My instructor, \_\_\_\_\_, reviewed the MCC Cosmetology Policy with me. I have been given the opportunity to ask questions about anything I did not understand. Furthermore, by signing this document I am acknowledging that I will follow MCC Cosmetology Policy and be held accountable for any violation.

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE SIGNED:** \_\_\_\_\_

**INSTRUCTOR SIGNATURE:** \_\_\_\_\_

**DATE SIGNED:** \_\_\_\_\_

