

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

**COURSE NUMBER:** COS 112 (01)

**INSTRUCTOR:** Curtis Hyler

**COURSE TITLE:** Salon 1

**OFFICE NO:** NA

**CREDIT HOURS:** 8

**OFFICE/VIRTUAL HOURS:** NA

**CONTACT HRS/WK:** 24 (24 Lab)

**PHONE NO:** 252 789 0257

Contact: A. Whitehurst

**PREREQUISITES:** None

**FAX:** (252)792-0826

**COREQUISITES:** COS 111

**E-MAIL** [awhitehurst@martincc.edu](mailto:awhitehurst@martincc.edu)

**COURSE DESCRIPTION:** This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

**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. Safely demonstrate salon chemical services.
2. Perform sanitation standards as they apply to each service.
3. Identify and explain client's variations from the standard of facial measurements with corrections through hair design.

**REQUIRED TEXTBOOKS:** ...(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/Practical Workbooks, Preparing for the exam and Cosmetology Student, CD Cosmetology Kit, Student Kit, Standard System of Salon Skills USB Flash drive 2GM.

**SUPPLEMENTAL RESOURCES: SUPPLEMENTAL RESOURCES:**

**LEARNING/TEACHING METHODS:** : Lecture, Class Discussion, Salon Simulation, Hands-on Activities, Journals, Online testing, Question review, Writing 5 times each test question missed, contest and outside reading assignments beyond the cosmetology curriculum. Students will need online access to internet and printer capabilities. Organizational activities, Following direction exercise, timed task completions will be some of the methods used in this class.

**ASSESMENTS/METHODS OF EVALUATION:**

1. Performance Evaluation 10%
2. Daily Assignment 20%
3. Final Exam 70%

Outside Reading Assignments will be included in grade as any daily assignment.

**GRADING POLICY:**

The Martin Community College's Cosmetology Department uses 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

**Testing Policy:**

1. Tests are timed.
2. An absence on test day requires a written note from your doctor in order to be granted the privilege of a new test date.
3. If a student is tardy, the amount of tardiness will be deducted from the time allotted for the test. All students must complete their tests at the same time.
4. It is the responsibility of the student to bring in the correct medical papers without a reminder from the instructor, along with a request to reschedule the test.
5. Students who fail to maintain a 75% average in theory and lab will not be allowed to work on live models or receive services. Their time will be spent on assignments designed to assist them in meeting this standard.
6. Time Clock Fraud: Leaving the building without clocking out or students clocking in/out for one another is considered fraud and disciplinary action may occur. (MCC Catalog, p. 51, #11) If a student forgets to clock in or out, the time will NOT be altered. Failure to clock in/out will NOT be corrected.

**ACADEMIC INTEGRITY POLICY:**

Students admitted to or applying for admission to programs at Martin Community College are expected to exhibit the highest personal integrity in all academic work and behavior. Lying, cheating and plagiarism are forms of academic dishonesty that violate the integrity of any academic process and will not be tolerated. For purposes of this class:

Lying includes but is not limited to falsifying information provided as verification for the reason you were not able to complete work on time.

Cheating is:

1. Receiving, giving, or helping another student receive or give any information during a quiz, test, examination, or individual assignment without the express permission of the instructor.
2. Copying work from another student, or submitting work done by another student as your own.
3. Using unauthorized materials or equipment during a quiz, test, or examination, e.g. notes or books or electronic devices.
4. Communicating the subject matter, or contents of a quiz, test, or examination to another student unless specifically authorized by the instructor to share it.
5. Taking a quiz, test, or examination for another student.
6. Obtaining quiz, test, or examination questions beforehand, including viewing any quiz, test or examination presented on the internet before answering for submission.
7. Tampering with the grading of a quiz, test, or examination.
8. Working with others in completing take-home quizzes, tests, examinations, or individual assignments unless the instructor specifically authorizes collaborative work.

Any violation of academic integrity will result in disciplinary action. An instructor, department head or the Dean of Academic Affairs and Student Services may impose either of the following disciplinary actions for a violation of academic integrity:

Loss of Grade: an instructor may give a zero for the assignment, quiz, or test.

Loss of Credit: the student will receive an F for the course and will be dropped from the current semester roll.

Plagiarism is:

Webster's New World Dictionary defines the word "plagiarize" as "to take (ideas, writings, etc.) from (another) and pass them off as one's own". Plagiarism is fraud, and under US law it is theft. Almost all forms of expression are covered by some form of legal protection, as intellectual property of the originator. Using another's words or thoughts and not giving them credit appropriately will result in an "F" for the assignment for a first offense, and an "F" for the class for the second offense. You will receive detailed instructions describing how to footnote and cite information for scientific purposes before being asked to turn in written material. Failing to consult that information, and properly cite the work you have used as a reference will result in consequences.

For more information concerning the behavior expected of a student at Martin Community College please see the Student Governance and Conduct Code on pages 47-48 of the Martin Community College Career Catalogue for 2006-2008.

Keep in mind that as your instructors are often asked to provide your references, Academic Integrity Violations and/or violations of the Student Governance and Conduct Code may affect your ability to get a job in the future. As future professionals in fields that require high standards of personal integrity in their practitioners, you should cultivate a professional attitude and professional conduct and behavior now. Unprofessional habits are hard to break later on.

## COURSE OUTLINE:

Week 1	Assignment module 1
Week 2	Assignment module 2
Week 3	Assignment module 3
Week 4	Assignment module 4
Week 5	Assignment module 5
Week 6	Assignment module 6
Week 7	Assignment module 7
Week 8	Assignment module 8
Week 9	Assignment module 9
Week 10	Assignment module 10
Week 11	Assignment module 11
Week 12	Assignment module 12
Week 13	Assignment module 13
Week 14	Assignment module 14
Week 15& 16	Assignment module 16 and Exam

### **STUDENT ATTENDANCE POLICY:** Attendance policy

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.

- 1) If a student clocks-in early for class, the time will be adjusted to the actual start time of class.
- 2) Students are not allowed to clock-in no more than 5 minutes before class and no later than 5 minutes after class has started. Therefore, students can clock-in as early as 7:55 and no later than 8:05.
- 3) Students are not required to clock-out on their 10-minute breaks between classes if they remain in the classroom area.
- 4) Students must clock-in/out for lunch breaks if they leave campus.
- 5) If a student clocks out early, the software will automatically deduct time from the student's clock hours.
- 7) Students will continue to manually record their time on timesheets for verification purposes. This will be reflected in the weekly evaluation of the practicum.
- 8) In case of a discrepancy, the Discovery Pro software, and or clock-in system, overrides the student's times
- 9) Time Clock Fraud:  
Leaving the building without clocking out or student clocking in/out for one another is considered fraud and disciplinary action may occur. (MCC Catalog, p.51, #11) If a student forgets to clock in/out, the time will NOT be altered and no time will be earned.
- 10) 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 request 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:** Attachment for all Cosmetology Program courses

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, whether this means patrons, or other students. 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 of the Cosmetology Program is required by state law to wear a uniform. It must be clean, white, pressed without stains, White clean shoes as well as a name tag easy readable and in open view is required to at all times. Nail Technology students wear purple uniforms with white shoes. ALL students are required to wear their MCC student IDs at all times. 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 made while they were out. The North Carolina State Board of Cosmetic Arts only credits hours actually worked towards the requirements for licensure, so if a student is absent, that student will miss those hours and **the hours cannot be made up. 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 on ATTENDANCE POLICY and ADMINISTRATIVE WITHDRAWAL POLICY. Once a student over cuts in a class they will be administratively withdrawn if there are co-requisites to the class the corequisite class will also be required to drop. The student will no long attend once dropped.**
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 will 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 is an important part of the performance, and is necessary for completion.**
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 serving as patron) for each chemical service rendered in the classroom or salon. This signed statement should be filed in the client folder located in room 25.
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 doll 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. Have the instructor check your work as soon as possible. Do not wait, as it will inconvenience others.
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. **Students are not allowed in the file cabinets, and are not allowed in the office unless an instructor is present!**

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)-752-1521 ext. 293.

11. 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. Backtalk 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.

12. Pocketbooks, textbooks, kits/ containers, phones, etc. should be stored 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.

13. Students must sign in each day when arriving, and sign out before leaving. Students will receive a break at a time convenient to the scheduling of patrons, but must ask and be granted permission before leaving the classroom or salon. Students leaving on a break must sign out and then in again upon returning. Failure to sign the roll will result in an absence for that period. **It is the student's responsibility scan in and to sign in and out. Failure to sign 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. It is the student's responsibility to follow policy.

14. Students must wear appropriate uniform and nametags, and be in the salon or classroom working on cosmetology projects assigned by the instructor in order to receive credit for attendance and accrue hours towards their State Board license. 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, they must leave class immediately and will not be awarded hours or performances for any time they have been out of uniform. When using a phone students must sign out until they have completed their conversation, time may resume when the student has reengaged in assigned activities.

15. When a student does not have a patron or other special assignment in salon or classroom, time should be spent productively working on mannequins 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.

16. 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, nor enter the advanced lab areas (Room 25 and 26) until they have met this requirement.

17. Students are required to demonstrate competence in procedures and in theory before being allowed to work on patrons, other students, to receive services or serve as patrons for others. If a student's average falls below **75%** (the minimum standard of competence) they will be assigned to work on mannequins or in their workbooks, test banks, worksheets until such time as they are able to demonstrate the required level of competence by bringing up their test score

average. This includes technical skills; theory as measured by oral or written tests, and homework assignments; and being prepared for class by arriving with the required tools and/or materials as assigned by the instructor.

18. Borrowing tools and materials from other students or the instructors does not demonstrate competence or professionalism. Students should leave, obtain the required materials, and return at which time they will begin to accrue hours and may complete performances.

19. Students are required to keep a time sheet in accordance with the requirements of the North Carolina State Board of Cosmetic Arts. This time sheet is an important record, and must be a truthful record of the student's work time. Lying or misrepresentation on this document will be considered a violation of the student code of conduct ([Martin Community College 2006-8 Career Catalog page 47-49](#)). In any work environment fraud is not tolerated, and perpetrators will be dealt with according to policy as stated in the [Martin Community College 2006-8 Career Catalog](#).

20. Borrowing anything without asking permission of the owner, whether another student or the instructor (for materials belonging to the school) is STEALING. Stealing is a violation of the student code of conduct ([Martin Community College 2006-8 Career Catalog page 47-49](#)). Perpetrators will be dealt with according to policy as stated in the [Martin Community College 2006-8 Career Catalog](#).

21. The 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. If a student has earned a grade of "C" or better, financial aid will not pay for the student to repeat the class. Federal regulations also limit the amount of time a student may take to complete a program of study, and state that the student must make satisfactory academic progress toward completion in order to continue to receive financial aid.

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 Catalog](#) with minimal absences and due diligence will qualify the student for State Board licensing. See the [Martin Community College Career Catalog](#) for details. Students should keep track of their absences, as the ultimate responsibility for attending class rests with the student themselves.

25. Students may only accrue attendance hours and receive credit for performances while 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.

### **Attendance policy**

**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 classes, may be required to complete the hours needed to qualify for application of Cosmetology licensure.**

*As a student of Martin Community College Cosmetology Department, I will adhere to these class policies which they are under standard as a part of the class course syllabus.*

No student has the right to go into the files in the office and each student has a working file they keep their personal papers. All papers must be placed in office file at the end of each semester.

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

Name \_\_\_\_\_ Teacher \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

## **ATTENDANCE**

Financial Aid will not pay for classes that the student has credit with a grade of C or above. Federal statutes also limited the amount of time a student can receive financial aid to complete a program. This helps to ensure that a student shows progress and will successfully complete their program.

Attendance is an important part of successfully completing the Cosmetology Program. The North Carolina State Board of Cosmetic Art requires a certain number of hours of attendance with required tasks and performance standards being met before acceptance for licensure testing. Therefore, the student must attend class the required amount of hours to apply to the State Board for licensure. Hours that are missed must be made up which would make the student have to remain in school for a longer period of time. Once the curriculum that State Board has approved has been completed, if the student lacks a high enough GPA, class credits, performances, or hours, to graduate the program, the costs of additional classes must be paid by the student.

Name \_\_\_\_\_ Teacher \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

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

1. I will display a positive attitude at all times.
2. I will adhere to the schedule of class signing in and out, with all leaving and returning being documented. Lunch break will be taken when students have been given permission. I will not leave 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 co-operate 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 a professional behavior while in the Cosmetology Department or on campus.
6. I will use my time on projects assigned. When there are waiting periods on some services or assignments, I will report to the instructor for instructions on what I can do to use my time for the best interest of the department. If there are no further assignments, I will use time studying class materials.
7. Students who fail to maintain a 75 average in theory or lab will not be allowed to work on live models. Another student, or have a service. Time must be spent studying or practicing exam procedures.
8. Students will have only 3 day from their absence to make up tests and/or work assignments.
9. I will wear a uniform, as stated in syllabus.
10. I will refrain from taking anything that is not mine.

***Consequences of problems with any of these expectations and/or failure to adhere to the above expectations or any behavior that would undermine the structured environment and/or learning process could result in one or more of the following:***

- 1) I WILL BE TOLD TO LEAVE
- 2) I WILL NOT BE ALLOWED TO RETURN THE NEXT SCHOOL DAY
- 3) I WILL BE REQUIRED TO HAVE, PRIOR TO RETURNING TO CLASS, A CONFERENCE WITH TEACHER AND/OR OTHER PERSONNEL BEFORE BEING ALLOWED TO RETURN, PENDING FURTHER ACTIONS.
- 4) IF I AM TOLD TO LEAVE ONE CLASS I WILL NOT BE ALLOWED IN THE OTHER CLASSES OF THE COSMETOLOGY DEPARTMENT.

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

**Performance Standard**

I fully understand the guidelines and explanations I have received concerning the Syllabus, Performances and Performance Standard. Time Sheet, Grading System and Attendance for each class, I realize that health, safety and sanitation regulations and policies that are in force in this program are for the protection of students and the public as well as to meet North Carolina 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. Any questions students may have should be asked before signing.

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

NAME: \_\_\_\_\_ WEEK OF: \_\_\_\_\_

**ADJUSTMENTS NEED TO BE MADE TO THE FOLLOWING:**

MON TUES WED THUR FRI

_____ needed to complete kit.					
Kit organized/kit and contents clean.					

**UNIFORM**

Uniform gives a professional image.					
Uniform meets the all-white requirement.					
Uniform is clean and pressed.					
Shoes and shoe strings are clean and white.					
Sweater or lab coat is professional and white.					
Hose worn are in good repair.					
Name tag is worn at all times.					

**HAIR AND MAKEUP**

Hair gives a fresh styled appearance.					
Hair reflects a professional image.					
Skin and make-up reflect professional care.					

**PERSONAL HYGIENE**

Teeth are brushed.					
Hair and nails groomed.					
Maintains fresh clean body, free from odor.					

**PROFESSIONAL IMAGE**

Keeps work area organized.					
Attends class, and shows interest.					
Records time and documents coming and going.					
Speaks with a professional voice and about professional subjects.					
Brings all materials to class daily, needed to complete assignments.					
Is alert and organized with a positive attitude.					

Shows respect to fellow students, clients, and instructors whether during work or any time on campus.					
Uses time practicing skills or studying after completing assignments or projects.					
Returns from breaks on time and begins work promptly.					
Volunteers and has an active and positive involvement in classes.					
Listens when others are speaking.					
Listens and accepts helpful criticisms and uses it to adjust properly.					

Student name \_\_\_\_\_ Date \_\_\_\_\_ Instructor Name \_\_\_\_\_ Date \_\_\_\_\_

I \_\_\_\_\_ have received, read and had explained to me the policies of Cosmetology Department and have been the opportunity to given the opportunity to ask questions about anything I did not understand this student contract and agree to abide by the provisions. Furthermore, by signing this document I am acknowledging that I will be held accountable for those requirements.

Name \_\_\_\_\_ Teacher \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

**If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)792-1521 extension 246 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) 792-1521, ext. 293.*

