Beaumont Technical High School

# *Cosmetology*

# Course Syllabus

**2022-2023**

**INSTRUCTORS: Conference Period:**

**Laketria Williams** **laketriawilliam@slps.org** **2:30-3:30**

 **INSTRUCTORS’ PROFESSIONAL BACKGROUND**

Laketria Williams Lead Teacher **laketriawilliam@slps.org**, Phone: 314-533-2410

Instructor of Cosmetology Program- Second Chance Career Academy College

Cosmetology License- Elaine Stevens Beauty College

Advanced Instructor of Cosmetology Training at Pivot Point College

Currently a student at University of Phoenix

**COURSE DESCRIPTION:**

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| Welcome to the world of professional Cosmetology. Our Cosmetology program is for two years and is only offered to 11th grade students. It is mandatory for students to be in attendance to receive the required 1500 hours as stated in Missouri State Board Rules and Regulation. This is a two Juniors Classes are set in a very fast paced environment with a steep learning curve. Success requires committed students willing to fully engage the classes as a profession. With the completion of a sequence of classes you will have the skills necessary to obtain a Cosmetology License through Missouri State Board of Cosmetology and Barbering. We explore every facet of the fundamentals of Cosmetology, as well as learn the vital practice of Professional Ethics and Entrepreneurship.  Course Competencies:Cosmetology is a competency based program that is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and skills necessary for an entry level job in the beauty industry. Subject areas include:1.Student will gain awareness of the career opportunities made available to cosmetologist2.Students gain knowledge of proper safety rules and regulation requirements 3. Student will be able to demonstrate and perform procedures of : Hair Coloring; Make-up; Manicuring; Pedicuring; Artificial Nail s ;Barbering ;Braiding ;Haircutting ;Hairstyling4.Student will learn to identify various skin and nail diseases and disorders 5. Student will not only comprehend but be able to create a business plan and client consultation informant card6. Students will be able to identify functions and structures of anatomy and physiology7.Students will continue to develop interpersonal skills by utilizing teamwork and leadership techniques learned in communication and professional image unitSubject matter will be presented by lecture and demonstration. The use of field trips, guest speakers, projects, computer programs, activities, and related teaching methods will be used in the delivery of the material for this program. Certification Students:In order to be licensed and eligible to take the Missouri State Board of Exam student need to have satisfactorily completed the course. These are the standards our program is governed by the Missouri State Board of Cosmetology and Barbering. Students will adhere to the attendance policies set by the Beaumont High School Public School District.  |
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**COSMETOLOGY MISSION AND GOALS:**

As educators we will take every opportunity to continue to educate ourselves to current, scientific and technical developements of our professions, exemplifying the importance of knowledge.We will listen to our students and their endeavors and treat each question and situation fairly, thereby, creating a mutual relationship of respect, trust and teamwork. We will inspire personal and professsional development of ethics through our own pursuit of higher standards of conduct.We will support and stimulate students’ need to create and experiment, by nurturing their efforts while instilling a solid base of safe, healthy skills and practices.Through the results of higher standards our graduates will be able to meet and surpass the expectations.

Goal 1: At least 30% of the graduates who have completed Cosmetology classes will attend college and or be employed in a job related to the field of Cosmetology.

Goal 2: At least 80% of Cosmetology Students will obtain 80% or better in written, practical, and professionalism accumulative exams.

Goal 3: Increase enrollment and retention in advanced classes.

Goal 4: Students will improve their academic skills

1. Mathematical
	1. Financial Budget for Business Plan
	2. Create a Financial Tracking System
2. Literacy
	1. Create Oral Presentation
	2. Research Papers
3. Assessment
	1. Written Exams
	2. Practical Exams
	3. Workplace/Career Readiness

Goal 5: Maintain and update facilities and equipment to meet or exceed industry standards.

Goal 6: At least 80% of students will meet or exceed national standard on technical skills attainment assessment.

COURSE OUTLINE:

Outline of Subjects

Part 1 – Orientation

* Cosmetology: The History and Opportunities
* Life Skills
* Your Professional Image

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* + Communicating for Success

Part 2 – Cosmetology Sciences

* Infection Control: Principles & Practice
* Anatomy and Physiology
* Basics of Chemistry and Electricity

Part 3 – Hair Care

* Properties of the Hair & Scalp
* Principles of Hair Design
* Shampooing, Rinsing, and Conditioning
* Haircutting
* Hairstyling
* Braiding and Braid Extensions
* Wigs and Hair Enhancements
* Chemical Texture Services
* Hair Coloring

Part 4 – Skin Care

* Histology of the Skin
* Hair Removal
* Facials
* Facial Makeup

Part 5 – Nail Care

* Nail Structure and Growth
* Manicure and Pedicuring
* Advanced Nail Techniques

Part 6 – The Business of Cosmetology

* The Salon Business
* Seeking Employment

 **TEXTBOOKS, RESOURCE MATERIALS, MEDIA SUPPORT:**

*Milady’s textbook was the creation of Nicholas F. Cimaglia., which he established in 1927. In 1938 Nicholas Cimaglia published the first edition of Milady’s Standard Textbook of Cosmetology, and it has been the textbook of choice for cosmetology education ever since and has undergone many revisions. Throughout its lifetime, it has consistently been the most-used cosmetology textbook in the world. Milady is committed to making the best cosmetology education available. The included CD-ROM is a great addition to help the visual learner who must see & hear it done to retain the information.*

This textbook will provide the practical skills that will serve them well in the salon. It will create graduates who are savvy in business & communications skills as well as experienced in technical abilities.

Salon Exploration

* Haircutting: Blunt haircutting, Graduated Cuts, Layered Shapes, Cuts with clippers & razors.
* Hairstyling: Fresh Twist, Blow-drying, Curling Iron, Back Combing, Thermal Styling, Hot Rollers, Diffusing Curly Hair, and Press & Curl.
* Texture Services: Brick lay, Spiral, Angular Stack, Contour Set, Twist Spiral, Piggyback, Curvature, “V” Formation, Directional Wave, Chemistry of Chemical Hair Relaxers.
* Hair coloring: Patch & Strand Test, Mixing Technical, Color Enhancements, Virgin Hair, Single Process, Covering Gray, Double Process Blonding, Highlights: Face Frame, Full Head, Panels, Chunky, & Balayage Techniques.
* Men’s Haircutting: Long, Medium, & Short Layer, Tapers: Medium Graduated, Classic, Contemporary, Gentleman’s, High, & Short Brush Taper.
* Salon Business: Setting goals, planning, attitude & teamwork. It’s about time, dressing for success, work ethic, money management, avoiding negative people, building your clientele, and establishing your own business.

**SUPPLY LIST/DEADLINES:**

You will be expected to get the following supplies for class:

* #2 Pencils, black or blue ink pen in class - **DAILY**
* Permanent marker in class - **DAILY**
* 3-Ring Binder: This will be worth **10 points** when brought in. - **DAILY**
* Loose-leaf Notebook Paper
* Calculator (cell phones may not be used as calculator)
* Close toed work shoes for safety purposes
* You will be issued a lab coat daily and retuned by the end of each class period.

**Class Room and Salon Protocol**

* When the bell rings students will be in their seats with uniform from head to toe
* Cell phones, MP3 players and other electronics are not permitted in the classroom or kitchen during class. Students reprimanded for electronic use will be up for insubordination by the assistant director and parents will be contacted.
* Student who leave class before being dismissed will be counted absent
* Students are not allowed to leave salon or classroom until all kitchen duties are checked off the cosmetology instructor. The Cosmetology program works as a team environment you will need to help each other with sanitation and projects in order to be completed in a timely manner.

**Career Center EXPECTATIONS**

 All Career Center classes strive to prepare students for adult life by teaching skills and behaviors that will be valued in the workplace. The following expectations are stressed and graded in all Career Center classes. Your instructor will review these, provide instruction in all areas and answer any questions.

* ***Attendance –*** Be here on time each day, prepared to work, dressed appropriately
* ***Respect –*** Use appropriate language, be honest and truthful, be respectful of peers and adults,
* ***Safety –*** Follow safety rules and procedures, keep work area orderly
* ***Responsibility –*** Complete work on time, follow directions, use resources to answer questions, ask for help when needed, contribute to class discussion
* ***Quality –*** Show determination to complete tasks, be consistent in quality, focus on the task at hand
* ***Team –*** Work as a productive team member in a variety of roles, communicate in a sensitive way

***Grading Scale:*** A 94 - 100 C 73 - 76

 A- 90 - 93 C- 70 - 72

 B+ 87 - 89 D+ 67 - 69

 B 83 - 86 D 63 - 66

 B- 80 - 82 D- 60 - 62

 C+ 77 - 79 F 59 - 00

**Please save all your tests to study; your final is 1/7 of your semester grade.**

**GRADING SYSTEM:**

Attendance is very important in this class. This class simulates a work environment; therefore your daily participation is a vital part of your grade. The grading system is as follows:

 Daily Lab Work, Journal and Quizzes 10%

 Semester Exam 14%

 Tests, Homework and Reports 38%

 Mock State Board Exam (4 times a semester) 38% (lowest score dropped)

End of course testing –When a student has taken three (3) credits of a Career Center Program, they will take the industry-based end of course exam, NOCTI, which will account for 10% of the final exam.

**Attendance**

Students are expected to be in class daily and to be engaged in the learning process. Regular attendance is essential for success in school and in life. Research shows that students with **95%** or above attendance are more successful academically by earning better grades and performing better on college entrance exams. Our attendance goal for all students is **95%** or better. A portion of the class grade is based on State Board of Cosmetology, which includes attendance and participation in class, lab. Absences must be approved with a note from a parent or guardian.

**Make-up Work**

 Any work missed is automatically entered as a zero in e-schools. Students are responsible for missed work/deadlines.

Excused (Parent Excused, Excused, Medical, Field Trips) and Verified Absences

* All missed work may be made up at full credit.
* It is the student’s responsibility to initiate contact with the teacher to get make up work.
* Work must be made up in a timely fashion, within the same number of days as the absence (e.g. absent 2 days, work made up in 2 days).
* Participation points are lost due to absence. Students may possibly make up lab time by working in the classroom/shop/lab outside of class time or through alternate assignments determined by the instructor. However, in some classes experiences are limited and opportunities to repeat them are not available.

Suspension

* Missed work may be made up at partial credit, 50%.
* It is the student’s responsibility to initiate contact with the teacher to get make up work.
* Participation points will be lost due to absence.
* Disciplinary and Termination Actions: Students will agree and understand that if they should they violate any school rules or policies, or be found guilty of misconduct, the school may take disciplinary action against the student and suspend or terminate the student from the program. The student should understand what constitutes misconduct and the appropriate sanctions are at the sole discretion of the college.
* Conduct Policy: Inappropriate conduct, such as swearing, arguing and loud or inappropriate discussions, with or around staff, other students or especially our clients will not be tolerated. Inappropriate grooming or apparel, theft, deceit, or any behavior Beaumont High school deems as misconduct will be considered during application of grades at minimum. Any student making a disruption will be asked to leave as to not disrupt the other students’ education. Parents or guardian will be notified to correct the problem, Next there will be written note sent home to be signed, third student will unfortunately have to be dropped from the program.
* Theft or stealing from other students, the Academy, or clients is taken very seriously and mat be grounds for permanent dismissal.

Truancy

* Participation points may not be made up.
* Students may be permitted to take exams or turn in homework for 50% of the grade.

**RETURN POLICY FOR SECOND SEMESTER**

 Students who are performing below average, or who are failing the semester are subject to removal from the program. A student/parent conference will be held prior to the end of the semester with the appropriate individuals present and alternatives will be discussed.

**ACADEMIC INTEGRITY**

 The integrity of the academic program and the evaluation of each student’s achievement are is the primary concern. Cheating on an educational exercise not only reflects dishonesty on the part of the student, but also diminishes the value of the work done by his/her classmates. Students who cheat or plagiarize (using another’s words, ideas or writing as one’s own) shall be subject to the following: referral to the assistant director; parent/guardian contacted; a zero recorded for the exercise; possible detention and/or suspension; and/or removal from the course with a grade of “F” recorded on the transcript.

**STUDENT SERVICES**

 Student will be allowed to receives services only if the permission slip has been signed by a parent or legal guardian received by the teacher.

**INSTRUCTORS PROFESSIONAL BACKGROUND**

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**ACADEMIC INTEGRITY**

The integrity of the academic program and the evaluation of each student’s achievement are of primary concern to educational institutions. Cheating on an educational exercise not only reflects dishonesty on the part of the student, but also diminishes the value of the work done by his/her classmates. Students who cheat or plagiarize (using another word, ideas or writing as one’s) shall be subject to the following: referral to the assistant director; parent/guardian contacted; a zero for the exercise; possible detention and or suspension; and removal for the course with a grade ‘F” recorded on the transcript.

**STUDENT SERVICES**

Student services are available to help student succeed in their technical classes. Students in technical programs are eligible for extra assistance be asking for help or be having their teacher refer them to the Student Services team. There are literacy specialist, math, counselors and resource personnel who will help students in classroom, by appointment and/or before and after school with problems they are having in their technical classes. An employment specialist is available to students who are looking for part-time or full-time jobs. In addition, person’s knowledge about financial aid for post high school training/education is available, as well as persons who can help students assess their vocational strengths and preferences in order to make more informed career choices.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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