**Welcome to Principles of Cosmetology**

**Syllabus: Principles of Cosmetology**

* **Course Description: This course is the introductory level to cosmetology. The course will prepare students with work-related skills for advancement into the Design Principles of Cosmetology course. Content provides the students the opportunity to acquire basic fundamental skills in both theory and practical applications of leadership and interpersonal skill development. Content stresses safety, environmental issues, protection of the public and designers, and will integrate with the principles of hair design, nail structure. Laboratory facilities and experiences simulate those found in the cosmetology industry.**

**INSTRUCTION:**

* **Modules:**

**1: Safety & Sanitation**

**2: Skill USA**

**3: Career in Cosmetology**

**4: Properties of the Hair & Scalp**

**5: Shampooing**

**6: Styling**

**7: Anatomy**

**8: Haircutting**

**9: Nails**

**10: Electricity**

Schedule is subject to change in the event of weather and testing

* **Materials Needed** : Smock for Lab

Pencils / Pens / Paper

Flash Drive

The Tennessee State Board of Cosmetology requires all students to be in uniform. Our uniform will be a black jacket with ¾ sleeves. Students cannot receive hours if not in uniform. The uniforms may be purchased or the students can use the class uniforms. The uniforms must be kept in the classroom locker when not in use and under no circumstances taken home. Uniforms will be worn ONLY during the student’s cosmetology class time. Student will not be able to participate in clinic activities if not in complete uniform.

* **Fees**: $45.00 per semester

(This fee helps to defer cost of student supplies and products.)

Skills USA

The leadership youth organization for Cosmetology is Skills USA. The cost is $14.00. This is paid by the Cosmetology Clinic account. All students are encouraged to join, but not required. Refer to Skills USA on the Gibbs High Home page in the clubs and organizations tab for more info or connect with the Skills USA link.

* **Resources**
  + Textbook: Milady Standard Cosmetology Text

**Grading Scale:**

A - 93-100

B- 85- 92

C- 75- 84

D- 70 – 74

F- Below 70

**Portal Post Policy:** One way in which I am able to communicate with the student and parent is through Parent Portal. In order to

give timely feedback. I will update grades at least once per week.

**General Expectations of Students:**

**Attendance:**

Attendance is extremely important in Cosmetology. It is difficult to make up missed hands-on assignments. Written assignments must be made up within 3 days and is the responsibility of the student to make arrangements.

**Classroom Management Policy**

1. Students will be polite and courteous. Polite behavior toward the teacher, the other students and guests is expected.

Professionalism will be a part of the overall grade.

2. Be in the classroom when the tardy bell rings. Failure to do this will be a result of a 10 point deduction on the Professional grade and no State Board hours. Stay in your seat until I allow you to leave after the dismissal bell.

3. Label all work with your First and Last name.

4. All work is to be turned into the TURN-IN ONLY box (labeled). It is your responsibility to ask for and make up any work missed

during an absence from school.

5. If you have missed a day of school, you will have 3 days to complete assignment with no penalties. Theory work is the precursor for the student to perform his / her lab task.

Therefore, the student must have all theory work assignments completed before he / she can proceed with lab performance.

6. CHEATING / LYING / STEELING WILL NOT BE TOLERATED! Violation of cheating policy will result in a 0 for all parties.

7. The student needs to make sure the working area is clean before he/she may leave class. There will be class time allotted for this

task.

8. Phone Policy: Please do not make or take personal phone calls on your phone in class. Do not video anyone without their permission.

9. Most Importantly, I will not tolerate laziness, if you sleep during class time, I will give a 0 for that day.

10. Students may have drinks at tables only. Failure to do so will result in losing his / her class time drinking privilege.

Honor Code: Plagiarism is a serious offense. By definition, it is the act of stealing and using the ideas or writings of another as one’s

own. Discipline for students cheating or plagiarizing on daily academic work or lab task will be the responsibility of the teacher.

Parents will be contacted. Academic grades will be affected as well as academic honors, ranking, standing, loss of being a competition

candidate and membership to organizations.

Restroom Policy: Students may take restroom breaks one at a time with a hall pass except during the first 15 minutes of class time and the last 15 minutes of class.

**Teacher: Questions & Concerns:**

**Class Phone: (865) 689-9130 (ext. 72607)**

**Email:** [**stephanie.coppinger@knoxschools.org**](mailto:stephanie.coppinger@knoxschools.org)

* + Audiovisuals: Text based, demonstrations, product knowledge, safety, work ethics and various topics related to the course of study
  + Software: Milady Standard Testing, Milady Fundamentals, Pivot Point Lab, Desktop Publishing, Microsoft Office and Classroom Internet.
  + Supplementary Materials: Text based workbooks, handouts, speakers, manufacture materials, magazines, newspapers, and State Board materials
  + Movies: For instructional purposes, examples: Steel Magnolias, Beauty Shop, Shampoo, Hairspray, Legally Blonde, Tabitha’s Salon Takeover, Shear Genius
  + If you do not approve of a specific resource listed in this syllabus, please make your request to me in writing and an alternative assignment and or materials will be provided. The request should include your name, the child’s name, the specific activity/ materials in which you do not want your child to participate or to which you do not want them exposed, and the nature of your objection
  + If any new resource is added during the semester, a notification will be sent home to the parents prior to using material in class
* **Safety Procedures**: All students will practice safety and will pass a county wide safety test with 100%. Also, students will have safety test that is content specific in which the student must pass at 100%. Student must wear all safety items/tools needed to perform lab task (gloves, goggles). It’s necessary for all students to comply with lab/clinic procedures at all times to ensure the safety of all students.
* **Text Books**: When text books are issued to a student they are responsible for that book till it returns. Replacement cost on lost books are $65.00
* **Student Expectation:** Students will display a positive attitude and show respect to fellow classmates, teachers and clients. Students will attend class, be punctual and follow class rules. Students will practice effective communication, exhibit proper grooming, and visual poise. Students will *apply learned theory and skills.* Students will project a sense of personal integrity and self-confidence. (Refer to Classroom Policies for additional information)

**ASSESSMENT**:

* **Grade Components:**

Poor attendance and missing assignments are the #1 reason for low grades in this class!!! Proper dress, following all classroom rules and completing assignments on time are requirements to pass this course. Professional conduct will factor into the students overall grade. All tests must be passed by 80% to receive State Board hours. Credit will be awarded in compliance with the Knox County Schools grading scale (listed below) Daily grades will represent 75% of students grade. The end of course (EOC) test will represent 15% of student’s total grade.

Student Lab work: Lab work will be assessed by way of a rubric for each specific subject area. For more information refer to the TN career and Technical Education Attainment Rubric.

If you have missed a day of school, you will have 3 days to complete assignment with no penalties. Theory work is the precursor for the student to perform his/her lab task, therefore, the student must have all theory work assignments completed before he/she can proceed with lab performance.

**Daily Lab Grade Outline**: Student has an opportunity to score 20 points per day for Professional & Lab work totaling 100 points per week. You need to be an attendance to receive this grade.

**Portfolio:** Each student will be required to keep a Principles of Cosmetology Portfolio. The components of the portfolio will be explained in class. Portfolios will be taken up the last Friday of each month. The portfolio grade is essential to each student’s final grade.

**Intervention:** If for any reason a student is not meeting expectations of my class, I will contact the parent. I will also provide additional assistance to any student in need in order to pass this class

**Professional Grade Outline:**

**Professional Attitude and Behavior / Sterilization and Sanitation / Lab Task or Worksheet Assignment**

**Loss of daily points: 50 points each day**

Absent = no state board hours

Tardy = state board hours deducted

Phone out = 10 points (unless you have permission by teacher)

Sleeping = 10 points & no state board hours

Cheating = 10 points & no state board hours

Not cleaning your station = 10 points

Not doing your big cleanup = 10 points

. **Salon Chair:** To be used only when having a personal service performed on a fellow student or a client. At no time shall chairs be

spun around or mistreated. Failure to comply with this rule will result in student working at their assigned seat in the

theory area. This is a safety issue.

**This statement serves as the warning. A referral will automatically be written up and turned in with no notice to the**

**student**. **Also failure to comply with the rules above will result in the student losing their classroom computer**

**privileges.**

**Computer Lab**

Students can use computer with teacher’s permission

No computer access when sub is in classroom

No Food, Drinks, Gum at the computers

I as a parent / guardian and student have read the above rules and expectations of this class.

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

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

Cosmetology Parent/Guardian Service Permission/Consent

I give permission / consent for my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to have services provided by the cosmetology students at Gibbs High School Cosmetology Career & Technical Education Center. Students will be under the direct supervision of Ms. Coppinger, Instructor, at Gibbs High. By giving permission, I realize that I am releasing the school and instructor form liability for my child for any and all injuries sustained while obtaining salon services.

Supervision of services will be maintained by the instructor at all times

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Note: All papers should be signed, dated, and returned by the student. When all papers are returned and signed students will earn 100pts. This is the students’ official first grade!!!!!!

Dual Enrollment Opportunities: If interested in establishing a local opportunity, TCAT Knoxville will be enrolling students into their program. \*\*Due August 13, 2018. If you have any questions, please contact Patrick Wade by email Patrick.Wade@tcatknoxville.edu