OGEECHEE TECHNICAL COLLEGE  
One Joe Kennedy Boulevard  
Statesboro GA  

SYLLABUS  

COSM 1000 – Introduction to Cosmetology Theory

Course Information

<table>
<thead>
<tr>
<th>Course Date:</th>
<th>Spring 2014</th>
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<tbody>
<tr>
<td>Course Meeting Times:</td>
<td>24 hours per day/ 7 days a week</td>
</tr>
<tr>
<td>Course Location:</td>
<td><a href="http://ogeecheetech.angellearning.com/default.asp">http://ogeecheetech.angellearning.com/default.asp</a></td>
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<tr>
<td>Course Type:</td>
<td>Online</td>
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<tr>
<td>Instructor:</td>
<td>Jeff Shaver</td>
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<tr>
<td>Office Location:</td>
<td>877, OSB Building (Inside Cosmetology Clinic)</td>
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<tr>
<td>Office Hours:</td>
<td>7:00-8:00am &amp; 3:30-4:30pm, Monday – Thursday</td>
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<tr>
<td>Office Phone:</td>
<td>912-688-6957</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:jshaver@ogeecheetech.edu">jshaver@ogeecheetech.edu</a></td>
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Course Description:  
Introduces fundamental both theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

Credit/Contact Hours:  
This is a 4 credit hour/60 contact hour course.

Prerequisite/Corequisite:  
Program Admission

Competency Areas:  
1. State Laws, Rules and Regulations  
2. Professional Image  
3. Bacteriology  
4. Decontamination and Infection Control  
5. Chemistry Fundamentals  
6. Safety  
7. Hazardous Duty Standards Act Compliance  
8. Anatomy and Physiology

Online Information

Orientation:  
All students who intend to register for online classes are required to complete and pass an online orientation prior to registering for classes. To access the online orientation module, students must connect to the college website (www.ogeecheetech.edu), select Current Students and then select Online Orientation.

Proctoring Exams/Assignments:  
In order to comply with accreditation requirements for the validation of student identity for all online classes, all students
enrolled in online courses at Ogeechee Technical College (OTC) are required to have at least one on-campus or proctored event for each online course in which they are enrolled.

The instructor will notify students of the time, date, and location of the proctored event by posting an announcement on the course home page in ANGEL. Students must attend the on-campus or proctored session as scheduled on the Lesson Plan/Course Calendar.

Any student who lives more than 50 miles from OTC may make arrangements with the instructor to complete the proctored event with an approved proctor. A student may request an off-campus proctor by submitting the Proctor Nomination Form to the course instructor by the date established by the instructor. The instructor must approve the date and time of the off-campus event.

Any student who does not complete the proctored event as scheduled must submit to the instructor a valid documented excuse within three business days of scheduled event. If the excuse is approved, the students must make arrangements with the instructor to reschedule the missed event. Any penalty and makeup directions will be at the instructor’s discretion.

Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within 3 business days will be withdrawn from the course with a WF.

**Textbook & Materials**

**Textbook Title:** Milady’s Standard Cosmetology  
**Author(s):** Catherine M. Frangie  
**Publisher:** Thompson Delmar Learning

**Workbook Title:** Milady’s Standard Cosmetology Practical Workbook  
**Author(s):** Thompson Delmar Learning  
**Publisher:** Thompson Delmar Learning

**Review Book Title:** Milady’s Standard Cosmetology Exam Review  
**Author(s):** Thompson Delmar Learning  
**Publisher:** Thompson Delmar Learning

**Materials:** Required-Cosmetology supplies required in addition to the supplies listed on COS 1000 – 1080.

Suggested-adequate supply of brushes and other combs.
Assessment

Distribution of Grades:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Weekly Assignments</td>
<td>25%</td>
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<tr>
<td>Chapter Test</td>
<td>25%</td>
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<tr>
<td>Discussion Boards</td>
<td>25%</td>
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<tr>
<td>Written Final</td>
<td>25%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Grading Scale:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and below

NOTE: A "C" or better is required for this class to move forward to the next program class.

Evaluation Procedures:

The student must be passing the Cosmetology course(s) with a minimum score of 70% in order to be able to test in the finals. The students will be graded on professional ethics. Unannounced quizzes will also be used to evaluate performance and application of knowledge in the salon lab.

The student must pass the practical final exam with a minimum score of 70%. The written final must be passed with a minimum score of 70%. The practical and written final exams may not be averaged together for a passing score of 70%.

Students not completing 75% of the weekly task sheet will receive a “0” for that week; this will be 35% of your total grade.

NOTE: Students are required to pass the National Interstate Cosmetology (NIC) exam for licensure with the Georgia State Board of Cosmetology with a score of 70% or above. Therefore, students must pass each COS program class with a score of 70% or above to progress forward in the Cosmetology program. If a student fails to achieve a 70 or above for a COSM program class, they must repeat that class before moving forward in the program.

Proctored Final Exam: Your Final Exam for this course will be given on Monday, May 12, 2014 in Room 877 of the Occupational Studies Building at Ogeechee Tech’s Statesboro Campus at 4:00pm.

Work Ethics Information:

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student
success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. As a student in this Ogeechee Technical College course, you will be expected to adhere to the highest standards of these 10 character traits in your behavior as well as your coursework.

A work ethics grade of 2 (pass) or 0 (fail) will be assigned at the end of this course based on your demonstration of the ten work ethics character traits.

Classroom Policies

Attendance: To receive credit for this course a student must attend 90% of the scheduled instructional time. Any student attending less than 90% of the scheduled instructional time will receive a “W” for the course if removed from the course before the 60% point of the term. After the 60% point, any student who has maintained a passing grade within a course will receive a “WP” for the course when attending less than 90% of the scheduled instructional time. If, however, the student has not maintained a passing grade, he or she will receive a “WF” for the course. Attendance is counted from the first scheduled class meeting of each term.

Online Attendance: Students taking online courses are required to sign into ANGEL at least 3 times per week or you may be dropped from class. Students will need to submit an assignment by January 15, 2014 at midnight or risk being dropped from the course. A minimum of one email correspondence per week is required. Any student who fails to make contact as requested by the instructor will be counted as absent for that week. Any web-based student who is counted absent more than twice within that same term will be dropped from the course, regardless of the reason for the absences.

The environment created by web course work requires regular communication between the student and the instructor. Lack of face-to-face contact puts an extreme amount of emphasis on the electronic communication. In order for asynchronous learning to be effective, communication must be regular and comprehensive. It is the student’s responsibility to maintain communication with the instructor and to ask questions and/or make inquiries as needed.

Course Withdrawal: Students who withdraw from a course and have attended 60% or less of the course will be issued a W (Withdrew). Students who withdraw from a course and have
attended more than 60% of the course will be issued a WF (Withdraw Failing) if the student was failing and a WP (Withdraw Passing) if the student was passing upon withdrawal or upon being dropped from the course. The 60% attendance date is posted on the campus calendar online at www.ogeecheetech.edu.

Students may withdraw from a maximum of three (3) courses while enrolled at the college. Once a student has accumulated three W grades, he/she may elect to receive a withdrawal failing grade (WF) for the course or remain in the course. Please note WF is calculated as an F (Failing) for GPA purposes.

Some exceptions may apply in the event a student withdraws for an acceptable hardship, medical/and or military reason. Documentation will be required. Procedures to apply for an exception are available in the 2013-2014 Catalog and Student Handbook.

Additionally, there is a one-time reinstatement limitation per course each semester. Students are allowed to drop/add courses during the first three days of each term without requesting reinstatement. Beginning on day 4 of the semester, students are required to request a reinstatement from the instructor. The procedure for requesting reinstatement can be found in the 2013-2014 Catalog and Student Handbook.

Late Work: Late work will not be accepted and will be marked with a zero.

Missed Exams: Students should never miss an exam for an online class. You will have a few days to take each exam. Please use your time wisely and don’t wait until the last minute to take your exams. **You will not be allowed to make up missed exams and will receive a zero for each exam missed.**

Absences: OTC has a minimal requirement of three contacts each week. The three contacts should be made on separate days of the week. A contact is considered a meaningful communication between the student and the instructor. This could include participating in weekly discussion forums (i.e. Work Ethics and class discussions), submitting an assignment for grading, taking an assessment or an email correspondence. The instructor for each course may further define what represents an acceptable contact for his/her class on the course syllabus. An absence occurs when three separate
contacts are not made during a week. After two absences (two weeks in which 3 contacts on separate days are not made), you may be dropped from the course.

**Miscellaneous Information:**
Supplemental instruction will be provided on an individual basis upon request. The student may use videos and advanced technical if desired.

Field Trips to hair shows or seminars may be included in this course. The students are encouraged to seek advanced training skills by attending shows, seminars, and workshops. It will be necessary to complete a form for approval to attend an off campus function. Certain criteria must be met in order to receive credit.

**Female Students:** In the event you become pregnant during this course, student must notify the departmental instructors and have permission from the doctor stating it is harmless to continue in the Cosmetology program.

**Cheating/Plagiarism:**
Academic honesty is expected at all times. Any student found to have engaged in academic misconduct such as cheating, plagiarism, or collusion is subject to disciplinary sanctions as outlined in the Student Code of Conduct detailed in the *OTC Catalog and Student Handbook*. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. The term “collusion” includes, but is not limited to, the unauthorized collaboration with any other person in preparing work offered for academic credit. Students are advised that faculty routinely use [turnitin.com](http://www.turnitin.com) both to prevent plagiarism and to assist in verifying when/if it has occurred.

**Safety:**
In case of emergency while on campus, please refer to the *Emergency Operations and Safety Plan* and the *Blood Borne Pathogen Exposure Control Plan* found by the door of all classrooms and labs on the OTC campus. A copy of the *OTC Safety Plan* can be found online at: http://www.ogeecheetech.edu/student_services/campus_safety.html.

The Director of Campus Safety & Security contact information is as follows: Stan York, 912.681.5667, syork@ogeecheetech.edu.

**Disability Statement:** Students with disabilities who believe that they may need accommodations in this class based on the impact of the disability
are encouraged to contact Penny Hendrix, Disability and Student Support Services Coordinator, Office 171E, Kennedy Bldg., 912.486.7211, to coordinate reasonable accommodations.

Special Populations Assistance Program:
Students who may qualify for services on campus depending on the special needs they have and if they qualify as a special population should contact Kelli Waters, Student Activities & Special Populations Coordinator, Office 143D, Kennedy Bldg., 912.871.1885 for assistance.

Warranty Statement
The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

Communication
Important communication about this course will be transmitted through the Ogeechee Tech student e-mail system. Students should check their student e-mail accounts before each class in order to receive the most up-to-the-minute information about classes and assignments.

Ogeechee Tech sends vital information about financial aid, registration, and college news through the student e-mail system. Students should check their student e-mail accounts periodically for this information.

Student e-mail may be accessed through the college website, www.ogeecheetech.edu, under the Current Students tab.

OTC Alert
Students are encouraged to sign up for OTC Alert, a system designed to notify students of any emergency on campus. Alerts are sent by text messaging and/or by e-mail. To subscribe to OTC Alert, a student can go to www.ogeecheetech.edu and click on Current Students → Banner Web → OTC Alert Information.

Library Resources
The Ogeechee Technical College Library provides students access to books, periodicals, ebooks, GALILEO, and other electronic resources. Students are encouraged to use the Library for class research projects. Help with research and projects are available within the Library. Computers are available for student use. A student ID is required in order to check out any materials from the Library or to use a computer. A self-service, black and white copier is also available. Hours of operation are Monday–Thursday from 7am until 9:30pm.
**Tentative Schedule:**
To view the most current OTC Schedule a student can go to [www.ogeecheetech.edu](http://www.ogeecheetech.edu) and click on Current Students>Campus Calendar.

**Copyright Notice:**
“The materials on this course web site are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.”

**Disclaimer:**
The Instructor reserves the right to amend or correct this course syllabus as necessary. If the instructor amends or corrects this syllabus, students will be given a revised syllabus or corrections.