Sno-Isle TECH

COSMETOLOGY I

SYLLABUS FOR BASICS THEORY AND LAB

COURSE INFORMATION

- **Cosmetology Basics Theory and lab Class:** This is a one year course for 11th or 12th grade students. Curriculum is regulated by Washington State Department of Licensing. Students will receive clock hours toward the 1600 hours required by the state.
- **2021-2022 SCHOOL YEAR**
- **3 CREDIT CLASS**
- **CTE Dual Credit**: This is an optional opportunity for students to earn 15 College credits at Everett Community College plus the hours accrued at Sno-Isle. Students must receive a C or better while attending the Sno-Isle program. At the end of school year students will take a written exam and a series of practical exams with live models and/or manikins and pass with a 76% or better to be able to earn the credits. The tests will be taken at the Cosmetology program at Everett Community College. Fee: $50.00
    - Cosmetology/Cosmt 201 Cosmetology Lab and Shop Practice I
- **A.M. Session** - 7:55 to 10:25 AM M-F
- **P.M. Session** -11:10 to 1:40 PM M-F
- **Course Description**: This class is an introduction and participation class in basic service performed by a cosmetologist. This lecture/lab class is closely supervised in the introduction and practice of shampooing, draping, hair analysis, hair treatment, nail care, haircutting, wet styling, thermal styling, permanent waving, chemical relaxing, hair coloring, skin care, and hair removal services. Basic anatomy and physiology, hair structure, skin structure, nail structure and analysis will be included in the class. Emphasis will be placed on salon safety measures, sanitation and infection control. Students will practice on manikins, models and each other. The curriculum is provided by Everett Community College Cosmetology Program. Students have the opportunity to continue their training either their 12th grade year or after graduation. Washington State Cosmetology clock hours earned at Sno-Isle may transfer to the EvCC Cosmetology program.
- **Prerequisites:** Health, Science and Geometry classes are highly recommended.

INSTRUCTOR INFORMATION

- Vicki J Brown-Sigvartson
- Office Hours: 7:15 am-7:45 am and 1:40 pm- 2:45 pm
- Office Location: Room 145
- Phone: 425-348-2226
- Email: **BrownSigvartsonvj@mukilteo.wednet.edu**
- Best way to contact: Send an email for fastest response

COURSE MATERIALS

Provided by Sno-Isle:

- Milady's Standard Cosmetology, Milady Publishing Company, 2016 Edition.
- Cengage Milady MindTap on-line program
- Student Equipment Kit

Students Responsibility:

- Lab Fee: **$100.00** Includes 2 manikin heads and 2 aprons or lab jackets
- 3x5 Index Cards
- Pencil, Pen, Paper or notebook and 3" 3 ring binder for portfolio
- Tupperware container 6 Qt./5.7 L with lid used for contaminated tools
- Mesh bag medium size

LEARNING OBJECTIVES

- **Course Objectives:** Upon successful completion of this course students will be able to define terms, demonstrate competency in each skill, describe proper techniques and use of implements, and be able to explain safety procedures for haircutting, scalp and hair care, wet styling, permanent waving, hair coloring, relaxing, nail care services and skin care services with 76% or better.
- This course has an opportunity for students to earn a Certificate of Achievement if a student meets all the requirements and pass class with 76% or better. The curriculum is based on the EvCC Cosmetology program.
- **Class Schedule:**
  1. Infection Control
  2. Manicuring/Pedicuring
  3. Shampooing/Draping
  4. Basic Scalp and Hair Care
  6. Basic Haircutting
  7. Thermal Styling/Wet Styling
  8. Chemical Texture Services
  9. Hair Color Services

5. Basic Skin Care/Facials 10. Temporary Hair Removal

* Please Note: Classes may not be taught in the above order

ASSIGNMENTS AND GRADING

Assessment Criteria and Grading Policies

- Requirement sheet, assignments, cleanup 20%
- Weekly Professional evaluation/attendance 20%
- Portfolio 20%
- Quizzes/Semester I Written Exam 20%
- Practical Exams/Semester II Written Exam 20%

Total 100%

Sno-Isle Grading System:

A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	F	=	0.0
C+	=	2.3			

Please Note:

- Written quizzes will be given on each subject unit. Retakes are required for those that fall below 76%. An average score is calculated.
- All Semester Exams (must be passed with 76% or better).
- A student not present on Semester Exams days will receive a zero (0) for the exam, unless it is prearranged or an excused absent.

Make-up or Late Work

If a student is absent it is the responsibility of the student to make up practical and written work. The assignments will be due the following day for full credit. All assignments that are turned in after due date will receive 50%.

Grading communication

- Qmlative Gradbook
- Schoology Online program
- Parents and students will have access to looking at their grades on-line. The grades will be updated each week.

COURSE EXPECTATIONS

- Show respect for yourself and others, the furniture, equipment and supplies. If we are using classroom supplies, you need to treat them with respect and are not to damage or lose them. This includes textbooks. You will each be responsible for cleaning up your area when finished working. All equipment and supplies are not allowed to be taken out of this classroom. If supplies are missing or damaged a fee or discipline may be required!
- Each student will clock-in and out each day wearing proper **Dress Code** to receive hours for the State of Washington.
- **This school is licensed under chapter 18.16 RCW, Inquiries, concerns, or complaints regarding this school can be made to the Department of Licensing, PO Box 9026, Olympia, WA 98507-9026, (360) 664-6626.**
- **Under the new Tuition Recover Trust Fund (TRTF) law, schools are required to notify the students of the TRTF and the complaint portal that's being established and maintained by the Washington Student Achievement Council (WSAC)**
- I expect you to be on time, prepared, in your seats and ready to work when the second bell rings. I, as well as you know you cannot be successful if you are not prepared.
- You are responsible for regular attendance. Class lectures, discussions, and demonstrations contain material beyond the text. If you cannot be present, you and your parent will need to call the attendance line at 425-348-2222 and you will need to call Mrs. Brown-Sigvartson at 425-348-2226. You will need to obtain class notes and other information/announcements from classmates or talk to me.
- Please use language appropriate for classroom and business setting.
- No food is allowed in station area and only occasionally in class upon instructor approval. You may have water, coffee, etc. at the desk area.
- Please turn off all electronic devices before entering the classroom. That means iPods and cell phones. I do not want to see you texting or using your cell phones in the classroom. If this becomes a problem and interferes with your learning then you will be sent down to office. You will be allowed to take before and after pictures of your work but must let instructor know ahead of time.
- Students are required to participate in practical classes as a provider and receiver.
- Lab aprons are to be worn during practical class at all times.
- Students need to demonstrate competency in all procedures taught in order to participate in final exams. If a skill level falls below competency 76% during regular classes a conference will be called.
- Students will be performing practical work on mannequins, models and each other.
- All students must follow the appropriate professional dress code (see attached sheet).

Cosmetology Dress Code (Professional Dress) to receive Washington State Hours

Students must arrive to class in complete professional dress, with hair styled and make-up applied. Students not in professional dress will get a warning the first time. The second time students will not be able to participate in practical activity or may be sent to office for the remaining class time and will not accrue hours.

- **Black and white pants, skirts, or dresses (knee length or longer). Legging tights are not considered pants, therefore if worn a dress or long shirt will need to be knee length or longer.**
- **Lab coat or apron must be worn during practical work.**
- **Solid or a combination of solid black & white attire. No patterns, this includes pinstripes.**
- **No hats, decorative hair accessories or scarves.**
- **No bare midriffs or sleeveless attire (underarm and bra straps must be fully covered). All under garments must be covered.**
- **No sweats or workout attire. (This includes lounge wear)**
- **Belts may be worn as an accessory.**
- **Bulky sweaters, sweatshirts, hooded shirts or coats are not allowed.**
- **Solid black, white or nude socks or stockings must be worn. No designs or patterns.**
- **Solid or a combination of solid black & white closed toed shoes only!**

Please note that your professional dress will be checked daily and approval will be at the discretion of the instructor.

Course Calendar

- Field Trips include the Fashion Focus local Hair Show in Bellevue, Washington. (Spring)
- Career Fair at Everett Community College Cosmetology Program. (Spring)
- Guest speakers from local salons may be scheduled at various times.

Portfolio Requirements

The Portfolio is a collection of documents to share with prospective employers, to document learning, to keep a record of attendance, to collect pictures of work and for organizing your school work. The portfolio can also serve as a journal of your personal growth, while attending school.
Your portfolio should include at least the following:

1. **Three ring binder** to hold all of the following information.
- Pictures of work (before and after)
- Transcripts from high school
- Training certificates, continuing education
- Resume
- Organizations, activities, volunteer work
- Personal character references (letters)
- Professional Evaluation/Target Record Entries
- Washington State Cosmetology Law Book
- Washington State Daily and Monthly hours sheets
- Record chart for your attendance
- Record chart for each quiz, mid-term exam and final exams.
- Record chart for requirements, activities and assignments.

2. **Camera/Phone** for taking photo's of your work throughout your training.
- **A note about cameras:** Do not bring expensive cameras to school. The disposable cameras are great.

3. **Learning Target/Professional Behavior Evaluation Record Entries**:

   Due every Friday

   You are required to fill out Target Record each day you are present. List in detail what tasks you accomplished each day. Documentation should reflect activities that you have attempted or completed in the classroom/shop. If you are non-productive, off task, or were absent, then that is what you need to document. It should also reflect your Evaluation Grade/ #8. Time Management.
   To receive your points for each day, you must get your instructor to initial at the start of class and end of class on this form. This is a daily routine that is a large part of your grade. This will be your entry and exit task each day and is worth 20 pts per day 100 pts per week.

Please Note: The portfolio will be evaluated at the end of Semester 1 and at the end of Semester 2. The portfolio is 20% of your overall grade.
Students:

You will be learning many basic skills during this school year. There will be an extremely large amount of information covered during class.

Because there is always a “right” and “not so right” way of performing a skill, it is very important that we learn and practice the “right” procedures.

Our client is our first concern. They trust their safety to us. Therefore, it is imperative that we know our “stuff”.

As part of your assignment grade, you will be developing procedure cards for every skill you learn. The procedures are written on index cards, and may be used as any easy reference once you begin working with clients. This insures that you always have the correct information at hand.

This will not only create efficiency and client trust, it will also keep your client safe.

Procedures will be discussed for every new skill that is introduced. You will either receive it in written form, or use your textbook for compiling them yourself.

They will be turned in to me during the school year. I will post due dates on the board.

Thank you,

Ms. Vicki Brown-Sigvartson

Mukilteo School District complies with federal and state rules and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Further, the District recognizes the needs of persons with disabilities, as defined by the Americans with Disabilities Act (ADA) of 1990. The District complies with state and federal accessibility regulations to provide access for our students, staff, parents and guests.

The following individuals have been designated to handle questions or complaints of alleged discrimination: Title IX Officer - Bruce Hobert (425-356-1319), Section 504 Coordinator - Lisa Pitsch (425-356-1277), and the ADA/Access Coordinator - Karen Mooseker (425-356-1330), all located at 9401 Sharon Drive in Everett, WA 98204. Inquiries regarding ADA/Access issues at Sno-Isle TECH Skills Center should be directed to Mike Gallagher Interim Director (425-348-2220) at 9001 Airport Road in Everett, WA 98204.