

*El Camino College
Industry & Technology Division
Cosmetology Department*



*Course Syllabus & Contract
Spring – 2014*

*Cosmetology I
Introduction to
Cosmetology
Procedures*

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|---------------------------|---|
| Instructors: | Ms. Winfree |
| Intro.Cosmetology: | Section 7400 (13 units) |
| Class Hours: | Monday thru Friday (8:00- 4:23) |
| Room 256: | Technical Art Building |
| Phone: | (310) 767- 1487 (ext. 6156) |
| Office Hours: | Monday thru Friday (7:30 – 8:00) & (4:30-5:00) |
| Email: | mwinfree@elcamino.edu |

Holidays: Lincoln's Day Holiday (Campus Closed) – Friday, February 7, 2014

Washington's Day Holiday (Campus Closed) – Monday, February 17, 2014

Spring Recess (Campus Closed) Sat.-Fri. March 15-21, 2014

Student Behavior Agreement/Fall 2013

Purpose:

The purpose of this agreement is to establish a safe, professional, learning environment.

Mutual Obligation:

In order to create a good learning environment, we, the instructors and the students, essentially the respective parties to this agreement need to have a mutual understanding of our working rules and class behavior before we can begin any cosmetology instruction.

Offer:

We, the cosmetology instructors, will:

1. Meet our obligation to provide you one semester of cosmetology training and associated performance evaluation.
2. Provide you with 37.5 (day class) or 20 (night class) hours of class “release time” as stipulated in this agreement.
3. Ensure and enforce an environment conducive to learning. Provided that you, the student will bring their specify materials to class throughout the semester.
4. Administer your school, class, books, clothing, and financial matters within the days specified following our first scheduled class meeting time as stipulated in this agreement.
5. Behave in a professional manner as stipulated in this agreement.
6. Attend class in a manner stipulated in this agreement.

Materials and Textbooks:

The table below specify the materials that must be purchased from the El Camino Bookstore, the approximate cost, and when they are due in class. Materials can ONLY be purchased at the El Camino Bookstore. _____ initial

| Required Materials from El Camino Bookstore | Approximate Cost | Required when you report |
|--|------------------|---|
| Milady's Standard "Textbook of Cosmetology" / Milady's Workbooks/ & DVD | 319.20 | On the second (2 nd) day of class |
| Cosmetology Kit | 599.95 | On the fifth (5 th) day of class |
| Dermalogica's Facial Kit | 255.00 | |
| Makeup Kit (optional) | 130.00 | |
| David's Nail Kit | 125.00 | |
| Barbering & Cosmetology Act & Regulations 2009 (optional) | 10.50 | |
| Subtotal: | 1,439.65 | |
| Tax: | 133.17 | |
| Total: | 1572.82 | |

Textbooks must be purchased no later than the second day of class. _____initial

The Cosmetology Kit must be purchased by the **end of the first week** of class. Hold on to your receipt. Receipt must be shown to the instructor upon entering class the first day of your second week. **If you do not have the receipt from the purchase of your cosmetology kit in hand upon entering the class on the first day of your second week you will be dropped immediately.** When the kits are delivered, your receipt will verify that you paid for your kit(s). You will not receive a kit without your receipt. _____initial

Bring your books, Cosmetology kit, and **towels** to each class meeting. If you fail to bring your books or kit, you will not be properly equipped to participate and you will be asked to leave the classroom. _____initial

Additional materials **may be** required for the semester. _____initial

New Uniform Dress Code:

All cosmetology students are required to adhere to the following uniform dress code:

All visible attire must be black in color.

An opaque black lab coat or smock is required. The lab coat may be purchased from any local beauty supply house. Lab coats must remain buttoned, snapped, zippered, or otherwise kept closed during class. Shear, see-through, or revealing garments are not acceptable attire unless covered by the lab coat. Any visible clothing that protrudes from the lab coat must be black in color. Scarves, or other decorative attire, must be black, dangling or hanging materials must be secured with ends tethered and covered by the lab coat.



_____initial

Full-length pants, socks and/or stockings are required and must be black in color. _____

Black closed-toe, closed-heel, leather or rubber soled shoes with less than 2 inch heels are required. Tennis shoes meeting the aforementioned requirements are acceptable.



The shoes pictured on the right are made by Keds and Converse, respectively, and cost about \$35. Sandals, slippers, flip-flops, or shoes with heels in excess of two inches are not acceptable and are not to be worn in class. _____initial

Note: You will get credit(s) for applied effort in the classroom.

Uniform attire must be on upon entering classroom. If you are not in uniform attire upon entering the classroom you will be sent home.

Punctuality and Attendance:

All cosmetology students must report to their assigned station for each class session on time in proper attire with all required books and materials.

Cosmetology students are required to be punctual and attend cosmetology courses regularly. During the first week *any instance of tardiness or absence* may result in a student being dropped from the class.

After the first week, the Cosmetology Department provides the following allowances for student tardiness and/or absence:

Day students will be dropped from class when tardiness or absence during the semester exceeds a maximum 45 hours.

Each instance of tardiness and/or absence is rounded up and accumulated in quarter hour (15 minute) increments. i.e., a tardiness of 7½ minutes will result in a 15 minute deduction from the allowable absence time remaining. Tardiness at the beginning of class in excess of the first 30 minutes is recorded as an absence and the entire class session will be deducted from the student's allowed time. _____initial

Each instance and time that a student spends outside of the classroom, other than that designated as break time or directly expressed by the instructor will be similarly rounded up, accumulated in quarter hour (15 minute) increments, and deducted from the student's remaining allowable absence time. Students who exceed the stated maximum limits will be dropped from this semester's cosmetology class. _____initial

Also, **no one** may clock anyone in or out during class time. If anyone is caught clocking a student in or out, it is grounds for immediately dismissal from class. If you forget to clock in or out of class, you do not get those hours. Your time card is a legal document and can be audited by the State Board of California. _____ initial

Electronic Devices:

All electronic devices (ipads, iphones, ear-piece, beepers, etc...) must be turned off in the classroom. _____initial

Cellular Phones: Phones must be off and put away during classroom hours. Phones calls are to be handled outside the building, never inside the building even if you are on break. One warning will be given if a phone is out. After that, you will be clocked out for the rest of the class, resulting in absent hours. If you are caught texting or talking on the phone, you will be clocked out immediately with no warning. _____initial

Text messaging will not be tolerated during class. _____ initial

Laptop devices in classroom

No devices in classroom. _____initial

Behavior:

If a student(s) is disruptive in class for any reason(s) they may be asked to leave for the day and lose absence hours. Being disrespectful in class to your fellow classmates, an instructor, and to guest speakers **will not be tolerated**. Talking out loud or out of turn, using unacceptable language, or interrupting the class is behaviors that are not acceptable. Exercise common courtesy while other classes are in session, and quietly exit classroom and hallway. _____initial

Sleeping in class will not be tolerated and can result in dismissal and loss hours for the day. _____ initial

Zero Tolerance:

The cosmetology department will not tolerate any cheating, fighting, stealing, or plagiarism. Should any of these actions be acted upon, students will be subjected to two days of suspension, and the missed hours will count against your absent hours which are 45 hours. Violation of such laws, policies, rules, and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Review the Student Handbook for further explanation of standards of student conducts. _____ initial

STANDARDS OF STUDENT CONDUCT

This is condensed version of standards of conduct found on pages 25 – 27 of the El Camino College Catalog. The following misconduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Academic Dishonesty - Cheating or plagiarism (including copying another or former students work.) _____
2. Disruptive Behavior, Inappropriate Conduct, and Expression - Disruptive behavior, willful disobedience, profanity or vulgarity, or the open defiance of the authority of, or the abuse of, college personnel. _____
3. Drugs, Alcohol and Smoking - Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance such as alcoholic beverage, or intoxicants of any kind and unlawfully possessing, offering arranging, or negotiating the sale of any drug paraphernalia. _____
4. Theft, Robbery, and Damage – Committing or attempting to commit robbery or extortion. _____
5. Weapons and Misuse of Facilities – Possessing, selling, or furnishing any firearm, knife, explosive or other dangerous objects. _____
6. Causing, attempting to cause, or threatening to cause physical injury to another person or staff. _____
7. Committing unlawful sexual harassment. _____
8. Engaging in unlawful harassing, hazing, or injurious behavior for any reason or discriminatory behavior based on race, gender, religion, age, sexual orientation, national origin, disability, or any other status protected by law. _____
9. Persistent or habitual serious misconduct where other means of correction have failed to bring about proper conduct. _____
10. **Persistent violation of classroom standards of conduct as established by the Instructor. Such as – Sleeping in class, Cell phone abuse, absent well beyond appointed break and return time, talking during a lecture or demonstration. Any direction given by the Instructor during the period of instruction. Any violation time will be deducted from the student's time card.** _____

The following types of disciplinary action may be taken or pursued by the college.

1. Verbal Warning
2. Written Reprimand
3. Restitution – Letter in Student file.
4. Disciplinary Probation
5. Removal by Instructor
6. Immediate Suspension
7. Expulsion

_____initial

Food:

No food at your work station! Please enjoy your meal during your break time in the designated areas on campus. _____initial

Cleanup:

Everyone must make sure their work stations are cleaned before clocking out at the end of the day or evening. Make sure the floor is swept of hair debris, top counter of stations are sprayed with Lysol disinfected, and place your station chair in their proper place before clocking out. _____initial

Leaving the classroom:

Once you have clocked in, you are on the clock and receiving clocked hours for your applied effort in class. If you have to leave the classroom, please sign the sign-out sheet or inform your instructor, so that time is not deducted from your hours. _____initial

Disability:

El Camino College adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for student with temporary and permanent disabilities. If you have a disability that may adversely affect your work in this class I encourage you to register with the Special Resources Center (SRC) and talk to me about how I can best help you. All disclosures of disabilities will be kept strictly confidential.

Note. For more information about the Special Resource Center, please call 660-3593, Ext. 3295 or visit (SRC), room F-10. _____initial

Meeting: There will be MANDATORY meetings throughout the semester for instructors during class and lab time hours; therefore, this will affect students clocked in hours for the semester. _____initial

Grades: All grades for test and performance in class will be averaged into the final grade from the two instructors. That means missed tests and quizzes will count as a zero and would lower your semester grade.

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|---------------------|-----------------------|----------|
| Grade Point: | 100 - 90 | A |
| | 89 - 80 | B |
| | 79 - 70 | C |
| | 69 - 60 | D |
| | 59 & Below | F |

Mid-Term and Final: To be announced.

Final Exams: If a student **does not** take the final exam at the end of the semester, he/she will **receive** a “F” for that semester. **No excuse(s) will be accepted!**

Course Objectives:

1. Apply basic reading skills in skimming, scanning, reading for comprehension and critical thinking in professional situations.
 2. Demonstrate intermediate-level reading comprehension within a variety of time limitations.
 3. Correctly answer objective questions on cosmetology safety and sanitation procedures.
 4. Demonstrate the techniques of permanent waving, chemical relaxing, and soft curl permanent wave.
 5. Analyze and apply hair coloring and bleaching products on mannequin/clients.
 6. Perform facial treatments on clients.
 7. Demonstrate pedicure and manicure techniques on clients.
 8. At the end of the 16 week course, the students will have knowledge of the theory and advanced techniques pertaining to the field of cosmetology and its related subjects.
- This section must be completed successfully before enrolling in the next course

Student Learning Outcomes (states what you will be able to do at the end of the course):

1. Students will be able to accumulate hours of theory and practical operations that is required by the State Board of Barbering and Cosmetology.
2. Students will be able to perform all operations using the correct tools and materials in a safe and sanitary environment.
3. Students will be able to perform and demonstrate the correct use and applications of chemical substances used in the industry pertaining to hair color, chemical reformation, hair design, manicuring, artificial nails, skin care, facial techniques, and all related chemistry.
4. Students will be able to develop people skills and business acumen.
5. Students will be able to practice and obtain entry level training to succeed in the cosmetology field.
6. Students will be able to develop personal skills necessary to obtain and keep a position in the cosmetology industry.

I have read and agreed to abide by the rules and regulations of the El Camino College Cosmetology program.

Print

Date

Signature