

**El Camino College
Industry and Technology Division
Cosmetology Department**



Course Syllabus and Contract

Spring Semester – 2014

***COSMETOLOGY 12, 13,&14
Intermediate and Advanced
Cosmetology***

Instructors: Ms. Murray & Mr. Ellis

Cosmetology: Section 7408 (6.5 units) and 7410 (6.5 units) and 7412 (6.5 units)

Class Hours: Monday thru: Thursday (5:00 pm – 10.00 pm)

Room 152A: Technical Art Building

Phone: (310) 532-3670 (ext. 3602)

Email: smurray@elcamino.edu
sellis@elcamino.edu

Office Hours: Tuesday thru Thursday: (4:00 pm - 5:00 pm)
Thursday: (12:00 pm -12:30 pm)

Holidays: Monday, January 20, 2014: Martin Luther King Day
(Campus Closed)

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

Washington's Day: Monday, February 17, 2014

Spring Recess: March 15-21, 2014 (Faculty and Students)

Last day of class: Friday, May 16, 2014

Student Behavior Agreement/Spring, 2014

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 specified materials to the first class meeting as stipulated in this agreement.

1. Behave in a professional manner as stipulated in this agreement.
2. Attend class in a manner stipulated in this agreement.

Materials and Textbooks:

The table below specifies the materials that must be purchased from the El Camino Bookstore, the approximate cost, and when they are due in class.

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	
David's Nail Kit	\$125.00	
Barbering & Cosmetology Act & Regulations 2009	\$10.50	
Milady's Preparing for Practical Exam-Cosmetology	\$41.45	
Milady's Standard Cosmetology : Haircutting -	\$35.65	
Subtotal:	\$1,386.75	
Tax:	\$125.00	
Total:	1,512.75	

All materials can **only** be purchased at the El Camino Bookstore. _____initial

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. 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.

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.

Additional materials **may be** required for the semester. _____ initial.

Advanced students may be required to purchase an additional **mannequin**. _____initial

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.



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.



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

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.

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

Night students will be dropped from class when tardiness or absence during the semester exceeds a maximum **25** hours. **Day** students will be dropped from class when tardiness or absence during the semester exceeds a maximum 22.5 hours for advanced students, and a maximum of 45 hours for freshman students.

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. _____

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.

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 (cell phones, iPods, phones, ear-piece, beepers, etc...) must be turned off in the classroom. _____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 or evening, 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.
_____ 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 25 hours for (night class) or 22.5 hours for (day class). 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. See Standards of Conduct in current catalog on Pages 25-28.

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 base around the chairs are cleaned, floor is swept of hair debris, stations mirrors are cleaned, 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

Meetings: There will be MANDATORY meetings throughout the semester for instructors during class and lab time hours, therefore, this will effect students clocked in hours for the semester. _____

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

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

Mid-Term and Final: To be announced.

Course Objectives:

1. Apply basic reading skills in skimming, scanning, reading for comprehension and critical reading in professional situations.
2. Demonstrate intermediate-level reading comprehension within a variety of time limitations.
3. Correctly answer objective questions on cosmetology safety practices 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.
6. Perform facial treatments.
7. Demonstrate pedicure and manicure techniques.
8. At the end of the 2nd 8 week course, the student 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 application 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 practices 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.

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

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

Print

Date

Signature