



# INSTRUCTIONAL PACKAGE

COS 114

Hair Shaping

2020/2021

Fall/Spring

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## Part I: Course Information

Effective Term: 202010/202120

COURSE PREFIX: COS 114

COURSE TITLE: Hair Shaping

CONTACT HOURS: 1 Lecture 9 Lab

CREDIT HOURS: 4

### **RATIONALE FOR THE COURSE:**

The purpose of Hair Shaping is to introduce the students to the basic concepts of consulting with clients to determine their needs and preferences. The students will learn to apply proper shaping techniques with regard to the client's face shape to achieve a hairstyle which is satisfactory to the client.

### **COURSE DESCRIPTION:**

This is an introductory course to the techniques of hairshaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.

### **PREREQUISITES/CO-REQUISITES:**

( ACT Math 15 or ACCUPLACER Arithmetic 024 or New ACCUPLACER Arithmetic 220 or New ACCUPLACER Adv Algebra 200 or COMPANION Arithmetic 024 or SAT Mathematics 400 or New SAT Mathematics 350 or Multiple Measures Math 1 or Credit level MAT 032 Minimum Grade of C\* or Credit level MAT 155 Minimum Grade of C or Credit level MAT 155 Minimum Grade of TC or Credit level MAT 101 Minimum Grade of C or Credit level MAT 101 Minimum Grade of TC) and ( ACT Reading 14 or ACCUPLACER Reading Comp 056 or New ACCUPLACER Reading Comp 235 or COMPANION Reading 056 or Multiple Measures English 1 or Credit level ENG 032 Minimum Grade of C\* or Credit level ENG 100 Minimum Grade of C\* or Credit level ENG 155 Minimum Grade of C or Credit level ENG 155 Minimum Grade of TC or Credit level ENG 101 Minimum Grade of TC or Credit level ENG 101 Minimum Grade of C or SAT Critical Reading 380) and ( Background Check Form 1) or (Credit level MAT 032 Minimum Grade of C\* and Credit level ENG 032 Minimum Grade of C\*) and (Credit level COS 116 Minimum Grade of C or Credit level COS 116 Minimum Grade of TC) and (Credit level COS 155 Minimum Grade of C or Credit level COS 155 Minimum Grade of TC) and (Credit level COS 206 Minimum Grade of C or Credit level COS 206 Minimum Grade of TC) and (Credit level COS 210 Minimum Grade of C or Credit level COS 210 Minimum Grade of TC) and ( Background Check Form 1)

### **REQUIRED MATERIALS:**

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE.](#)

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

**ADDITIONAL REQUIREMENTS:**

New Manikin for State Board Procedures  
New Uniforms, if old uniforms are soiled.  
Cosmetology Kit Cosmetology.

**TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.  
WaveNet and D2L email access.

**STUDENT IDENTIFICATION VERIFICATION**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

**CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

**Part II: Student Learning Outcomes**

**COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

1. Identify the reference points on the head and explain their role in haircutting.
2. Define lines, Sections, elevations and guidelines.
3. List the factors involved in a successful client consultation.
4. Explain the uses of the various tools for haircutting
5. Name three things you can do to ensure good posture and body portion while cutting hair.
6. Perform the following haircuts:
  - Solid form
  - Increase layered
  - Graduated
  - Uniform
  - Combination Form Haircut
  - Square Form/Uniform Haircut
  - Over comb Techniques
  - Fade Haircut
7. Discuss and explain the different texturizing techniques.
8. Infection Control and Safety
9. Identify the proper techniques for a client Consultation.

10. Explain what a clipper cut is.  
 11. Identify the uses of trimmer.

<b>Week:</b>	<b>Topic to be Reviewed</b>	<b>Assignments/Reading</b>
1 & 2	Syllabus and course review Chapter 16 <ul style="list-style-type: none"> <li>Identify reference points on the - Head Form</li> <li>Define angles elevation and guidelines</li> <li>Perform client consultation</li> <li>Demonstrate the safe and proper use of the various cutting tools.</li> </ul>	Syllabus and course preview Chapter 16 <ul style="list-style-type: none"> <li>Perform a consultation</li> <li>Demonstrate proper sanitation and disinfection.</li> <li>Demonstrate safe and proper use of the cutting tools.</li> </ul> Complete assigned reading pgs. 358-279 MindTap activities Do It: Fill in the blank activity MindTap – Matching exercise MindTap – Do It: Situational problem
Week 3	Understand proper body posture and position Maintaining safety while performing a haircut service Instructor will demonstrate: Blunt cut – 0 degree Graduated form Head Form	Test 1: Haircutting – General Principles <ul style="list-style-type: none"> <li>Demonstrate Lines, Angles, Elevation</li> <li>Demonstrate Mastery of the Blunt cut – 0 degree</li> <li>Demonstrate mastery of the graduated form</li> </ul> Read assigned pages 382-386 MindTap: Do it: Matching activity
Week 4	Instructor will demonstrate: Long layers 180 degree Uniform Layered haircut – 90 degree Men’s Basic Hair Cut	Demonstrate mastery of the Graduated Cutting Line and Guidelines <ul style="list-style-type: none"> <li>haircut –long layers 180 degree</li> <li>Demonstrate mastery of the Uniform Layered hair – 90 degree</li> <li>Demonstrate Men’s Basic Hair Cut – 90 degree</li> </ul> Read pages 387-388 Test 2 on covered material MindTap Do it: Multiple choice
Week 5	Discuss and explain the other types of cutting techniques <ul style="list-style-type: none"> <li>Curly hair</li> <li>Fringe area</li> <li>Razor cutting</li> <li>Slide cutting</li> <li>Scissor over comb</li> <li>Texturizing</li> </ul>	Read pages 389-399 Assigned MindTap activities

<b>Week:</b>	<b>Topic to be Reviewed</b>	<b>Assignments/Reading</b>
	Terminology & Haircutting Tools	
Week 6	Effectively use clippers and trimmers	Read pages 400-401 Demonstrate a men's clipper cut Test 3 on Covered material
Week 7	Salon Fundamentals Haircutting Procedures Demonstrate Basic Hair Cuts Demonstrate Speed with a Bob Cut	Demonstrate mastery of the speed with the Bob Cut
Week 8	Science of Haircutting Instructor Demonstration: Combination haircuts	Demonstrate combination haircuts Collect photos and identify which forms are used in the application of the haircut Test on Covered material
Week 9	Instructor Demonstration: Demonstrate of Sliding Cutting Demonstration of Razor	Haircutting Procedures Demonstrate Point cutting Demonstrate of Sliding Cutting Demonstration of Razor
Week 10	Instructor Demonstration: Fade with Clippers (Men's Cut) Pompadour Men's Cut Flat Top (Men's Cut)	Module 5: MEN'S CUT Demonstrate Notching cutting Fade with Clippers (Men's Cut) Pompadour Men's Cut Flat Top (Men's Cut) Test 4 on Covered material
Week 11	Students will perform Intermediate and Complex skills on all cuts that are required for each module.	Intermediate and complex skills are due MindTap: Pathbrite portfolio MindTap: Media Quiz
Week 12	Students will perform Intermediate and Complex skills on all cuts that are required for each module.	Demonstrate Clippers, Edge's, and Trimmers Test 5 on covered material
Week 13	Students will perform Intermediate and Complex skills on all cuts that are required for each module.	Demonstrate Men's Basic Clipper Cut
Week 14	Students will perform Intermediate and Complex skills on all cuts that are required for each module.	Demonstrate Trimming Facial Hair MindTap: Comprehensive exam

<b>Week:</b>	<b>Topic to be Reviewed</b>	<b>Assignments/Reading</b>
Week 15	Students will perform Intermediate and Complex skills on all cuts that are required for each module.	Hair cut portfolio due before exam week. Review for exam week
Week 16		Exam Week – written and practical (Model needed)

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

### **Part III: Grading and Assessment**

#### **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\***

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

#### **EVALUATION\***

Tests	20%
Assignments	20%
Projects/Portfolios	20%
Class Participation	20%
Final Exam	20%
	100%

***\*Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

#### **GRADING SYSTEM:**

State the College’s or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean’s approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources



### The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455 or go to the [Online Resource Center](#) to access on-demand resources any time.



### Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.

3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

## **Disability Services:**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Beth Havens, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## **Statement of Equal Opportunity/Non-Discrimination Statement**

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, [Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu). Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, [Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu).

## **Title IX Requirements**

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.



\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

<p><b>Inquiries regarding the non-discrimination policies:</b></p>	
<p>Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.</p>	<p>Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.</p>
<p><b>Dr. Melissa Batten, VP Student Affairs</b>  <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway Campus          PO Box 261966, Conway, SC 29528-6066          843-349-5228  <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a></p>	<p><b>Jacquelyne Snyder, VP Human Resources</b>  <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus          PO Box 261966, Conway, SC 29528-6066          843-349-5212  <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a></p>