INSTRUCTIONAL PACKAGE

COS 114
Hair shaping

Effective Term
2021/2022

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Part I: Course Information

Effective Term: 2021/2022

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)

***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

2021-2022

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

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.
MyHGTC and college 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.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette.](#)

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.

Week:	Topic to be Reviewed	Assignments/Reading
1 & 2	Syllabus and course review Chapter 16 **Haircutting** Learning Objectives Watch: Why Study Haircutting Video Understand the Basic Principles of Haircutting Watch: Haircutting Basics Read: Learn The Basic Principles of Haircutting Watch: Principles of Haircutting in Action Watch: Reference Points & Areas of the Head Read: Learn More About The Basic Principles of Haircutting Watch: Lines and Angles Video Watch: Lines, Sections, Elevation, Guidelines, and More	Syllabus and course preview Read pages: 359-363 Chapter 16 **Haircutting** MindTap: Do It: Pre-Assessment Quiz Do It: Fill In the Blank Activity Do It: Matching Exercise

Week:	Topic to be Reviewed	Assignments/Reading
Week 3	**Conduct an Effective Client Consultation for Haircutting** Watch: A Great Haircut Begins With A Great Consultation Read: Conduct an Effective Consultation for Haircutting Bringing it Home **Show Proper Use of Haircutting Tools** Watch: An Introduction to Haircutting Tools Read: Choosing & Properly Using the Right Haircutting Tools Watch: Haircutting Tools Video Watch: Razor Cutting Safety **Haircutting Posture, Body Position, & Haircutting Safety** Watch: An Introduction to Proper Body Position & Posture Read: Haircutting Posture, Body Position, & Haircutting Safety **Cut Hair Using Basic Haircutting Techniques** Read: Cutting Hair Using Basic Haircutting Techniques Watch: The Right-Handed Blunt Haircut Slideshow Watch: The Left-Handed Blunt Haircut	**Test 1 over pages 359-363** MindTap: **Conduct an Effective Client Consultation for Haircutting** Do It: Situational Problem **Show Proper Use of Haircutting Tools** Do It: Matching Activity **Haircutting Posture, Body Position, & Haircutting Safety** Do It: Multiple Choice Quiz Students will attempt : Blunt cut – 0 degree

Week:	Topic to be Reviewed	Assignments/Reading
	Slideshow Instructor will demonstrate: Blunt cut – 0 degree	
Week 4	**Cut Hair Using Basic Haircutting Techniques** The Graduated Haircut The Right-Handed Graduated Haircut Slideshow The Left-Handed Graduated Haircut Slideshow Instructor will demonstrate: Graduated haircut – 45 degree	Read Pages 364-382 Students will attempt: graduated haircut – 45 degree MindTap Do it: Multiple choice
Week 5	**Cut Hair Using Basic Haircutting Techniques** Watch: The Right-Handed Long-Layered Haircut Slideshow Watch: The Left-Handed Long-Layered Haircut Slideshow Instructor will demonstrate: Long layered haircut – 180 degree	**Test 2 over pages 364-382** Students will attempt: Long layered haircut – 180 degree

Week:	Topic to be Reviewed	Assignments/Reading
Week 6	**Cut Hair Using Basic Haircutting Techniques:** The Uniform-Layered Haircut Watch: The Right-Handed Uniform-Layered Haircut Slideshow Watch: The Left-Handed Uniform-Layered Haircut Slideshow Instructor will demonstrate: Uniform layered haircut – 90 degree (state board haircut)	Read pages 382-401 Students will attempt: Uniform layered haircut – 90 degree (state board haircut)
Week 7	**Understanding Other Cutting Techniques** Read: Understand Other Cutting Techniques Watch: Texturizing Watch: An Introduction To Using Clippers & Trimmers Slideshow Read: Effectively Using Clippers and Trimmers Watch: The Men's Basic Clipper Cut Slideshow Instructor will demonstrate: Basic men's haircut	Test 3 over pages 382-401 MindTap: **Understanding Other Cutting Techniques** Do It: Matching Activity Students will attempt: Basic men's haircut
Week 8	Recap Chapter Highlights Flashcards: Key Terms Review Instructor Demonstration: Combination haircuts	MindTap: Do It: Media Quiz Ch. 16: Comprehensive Exam Students will attempt:

Week:	Topic to be Reviewed	Assignments/Reading
		Combination haircuts Activity: Collect photos and identify which forms are used in the application of the haircut
Week 9	Instructor Demonstration: Point Cutting Sliding Cutting Razor cutting	Students will attempt: Point cutting Sliding Cutting Razor cutting
Week 10	Instructor Demonstration: Fade with Clippers (Men's Cut) Pompadour Men's Cut Flat Top (Men's Cut)	Students will attempt: Fade with Clippers (Men's Cut) Pompadour Men's Cut Flat Top (Men's Cut)
Week 11	Students will perform Intermediate and Complex skills on all cuts that are required for each module.	Intermediate and complex skills are due
Week 12	Students will perform Intermediate and Complex skills on all cuts that are required for each module.	
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
Week 15	Students will perform Intermediate and Complex skills on all cuts that are required for each module.	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:

Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, F = 69 and below.

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. 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, and 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 tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](#). Email [sstc@hgtc.edu](#) or 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.

STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:
1. **Getting around HGTC**: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center (ORC)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #2.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff 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.

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).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

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.
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

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
EEO and Title IX Coordinator
Building 200, Room 212A, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5212
Jacquelyne.Snyder@hgtc.edu