



## INSTRUCTIONAL PACKAGE

COS 220

Cosmetology Clinic Practice I

2018-2019

# INSTRUCTIONAL PACKAGE

## PART I: COURSE INFORMATION

Effective Term: 2018-20 and 2018-30

COURSE PREFIX: COS 220

COURSE TITLE: Cosmetology Clinic Practice I

CONTACT HOURS: 0 Lecture 9 Lab

CREDIT HOURS: 3

### RATIONALE FOR THE COURSE:

The purpose of Cosmetology Clinical Practice II is to provide the student with the advanced concepts and vocabulary in cosmetology. The student will be able to apply the cosmetology techniques to complete a hairstyle and other salon services to the satisfaction of the client. Additionally, skills and knowledge preparation will allow the student to prepare for South Carolina State Licensure exams.

### COURSE DESCRIPTION:

This course is an integration of cosmetology skills in a simulated salon environment.

### PREREQUISITES/CO-REQUISITES:

(Credit level COS 206 Minimum Grade of C or Credit level COS 206 Minimum Grade of TC) and (Credit level COS 114 Minimum Grade of C or Credit level COS 114 Minimum Grade of TC) and (Credit level COS 116 Minimum Grade of C or Credit level COS 116 Minimum Grade of TC) and (Credit level COS 210 Minimum Grade of C or Credit level COS 210 Minimum Grade of TC) and (Credit level COS 155 Minimum Grade of C or Credit level COS 155 Minimum Grade of TC) and ( Background Check Form 1)

\***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

### 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.

### 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:

Suggested text, delete section if you don't plan to use.

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.

Suggested Text for **online/hybrid** course, delete section if you don't plan to use:

**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. Perform all cosmetology salon services.
2. Prepare for the South Carolina State Licensure exams.
3. Demonstrate roller control, hair styles, hair cutting, nail care, skin care.
4. Demonstrate hair color and lightening & basic haircuts.
5. Demonstrate permanent waving applications/processing and chemical relaxing applications/processing.
6. Demonstrate product knowledge for creative thermal hair designs and wet set designs.
7. Demonstrate manicuring and pedicuring techniques.
8. Guest Speakers
9. Demonstration from a salon manager
10. Demonstrate effective communication with clients
11. Safety and sanitation procedure for all equipment, chemical/non-chemical services
12. State Board review for practical(s)

|        | Topic to be Reviewed  | Assignments/Reading   |
|--------|-----------------------|---|
| Week 1 | Clinical Work Sheet   | Styling (Wet Sets and Fingerwaves)                                |
| Week 2 | Clinical Work Sheet 2 | Pin Curls and Up-Do's   |
| Week 3 | Clinical Work Sheet 3 | Thermal Styling<br>Flat Iron/Curling Iron<br><b>Review Test 1</b> |
| Week 4 | Clinical Work Sheet 4 | Color Application   |
| Week 5 | Clinical Worksheet 5  | Chemical Waving<br>Perming  |
| Week 6 | Clinical Worksheet 6  | Relaxer Application<br><b>Review Test 2</b>                       |

|           |                          |   |
|-----------|--------------------------|---|
| Week 7    | Clinical Worksheet 7     | Highlights and Lowlights                                |
| Week 8    | Clinical Worksheet 8     | Hair Cuts   |
| Week 9    | Clinical Worksheet 9     | Balayage and Ombre color applications                   |
| Week 10   | Clinical Worksheet 10    | Creative Color Applications<br><b>Review Test Three</b> |
| Week 12   | Clinical Worksheet 11/12 | Shampoo and Blowouts                                    |
| Week 13   | Clinical Worksheet 13    | Facials   |
| Week 14   | Clinical Worksheet 14    | Manicure/Pedicure<br><b>Review Test 4</b>               |
| Week 15   | Clinical Worksheet 15    | Makeup Application                                      |
| Exam Week | Written/Practical Exam   | Practical Exam  |

***\*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%        |
| Papers/Plans        | 20%        |
| Projects/Portfolios | 20%        |
| Class Participation | 20%        |
| <u>Final Exam</u>   | <u>20%</u> |

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.

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 eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **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**

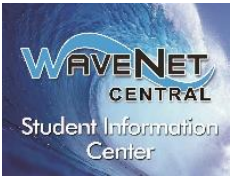


#### **The Student Success and Tutoring Center (SSTC)**

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. Room locations and Live Chat is available on the SSTC website.



## 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.

**Student Testing:** (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

## Disability Services

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, 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, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

### ***Title IX Requirements***

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

\*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).

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