INSTRUCTIONAL PACKAGE

COS 222
Cosmetology Clinic Practice II

Effective Term
Fall 2022/Spring 2023/Summer 2023

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2022/Spring 2023/Summer 2023

COURSE PREFIX: COS 222   COURSE TITLE: Clinic Practice II

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 to provide additional practical hours in skill development.

PREREQUISITES/CO-REQUISITES:

(Credit level COS 220 Minimum Grade of C or Credit level COS 220 Minimum Grade of TC) and (Credit level COS 112 Minimum Grade of C or Credit level COS 112 Minimum Grade of TC) and (Credit level COS 155 Minimum Grade of C or Credit level COS 155 Minimum Grade of TC)

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

REQUIRED MATERIALS:

Please visit the BOOKSTORE online site for most current textbook information.

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

ADDITIONAL REQUIREMENTS:

Cosmetology kit

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. Demonstrate roller control, hair styles, hair cutting, nail care, skin care.
2. Demonstrate hair color and lightening & basic haircuts.
3. Demonstrate permanent waving applications/processing and chemical relaxing applications/processing.
4. Demonstrate product knowledge for creative thermal hair designs and wet set designs.
5. Demonstrate manicuring and pedicuring techniques.
6. Demonstrate from salon manager (guest speaker) – how to suggest with communication with clientele.
7. Safety and sanitation procedure for all equipment, chemical/non-chemical services
8. State Board review for practical and written (Review will come from Candidate Information Bulletin)

Unit 1	Students will complete assigned project sheets for review on the following topics: • Haircutting • Color • Chemical Services • Skin Care • Nail Care • Client protection and infection control Evaluation will include: • Completion of project sheets • Clinical evaluation • Time management

	• Client outcome and desired results Written exam for State Board review Review for Practical Exam including: – per PCS Candidate handout • Set up and sanitation • Thermal curl • Haircutting
Unit 2	Students will complete assigned project sheets for review on the following topics: • Haircutting • Color • Chemical Services • Skin Care • Nail Care • Client protection and infection control Evaluation will include: • Completion of project sheets • Clinical evaluation • Time management • Client outcome and desired results Written exam for State Board review Review for Practical Exam including: • Set up and sanitation • Chemical Services – per PCS Candidate handout
Unit 3	Students will complete assigned project sheets for review on the following topics: • Haircutting • Color • Chemical Services • Skin Care • Nail Care • Client protection and infection control Evaluation will include: • Completion of project sheets • Clinical evaluation • Time management • Client outcome and desired results Written exam for State Board review Review for Practical Exam including: • Set up and sanitation • Facial services and waxing -per PCS Candidate handout

Unit 4	Students will complete assigned project sheets for review on the following topics: • Haircutting • Color • Chemical Services • Skin Care • Nail Care • Client protection and infection control Evaluation will include: • Completion of project sheets • Clinical evaluation • Time management • Client outcome and desired results Written exam for State Board review Review for Practical Exam including: • Set up and sanitation • Manicure services - per PCS Candidate handout
Unit 5	Students will complete assigned project sheets for review on the following topics: • Haircutting • Color • Chemical Services • Skin Care • Nail Care • Client protection and infection control Evaluation will include: • Completion of project sheets • Clinical evaluation • Time management • Client outcome and desired results Written exam for State Board review Review for Practical Exam including: all areas per Candidate handbook
	Written and practical exam – per Candidate Handbook

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

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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 – 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 **<u>free</u>** 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 <u>free</u> 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 #1.

STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:
* Test administered within D2L
* Test administered in writing on paper

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- 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 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 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