

Cosmetology
Program Syllabus 2018 - 2019
Mrs. Nicole Shearer

Program Overview

Would you enjoy being a Hair Stylist, Nail Technician, Skin Care Technician, Salon Owner, or Platform Artist? Students learn the latest techniques in the care and treatment of hair, skin and nails. The students will practice and perfect skills on mannequins, then advance to performing these services on clients in the school salon. A state license is required in all of these areas. A minimum of 1250 hours is required to qualify for Cosmetology licensing. Incorporating academic skills as well as people skills with a strong focus on safety and State Law is a requirement. This program focuses on being competent in entry level skills within the profession. Participation and preparedness in extra curriculum activities such as field trips, clubs, job shadowing and the like are of focus. This course includes business practices such as math, reading and science.

Instructional Philosophy

Students will be actively engaged in learning the content of this course through hands-on activities such as job shadowing, projects, problem solving activities and live salon work. Technology will be used in finding information about the industry. Students will use modern equipment, products and techniques cooperatively and independently to master skills. Computer skills will be used to create resumes, cover letters and thank you letters and in developing a professional portfolio and advertising images. Outside professional guests will be invited to share real salon policies, procedures and expectations. Daily grades, test grades and projects will determine their level of success. Analyzing and determining procedures to be used in various circumstances is required. Productivity determines the level of success. Characteristics of a healthy, positive attitude must be displayed at all times.

Students will be given challenging real-world projects and assignments typical of the cosmetology field. High quality work is expected and students will be given opportunities to redo work until it meets standards. Classroom activities will include reading, research, projects, and problem solving and laboratory activities. Major projects may be presented to the class. Students will often work in teams, but will be expected to complete individual assignments in relation to the team's work.

If necessary, students will be given more than one opportunity to complete assignments to meet Course standards.

Course Goals

- All unit chapters will be completed to at least 85% or higher
- All ethnic hair types will be addressed
- Research and development of business plans
- Explain procedures required to solve hair/nail/skin needs
- Select the necessary tools and products needed to perform services
- Research cost and margin of profit necessary to cover business success
- Manage the daily operation of a successful business
- Reproduce techniques studied in theory to real live guest services
- Select products based on individual needs
- Monitor and develop a plan for increasing repeat visits
- Critique retail sales and develop a plan to increase sales
- Conduct services in the prescribed time.
- Advanced status on National Occupational Competency Test given in the senior year

Major Assignments and Assessments

- Develop a marketing plan for your salon - select a logo, slogan, menu of services you will offer and the pricing structure
- Write a research paper
- Create a print advertisement

Assessment and Grading Plan

- Professionalism will be evaluated with a daily grade for attendance, image, preparation and participation, courtesy, following directions, and safety guidelines
- Advanced proficiency with the National Occupational Competency Test written and performance
- State Board Examination License

NOCTI Assessment

All eligible seniors completing the program are required by the state of Pennsylvania to take a National Occupational Competency Testing Institute (NOCTI) exam related to their program or study. NOCTI provides occupational competency assessments required by the PA Department of Education (PDE) to measure and evaluate a student's competency in their technical program. Students must take both the written and performance sections. This test will be used as a cumulative final exam grade of 10% for seniors.

Methods of Evaluation

The assignments and assessments for this course will be graded using a weighted system of measurement. Students will be evaluated on the following items and will constitute their final quarter grade:

- Tests (30%)
- Daily Grade (Attendance, Participation, Professionalism) (40%)
- Tasks and Projects (30%)
- (Seniors) NOCTI Test and portfolio-20% of final grade*
*for eligible seniors only
- (Juniors and Sophomores) Career Readiness Grade level requirements-20% of final grade

The final grade will be distributed according to the sending school's grading scale:

Final Grade	CHS	JMHS	MHS	WCHS	WGHS
A	100-93	100-92	100-92	100-90	100-90
B	92-85	91-82	91-82	89-80	89-80
C	84-75	81-70	81-70	79-70	79-70
D	74-65	69-60	69-60	69-60	69-60
F	64 and below	59 and below	59 and below	59 and below	59 and below

Additional Components:

Students must purchase from the school a kit containing books, tools, equipment and supplies. Cost of the kit will be approximately \$300.00 based on wholesale market values; a textbook may be purchased for an additional \$105.00. A uniform will include a self-purchase of clinical style shoes, black uniform pants, a GCCTC shirt and an apron.

A cosmetology application form will need to be completed and notarized. A letter/transcript stating that the student completed at least the 9th grade is required.

Classroom Discipline:

Students must adhere to the GCCTC Student Handbook Policies and Conduct Expectations. If students violate ANY of the policies the following interventions will be used:

- **First Offense** - Warning (offenses of a serious nature will be handled in cooperation with administration immediately)
- **Second Offense** - Phone Call or Email home and/or a referral to guidance counselor
- **Third and Subsequent Offenses** - Referral to Administration

By signing below you acknowledge having read and understand the Cosmetology Program Syllabus. Parents/guardians and students will be notified if any changes need to be made to the course policies. If you have additional questions and/or comments you may call the school at (724) 627-3106 to speak with the teacher or email Mrs. Shearer at shearern@greenectc.org.

Guardian/ Parent Signature:

Date:

Student Signature:

Date:

COSMETOLOGY KIT CONTRACT/CONTENTS
(Contents Listed on Reverse Side)

A REQUIRED \$150.00 DOWN PAYMENT AND PAYMENT CONTRACT MUST BE SIGNED PRIOR TO ISSUANCE OF KIT. The total cost of the kit is \$300.00. Kits must be paid **IN FULL** by October 31, 2017. It will be recommended the student be removed from the program if the kit is not paid in full by this date. If there is a financial hardship, please let the instructor know so that accommodations can be determined, if any. Textbooks are an additional \$105.00.

Student Name: _____ Sending School: _____
 Street Address: _____
 City: _____ STATE: _____ Zip: _____
 Phone: (____) ____-_____
 Locker #: _____

Date of Payment	Cash	Check	Payment Amount	Balance Remaining

The Supplies Have Been Checked By Me and Are All In My Kit.

****** Additional Required Items to be supplied by Student ******

Kit or Luggage Lock
 2-3 Ring Binders
 No. 2 Lead Pencils
 Pens
 Highlighters

Any monies paid prior to dropping the cosmetology class will not be refunded. Payment in full constitutes ownership.

ADVANCED COSMETOLOGY KIT XL8000

CASE: City Lights Extra Large Nylon Bag

ELECTRICALS/HOT TOOLS: Cricket Friction Free 1875W Dryer and Friction Free 450 Slim Flat Iron-1", Marcel Curling Iron-3/4"

MANIKINS: Celebrity Sam II Manikin with H22 Holder and Debra Manikin

APPAREL: Scalpmaster Crinkle Crinkle Nylon Uniform, Nylon Makeup Case, Nylon Styling Cape, Vinyl Shampoo Cape

CUTLERY: TK2 Shear & Razor Kit, Diamond Edge Ejector Hair Shaper

BRUSHES & COMBS: Scalpmaster Nylon Balltip Bristle Paddlebrush, Flow-Thru Cushion Brush w/Balltip Bristles, Vent Brush, Round Neck Brush, Nylon Bristle Teasing Brush, BAMBOO Collection Round Boar Nylon Brush-2" and 2 3/4"

Salonchic: Hard Rubber Cutting Comb-8 1/2", Hard Rubber Rat Tail Comb-8"

Aristocrat: Rake Comb-7", Styling Comb-7", Rat Tail Comb-8 1/4", Flat-top Fingerwave Comb-7", Barber Comb-7 1/2", Flat-top Rat Tail Comb-8", Pin Tail Comb-8 3/4", Dual Purpose Comb-7"

MANICURE/PEDICURE: DL Pro Professional Nail Files, 180/180 Grit Nail File, 150 Grit Buffing Block, 3-Way Buffer, Manicure Brush, 2-Sided Foot File, 4oz. Glass Sterilizing Jar, Practice Hand, Manicure Bowl, Fantesa Nail Polish Kit, Satin Edge Manicure Kit-6 piece

HAIR COLOR: Soft 'n Style 8oz. Applicator Bottle, Tint Bowl, Bye Brush-1", Tipping Caps-4/box, Square 60-Minute Timer, Vinyl Gloves-25/box

SUNDRIES: Soft 'n Style 16oz. Spray Bottle, Butterfly Clamps-12/pk, Duck Bill Clips-12/box, Dual Purpose Pin Curl Clips-80/box, Single Prong Pin Curl Clips-80/box

RODS & ROLLERS: Soft 'n Style Cold Wave Rods (3dozen each): Long Lilac, Long White, Long Grey, Long Pink, Smooth Roller Pack-12/dz

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I UNDERSTAND BY SIGNING THIS FORM I HAVE RECEIVED ALL THE ITEMS LISTED ABOVE.

I AM RESPONSIBLE FOR ANY MISSING ITEMS.

I MUST KEEP THIS KIT CLEAN AND LOCKED AT ALL TIMES AND NOT LOAN ANY ITEMS TO OTHER STUDENTS. IF ANY ITEM IS MISSING THE STATE BOARD INSPECTOR FINES ME \$50.00 FOR EVERY ITEM MISSING. (I MUST PAY THE FINE). I ALSO WILL NOT RECEIVE ANY HOURS IF I DO NOT HAVE MY COMPLETE KIT PRESENT IN SCHOOL.

STUDENT'S SIGNATURE: _____ DATE: ____/____/____

WITNESSED BY: _____

Signed contract form must accompany down payment.