

# **Advanced Cosmetology Techniques**

**Spring Semester 2013**

**CSME 2337**

**CRN #36356**

**Advanced Cosmetology Techniques**

**Instructor:**

**Sonya Pugh**

**Class Days:**

**Monday – Thursday**

**Class Hours:**

**7:18 – 9:38pm**

**Office Hours:**

**7:18 – 9:38pm**

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**Location:**

**Northeast Campus**

**8001 Fulton Rm 325**

**Houston, Texas 77022**

## **CSME 2337 Advanced Cosmetology Techniques**

**2 Lecture, 8 lab hours (160 contact hours)**

### **COURSE DESCRIPTION**

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services and workplace competencies.

The course is a combination of 1 lecture and 8 labs (144 contact hours). Upon successful completion of the course the student will be awarded 3 semester credit hours.

### **COURSE PREREQUISITE**

CSME 1405 Fundamentals of Cosmetology

CSME 1410 Introduction to Hair Cutting

CSME 1453 Chemical Reformation

CSME 2401 Principles of Color and Related Theory

CSME 1551 Artistry of Hair

CSME 2539 Advanced Hair Design

CSME 1491 Client Relations

### **COURSE CO-REQUISITE**

CSME 2343 Salon Development  
CSME 2410 Advanced Hair Cutting  
CSME 2541 Preparation for State Licensing Exam

C.T.E

#### PROGRAM LEARNING OUTCOMES

- Perform advanced manipulative skills in the areas of:
  - o Hairstyling
  - o Hair shaping
  - o Hair coloring
  - o Texture services
  - o Scalp and hair conditioning and shampooing
  - o Skin and makeup services
  - o Manicuring
  - o Depilatory methods

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Exhibit workplace competencies related to the advanced techniques of hair design and demonstrate the professional skills of hair design.

#### STUDENT LEARNING OUTCOMES

- Design and execute 5 current trend hair sculptures using design principles and incorporating the use color and ornamentation to produce the designs in compliance with course objectives.
  - o Solid form hair sculpture
  - o Graduated hair sculpture
  - o Increased layer form sculpture
  - o Uniformly layered hair sculpture
  - o Combination form hair sculpture
- Create a hair design portfolio of the hair sculptures and incorporate hair color applications, and/ or chemical texturizing in the designs. Performance will be satisfactory if the portfolio contents are consistent with the rubrics provided by the instructor and must be completed on time.
- Demonstrate proficiency in hair design using curling irons, flat irons, round brushes, magnetic rollers and pin-curl placements.
- Demonstrate superfluous hair removal application by means of warm wax and tweezers, incorporating all safety and sanitation precautions.

#### LEARNING OBJECTIVES

- To develop and understanding of the basic concepts of cosmetology skills and develop proficiency sufficient for entry level employment as a stylist.

- To demonstrate the ability to use materials and time efficiently.
- To participate as a team member, serve clients in the clinic and exercise leadership skills.
- To exhibit the initiative to organize and maintain a schedule of daily skills and competencies and maintain client records and information relevant to services performed.
- To demonstrate the ability and willingness to teach other students new skills.
- To identify and apply effective supervisory techniques.
- To identify, describe and design current fashion styles incorporating color into each design.
- To identify and describe accepted methods for the temporary and permanent removal of superfluous hair
- To remove superfluous hair by using an approved method.

### **Course Focus:**

The focus of this course is to introduce the learner to the primary elements of hair design as related to hair sculpting, including form, texture and hair color; design principles and composition, design decisions, the tools of the trade and texturing the hair.

External accreditation standard is a passing score of 70% on state licensing examination administered by Texas Department of Licensing and Regulation on the first attempt.

### **Pre-requisites:**

The student must meet the Texas Department of Licensing and Regulation criteria for enrollment in a cosmetology operator program as well as the requirements for HCC.

Be at least 17 years of age

Proof of high school or GED

Pass Compass test

### **Academic Prerequisites**

College ready reading

### **Co-Requisites:**

**CSME 1491, CSME 1410 and CSME 1453**

### **Required Text:**

Milady Standard Cosmetology

Milady Standard Cosmetology Workbook

Authors For 2012 Edition

Authors For 2012 Edition

## **Course Competencies:**

Upon successful completion of this course the student will:

Redefining Character

Respect

Self-respect

Mutual respect

Self-esteem

Integrity

Trust

Life Choices

Commitment

New challenges

Staying the course

Understanding Ourselves and Others

Personality basics

Four personality differences

Getting energized

Managing information

Making decisions

Organizing work

Balance

Personal strengths

Stress response

Flex strategies

Communicating With Confidence

Communication basics

Body language

Speaking

Listening

Professional Communication

Professional etiquette

Communication challenges

Planning For Success

Goal Setting

S.M.A.R.T. goals

The 80/20 Rule

Personal organization

Budget basics

Time-saving strategies

Stress management

Building a Clientele

The client factor

The client profile

The financial value of one client

Clientele building

Attracting and retaining clients

Best practices for building clientele  
Creating An Exceptional Guest Experience  
Salon experience  
Ambiance  
Personalized approach  
Staff synergy  
Service experience  
Service essentials  
From essential to exceptional  
Focusing on Results  
Defining success  
Career goals  
Performance monitoring  
Measuring progress  
Service essentials  
S.W.O.T. analysis  
Walking the Talk  
Becoming self-directed  
Celebrating success  
College Survival Skills  
Effective listening, note-taking, concentration techniques, retention of information  
The use of library databases in conducting research  
Degree plans, counseling and student support services

**The Cosmetology Department does not guarantee that each student will acquire each learning competency nor acquire all the hours necessary to complete the program within a specified period of time. Courses are scheduled at the discretion of the department and the availability of qualified faculty.**

### **STATEMENT OF FOUNDATION SKILLS AND WORKPLACE COMPETENCIES (SCAN SKILLS)**

A study was conducted for the Department of Labor by the American Society for Training and Development which identified the seven skills United States employers want most in entry level employees. These skills are motivation to learn, basic skills, communication, teamwork, critical thinking, career development and leadership. HCCS is committed to preparing every student with the knowledge and skills needed to succeed in today's dynamic work environment. Towards this ends, the following skills will be included in this course. Testing and assessing these skills will vary according to the individual instructor. The following are examples of how these skills may be incorporated into this course.

## SCANS COMPETENCIES ADDRESSED IN THIS COURSE:

### SCANS Matrix

<b>A. Three Part Foundation</b>	<b>Yes</b>	<b>No</b>
Listens and speaks Basic Skills – Reads, writes, performs arithmetic and mathematical operations	YES	
Thinking Skills – Thinks creatively, makes decisions, solves problems, visualizes, Knows how to learn and reasons	YES	
Personal Qualities – Displays responsibility, self-esteem, sociability, self-management And integrity and honesty	YES	
<b>B. Five Workplace Competencies</b>	YES	
Resources – Identifies, organizes, plans and allocates resources	YES	
Interpersonal – Works with others, , participates as a team member, teaches work-related content	YES	
Information – Acquires and uses and evaluates relevant information I	YES	
Systems – Understands complex inter-relationships	YES	
Technology – Works with a variety of technologies	YES	

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### ***Course Topics:***

This course will cover the following topics:

Life Skills

Character

Understanding self and others

Communicating with confidence

Goal setting

Personal organization

Guest Relations

Building a clientele

Creating an exceptional guest experience

Focusing on results

Walking the talk

College Survival Skills

Career exploration

Support services available

Financial aid information

Library, tutoring,

College-level expectations

## **ASSESSMENT OF STUDENT COMPETENCIES:**

- a. Written Examinations
- b. Individual or group class projects
- c. Situational observation by instructor (i.e. attendance, ethics conduct, and attitudes).

**GRADE DETERMINATION: This is a suggested matrix, the instructor reserves the right to adjust or change accordingly, to meet his/her needs or the needs to the class.**

Unit Exams	25%
Class Participation	25%
Special Assignments	10%
Mid Semester	10%
Attendance	20%
Final Exam	10%

## **GRADE RANGE:**

90-100=	A
80-89 =	B
70-79 =	C
69- =	D

**Below 60; student will repeat the course.**

## **APPLICATIONS TO THE CURRICULUM:**

It is the responsibility of the student to keep a current and updated record of all service applications performed as required by the Texas Department of Licensing and Regulation prior to sitting for the licensing examination and completion of the program

## **ATTENDANCE POLICY:**

Students are expected to attend class daily and be on time. Any students absent from class 4 days or more of the hours of instruction will be dropped from the course (including lecture and laboratory time). Students arriving late to class will not be allowed to clock in. Ten points will be deducted for the first day absent from class and 5 for each day thereafter from the attendance grade

## **WITHDRAWALS:**

It is the responsibility of the student to withdraw officially from a course to keep from receiving an "F" for the class.

## **DRESS CODE:**

Students in the cosmetology operator candidate program are expected to be self-motivated individuals and to stay on task at all times. Students must be dressed professionally and appropriately in accordance with the department dress code and must wear a lab coat at all times. Uniform requirements for the cosmetology classes as follows: Students are to wear black scrubs and nothing else along with your lab coat/jacket. **NO EXCEPTION!!!!!!**

**Students that are not in proper uniform will not be allowed to clock in. NO BOOTS, slides, flip flops, DIFFERENT COLORS SHOES (only black or white shoes or tennis shoes). NO HIGH HEEL SHOES. ONLY UP TO 1 INCH HEEL, MUST WEAR CLOSED IN SHOES.(HEELS AND TOES CLOSED IN). NO DIFFERENT COLOR TOPS OR SHIRTS. NO LOW CUT BLOUSES. IF YOU HAVE FORGOTTEN YOU SCRUBS, THEN NO NEED TO COME TO CLASS BECAUSE YOU CAN NOT CLOCK IN. YOU WILL NOT BE ABLE TO SIT IN CLASS OFF OF THE CLOCK!!!!!!**

Texas Cosmetology Commission (TDLR) prohibits a student or any one clocking each other out using the time clock. If catch doing this act you will be disciplined or could be grounds for dismissal from this program. This facility belongs to TDLR. It is only housed at HCCS. You have rules to follow for TDLR as well as HCCS. There are rules we as Instructors have to follow also with HCCS/TDLR (the State of Cosmetology). You can not walk out of this department and not clock out. An inspector can walk in at any time. They can FINE individual (student) as well as the college. The fees are not cheap. Do not walk out of the department without your Instructor knowing. You should be OFF THE CLOCK. If you are not present, I have the right to clock you out as being your instructor. That will be a warning that time but next time, there are consequences to follow.

## **SCHOLASTIC DISHONETY AND CLASSROOM CONDUCT:**

Students are expected to conduct themselves with honor and integrity in fulfilling the course requirements. Any student found cheating on a test, plagiarizing or in collusion will receive an "F" for the assignment and the course and will be dropped from the program. See student handbook for college policy on academic dishonesty and disciplinary problems.

## **Make-up policy for missed assignments or tests:**

There will be no make-up for missed unit exams. Make-up for a missed mid-term or final test will be permitted only if the student informs the instructor in advance. The student must make



**arrangements to take the missed test no later than 3 days after the original test date. It should be understood that the make-up test would not be the same as the test given to the rest of the student body.**

## **Students with Disabilities**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculties are authorized to provide only the accommodations requested by the Disability Support Services Office. HCCS has a Disability Support psychological counselor and office located at each of its five colleges. Students with physical and learning/developmental disabilities may request accommodations and special equipment through these offices. For specific program information, locations and procedures to receive accommodations and equipment see the Student Handbook and Class Schedule.

Disability support services can also be found online at these Web sites:

<http://www.rehab.state.tx.us>

<http://www.ican.com>

**The Protocol for the college in regards to issues, complaints or clarifications that are directly related to the programs, courses and classes, is for students to contact the instructor of their class first. If no resolution is reached they are then to contact the Chair or Associate Chair of the department, Should the issue still not be resolved, they would then contact the Dean of the Division..**

### **Refund:**

Regarding refunds, grade appeals, and disciplinary concerns. Students should reference the Student handbook, HCC catalog or see a counselor for HCCS policies.

**Repeat Course Fee:** Texas Education Agency (TEA) policy states that a student who repeat the same course twice are required to pay extra tuition( Pay for the class again). The State of Texas encourages students to complete his or her college by showing up to class and passing each course selected.

**3 Peat Course Fee:** Texas Education Agency (TEA) policy states that a student who repeats the same course three (3) times is required to pay extra tuition. (Double the tuition fee for that class at the time of paying). The State of Texas encourages students to complete his or her college by showing up to class and passing each course selected.

**Classroom Behavior:** This is a positive for learning environment for each student. Let each one of us develop/maintain an open-mind and tolerant each other and Instructors while enrolled in this program. At this moment let's make a point to respect your fellow

classmate and Instructors & their learner environment. You cannot stand in the hallway outside of this dept unless you are on your scheduled break. First, you will get one written warning. Second, 3 day suspension... Third, you will be withdrawn from the program. No exceptions!!!

**Cell Phone:** To be respectful to your learning environment/fellow classmate/instructors, please turn off your cell phone or place on vibrate. DO NOT HAVE ANY RINGER OR MUSIC COMING FROM YOUR PHONES. WE ALL FORGET SOMETIME TO TURN OFF THE CELL PHONES AND PLACE ON VIBRATE, BUT IF THAT HAPPENS THE FIRST TIME, NEXT TIME IT SHOULD BE ON VIBRATE. IF YOU HAVE TO LEAVE THE ROOM, GET AN EXCUSE FROM YOUR INSTRUCTOR BEFORE LEAVING THE ROOM. **YOU HAVE UP TO 5 MINUTES TO TAKE THE CALL.**

**If you are going to service a client/customer, they cannot just walk in the lab and go to your chair. You have to notify your Instructor that you have a client here in the lobby and they will have to pay FIRST. No client can come and get service without paying. You also cannot have a client without your Instructor knowing. If client is not being serviced, they will have to sit in the lobby until you are ready for them. All service will have to be completed 30mins before class end because you have 15mins to clean-up. Servicing anyone in the hallway outside of the dept. is prohibited.**

- **If a student has a disability, please inform your instructor and contact your counselor.**

NOTE: No students are allowed to bring any children to class. This is a learning facility and there are no liabilities for the children if anything happens. If you are going to service your child, make sure after service they are old enough to conduct themselves until their ride pick them up.

***Breaks\*\* 15 mins- You must clock in and out for breaks. Do not abuse the classroom rules or there will be consequences.***

**CONTRACT:** This is a contract between the student and your instructor. Your instructor responsibility is to inform the student about attendance and their grade performance, and to encourage your ability to learn. The Student responsibility is to show up to class and to strengthening your education.

**Signature:** Please sign and take responsibility of your education. By signing, this states that you have understood the rules and regulation of HCCS and the State of Texas.

Sign \_\_\_\_\_

Date \_\_\_\_\_