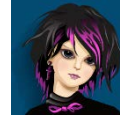




HCCS COURSE SYLLABUS



Discipline/Program: Cosmetology/Operator

Course Level: Junior level

Course Title: Advanced Hair Design

Course Rubric and Number: CSME 2439

Semester with Course Reference: Spring 2015 CRN# 42153

Course Location/Times: Northline Campus Room 325 12:45-2:45 M-T-W-TR

Course Semester Credit Hours: 2 lecture 6 lab 4 credit hours

Course Contact Hours: 128 contact hours

Course Length: 16 weeks

Type of Instruction: Lecture-Lab Practicum

Instructor Information:

Rosalinda Ramirez
713-718-8039 or 713-718-8038
rosalinda.ramirez@hccs.edu

Office location/hours: Northeast College Northline Campus
8001 Fulton Hou. Tx. 77022 Room 325 12:45 -2:45pm

Course Description:

Advanced concepts in the theory and practice of hair design.

Course Pre-Requisites:

College level reading, writing, math & high school diploma or GED
TSI READING WITH A PASSING SCORE OF 351 OR ENGLISH 1301
Lead 1370, CSME 1405, CSME 1410, CSME 1453

Course Goal:

The focus of this course is to develop the manual dexterity skills and increase confidence in the student by designing long hair styles, advanced hair sculpting, permanent waving and color techniques to enhance hair styles

Course Student Learning Outcomes:

- The student will compile a portfolio of long hair designs, created by the student using design principles. The portfolio should include a minimum of 10 styles. Performance will be satisfactory if the projects are consistent with project guidelines and all safety and sanitary precautions are observed. (10 color pictures required before & after labeled & numbered)
- The student will design a minimum of 5 haircuts incorporating hair color into the design. Performance will be satisfactory if the projects are consistent with project guidelines and all safety and sanitary precautions are observed.
- The student will design and execute 4 texture services using the basic principles for increased layers, combination and graduated forms. . Performance will be satisfactory if the projects are consistent with project guidelines and all safety and sanitary precautions are observed.

End of Course Outcomes:

- Identify terminology, demonstrate the proper techniques, and exhibit workplace competencies related to hair design.

External accreditation standard is a passing score of 70% on state licensing examination administered by Texas Department of Licensing and Regulation. Written exam will be taken at 1000 clock hours. After completion of 1500 clock hours, practical lab exam may be taken.

You must acquire a grade of C or better to pass this course.

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.

Learning Objectives:

- To select, design and create a variety of hair designs to suit different facial, personality and situational needs of the client.
- To create a variety of cutting patterns/plans using the design principles of increased layers and combination of graduated forms.
- To follow cutting patterns and apply principles of projection to produce a variety of layered/ tapered haircuts by selecting and using cutting implements appropriate to the task.
- To demonstrate ability to incorporate line design and movement in designing hairstyles.
- To demonstrate proficiency in care and styling of wigs and hairpieces.
- To demonstrate proficiency in advanced hair coloring techniques.
- To demonstrate proficiency in permanent waving designs using the design principles of increased layers and combination of graduated forms.

Scans or Core Curriculum Statement:

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. The following skills will be included in this course testing and assessing these skills will vary according to the individual instructor.

In the course of the semester the student will be able to develop the following SCANS competencies:

SCANS Matrix

A. Three Part Foundation	Yes	No
Basic Skills – Reads, writes, performs arithmetic and mathematical operations Listens and speaks		
Thinking Skills – Thinks creatively, makes decisions, solves problems, visualizes Knows how to learn and reasons		
Personal Qualities – Displays responsibility, self-esteem, sociability, self-management, integrity and honesty		
B. Five Workplace Competencies		
Resources – Identifies, organizes, plans and allocates resources		

Interpersonal – Works with others		
Information – Acquires and uses information		
Systems – Understands complex inter-relationships		
Technology – Works with a variety of technologies		

Course Calendar:

Week One-Orientation/Introduction/Rules & Regs./Safety & Sanitation
Unit Exams: Rules & Regulations and Safety & Sanitation
Assignment: Read Chapters 17,18,19 & start on workbook

Week Two-Lab task: Long hairstyles
Unit Exam: Ch. 18 Braiding & Braid Extensions Milady online
Assignment: Continue with Chapters 17, 18 & 19

Week Three-Lab task: Long hairstyles & clients
Unit Exam: Ch. 19 Wigs & Hair Enhancements Milady online
Assignment: Continue with Chapters 17, 18 & 19

Week Four-Lab task: Long hairstyles & clients
Unit Exam: Ch. 9 Nail Structure Milady online
Assignment: Continue Chapters 17, 18 & 19

Week Five-Lab task: Long hairstyles, permanent wave & clients
Unit Exam: Ch. 10 Nail Disorders & Diseases Milady online
Assignment: Continue reading & workbook Chapters 17, 18 &19

Week Six-Lab task: Long hairstyles, permanent wave & clients
Unit Exam: Ch. 27 Nail Tips & Wraps Milady online
Assignment: Continue reading & workbook Chapters 17, 18 & 19

Week Seven-Lab task: Long haircut
Review for mid-term exams
Unit Exam: Ch.28 Monomer Liquid & Polymer Nail Enhancements online
Assignment: Workbook Due for Chapters 17, 18 and 19

Week Eight Mid-Term Exams lab & written

Week Nine-Lab task: Long haircut, chemical relaxer & clients
Unit Exam: Ch 32 The Salon Business Milady online

Week Ten-Lab task: Long haircut, chemical relaxer & clients

Week Eleven-Lab task: Long haircut, permanent wave & clients

Week Twelve-Lab task: Long & short haircuts & clients

Week Thirteen-Lab task: Duplicate Magazine style & clients

Week Fourteen-Lab task Hairstyles & clients

Project: Portfolio due 5 Long Hair Styles, 5 Short Hair Styles, before & after photos & title page

Week Fifteen-Lab task: magazine styles

Review for finals

Week Sixteen- Final Exams lab & written

Instructional Methods:

Lecture, lab practicum, projects, portfolio, journals, service-learning, simulations, readings, display projects

Student Assignments:

Reading Assignment: Ch.17, Ch.18, Ch.19

Unit Exams will be taken at the end of each week

Project: Portfolio 5 Long & 5 short hair styles before & after photos (10) & title page in folder or binder, all photos labeled and numbered

Students will be required to prepare a journal of daily lessons and projects.

Unit exams will be given at the end of each week.

State required recap sheets of daily skills must be completed and closed at the end of each month

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.

Student Assessments:

- A. Practical examinations
- B. Written Examinations
- C. Weekly progress of daily lab skills journals
- D. Individual or group class projects/special assignments
- E. Situational observation by instructor (i.e. attendance, ethics, professionalism, conduct and attitudes).

Attendance-----20%

Unit Exams-----10%

Mid Term Exams lab & written-----15%

Special Assignments/Projects----- 15%

Daily Lab Skill Objectives-----20%

Final Exams lab & written-----20%

Instructional Materials:

Milady Standard Cosmetology 2012 Edition, Textbook and Workbook
Cengage Learning ISBN 13-: 978-14390-5930-2

Milady's On Line License Preparation Exams: Cengage Learning

Cosmetologists Texas Occupations Code, Chapter 1602 & 1603 and 16
Texas Administrative Code Chapter 83 and Texas Occupations Code,
Chapter 51 Texas Department of Licensing and Regulation June 2006

Recommended Reference

Hair Structure and Chemistry Simplified, Revised Edition:
Author: Douglas Schoon, Delmar Publishing

HCC Policy Statement: ADA

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. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

To visit the ADA Web site, log on to www.hccs.edu, click Future students, scroll down the page and click on the words Disability Information.

For questions, please contact Donna Price at 713.718.5165 or the Disability Counselor at your college.

District ADA Coordinator - Donna Price - 713.718.5165
Central ADA Counselors -Jaime Torres - 713.718.6164
Martha Scribner - 713.718.6164
Northeast ADA Counselor- Kim Ingram - 713.718.8420
Northwest ADA Counselor - Mahnaz Kolaini - 713.718.5422
Southeast ADA Counselor - Jette Lott - 713.718.7218
Southwest ADA Counselor - Dr. Becky Hauri - 713.718.7910
Coleman ADA Counselor - Dr. Raj Gupta - 713.718.7631

HCC Policy Statement: Academic Honesty

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. This level of development in a students' training is crucial to their professional development and success; any student that is **(disruptive or disrespectful will be dismissed from the program)**. Students on the client floor are expected to conduct themselves in a professional manner. Loud boisterous conduct or refusing to serve a client will constitute grounds for dismissal from the program.

HCC Policy Statement: Student attendance, 3 repeats, withdrawal deadline

Students are expected to attend class daily and be on time. Any students absent from class in excess of 12.5 percent of the hours of instruction will be dropped from the course (including lecture and laboratory time). Three days tardy equals one absent day.

(Department Rule: 4 days absent you will be dropped) (PLEASE BE WARNED YOU WILL BE DROPPED)

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available

WITHDRAWALS:

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

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so.

The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important.

If you withdraw from the course you must repeat the course.

□ The protocol for the college in regards to issues, complaints or clarifications that are directly related to the program, courses, and classes, is for students to contact the instructor 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.

HCC Student Services Information:

Early Alert: HCC has instituted an Early Alert process by which your professor will “alert” you through counselors of concerns that you might fail a class because of excessive absences and or poor academic performance.

Instructor Requirements:

This class is a skill intensive, fast paced course and it requires that students attend class each day in order to complete their assigned projects and assignments.

Supplies & Equipment needed: Manikins, combs, brushes, vent brush, client cape, towels, shears, band aide, rollers, roller clips, blow dryer, flat iron, curling iron, perm rods, end papers and accessories for manikin display.

No cell phone allowed in the classroom, please put them on vibrate.

Any items left in lockers at the end of semester will be discarded.

Student items cannot be left in instructor’s locker area.

Children are not allowed in the department at any time.

No parties or social gatherings are allowed in the classrooms.

Student Projects/papers/artwork remaining in the classroom after semester ends shall be deemed unwanted, and as such will be disposed of.

All students are to evaluate the instructor at the end of semester. Using the EGLS3 survey found online.

Administrative Rules 16 Texas Administrative Code, Chapter 83.72
Faculty cannot correct any time lost due to student error this is a state rule.

External requirements: TDLR written exam will be taken at 1000 hours and practical exam at 1500 state required clock hours.

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 exam will be permitted only if the student informs the instructor in advance and only the written part. 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 will not be the same as the test given to the rest of the student body.

All late projects or exams will have a penalty of minus 10 points off if late.

If tardy get notes or information from other students, will not repeat information. Exchange cell numbers with others for missed work.

(AGAIN IF TARDY THREE TIMES IT WILL EQUAL ONE ABSENT DAY)

Program/Discipline Requirements:

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 AS FOLLOWS:

Black Scrubs solid

$\frac{3}{4}$ length professional type lab coat with sleeves

Black shoes (nursing type) no sandals or backless shoes

Hose or socks must be worn

Students who are not in proper uniform will not be allowed to remain in class

HCC Grading Scale:

- 100-90 = A
- 89-80 = B
- 79-70 = C
- 69-60 = D
- 59 & below = F
- **You must pass the course with a C or better, hours will be reported at the end of the semester.**
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Instructor Grading Criteria:

- Attendance.....20%
- Unit Exams.....10%
- Mid-term Exams lab & written.....15%
- Special Assignments/Projects.....15%
- Daily Lab Skill Objectives.....20%
- Final Exams lab & written.....20%

Other student information:

Web Sites:

<http://www.tdlr.com>

www.clairol.com

