

MAYLAND COMMUNITY COLLEGE



**COS 116.10
Salon IV
June 4, 2007**

**PO Box 547
or
200 Mayland Drive
Spruce Pine, NC 28777
828-765-7351 or 1-800-462-9526
mayland.edu**

**MAYLAND COMMUNITY COLLEGE
Welcomes You To:**

**COS 116.10
Salon III
Credit Hours: 4 Contact Hours: 12**

Course Description

This course supports the cosmetology program learning outcome of Cos.117. This course introduces basic cosmetology concepts. Topics include scalp treatments, shampooing, rinsing, hair color, design, hair cutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and completely demonstrate salon services.

Prerequisites: None

Corequisites: COS 117

Instructor Information

Instructor: Tina Ensor
Office Location: Cosmetology Building
Telephone Number: (828) 765-7351 Ext. 281/282
Home Phone: (828) 765-7318
E-mail Address: tensor@mayland.edu
Office Hours: upon request

Course Information

Class Meetings: **Monday**-Thursday, (10:00am-2:50pm)
Room 26, Cosmetology Building

Required Text(s):

Pivot Point, Salon Fundamentals
Pivot Point, Salon Fundamentals, Study Guide
Pivot Point Library

Pivot Point International Inc.
1791 West Howard St.
Chicago, Illinois 60626

Milady Standard Textbook of Cosmetology
Milady Publishing Co. Albany, New York

Class Session:

Materials presented and activities conducted during class will both compliment and supplement the textbook. Classes will be taught by lecture, along with video, and Laser disc presentations. You cannot bring your own personal CD player, or, radio to class. Absolutely no cell phones in the department. **Visitors are not allowed in clinic/classroom area should be seen at break time.** Hopefully class sessions will encourage you as we both attempt to learn more, and have fun.

LRC Resources: None

Required supplies: **Kit Supplies/ Pivot Point textbooks**

Course Objectives/Competencies:

1. Be able to demonstrate advance cutting and design.
2. Meet completion requirements.
3. Practice hygiene and professionalism in all aspects of cosmetology.
4. Practice product knowledge, and demonstrate public relations.

Attendance Policy/Tardiness/Make-Up Work:

You will be expected to attend all class sessions. Since the application of materials covered is required, failure to attend class is not advisable. If you must miss class because of the observance of a major holiday, please contact me on week in advance. If there is an emergency, and you cannot attend class, please contact me at the number listed above. Being late for class will not be tolerated, **if you are more than five minutes late, you may not enter the classroom, if you continue to be late, after three tardies, or three absences, without calling you will be purged from the class roll. You must attend 80% of all classes to pass Cos. 116. No points will be taken for the first three absences. One point will be taken from your final grade for each absence thereafter. Three tardies equal one absence.**

Grading Criteria/Tests/Projects:

You will be expected to perform and complete daily required performances. Attitude, hygiene, and dress code are extremely important to your future as a Cosmetologist. Therefore, you will be graded on all of the following. You will be given a mid-term and final. **If you are not present for a mid-term or final you will not be allowed to make up this unless the event of an emergency and then it will be left to the discretion of the instructor.**

Grade sheet	50%
Mid-term and Final	20%
Attitude, hygiene, dress code	

and attendance	20%
Daily Sanitation Duties	10%

Grading Scale:

A = 94-100

B = 86-93

C = 79-85

D = 70-78

F = Failure, must repeat the class. North Carolina State Board has Cosmetic Arts rules and regulations that state, "If you do not successfully complete a portion of your curriculum, you must repeat that portion."

Inclement Weather Procedures:

Mayland Community College makes every effort to close school during inclement weather, however, conditions are vastly different throughout our service area. Students are responsible to use their own good judgment when attending classes in questionable weather conditions. However if you are not here and Mayland Community College is in session you will be counted absent. Days missed for inclement weather will be made up in Friday of the same week.

Academic Standards/Student Expectations/Ethics:

Academic Standards:

Disruptive or anti-social behavior will not be tolerated in this class. Please be supportive of your classmates as they learn. We will strive to be a learning community in this class, and your personal support is vital. If you fail to meet these expectations, you are subject to one or more of the following: (1) No credit for the related assignment, (2) Removal from class. If you wish to contest any assertion of failure to meet academic standards, you are offered due process options listed in the student handbook.

Expectations:

1. First and foremost the student will take responsibility for learning in the classroom.
2. Be in complete, proper uniform (including nametag), according to State Board Rules and Regulations. If not will be sent home without hours.
3. Be on time for class.
4. **You must practice North Carolina State Board Rules and Regulations at all times, otherwise Mayland Community College can be fined from \$50.00 up to \$500.00. If you do not practice these rules and regulations you will be sent home for the day with no hours. If this should happen twice you will be sent home for a week with no hours. You are expected to take no more than two ten-minute breaks, one in the morning, and one in the afternoon.**

You will be allowed 30 minutes for lunch. Breaks are to be taken in the department according to State Board Rules.

5. Please do not ask to bring your children to class. Children distract the entire class, especially their mother.
6. The clinic area is considered to be a classroom therefore you are not allowed to have visitors unless they are receiving services and if you need to see someone please let instructor know and do so in the lobby area.
7. You will be expected to make-up a test on the first day you return to class, 10 points will automatically be deducted if you are not present for a test. If you are not present for a mid-term or final you will not be allowed to make up this unless the event of an emergency and then it will be left to the discretion of the instructor. In the event of an emergency, it will be left to the discretion of the instructor.
8. Absolutely no profanity on campus.
9. You will be required to perform sanitation duties on a daily basis. If you must leave early this is to be done before you leave and checked off by an instructor.
10. Please do not ask to use our department phone for personal use.

Disclaimer: While I have been as thorough as possible with this syllabus, course procedures may vary from this outline to meet the needs of this particular group.

Withdrawal Dates:

End of unconditional withdrawal – June 21
End of conditional withdrawal – July 16

Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.

The following Administrative Withdrawal statement: If a student has not been in contact with the instructor and has not attended class for a consecutive two-week period, an administrative withdrawal will be submitted by the instructor

Now available on campus cruiser is course syllabi at the following web site:
Leo.mayland.edu

Course Outline/Weekly Topics

Performance sheets completed and graded daily.
Sanitation duties performed daily including assigned workstation.