

Attitude- Respect- Responsibility

Cosmetology
2022-2023 Syllabus



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Welcome Class of 2024

Auburn Career Center's Mission

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Auburn Career Center's Core Values

We believe that:

- People are personally responsible for their choices and actions
- Treating people with dignity and respect will enhance learning
- Attitude and goals drive achievement
- All people can learn
- All people can make positive contributions
- Change is exciting and essential for growth

Course Schedule

First Year Students Schedule: 8:15am to 10:53am

Second Year Students Schedule: 11:00am to 2:28pm

Course Credits:

Students can receive three credits for the cosmetology program both junior and senior year for a total of six credits.

College Credit

Kent State Geauga campus has partnered up with the Cosmetology program to offer **30 free credit hours** to any student that completes the Cosmetology program, gets their Cosmetology license and enrolls at Kent to pursue a business degree. We will have a representative from Kent in to talk to the students and provide more information for this amazing opportunity.

Course Materials

Cosmetology smock/uniform: (approximately).....\$ 58.00

Junior Cosmetology Kit: required to purchase (includes 2 mannequins).....\$ 228.64

Senior Cosmetology Kit: optional purchase.....\$ 416.90

(includes everything needed to take the State Board exam and begin your career in the salon)

Class Fee each year.....\$ 25.00

All fees are due by October 31, 2022. Fees will be waived for students who qualify for free meals. Accounts will be adjusted after the approval of free/reduced meal applications. However, kit items will need to be returned at the end of the program.

The Cosmetology program is a 1500 hour State mandated course overseen by the Ohio State Board of Cosmetology. All students must meet the 1500 hour requirement before they can apply to take their State Board exam at the end of their second year. Therefore, attendance is crucial to be successful in this program. Any student who does not meet the 1500 hour requirement by

the end of their second year will not be eligible to take their State Board exam and would have to attend a private school to make up hours. *Absences are limited to 15 days for the two years before hours need to be made up.* Any first year students with excessive absences may be asked to return to their associate schools and not return to the Cosmetology program for their second year.

Course Requirements

To participate and meet all requirements for the Cosmetology program the students must take a math, English and science **while enrolled** in the Cosmetology program. The science course must be from one of the following:

- Anatomy and Physiology
- Chemistry
- Biology

For students to be eligible to participate in the summer internship program, they need to receive 3 credits from any combination of the required math, English or science classes by the end of their junior year.

Internship

Students are required to complete a 120 hour unpaid internship at a salon of their choice while enrolled in the Cosmetology program. The internship will be done the summer between their first and second year in the program. To be eligible to do the internship during the summer, students must take their required science class their first year in the program. Anyone that takes their science during the second year of the program will have to wait until school starts up in the fall to begin their internship.

Social Security Number

The Ohio State Board of Cosmetology requires that everyone MUST have a social security number in order to take their State Board Exam.

Program Scope

Auburn's Cosmetology program is designed to prepare students to enter the Cosmetology profession after taking and passing the Ohio State Board of Cosmetology licensing exam and receiving their Cosmetology license. During the next two years students will embark on an exciting educational experience that will lead them to a very rewarding career in the Cosmetology industry.

Each day the students are expected to come to school prepared with their textbook, workbook, binders and something to write with. We will begin the day with a 45 minute related class where we will study the technical/written part of the program. After the related portion of instruction, students will move into the lab where we will do demonstrations and hands on work. Students will work on mannequins until they have mastered a technique. Once mastered, they may work on each other under the supervision of the instructor.

All students are required to participate in partner work in the lab. We will be doing shampooing, hairstyling, manicures, pedicures, facials and other various procedures on partners. Students are not required to receive permanent procedures such as perming, relaxing or haircoloring unless permission is given from a parent/guardian.

First Year Sequence

These will be presented and learned the junior year but may not be presented in this order:

- Auburn Hand Book - worksheets
- Cosmetology Syllabus review and test
- Lab safety, dispensary operations and electrical safety (must pass with a 100%)
- Salon sanitation
- French Braiding (reverse braid, 2 strand braid)
- Client/mannequin draping
- Scalp massage/brushing the hair
- Shampooing and conditioning
- Blow dry styling
- Thermal styling (curling iron, straighteners)
- Hand and arm massage
- Manicures
- Nail art
- Paraffin dip
- Pedicures
- Facial movements
- Roller bases and styling
- Up-do's
- 0 degree haircut
- Perm wrapping
- Pin curls
- Fingerwaves
- Hair styling project (performed on mannequin)
- 45 degree haircut
- SkillsUSA Competitions
- Cap highlighting
- Semi-permanent/demi-permanent/permanent hair color
- 90 degree haircut
- Virgin/retouch color applications
- Waxing procedures
- Chemical hair relaxing procedures
- Foil highlighting (weaving, slicing and chunking)
- Men's haircutting
- Clipper cutting
- Acrylic nail application

Second Year Sequence

- Senior year we will build on the knowledge gained junior year by adding advanced techniques in cutting, chemical texturizing and hair color procedures
- Running a salon: salon client work (salon opens early September and runs through May)
- State Board procedures
- "Makeover" project (hairstyle, makeup)
- Skills USA Competitions
- Internship (summer after junior year or during senior year)
- Facial packs and masks
- Face shapes and makeup techniques
- Create a Career Portfolio
- Mock State Board testing
- Prepare for State Board Exam
- Employability/preparing for life after school

Instructional Philosophy

The highest degree of quality is always expected in all areas of the Cosmetology curriculum's competencies. Students are expected to have pride in their work and accomplishments. Students will practice and pass each hands-on skill with no less than a 75% score before working on clients. The Cosmetology curriculum is cumulative and requires students to use previous knowledge and apply it to other parts of the curriculum or build on the previous lesson(s). If students do not learn, study, and/or understand a lesson, the following lesson(s) will become more difficult. Also, if students are absent and do not receive the necessary instruction they will fall behind rather quickly.

There are over 400 competencies the students must learn and master, as well as the related portion of the curriculum. Therefore, because of the large curriculum and the time constraints, we strongly encourage students to form study groups, have a study partner, and/or make flash cards so others may help them study. Daily attendance is critical to your success in the program.

Assessment Plan

Performance standards are determined by industry and the Ohio State Board of Cosmetology, and instructors. Grading for this course reflects these standards.

To pass the Ohio State Board of Cosmetology Exam students must score **75% or higher** on all competencies. The Ohio State Board of Cosmetology wants the cosmetology program grading scale to reflect exactly how a student would perform at the licensing testing. The failing grade at the state exam is 74%, therefore all grades need to be 75% and higher or the student may not pass the licensing exam.

Grading Policies

Although 74% is considered a failing grade at State Board, grades will be entered into our grade books using the grading scale shown below. If a student scores less than a 75% on a test or competency they must redo that test or competency until achieving a 75% or higher but the initial grade received on the test or competency will be the one entered into the grade book.

Grading Scale

- A (90 – 100%)
- B (80 – 89%)
- C (70 - 79%)
- D (60 - 69%)
- F (59 – Below)

Employability Skills

In Career and Technical Education, student performance is looked at just as business/industry would look at an employee on the job. The quality of tasks completed, time required, participation, attitude and consistency of effort, etc. are considered employability skills and are all a part of one's grade.

Course Assignments, Labs and Projects

FIRST YEAR

1. A Theory binder is assembled throughout the year with notes, worksheets and study guides for all chapters in our textbook.
2. A lab binder is assembled with procedure sheets, diagrams and directions for all hands on procedures
3. A lab hair styling project
4. Other various projects

SECOND YEAR

1. Students will continue to add to the existing binders that they began junior year
2. Internship binder with journal sheets documenting each hour of internship instruction and participation
3. A themed mannequin project where students will cut, color, style and create makeup on their mannequin to a theme of their choice; this project will be displayed at our open house
4. A cost of living project
5. Other various projects

Course Policies

Attendance

Auburn Career Center partners with over 11 different school districts. Each district's school calendar may not coincide with Auburn's school calendar. Because of the strict 1500 hour requirement, attendance is crucial. *If your associate school does not have school but Auburn does, you are still required to be here to receive your hours.*

Program Apparel

Students are required to wear a cosmetology smock, black pants and black closed-toe shoes every day in the cosmetology program. Students are not permitted to work in the lab without their proper uniform. If a student does not have their uniform, they will be given a written assignment to work on instead.

I.D. Badge

Students are required to have and display on them at all times an Auburn Career Center I.D. badge, which is provided free during the first few weeks of school. The Auburn I.D. badge must be clearly visible and presented upon request to any teacher, administrator, resource officer or school personnel. If a student's original badge is lost or stolen, a duplicate I.D. badge must be purchased. The fee for a duplicate badge is \$5.00.

Classroom Entry

Students are expected to change into their uniform and enter the related room quickly where attendance will be taken.

Classroom Exit – Dismissal

After the exit bell rings students will wait for the instructor to dismiss them.

Mobile Technology Policy

In the cosmetology program performance is looked at just as a salon owner/manager would look at an employee in their salon. Therefore, cell phones are strictly prohibited while working in the cosmetology classroom and lab. Students will keep their cell phones in their outside lockers while they are in the cosmetology department. Any type of communication device is strictly prohibited.

Classroom Rules, Consequences and Rewards

- Students will work as part of a team
- Students will develop a professional work ethic
- Students will have respect for others and the property in our department
- Students will be on time and ready to work with all supplies needed for class
- Students are required to wear Auburn uniform
- Students will follow all safety rules/precautions at all times
- No food or drink in the lab at any time

If you choose to break a rule

- *Loss of points
- *Loss of lab time
- *Call home to parents
- *Removal from the classroom

Rewards

- *Acknowledge and praise (daily)
- *Perfect attendance awards
- *Homework passes
- *Free time
- *Various other positive perks

Safety

Safety is a major concern in the workplace. Any safety violation can result in the injury to yourself, the client, and others working around you. Safety violations will not be tolerated. In the event of a violation, students will have to re-test on lab safety, passing with 100%, before being allowed to work in the lab again.

Emergency Response

If there is an emergency in the lab or class room, inform the instructor. If the emergency involves the instructor, contact the main office by using the telephone in the Instructors office.

- Pick up the phone and dial “0” for the Reception Office.
- Remain calm, explain the situation.
- If there is no immediate answer, send someone to the nearest classroom or office and notify an adult of the incident and request additional help by calling 911.

If the victim is conscious, it is best to have them lie still until qualified emergency response personnel arrive on the scene. Do not move a victim unless there is risk of additional immediate danger to them and you. You can cause additional severe injury by unnecessarily moving a victim.

There is the possibility of the victim going into a state of physiological shock -- a condition of insufficient blood circulation different from electrical shock -- and so they should be kept as warm and as comfortable as possible.

Auburn Certificates

Auburn Career Center provides an extended curriculum for our participating school districts. Students attending Auburn Career Center may earn multiple elective and academic credits each year. Following successful completion, these credits are certified by the high school in which the student is enrolled. High school students can also earn several college credits while attending Auburn Career Center.

In addition to earning academic credit toward graduation, students may earn the following certificates of achievement from Auburn Career Center:

- Honors
- Distinction
- Merit
- Completion

These certificates are awarded at the Senior Ceremony and placed in the student's senior portfolio. See APPENDIX for additional information on certificates

Career Tech Student Organization

Overview of SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. We help each student excel. A nonprofit national education association, SkillsUSA serves middle-school, high-school and college/postsecondary students preparing for careers in trade, technical and skilled service (including health) occupations.

Membership:

SkillsUSA serves more than 333,527 students and instructors annually. This includes 19,019 instructors who join as professional members. Including alumni, Skills USA membership totals over 394,000. SkillsUSA has served nearly 14 million annual members cumulatively since 1965 and is recognized by the U.S. Department of Education and the U.S. Department of Labor as a successful model of employer-driven workforce development.

Mission:

SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. We improve the quality of our nation's future skilled workforce through the development of Framework skills that include personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

APPENDIX

Student Support Services:

- Special Education Department: Intervention Specialist.
- Student Services: Guidance Counseling and Career Development Services.
 - You can make an appointment to see a guidance counselor, recruitment specialist or the LEAF advisor by visiting the Student Services office.

Technology Literacy Program

Description of Course

Technology Literacy is offered to first and second year students at Auburn Career Center. In the first year, the course provides an overview of the basic fundamentals of working with computers. Students will study computer basics such as computer hardware, software, and operating systems. The course introduces basic use of Windows 10 and productivity programs such as Gmail and Microsoft Office 2019 including Word, PowerPoint, and Excel. Students will also begin to use and navigate e-learning environments using Schoology, Internet navigation, and ever-changing technology will also be overviewed within the course.

In the second year, students focus on creating a portfolio that showcases their work over the last two years at Auburn. It includes their resume, three references, a cover letter, a transition plan and samples of the projects they have completed. Also included are the certificates they have earned in their program of study.

Purpose

The purpose of the Technology Literacy course is to provide students with the basic knowledge of working with computers in ways beneficial in their career paths of choice. The course will give them an overview of online communication, email, word processing, spreadsheets, presentation programs, internet navigation, computer security and our technologically evolving world.

Mastery Learning

Grades in the Technology Literacy course will be based on Mastery Learning. Students will be required to achieve 80% on each assignment. Additional attempts will be provided if the 80% benchmark is not achieved.

Financial Literacy

Financial understanding is a competency requirement in the Cosmetology coursework. Students will learn financial goal setting, borrowing, budgeting, and spending. Through weekly assignments, simulations, and other activities, the financial education students receive will help to prepare students for monetary success post-graduation.

All grades will be assigned accordingly based on the completion of assignments and participation. All student accommodations will be met.

Symplicity

It is with great enthusiasm to announce an opportunity for students to participate in an on-line job match software program. The online job match software, symplicity, allows students to develop an online profile and to upload a resume and cover letter in order to apply for employment. Once students choose to apply to job opportunities posted by local employers interested in Auburn students, those employers can contact students directly for interviews. If you would prefer your son or daughter not to participate in our on-line job board or at in school job fairs, please contact the high school office or send in a note.

Career Safe Program/OSHA 10 hour general industry Training

Description of Program

The OSHA Outreach Training Program for General Industry provides training for students, entry level workers, and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights. Each module contains a brief assessment, which must be successfully completed before the student can move on to the next module. Once all modules have been viewed and the corresponding assessments are passed, there is a comprehensive final assessment.

Purpose

The purpose of the program is to provide students with basic safety awareness training so they will be able to recognize, avoid and prevent safety and health hazards in the workplace. Young workers develop a safety mindset and acquire marketable skills for a competitive edge.

Credential Earned

Students who successfully complete the CareerSafe OSHA 10-Hour General Industry course receive an OSHA 10-Hour General Industry wallet card from the OSHA Training Institute (OTI). As a result, they become more employable, gaining a competitive advantage in the job market.

AUBURN CERTIFICATES

Auburn Honors Certificate Requirements

- 95% Attendance rate for two years at Auburn (no more than 18 days over a two years)
- Earned a 3.5 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of four (4) Ohio Career Technical Competency Analysis exams and/or earning twelve (12) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High school diploma for Seniors

Auburn Distinction Certificate Requirements

- 93% Attendance rate for two years at Auburn (no more than 26 days over a two years)
- Earned a 3.0 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of three (3) Ohio Career Technical Competency Analysis exams and/or earning six (6) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High School Diploma for Seniors

Auburn Merit Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Overall passage of Ohio Career Technical Competency Analysis exams and/or earning three (3) points of Industry Recognized Credentials in the program's Career Field

Auburn Completion Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program

Business Partnerships And Student Internships

The Business Partnership program is an educational opportunity that prepares a student for workforce employment and transition to post-secondary education. During the program, students will apply academic, employability, and technical skills in the workplace. There are three levels students can participate in including:

- Internship
- Mentorship
- Career Field Experience

Students must meet specific criteria in order to participate. Additional information is available in the Auburn Student/Parent Handbook.

Auburn Career Center – Cosmetology

Syllabus Agreement

After reviewing the Cosmetology Syllabus, please sign and return this agreement page to the Cosmetology Instructor.

I have read and understand all of the information included in the Auburn Career Center Cosmetology Syllabus.

Student Name: _____
(Please print)

Student Signature: _____

Date: _____

Parent/Guardian Name: _____
(Please print)

Parent/Guardian Signature: _____

Date: _____