

Class Expectations

Safety

- NO eating or drinking in class
- Wipe up spills
- Pick up obstacles off floor
- Do not damage or deface equipment
- **Stay off counter (no sitting or standing)**

Neatness

- Always dress in complete uniform Bathe daily and use deodorant
- Brush teeth and use mouth wash
- Personal grooming (hair, make-up, and nails) should be done before class
- Work area neat (before and after service) **SANITATION!!**
- Dispose of soiled articles in proper container
- Sanitation completed after each service and at the end of the day
- NO CHEWING GUM

Initiative

- Actively staying on task
- Keeping busy and using time wisely
- Cosmetology related conversations only
- No sitting around, sleeping, applying cosmetics, curling own hair, etc.
- Must be working from time “IN” to time “OUT”
- Positive and professional conversations only
- **MUST CLOCK IN AND OUT TO RECEIVE HOURS**

Cooperation

- Getting along and respecting fellow students and instructors
- Avoiding conflicts: Be polite and considerate of others
- Doing your fair share of work and sanitation
- Being aware of other peoples feelings
- Not refusing customers
- Not borrowing anything without permission
- Always do the best job you can

Dependability

- To do what’s expected of you
- Continue working when instructor is working with others
- Avoid distractions (Cell phones) and others trying to keep you off task
- **To be in designated area (do not leave class without permission)**
- Always have your own marked supplies including paper and pen

HOURS CAN ONLY BE LOGGED IF A STUDENT IS IN COMPLETE UNIFORM AND WORKING ON COSMETOLOGY RELATED GOALS. REFUSAL OF A CUSTOMER WILL RESULT IN LOSS OF HOURS.

Student(Print)

Student (Signature)

Cosmetology Course Syllabus

Description: The primary purpose of this cosmetology course is to train the students in the basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in cosmetology or a related career field.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

1. Be prepared to pass the Illinois state board cosmetology exam.
2. Demonstrate behavioral objectives for attitude, work ethics and employment skills necessary to be successful in the cosmetology field.
3. Demonstrate knowledge and essential skills needed to succeed in the field of cosmetology.
4. Possess skills necessary to adapt to changing trends.
5. Project a positive attitude and a sense of personal integrity and self-confidence.
6. Practice effective communication skills, visual poise, and proper grooming.
7. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

References: A comprehensive library of references, periodicals, books, texts and audio/video references are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

Format: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparations, graduation, and entry-level job skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Subjects are presented by means of lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities and other related methods are used in the course.

Subject Unit

Theory-classroom instruction

Limited to Orientation, Career Information, State Laws and Regulations, Image, First Aid, Chemistry, Electricity, Job Seeking, and Professional Ethics

Bacteriology, Decontamination, and Infection Control

Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety

Shampoos, Rinses, Scalp Treatments

Principles and Techniques of Treatments and Disorders of the Hair and Related Chemistry

Hairstyling

Principles and Techniques of Wet Styling, Blow Drying, and Waving, Finger Waving, Hairdressing

Haircutting

Principles and Techniques of Sectioning, Removing Length or Bulk with Razor, Scissors, Clippers, Shears

Hair coloring, bleaching

Principles and Techniques of Temporary, Semi-Permanent, and Permanent Colors, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems

Chemical Rearranging (Texture Services)

Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing

Manicure, Pedicure, Nail Extensions

Principles and Techniques of Massage, Manicure, Pedicure, and Advanced Nail Techniques

Facials

Principles and Techniques of Skin Chemical Procedures, Massage, Facial Treatments, Cosmetic Applications, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy

Salon Business, Retail Sales

Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deduction, Telephone Use, Advertizing, Sales, Communication, Public Relations, Insurance, Salon Safety

Miscellaneous

To be applied by the instructor to strengthen student performance; supervised field trips or other related training

Grading Procedures:

Students are assigned theory and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to textbook procedures, performance standards established by the state licensing agency, and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a grade average of 83% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and all incomplete assignments. Numerical grades are considered according to the following scale:

Written:

- A=93%-100%
- B=88%-92.99%
- C=83%-87.99%
- D=75%-82.99%
- F=74.99 % and Below

Practical:

- A=93%-100%
- B=88%-92.99%
- C=83%-87.99%
- D=75%-82.99%
- F=74.99 % and Below