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**COSMETOLOGY PROGRAM
 High School**

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Phone:	360-473-0557 WST Registrar Absent reporting line for parent/guardian	Class Hours: Monday-Friday 8:00am – 10:30am & 11:10am-1:40pm
Websites:	www.olympic.edu [Olympic College] www.westsoundtech.org [West Sound Tech]	Class Location: West Sound Technical Skills Center 101 National Ave N Bremerton WA 98312
Office Hours:	Monday-Friday 7:30am –8:00am, 2:30-3:00pm	Office Hours are by appointment

WELCOME!

Congratulations on your decision to enter the exciting world of Cosmetology! We are pleased that you have enrolled in West Sound Tech Program of Cosmetology. We are committed to facilitating your success and will provide guidance in processes and procedures, which will assist your progress through the program of study. We will do our best to ensure your success in your chosen career pursuit. We strive to help students to develop the necessary competencies needed to meet the diverse challenges in the competitive beauty industry. West Sound Technical Skills Center provides students professional quality education and training to achieve the necessary requirements to earn a portion of the Washington State licensing hours that qualify toward the State required hours for licensure. We strive to create an

environment that is student centered, where teamwork is encouraged, personal and professional development is promoted, and respect for others is fundamental.

I. COURSE DESCRIPTION

This program provides an introduction to various aspects of cosmetology. You will begin with safety and sanitation, and the theory of cosmetology services. From there you move to hairstyling techniques including; wet hairstyling, braids, special occasion hair, and various techniques in haircutting with up to date trends. Students learn chemical services including color, permanent waving and chemical relaxing. Cosmetology provides training in employability skills for the industry along with desk and dispensary training.

Students are required to read and comprehend professional technical manuals; perform required business math skills; and communicate effectively in written and oral presentations.

Manual dexterity is a requirement. Command of strong cognitive and problem solving skills will factor in student success. There is a strong emphasis on employability skills, professionalism, leadership and teamwork. Attendance policies are strictly adhered to and have a direct link to grading. As with all hands-on training, you must be present and engaged in the learning process to be successful.

II. STUDENT OUTCOMES

Unit 1: Safety, Sanitation and Bacteriology

Total Learning Hours for Unit: 100

- Establish routines to maintain a healthy body and mind.
- Demonstrate understanding in mixing disinfectants from concentrated amounts to daily use.
- Identify the various bacteria, viruses and external parasites to assist in the prevention and spreading of diseases in the salon.
- Identify the proper use of daily safety and sanitation on tools such as combs, brushes, capes, etc.
- Understand, identify and utilize procedures/precautions for Infection Control within the school and in salons.
- Knowledge of all applicable laws and codes.
- Recognize the structure and function of bacteria and viruses by their type, classification, growth, reproductive patterns and relationships to the spread of infections.
- Employ safety practices for the proper use and storage of chemicals, implements and electrical appliances.
- List simple safety and first-aid applications for minor burns, cuts, choking, eye injuries and fainting procedures.
- Describe safety measures to be followed when using electrical appliances.

Unit 2: Anatomy & Physiology

Total Learning Hours for Unit: 70

- Understand the basics of anatomy and physiology as it pertains to cosmetology.
- Identify primary functions of bones, cells, tissues, organs and muscles as it related to cosmetology.

- Explain the relationship and function of cells, tissues and primary organs within the human body.
- Identify the structure, function and primary cosmetology significance of eight major body systems.
- Know, understand and apply appropriate A&P terminology when working with colleagues and clients.
- Demonstrate massage techniques in the appropriate areas for Manicure, Pedicure and Facial.
- Define the two subsystems within the Circulatory System.
- Explain the connection between massage and circulation.
- Describe the difference between the Circulatory or Vascular System and the Lymph Vascular System.

Unit 3: Hair Cutting

Total Learning Hours for Unit: 130

- Define the theory of hair including formation, growth, structure, behavior and color.
- Recognize and care for the hair by doing evaluations for common hair disorders, including hair loss.
- Explain and demonstrate proper draping, shampooing and scalp massage services.
- Identify the haircutting tools, areas of the head and fundamental cutting techniques used when cutting hair.
- Demonstrate proper procedures to achieve the basic haircuts.
- Demonstrate the ability to apply basic cutting skills to ethnically diverse hair.

Unit 4: Chemical Texturizing

Total Learning Hours for Unit: 50

- Describe matter, the five elements of hair and the structure and behavior of atoms and bonds.
- Describe the pH scale and values associated with water, acids and alkaline.
- Identify the precautions necessary for various classifications of chemicals when working with professional products and cosmetics.
- Explain and demonstrate the fundamental theory and procedures of perming.
- Explain and demonstrate the fundamental theory and procedures of chemical relaxing.
- Explain and demonstrate the fundamental theory and procedures of curl reforming.
- Analyze clients' needs to determine appropriate tools, skills and outcomes necessary to complete the task.
- Critique your own skills to determine needed growth in all aspects of chemical texturizing.

Unit 5: Hair Design

Total Learning Hours for Unit: 70

- Identify proportions used when creating a design for the human body and face.
- Recognize and analyze key areas to create and support the client's total image by using proper communication skills during the client consultation.
- Identify the design elements and principles used to compose designs.
- Recognize and apply primary considerations and fundamentals for hairstyling theory.
- List professional wig services performed in salons.

- Define hair additions.
- Describe the five methods of hair attachment.
- Apply knowledge and skills of hair design to clients in a salon setting.
- Analyze clients' needs to determine appropriate tools, skills and outcomes necessary to complete the task.
- Critique own skills to determine needed growth in all aspects of hair design.

Unit 6: Hair Color

Total Learning Hours for Unit: 80

- Demonstrate a working knowledge of color theory.
- Define temporary, semi-permanent, demi-permanent, or permanent color.
- Learn to formulate desired color.
- Define color and the law of color.
- Identify the natural and artificial level, tone and intensity of hair color.
- Demonstrate and explain the procedures used to change existing hair color.
- Explain how the hair's porosity affects hair color.
- Understand the types of melanin found in hair.
- Define and identify levels and their role in formulating hair color.
- List and describe the categories of hair color.
- Understand the role of hydrogen peroxide in a hair color formula.
- Learn steps to analyze clients' needs to determine appropriate tools, skills and outcomes necessary to complete the task.
- Safety and infection control.

Unit 7: Salon Business Operations

Total Learning Hours for Unit: 20

- Understand the various elements to establishing a business.
- Define techniques used to recommend retail product sales to clients.
- Understand and demonstrate ability to complete paperwork according to salon policy and practices.
- Understand and demonstrate ability to complete money transactions according to policy and practices.
- Understand salon policies and protocols.
- Describe salon ownership types, structures, operations, and requirements for the practice of good business.
- Understand sales and marketing.
- Understand compliance/resource management
- Understand inventory/records/money management
- Understand and apply customer service.

Unit 8: Leadership/Employability/Career Planning/Internships Total Learning Hours for Unit: 20

- Establish short and long range personal goals within the cosmetology industry.
- Identify careers within the cosmetology industry and the skills necessary to attain them.
- Develop a professional resume.
- Participate in a mock interview.
- Demonstrate effective communication skills.
- Develop and maintain positive human relations.
- Apply learned skills in relationship building and client communication.
- Know and apply key elements of a resume.

- Interpret the key elements of a consultation.
- Identify various pathways to monetary compensation & license needed for each.
- Evaluate salon in terms of advantages and disadvantages.
- Appreciate and understand the basis for transferring hours earned onto daily task sheets.
- Demonstrate understanding of Professional Ethics and how it applies to salon environment.
- Apply learned skills to Professional Competition.
- Demonstrate and apply professional, and 21st century skills when participating in community service projects.
- Develop professional connections through job shadow and internship opportunities.
- Revise professional resume to include advanced knowledge and skills.

III. COLLEGE CREDITS

Students earning a “B” grade or better AND meeting all articulation requirements can earn the following College Credits in this class:

Cosmetology			
Class	School	ID	Credits
Cosmetology	Clover Park	COSMO 112	2
		COSMO 116	5
		COSMO 123	2
		COSMO 136	14
Cosmetology	Olympic College	COS 101	2
	Year 1	COS 102	2
	Year 1	COS 103	3
	Year 1	COS 104	2
minimum of 330 clocked hours	Year 1	COS 151	12
	Year 2	COS 105	2
	Year 2	COS 113	2
	Year 2	COS 114	2
	Year 2	COS120	2
	Year 2	COS 152	13
accumulated minimum of 680 clocked hours	Year 2	COS231	1

IV. EQUIVALENCY CREDITS

Students may earn equivalency credits in a general academic subject area while completing this course. The following equivalency credits may be earned in this class upon completing all required assignments with 75% or above.

- Science - .50 credit
- Art - .50 credit
- Health - .50 credit

V. INDUSTRY CERTIFICATION

Upon Completion of the course requirements and any testing requirements, students must continue this course of training by attending a post-secondary education cosmetology program to acquire the remaining state board practical, theory training and clock hours in order to qualify for licenses in this industry.

VI. REQUIRED TEXTBOOKS AND MATERIALS

Supplies and equipment listed below are required for participation in the program.

1. Textbooks and workbooks will be online. **ONLINE ACCESS IS A NECESSITY** for this class. Online interaction includes text/wkbk (MindTap), communication with instructors (REMIND), and tracking of hours & class appointments (Vagaro).
 - a. Physical textbooks will be available for students to check out while at West Sound Tech, but not all work can be completed without online access.
2. Student supply kits (listed below) are to be complete at all times. Any damaged or lost items from the student kit must be replaced with appropriate items with instructor approval. Students may be required to purchase new mannequins throughout the course.
3. Students are responsible for their own personal property and are required to secure their property in designated locked areas.

Students are required to purchase some equipment at West Sound Tech that will then be the property of the student. Below is a list of the items that will be available on the first day of class for purchase. Please make checks for equipment payable to West Sound Tech.

1st Year: (Please specify when paying for your kit, if you are left or right handed)

Kit Cost - \$200.00 - Right Handed

Kit Cost - \$203.50 – Left Handed

Kit includes:

- | | |
|-------------------------------|-----------------------------|
| ● 2 Mannequins | Clipper/Trimmer Set |
| ● Mannequin stand | 1 Curling Iron |
| ● Student Shears | 1 Blow Dryer |
| ● 7" Styling combs (bag of 6) | 1 Stylist Apron |
| ● 8" Rattail combs (bag of 6) | Butterfly clips (bag of 12) |

2nd Year:

Kit Cost - \$82.50

Kit includes:

- Clipper/Trimmer Set
- 1 Mannequin

Please remember you can begin purchasing your kits on the first day of school, but orders are made as a group. When ordering come prepared with a check, cash or card.

Orders must be placed by Sept. 20, 2019 (communicate with instructors if difficulty arises)

Supplied by student:

1. Pens & Pencils
2. One College Ruled Composition notebook (non wire binding) cover of your choice
3. Three Ring notebook and paper
4. Index cards – 4 x 6 (1 pack)
5. Box of latex or rubber gloves (fit to student hand)
6. 2 clear shoe box size plastic containers with lids
7. Tri-fold display board 36" x 48" (needed in March and will be available for purchase at WST)

**It is your responsibility to keep supplies and kit stocked and on school premises.

VII. CLASS FEES

Kit Cost = \$200.00 right handed, \$203.50 left handed, or \$82.50 2nd Year kit

VIII. ATTENDANCE

State law (RCW 28A.255.010) and school board policy recognizes regular attendance is the basis of success in the classroom. Attendance is especially important at WST because of the significant amount of demonstration and hands-on learning. Just as you would in the workplace, students **MUST** contact the instructor if the student is absent.

Steps to follow for absence:

Students Role:

1. Notify instructor using REMIND
2. Mark out your calendar on the VAGARO scheduling app

(Access for both are on smart phone or computer. Entry code is given in orientation paperwork.)

Parents Role:(must include student name, date of absence and reason for absence)

1. Contact the WST via:
 - email: karen.horan@westsoundtech.org
 - phone call (Front Office Registrar: 360-473-0557)
 - written documentation with the reason for the absence

IX. SIMULATED WORKPLACE REQUIREMENTS

Group Work:

Teamwork is a vital part of class. It is expected that everyone take part in-group work. If group work is assigned, all grades will be based on individual and group participation. Once formed, groups cannot be changed, except with the permission of an instructor.

Professionalism:

Class grades are based heavily on employability. Students are asked to be respectful and professional. Those not following this rule will be asked to leave the classroom/lab immediately so as to not disrupt the learning environment. Please arrive on time for all class. Students who habitually disturb the class by talking, arriving late, *etc.*, and have been verbally warned, may suffer a reduction in their final class grade. Cell phones may be used at the discretion of the instructor during class time but never in the salon service/client area.

Ethics:

Stealing, plagiarism, cheating, defacing or damaging property may result in termination and may require monetary restitution.

Dress code:

Here at West Sound Tech we serve the public through our working salon. We represent our industry to the clients and must look professional at all times. Cosmetologists are in the fashion industry, therefore,

accessories and trendy fashions are encouraged but must remain professional and not interfere with a students' performance.

The dress code requirements are as follows:

All attire must be clean and free of tears, holes and wrinkles. An apron must be worn when performing any service. Clothing may not have any written words or pictures on them.

1. Bottoms – (Solid Black)
 - a. Bottoms: Professional fashionable pants, skirt or dress. Dresses and skirts must modest when bending over. Leggings may be worn, provided they are worn with a long shirt. Jeans permitted if dark black (no faded jeans, torn, stressed or holes).
 - b. Examples of unprofessional attire include, but are not limited to; sweats, workout wear, loungewear, or shorts.
 - c. Shoes: Closed toe with non-slip soles. Fashionable with color is ok. Remember comfort as you will spend a considerable amount of time standing.

2. Tops – (Any Combination of Black/Gray/White: a Splash of color is ok)
 - a. Tops: A full coverage top must be worn. No sleeveless, tank tops or halter tops. Prints in black/gray/white are approved as long as they are professional.
 - b. Sweatshirts and hooded sweatshirts, or coats are not allowed while in the classroom or on the clinic salon. Please bring a sweater that can be comfortably worn under your apron if you tend to get cold.
 - c. Sleeves are required for shirts/tops and underarms must not be exposed.
 - d. All undergarments must be fully covered (including bra straps). No skin may show between tops and bottoms.

3. Hair and Makeup –
 - a. Arrive to school ready to learn with hair dry and styled. If makeup is worn, please apply it before coming to class. (unkept ponytail or bun is not styled hair)
 - b. Hair must not be covered with a hat. If a headscarf or headband is worn it must not cover more than 20% of head.

***On a Trial Basis through 1st semester (Jan.27, 2020) **All Black Scrubs** may be worn for theory and manikin work (they will not be allowed on the salon floor) They must be clean and wrinkle free, with under clothing still meeting the requirements listed above.

Being out of dress code will result in:

- Loss of daily points
- WA State Cosmetology hours will not be accrued
- Student will be given a project or written work to do separately from the class.
- 3 violations will result in parents being contacted for discussion about proceeding.

We HIGHLY suggest leaving clothes in your locker as a back up!

Housekeeping:

All students are expected to work together as a salon team to keep all housekeeping duties done. Job lists will be posted with daily jobs for each student; however, housekeeping duties are a continuous ongoing need that play a role in safety as well. It is expected that each student look for opportunities to help the team throughout the day. The classroom and salon clinic are to be maintained and sanitary at all times. Students are expected to clean lockers and equipment daily. Inspections of lockers and equipment will be conducted randomly.

Students are given a checklist of requirements for clinic floor stations and classroom clean up expectations for student work areas.

Food and Drink:

Food and Drink are not permitted in the classroom or on the clinic floor. A water bottle with a lid will be allowed. There will be occasions where food is permitted only in designated areas of the classroom, per directives from the instructors.

Safety:

All students are encouraged to take an active role in maintaining a safe environment. To avoid accidents and injuries, students are required to take preventative measures by:

- ✓ Using equipment properly
- ✓ Follow all directions given by instructors
- ✓ Following manufacturer's directions when using chemicals and products
- ✓ Immediately wiping spills found on the floor
- ✓ Keeping all work areas free of personal items and debris
- ✓ Immediately report building and equipment safety hazards to administration personnel

Safety Reports: For all minor or serious accidents, report immediately to an instructor, gather all necessary information and submit a written accident report.

For medical emergencies: call 911 (if appropriate) and notify the instructor or director immediately. Gather information to give to the medical response team.

X. ACADEMIC INTEGRITY

Cheating is by definition, an action done by a student to supply work for another student, or turn in work, use work, or rely on work that is not his/her own, other than in circumstances clearly understood to involve collaborative or group learning. District policy requires that the teacher will record a “zero” in the gradebook to communicate lack of evidence. Parents will be notified if a student is caught cheating in the classroom or lab. Subsequent cheating may result in an “F” in the class and possible removal from WST.

XI. INSTRUCTIONAL STRATEGIES

1. What am I learning today?
2. Why am I learning this?
3. How will I use this?
4. How will I be assessed?

These questions will be posted and answered prior to each new lesson and carried out by way of:

- Theory (online and lecture)
- Demonstration
- Review, Q&A
- Evaluation by guided practice and independent practice

XII. ASSESSMENT STRATEGIES

Students will be assessed through formative and summative methods of practical skill demonstration and academic comprehension through written exams which represent and prepare them for State Licensing Exams.

XIII. GRADING CRITERIA

Grades are available through your family access account on Skyward and are updated regularly. Grades are based on the following:

- Attain identified knowledge, skills and abilities as well as industry standards

- Demonstrate knowledge and application of related theory
- Demonstrate attainment of 21st century skills
- Adherence to all safety and sanitation rules and expectations

Categories and percentage or points from each category (no more than 10% can be attributed to 21st Century Skills) – must include major projects

Example:

Assignments: Journals, in-class work, homework	20%
Skills for Success: sanitation, class interaction and standards	25%
Practical Work	10%
21 st Century Skills	10%
Summative Assessments: projects, practical exams, unit exams	35%

XIV. GRADING SCALE

Standards-Based Grading Description	Letter Grade	Percentage Value
Exceeds Standards	A	93-100
	A-	90-92
Meets Standards	B+	87-89
	B	83-86
	B-	80-82
Approaching Standards	C+	77-79
	C	73-76
	C-	70-72
	D+	67-69
	D	60-66
Does Not Meet Standard	F	Below 60

XVI. NON-DISCRIMINATION

Nondiscrimination Statement: The Bremerton School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups. Lack of English Language proficiency will not be a barrier to admission and participation in Career and Technical Education programs. The following personnel have been designated to handle inquiries regarding the nondiscrimination policies:

Section 504 Coordinator: John Welsh (360) 473-4107 john.welsh@bremertonschools.org
Title X and ADA Compliance: Dr. Garth Steedman (360) 473-1031
garth.steedman@bremertonschools.org



Please review, sign, and return to the instructor:

- Review and follow student handbook expectations: every student at West Sound Tech is expected to adhere to all policies and expectations outlined in the student handbook.
- Attendance: Attendance is expected daily. Students that are absent **MUST** follow the requirements in the WST student handbook
- Student Drivers: Must follow the policy outlined in the student handbook
- Plagiarism policy
- Dress Code/Uniform Requirement: Follow classroom requirements and expectations for your program and as outlined in the student handbook
- Safety Policy: workplace safety is paramount. Students are expected to follow all safety expectations and pass safety quiz at 100%. Each classroom must meet industry safety requirements

I have read, understand, and agree to the class rules, grading, and expectations outlined in this syllabus.

Student Name	Student Signature	Date
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Parent/Guardian Name	Parent/Guardian Signature	Date
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Communication between parent/guardians and instructor is extremely important for student success. Please complete the information below and indicate **preferred contact method:**

Parent/Guardian Cell # _____ ↔ Home # _____

Parent/Guardian Email: _____ ↔