



Course Name: Cosmetology

Instructor Name: Tanya Rogers

Contact Information:

Office Phone: 757-766-1100 Ext.3371

E-mail Address: tanya.rogers@nhrec.org

Class Website: WWW.NHREC.ORG

Office Location: A47- A hall

Office Hours: M-F 7:00am-3:00pm

Methods of Instruction: The Cosmetology Program is designed to prepare the student to qualify for the State Cosmetology licensing examination administered by Professional Credential Services on behalf of Virginia Department of Labor and Licensing Regulation, as well as provide professional beauty services in the hairstyling salon. The student receives training in the art and science of the care and beautification of hair, skin, and nails. The course of study includes scalp treatments, hair shaping, hair styling, setting, hair coloring, chemical services, shampoos, and rinses. Care of skin and nails includes manicuring and pedicuring, massage, facials, make-up application, and hair removal. Practical application will be both on mannequins and live models. Safety and Professional Development are taught as ongoing lesson plans. Students are required to purchase a cosmetology kit in the first year and additional mannequins and supplies are necessary for the second year.

Course Goals:

The goal of the cosmetology program is to prepare students to take the VA Cosmetology State Board Written and Practical Examination, which is given in the Spring of their Senior year, and to prepare students for employment within the Cosmetology industry. The Virginia State Board of Cosmetology requires clock hours to be eligible for licensure. clock hours are accrued each school year, hours are earned through theory & practical classroom time..

Course Textbook(s): Milady textbook and Cengage Mindtap

Course Objectives: The objective of the cosmetology 1 course is to expand the students practical skills, theoretical knowledge and professional orientation necessary for success in the cosmetology profession. With successful completion of the cosmetology 1 course students will have the knowledge and

technical skills to master the performance of manicures, pedicures, haircuts, hairstyles, and chemical texture services. Students will have a variety of options to pursue once licensed.

Course Overview:

Introduction Chapters: History and Career Opportunities, Life Skills, Professional Image, Communicating for Success.

General Sciences: Infection Control, Anatomy, Electricity, Chemistry, Nail Structure, Nail Disorders and Diseases, Properties of the Hair and Scalp.

Nail Care: Manicuring and Pedicuring

Hair Care: Principles of Hair Design, Scalp Care, Shampooing and Conditioning, Haircutting, Hairstyling.

Hair Care: Braiding and Braid Extensions, Wigs, and Hair Additions, Chemical Texture Services,

Course Objectives:

- History & Career Opportunities
- Life Skills
- Professional Image
- Communicating for Success
- Anatomy
- Infection Control
- Safety & Sanitation
- Haircutting
- Hair Styling
- Properties of the Hair and Scalp
- Nail Structure
- Nail Disorders & Diseases
- Basics of Chemistry
- Haircoloring
- Properties of the Hair & Scalp
- Manicures
- Pedicures
- Principles of Hair Design,
- Scalp Care, Shampooing & Conditioning
- Chemical Texture Services
- Basics of Electricity
- Hair Removal
- Facials
- Facials Makeup
- Nail Tips and Wraps
- Monomer Liquid and Polymer Powder and Nail Enhancements
- UV Gels
- The Salon Business
- Seeking Employment
- On the Job
- Preparing for Va State Board Exam
- Virginia State General Laws, Rules and Regulations

Course Requirements: 1.)Ability to follow instructions (oral and written) 2.)Hand-eye coordination 3.) Stamina and willingness to spend long hours standing 4.) Skilled in human relations 5.) Must meet required instructional hours as well as meeting all required competencies will allow you to be eligible to sit for state board testing 6.)Must have an 85% or higher to continue to cosmetology 2

Grading/Evaluation Procedures:

Grading Scale:

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 0-59

Evaluation methods

Quizzes could be given at any point during a lesson. Tests will be given at the end of each unit. Technical and/or practical assignments will be graded daily. All work must be completed with at least 85% accuracy. Students will be graded based on the following:

- Competencies (33%)
- Employability skills (34%)
- Related Instruction (33%)

Employability skills are the foundational skills that will prepare students for employment such as attendance, safety, bringing materials, communication, cooperation, dress code, and time management. Competencies are the practical skills that relate to the cosmetology field. Related instruction consists of all tests, quizzes, book-related assignments, and projects.

Late work/Make-up work policy: Make-up work due to an excused absence (documentation required) will be accepted up to 2 days after missing class without penalty, after 2 days the assignment will become late and follow “late work” guidelines. An unexcused absence will follow “late work” guidelines. Late work will be accepted, however, 10pts will be deducted for each day an assignment is late.

Attendance Policy: All students must meet the required number of hours set by the State Board of Cosmetology.

1. **Attendance is extremely important and many lessons/activities build on one another.**
 - a. In the event of an absence, students are required to complete any missed assignments.
 - b. Students must present a readmit slip indicating an excused absence. **All make-up work must be completed within five days of returning to school, subject to mitigating circumstances.** Students should **check Canvas and print any missing assignments.**

- c. Each student must earn 420 clock hours in the 1st year in order to be eligible for COS II the following year.
 - d. Excessive tardies will result in a meeting with an NH Administrator.
 - e. Any further questions regarding student attendance and tardies, please reference the Va Department of Education policy.
2. **Uniform and apron/scrubs**
- a. Failure to wear required uniforms each day may result in the student not being allowed to participate in class and loss of clock hours.
 - b. The uniform includes closed-toe shoes and apron/scrubs to be worn every day..
 - c. Smocks/Aprons must be washed weekly.
3. **Lockers and Cosmetology Kits**
- a. Lockers are provided in the Cosmetology Lab for the storage of *books, kits, uniform attire for class, mannequins, and shoes.*
 - b. Cosmetology kits will remain in the Cosmetology Lab and are not taken home by students.
 - c. Each student must provide a lock to secure their cosmetology kit.
4. **Sanitation Duties and Workstation Preparation**
- a. The Va State Board of Cosmetology Laws, enacted by the Va State Board of Cosmetology and the Va Department of Labor Licensing and Regulations, require sanitation procedures to be completed by students daily.
 - b. Students should be prepared with all necessary materials when class begins.
 - c. Students should not alter the computer settings-i.e. screensavers, screen backgrounds, mouse pointer, etc.
5. **Class Participation and Assignments**
- d. Students are expected to “actively” participate in daily discussions and activities.
 - e. Students are expected to participate in each activity and be prepared to discuss the material being presented.
 - f. Specific due dates will be posted in canvas and you may reply by text, website URL, video upload, media uploads, or file uplifted electronically, this includes rubrics for practical procedures and chapter tests/quizzes.
 - g. Students not having the supplies necessary to complete assignments will receive a failing grade for that assignment.
6. **Cell Phones**
- a. All phones should be put away in backpacks or lockers unless told specifically to use for classroom instruction. Examples include: Quizlet live and Kahoot review games, or anytime research is required for bell ringers. Phones are NOT allowed on the clinic floor unless directed by the instructor for the purpose of building a portfolio of your work.

7. Dismissal

- b. The teacher is responsible for dismissing the class daily. The classroom will operate under a “no bell” policy, therefore, requiring the teacher to notify students of class dismissal.
- c. Students will be given time at the end of class to prepare their workstations for dismissal. Students should throw away the trash, straighten the work area, shut down computers, return materials, disinfect stations and work desks, etc.

Student Organizations: 1.) SkillsUSA is a co-curricular club that permits you to compete with others in your district and state to determine your cosmetology skills and leadership skills. Students must be enrolled in SkillsUSA to attend Cosmetology sponsored field trips. 2.) Excel Club (Exchange club)

Credentialing/Licensing: Successful completion of both Cosmetology 1&2 will result in State Board testing. NOCTI tests will be given as well.

Class Fees: Kit fee: \$278.00 Activity Fee: \$17.00 Total: \$295.00

Clinical or Practical Experiences: Students will have the knowledge to perform basic cosmetology required skills. We will be hands-on throughout the year. They will be able to perform a manicure, pedicure, a proper shampoo service, haircuts, hairstyles, and chemical texture services.

Course Communication Plan:

If you should ever need me, I can be reached at **757-766-1100 ex 3371** or by email

Email is the most effective way of communication and I will respond to any messages within 24 hours. To keep up with class assignments and key dates, please consider joining the following:

- Our canvas page can be found on
- Facebook :
- Instagram:

If parents would like to set up a conference with me, please call to make an appointment.

Discipline Plan:

Cosmetology Class Rules:

1. Be in your assigned seat when the bell rings, with the required supplies.
2. Wear a uniform and dress appropriately.
3. Participate in all classroom activities.
4. Respect teachers, others, and school rules.
5. Cell phones should be put away during instruction unless the teacher assigns instruction that requires its use.

Consequences: For each infraction, a PS Log Entry will be generated

- 1st infraction: Verbal Warning
- 2nd infraction: Parent Contact
- 3rd infraction: Teacher-managed Referral and parent notified
- 4th and/or severe infraction: Administrative-managed referral and

parent notified

Clinic Rules:

1. Be professional at all times.
2. Students should be working at all times in the clinic area.
3. Eating, drinking, or chewing gum is prohibited in the clinic area.
4. All personal services will be pre-scheduled with Ms. Rogers and completed on the online website and appointment system.
5. Phones are not permitted on the clinic floor unless permission has been granted by the teacher.

*In the case of severe disruptions, the above consequences may be bypassed and the student reported directly to the Assistant Principal.

Dual Enrollment: N/A