



Cosmetology Course Syllabus

Teri Baranski, Instructor
989-269-9284 x2150, 989-269-3447 Salon
tbaranski@huronisd.org, The Remind App
Huron Area Tech Center
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Course Description:

This is a 1500-hour program offered to eleventh and twelfth grade students along with adults. Adult students return for a seven-hour day to finish the program. The program is governed by the Michigan State Board of Cosmetology. The State also requires that all Minimal Practical Applications, MPA's are met. The program includes hair shaping, scalp treatments, styling, coloring, chemical texturizing, hair additions, extensions and wiggery. Students will be trained in nail/pedicure services and enhancements, facials, hair removal, hygiene, patron protection, sanitation, customer relations, sales, and salon business and management.

Upon completion of this course students will be able to:

- Be Prepared to take their State Board Practical Exam and Theory Exam
- Fulfill Competency in all areas of Cosmetology as defined by the State of Michigan
- Personal Management Skills
- Specific Occupational Skills
- Employability and Career Development Skills
- Systems Thinking/Problem Solving Skills
- Life Long Learner
- Work Place Communication Skills

Required Materials/Dress:

- Students shall wear approved uniforms, which must be kept clean at all times (Rule338.21.85).
- All students must wear their designated black vest, and dress professional and look professional, that includes hair and make-up, following hygiene standards, shoes must be CLOSED TOE, COMFORTABLE, AND HAVE SUPPORT, NO EXCEPTIONS!!
- It is also recommended that the shoes be water-resistant and slip/skid-proof. Whichever shoe choice is chosen should be comfortable and supporting due to the amount of time that we will be up and active and standing as the industry demands. The slipper like slide on shoes, flip-flops, open-toed shoes or crocks will not be allowed.
- No tank tops or sleeveless shirts, bare mid-drifts, low cut tops or short apparel; adhere to the HATC dress code.
- Each student is responsible for the cost of the vest and apparel.
- The salon or school is not responsible for damage of clothing or shoes due to any event or chemical services because protective apparel is provided.

Course Segments:

- 1.** Sanitation/Patron Protection/Law and Rules/Personal Hygiene/Mechanical and Electrical Equipment Safety
- 2.** Scalp and Hair Treatments
- 3.** Hairdressing
- 4.** Manicuring/ pedicuring
- 5.** Chemical hair restructuring
- 6.** Straightening and relaxing
- 7.** Hair coloring
- 8.** Facials
- 9.** Artificial nails
- 10.** Applied anatomy, physiology, and histology of the human head, hands, nails, skin and hair
- 11.** Applied chemistry/ occupational safety and health administration as related to skin, hair, nails, and scalp
- 12.** Salon Management/Clinic

Grading Criteria

All assigned work is due the next day. If it is 1 day late, it is 50% the earned grade. All late work has one week from the due date to be completed to receive any credit. Any work past the week time frame will be a 0 and unable to be made up for credit.

All Segments must be completed and passed at proficiency.

Based on the HATC Student Handbook, the grading criteria is broken into two areas: academic performance (60%) and daily work ethic (40%).

<u>Academic Standard (60%)</u>	<u>Work Ethic Standard (40%)</u>
60% of the grades is based on academic performance from skills such as:	40% of the grade is based on daily work ethic in the following:
Hands on task Technical reading Quizzes Tests Journals Etc.	Attendance / Punctuality Personal Management Positive Attitude Initiative / Effort Cooperation Time Management Safety Practices Following Directions

Guidelines for Success:

1. Arrive on time with all necessary materials and a positive attitude.
2. Clock in/Clock out and keep track of exact records
3. Be highly motivated
4. Take initiative to learn
5. Be kind, caring, and compassionate to others, guests, and patrons
6. Follow all state rules, regulations and procedures
7. Never compromise patron sanitation and safety
8. Uphold and follow the Rules and Regulations governed by the State of Michigan and the Board of Cosmetology

Articulation:

Articulation agreements are made between colleges and the HATC, which give students an opportunity to earn college credit at an institution for being a completer in their HATC program. Students are encouraged to seek more information from their instructors. The following agreements are in place for this program at this time: Mott Community College, Delta College, Ferris State University, and Mid-Michigan College

Available Credentials:

Elective high school credit is recommended by HATC and awarded by the student's home school.

Online Delivery:

Google Classroom

Work-Based Learning:

VISIONS, a full service salon is managed and ran by the students under the direct supervision of a licensed instructor and is open to the public. The curriculum is based on the requirements from the State Board of Cosmetology. Students will perform services using all professional products, procedures and tools. Therefore, students are prepared to pass the State Board Test and earn the Michigan State Board of Cosmetology License. Once licensed, the student will be afforded the many opportunities licensure has to offer: working in a salon or spa, as make-up artist, as a skin care specialist, as a photo or movie stylist, image consultant, celebrity stylist, brand educator, platform artist, stage work, sales consultant, cosmetology instructor, or choose to continue their education.

Safety Training:

Safety training is based upon the guidelines established by the Michigan Board of Cosmetology. Students will also gain Certification from Barbicide.

Student Leadership:

The HATC offers the opportunity to join a student leadership organization to all students. In the Cosmetology Program we participate in Skills USA. Students have the opportunity to select from Cosmetology, Cosmetology Mannequin, Esthetics, Nail Care, be a model, or any of the other various leadership competitions Skills has to offer. Each of these areas allows the student to apply the knowledge they have acquired in class in a competition setting to earn recognition, industry equipment, or scholarships. Members of Skills USA also participate in leadership conferences and workshops throughout the year.

Resources:

Milady Text Book

Milady Workbook

Michigan Cosmetology Laws and Rules-LARA

PSI Exams Michigan Cosmetology Candidate Bulletin