



COSD 117 Hair Theory I section name section credit hours Credits **Syllabus**

Course Information

Meeting times and location: section meeting_times section location

Catalog description: Introductory course that instructs in the knowledge of communication, sterilization, shampooing, haircutting, hairstyling, perms, and hair color.

Prerequisites: COSD-111, COSD-112, COSD-113, COSD-115

Terms offered: All Semesters

Section-specific Course Description:

Course Level Objectives

1. Describe the elements involved in presenting a professional image.
2. Define the ergonomic posture steps to prevent injury while working.
3. Describe various nonverbal body language signs.
4. List the voice and grammar guidelines for verbal communication.
5. Identify the keys to effective two-way communication.
6. Understand the role of personality, attitude, and habits in human relations.
7. Identify the structure and function of bacteria and viruses
8. Define the procedures and precautions used in schools and salons.
9. List simple safety and first-aid applications for minor burns, cuts, choking, eye injury, and fainting.
10. Describe the structure and behavior of atoms and bonds.
11. Describe the pH scale and values associated with water, acids, and alkalines.
12. Identify the precautions necessary for various classifications of chemicals when working with professional products and cosmetics.
13. Define the theory of hair, hair formation, growth, structure, behavior, and color.

14. Care for the hair by doing an evaluation for common hair disorders, including hair loss.
15. Explain proper draping, shampooing and scalp massage services.
16. Identify proportions used when creating a design for the human body and face.
17. Learn proper communication skills during the client consultation.
18. Identify the design elements and principles used to compose designs.
19. Identify haircutting tools, areas of the head, and fundamental cutting techniques.
20. Recognize primary hairstyling considerations, fundamentals of hairstyling theory, hairstyling essentials, infection control and safety as they pertain to hairstyling, and client consultation as it pertains to hairstyling.
21. Explain thermal styling theory, infection control, and safety.
22. Describe the law of color.
23. Identify natural level and tone, artificial level, tone, and intensity.
24. Explain additional color consideration.

Required Texts and/or Materials

*image
not
available*

Salon Fundamentals
9781934636787
Pivot Point International, Incorporated
2010-01-01
Salon Fundamentals Exam Prep

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Course Requirements

Students will do the following activities:

You will have two options to choose from for the required instructional materials for the course.

Option 1

Online Textbooks: Getting Started with Pivot Point

Returning Students

Go to Pivot Point website (Links to an external site.)

Log in using existing account information

Click on the Learn tab and select a module to get started on the appropriate assigned chapter for the course.

New Students

Step 1 - Instructors will tell you to check their school emails to see in order to review a notification from Pivot Point.

Step 2 - You will click on the link provided in the email from Pivot Point

Step 3- You will log in with their school email. The password is Sjcp1111

Step 4- You will create a profile and change their password.

Option 2

Textbook

Purchase appropriate textbooks at the bookstore

Look for “Instructions for Printed Book” to know more about assigned readings and workbook assignments in each module

Course Time Commitment

You should expect to spend about an average of 12 hours each week on learning activities for this course.

Instructions

Assignments

You will download and complete the following on Pivot Point's website (Links to an external site.). For more instructions on how to access PivotPoint, please refer to the PivotPoint Getting Started Module and click on “Extra Credit for Pivot Point Instructions.”

Each week you are expected to complete the assignments inserted down below. The assignments will vary in the type and number of questions asked because each subchapter varies with the volume of information.

- Learning Connection- supplemental learning activity that helps with comprehension of the concepts while you’re studying. You should expect various quiz questions for each chapter that includes true/false, multiple-choice, ordering, fill in the blank, and matching.
- Show You Know- allows learners to assess if they fully understood the learning material by including exercises that build meaning. Show You Know are typically short answer questions.
- SmartNotes are a note-taking tool that aids in finding relevant information and putting content in your own words and drawings. You should expect SmartNotes to be filled in the blank worksheets that require them to refer to the eBook.

Submit each completed document in a file through the appropriate assignment on Canvas. Save the file. This assignment is a pass or fail. You must complete 75 percent of

the assignment in order to receive credit. Learners completing less than 75 percent of the work will not receive credit.

All assignments are due by 11:59 MT on Sunday.

Essays

You will refer to the handbook for more details about discussion board posts and netiquette.

You will complete the discussions by Friday at 11:59 pm. Then you will provide comments on one other student's post of his/her post by Sunday, at 11:59 pm.

All essays and discussions are due by 11:59 MT on Sunday. Learners will refer to each weekly module template on Canvas in order to grasp a better understanding of expectations for essays.

Exams

Each week you are expected to complete the lesson challenge inserted down below. The lesson challenges will vary in the type and number of questions asked because each subchapter varies with the volume of information.

- Lesson Challenge- provides the opportunity for you to assess how well they comprehended concepts. Lesson challenges are multiple-choice questions that allow learners to assess their knowledge and prepare for the weekly assessment.

You will download and complete the Lesson Challenge on Pivot Point's website (Links to an external site.). This assessment is a pass or fail. You must score 75 percent on the quiz in order to receive credit. Any scores below 75 percent will not receive credit.

All exams are due by 11:59 MT on Sunday.

Practicals/Comprehensive Assessments

You will have the opportunity to put their study skills into practice by answering comprehensive multiple-choice questions. You will log on to the Pivot Point's website (Links to an external site.). Click on "Go to My Class." Select COSD 117, click on "Test and Quizzes", and then read the guidelines for the assessment titled, "COSD 117 Test ." You will then select the appropriate assessment for the assigned module and take the

examination. The assessment is a pass or fail. You must score 75 percent in order to receive credit. Any scores below 75 percent will not receive credit.

The examination will be available beginning Friday at 8:00 am (Mountain Time) and ending Monday at 11:59 pm, (Mountain Time). The exam will be over concepts covered from the selected Module. Guidelines for the examination will be listed on Pivot Point's website.

The number of multiple-choice questions will vary for each assessment. Examinations can range from requiring you to dedicate 15 minutes for a test and up to an hour. Most weekly assessments are under an hour. The final comprehensive written examination for this course will require at least an hour of your time to complete. Learners are expected to find a quiet place that they will not be disturbed when taking each assessment and the final comprehensive exam. After completion of each assessment, the assigned instructor will post the test results on Canvas for you to review.

All practicals are due by 11:59 MT on Monday.

Projects

Most projects are group-oriented. You will have the opportunity to work in small groups. Each group can contain no more than 4 people. I recommend reaching out to your peers in the Student Forum and creating an efficient system to complete the project. Each person within the group has to submit the group's project separately in order to receive credit. All group work must list everyone's name that contributed to the project in order to avoid plagiarism.

You will have the opportunity to evaluate their peer's efforts and contributions to each project. The instructor will use your group work assessment in order to determine credit for each group member.

All projects are due by 11:59 MT on Sunday

Participation

You are expected to complete all assignments each week. Your participation for each module will be assessed by the Participation Rubric. The instructor will input your grade each week.

Student Evaluations

You will be evaluated on your performance and interactions with peers each week. You Conduct/Evaluations seek to measure or rate the quality of your work or behavior using a scoring guide. A 10-point rubric was designed to focus on work or behavior typically in order to improve employability skills. This assessment is meant to be used as a benchmark so you can adjust performance and increased levels of academic achievement. The instructor will input your grade each week.

COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

disabilityservices@sanjuancollege.edu or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

Student Support

Student Services and Support

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Participation and Attendance Policy

Participation and Attendance Policy

The Cosmetology faculty believes that the habits and work pattern established while an individual is a student will be reflected in the work setting when the transition is made to cosmetology practitioner. Therefore, every effort should be exerted to establish good work ethics, or patterns of good attendance, promptness, and responsibility. This applies to all didactic and laboratory courses, and clinical rotations.

- Turning in assignments late or responding to peers' post after the set deadline reflects irresponsible behavior, lack of respect for faculty and other students, and serves as a distraction to others. Students are expected to turn in assignments at the designated time.
- The cosmetology program will not excuse students from assignments due to employment schedules. Students are expected to meet their obligations to the course of study.

Acceptable Reasons for Late Assignment with Appropriate Documentation

Student sickness (Document must be filled out by an appropriate licensed medical professional with approved dates of the student's absence).

Student's observance of a religious holiday.

Death in the student's family or other emergencies beyond the control of the student's family.

Mandated court appearance

Educational opportunities preapproved by the appropriate instructor.

Other Classroom Policies and Expectations

E-Mail

Students must use their school emails when trying to communicate with their instructor. Do not send emails from non-university accounts (i.e. Gmail, Yahoo, etc.). Communication with the instructor will be conducted using the Canvas' Course Message system or the SJCPortal. Students can expect an e-mail reply from the instructor within 48 hours using Mountain Standard Time (MST).

Student Forum

In online courses, it is normal to have many questions about things that relate to the course, such as clarification about assignments, course materials, or assessments. Students will post these in the Student Forum located in the Student Forum Module. This is an open forum, and you are encouraged to give answers and help each other.

In order to be successful in an online course, students must be proactive and regulate/manage their time and learning. Students will need to assess their own comprehension of concepts. If students are unclear, have concerns, or need further explanation for assignments, it is their responsibility to contact the instructor. Students must also monitor their own grades and academic progress.

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Canvas Participation and Expectations

Canvas Participation Expectations

Announcements will be posted in Canvas on a regular basis. Students will be expected to log into the Canvas at least three times per week to be aware of possible announcements/reminders to pace their progress in the course

Instructor Response Time

Instructor Response Time

In regards to assignment feedback, the instructor's goal is to provide timely feedback (comments, rubric evaluation, and grades) in an efficient manner that provides specific

guidance for improving future assignments. In order to be helpful, it is necessary to devote a certain amount of time to the development of quality comments that truly assist the student. This time frame, of course, varies due to class size, and the nature and complexity of the assignment. As such, the instructor will make every effort to provide prompt feedback that can be applied to future assignments. In most instances, this will be within one week after the submission due date.

Course Time Commitment

Course Time Commitment

Students should expect to spend about an average of 12 hours each week on assignments for this course.

Grading

Final grades are calculated based on the following...

Weighted Grades

Category

Weight

Assignments	10
Essay	15
Exams	20
Practicals/Assessments	15
Projects	25
Participation	10
Student Conduct/Evaluations	5

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

COSD 117 Course Schedule

Week	Activities
Color and Perm Theory	(Group Friendly) Milady Chemical Texture Glossary 111.1 Perm Theory 111.2 Perm Design 111.3 Perm Products and Essentials 111.4 Perm Skills 111.5 Perm Guest Experience Learning Connection Show You Know SmartNotes Lesson Challenge “How to Use Color Theory” “Find Your Hair Color” “Hair Color Consideration Discussion”
Chemical Waving, Relaxing, and Curl Reformation	111.12 Relaxer Theory 111.13 Relaxer Product and Essentials 111.14 Relaxer Skills 111.15 Relaxer Guest 111.20 Curl Reformation Learning Connection Show You Know SmartNotes Lesson Challenge Perm Problem Solving Discussion

	<p>Relaxers Discussion</p> <p>Summary of Relaxers (111.17-111.19)</p> <p>Summary of Curl Reformation (111.21)</p> <p>Reflection Paper Perming (111.1-111.6)</p>
Haircutting	<p>(Group Friendly) Haircutting Milady Glossary</p> <p>Salon Fundamentals Haircutting Glossary (105.1-105.4)</p> <p>(Group Friendly) Haircutting Theory PowerPoint Presentation</p> <p>(Group Friendly) Haircutting Tools PowerPoint Presentation</p> <p>(Group Friendly) Foundational Cutting PowerPoint Presentation</p> <p>105.1 Sculpture Theory</p> <p>105.2 Sculpture Tools and Essentials</p> <p>105.3 Sculpture Skills</p> <p>105.4 Sculpture Guest Experience</p> <p>Learning Connection</p> <p>Show You Know</p> <p>SmartNotes</p> <p>Lesson Challenge</p> <p>Ergonomics Discussion</p>
Haircutting Services	<p>105.6 Solid Form Overview</p> <p>105.9 Graduated Form</p> <p>Learning Connection</p> <p>Show You Know</p> <p>SmartNotes</p>

	<p>Lesson Challenge</p> <p>Haircutting Discussion</p> <p>Selling Strategies Discussion</p>
<p>Haircuts</p>	<p>105.12 Increased-Layered Form</p> <p>105.15 Uniformly Layered Form</p> <p>105.19 Texturizing</p> <p>105.20 Combination Form Overview</p> <p>Learning Connection</p> <p>Show You Know</p> <p>SmartNotes</p> <p>Lesson Challenge</p> <p>Upgrading Hair Services Discussion</p> <p>Summary of Chapters: 105.6,105.9,105.12,105.15,105.19, and 105.20</p> <p>Reflection Paper 105.1-105.21</p>
<p>Ecology</p>	<p>(Group Friendly) Milady Ecology Glossary</p> <p>(Group Friendly) 102.1 Microbiology Objectives and Definitions</p> <p>Salon Fundamentals Ecology Glossary (102.1-102.8)</p> <p>102.1 Microbiology</p> <p>102.2 Infection Control</p> <p>102.3 First Aid</p> <p>102.4 Building Blocks of the Human Body</p> <p>102.5 The Skeletal System</p> <p>Learning Connection</p>

	<p>Show You Know</p> <p>SmartNotes</p> <p>Lesson Challenge</p> <p>Bacteria Discussion</p> <p>First Aid Discussion</p>
Anatomy and Electricity	<p>Salon Fundamentals Anatomy and Electricity Glossary (102.9-102.12)</p> <p>102.6 The Muscular System</p> <p>102.7 The Circulatory System</p> <p>102.8 The Nervous System Assignments</p> <p>102.9 Principles of Electricity</p> <p>102.10 Electricity in Cosmetology</p> <p>102.11 Matter</p> <p>Learning Connection</p> <p>Show You Know</p> <p>SmartNotes</p> <p>Lesson Challenge</p> <p>Muscular System Discussion</p> <p>Structure of Atoms and Bonds Discussion</p>
Trichology	<p>102.12 pH</p> <p>102.13 Hair Care Product Knowledge</p> <p>102.14 Hair Theory</p> <p>102.15 Hair Care</p> <p>102.16 Shampoo and Scalp Massage Theory</p>

	<p>102.17 Shampoo and Condition Guest Experience</p> <p>Learning Connection</p> <p>Show You Know</p> <p>SmartNotes</p> <p>Lesson Challenge</p> <p>pH Discussion</p> <p>Conditioners Discussion</p> <p>Summary of Shampoo (102.18-102.19)</p> <p>Reflection Paper Science (102.1-102.17)</p>
<p>Long Hairstyles</p>	<p>108.1 Hair Theory</p> <p>108.2 Hair Tools and Essentials</p> <p>Learning Connection</p> <p>Show You Know</p> <p>SmartNotes</p> <p>Lesson Challenge</p> <p>Curling Iron Discussion</p> <p>Professional Image Discussion</p>
<p>Long Hairstyle Services</p>	<p>108.3 Long Hair Skills</p> <p>108.4 Long Hair Guest Experience</p> <p>Learning Connection</p> <p>Show You Know</p> <p>SmartNotes</p> <p>Lesson Challenge</p> <p>Long Hair Designs Discussion</p> <p>Ergonomics for Hairstyling Discussion</p>

Effective Communication	(Group Friendly) Milady Client-Centered Glossary 104.1 Design Connection 104.2 Client Considerations 104.3 Connect Service Essential 104.4 Consult Service 104.5 Create Service Essential Learning Connection Show You Know SmartNotes Lesson Challenge Effective Communication Human Relations Discussion
Client Relations	104.6 Complete Service Essential Learning Connection Show You Know SmartNotes Lesson Challenge State Law Final Comprehensive Mock State Board Examination

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning

disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for “Request for Services” and complete all the steps.

You can also contact the college’s disability coordinator in the Advising/Counseling Center at 566-3271 or disabilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. The Family Educational Rights and Privacy Act (FERPA)

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

3. Academic Honesty Rules

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

4. Student Conduct Statement

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. Student Safety

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building

- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

6. **Non-Discrimination, Sexual Harassment, and Retaliation.**

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. **Drop for Non-Attendance and/or Non-Participation**

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

8. Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

9. Grading Policies

Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

10. **Grade Appeals**

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)

Program Handbook

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