



**BARB 118 Barber Fundamentals I Section Name Section Credit Hours Credits**  
**Syllabus**

## Course Information

**Meeting times and location:** section meeting\_times section location

**Catalog description:** Provides basic theory instruction that involves demonstrations and presentations in a lab setting. Topics covered are communication, sterilization, shampooing, haircutting, hairstyling, facials, shaving, perms, and hair color.

**Terms offered:** All Semesters

**Section-specific Course Description:**

## Course Level Objectives

Provides basic theory instruction that involves demonstrations and presentations in a lab setting. Topics covered are communication, sterilization, shampooing, haircutting, hairstyling, shaving, perms, and hair color

## Required Texts and/or Materials

*image  
not  
available*

**14-Book Set, Fundamentals**

9781940593593

Pivot Point International

2016-10-01

## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## 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

## Grading

Final grades are calculated based on the following...

## Course Time Commitment

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

## Canvas Participation and 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.

## Participation and Attendance Policy

The Cosmetology faculty believes that the habits and work patterns established while an individual is a student will be reflected in the work setting when the transition is made to cosmetology practitioners. 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' posts 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.

## Instructor Response Times & Regular Interaction Expectations

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.

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

DateWeekActivitiesMarch 8 - March 21

Week 1

Life Skills/Health Body and Mind

(Group Friendly) Milady Communication Glossary

101B.1 Healthy Body and Mind Assignments

Self Care Plan Assignment

Study Schedule Assignment

Personality Test

Handbook Quiz

March 22 - March 28

Week 2

Life Skills

Professional Etiquette Self-Assessment

Respect Self-Assessment

Comprehensive State Board Activities

Elements of Design

Principles of Design

Professional Image Vision Board

March 29 - April 4

Week 3

Ergonomics

101B.2 Ergonomics Assignments

Ergonomic Exercise Chart

Ergonomic Etiquette Self-Assessment

Bathroom Etiquette

April 5 - April 11

Week 4

Hair Care

Comprehensive State Board Activities

Shampoo and Draping

Thermal Styling

Comprehensive State Board Activities

Precaution when Using Cosmetic Products

pH

Hair Structure

April 12 - April 18

Week 5

Communication

101B.3 Basic Communication Assignments

Communication Style Self-Assessment

Body Language Self-Assessment

Listening Self Assessment

April 19 - April 25

Week 6

Communication

101B.4 Communicate With Confidence Assignments

Email Etiquette Self-Assessment

Cell Phone Etiquette Self-Assessment

Reflection Essay on Etiquette Assessments

April 26 - May 2

Week 7

Human Relations

101B.5 Human Relations Assignments

Ethic IQ Self-Assessment

Attitude Self Attitude

Emotional Intelligence Self-Assessment

Social Skills Self-Assessment

May 2 - May 7

Week 8

Resilience

101B.6 Resilience Assignments

Resilience Self-Assessment

Comprehensive State Board Activities

Fundamental Cutting Techniques

Alopecia

Comprehensive Mock State Board Examination

## Program Handbook

2020\_2021 Cosmetology Student Handbook.docx

## 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 password reset and Canvas support, visit the [Student Technology Guide](#) website.

## Accessibility/Privacy Policies for all Technology Tools Used

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

## Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

### **Academic Support and Resources**

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources

available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

### **Student Support and Resources**

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

## **College Policies and Resources for Current Students**

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

## **Healthy and Safe Practices for Being on Campus**

We want a healthy and safe campus for students, faculty, staff, and guests.

### **Contagious diseases and your responsibility:**

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

### **Safety on campus and your responsibility:**

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.



## Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

## Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.