



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

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.

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.

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 |

Course Time Commitment

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

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

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.

Instructor Response Times & Regular Interaction Expectations

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.

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
Relaxers Discussion
Summary of Relaxers (111.17-111.19)
Summary of Curl Reformation (111.21)
Reflection Paper Perming (111.1-111.6)

Haircutting

(Group Friendly) Haircutting Milady Glossary
Salon Fundamentals Haircutting Glossary (105.1-105.4)
(Group Friendly) Haircutting Theory PowerPoint Presentation
(Group Friendly) Haircutting Tools PowerPoint Presentation
(Group Friendly) Foundational Cutting PowerPoint Presentation
105.1 Sculpture Theory
105.2 Sculpture Tools and Essentials

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| | <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> |
| Haircuts | <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:</p> |

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| | <p>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> |
| <p>Anatomy and Electricity</p> | <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> |

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| | <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> |
| Long Hairstyles | <p>108.1 Hair Theory</p> <p>108.2 Hair Tools and Essentials</p> <p>Learning Connection</p> <p>Show You Know</p> |

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| | <p>SmartNotes</p> <p>Lesson Challenge</p> <p>Curling Iron Discussion</p> <p>Professional Image Discussion</p> |
| Long Hairstyle Services | <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 | <p>(Group Friendly) Milady Client-Centered Glossary</p> <p>104.1 Design Connection</p> <p>104.2 Client Considerations</p> <p>104.3 Connect Service Essential</p> <p>104.4 Consult Service</p> <p>104.5 Create Service Essential</p> <p>Learning Connection</p> <p>Show You Know</p> <p>SmartNotes</p> <p>Lesson Challenge</p> <p>Effective Communication</p> <p>Human Relations Discussion</p> |
| Client Relations | <p>104.6 Complete Service Essential</p> <p>Learning Connection</p> |

Show You Know

SmartNotes

Lesson Challenge

State Law

Final Comprehensive Mock State Board Examination

Program Handbook

2020_2021 Cosmetology Online 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.