 **C103 Cosmetology CORE**

**Course Syllabus**

200 Clock Hours; 8 Units

Day class: Monday-Friday 9:30 a.m.-5:00 p.m.

Night class: Monday - Friday 5:30-10:00 p.m.

**Course Description**

CORE focuses on the fundamental knowledge and skills Future Professionals will need to begin working with their clients, including an overview of the cosmetology industry and business practices; State of California rules and regulations, sanitation, and chemistry; basic techniques in cutting, color, and styling; and skin and nail care.

**Prerequisites**None

**Required Textbooks and Materials**

* Milady’s Standard Cosmetology, Cengage Learning, 2016.
* Business Fundamentals App for iPads
* Paul Mitchell Advanced Education
	+ Includes the Color System, the Cutting System, the Texture System, the Skill Cards and the Short Haircutting System Apps
* Future Professional Technical Kit

**Student Learning Outcomes**Upon successful completion of this course, the Future Professional will be able to do the following:

* Follow basic sanitation procedures and safety guidelines appropriate to all aspects of the cosmetology industry;
* Explain the importance of anatomy and physiology to the cosmetology profession.
* Cut and style basic hairstyles using the Paul Mitchell cutting system and appropriate tools;
* Mix and apply hair color, bleach, and tints to achieve optimum results;
* Provide professional chemical cosmetology services, including, but not limited to, permanent waving and chemical relaxing;
* Provide professional manicures and pedicures;
* Provide professional facials and apply cosmetics;
* Successfully perform the duties of a salon employee through the application of fundamental business practices, customer service and retail sales skills, and guest recordkeeping.
* Model behavior that reflects confidence, competence, and professionalism.

**MTI College Universal Outcomes**

As a learner-centered institution, MTI College is committed to preparing its students with the knowledge, skills, and confidence necessary for pursuing successful careers. While our programs are built around outcomes that are specific to a field of study, they also include outcomes that are more universal in nature - knowledge, skills, and confidence that apply to all students, regardless of their major. MTI College graduates are expected to demonstrate proficiency in seven areas that are crucial to ensuring a satisfying and successful career.

Upon successful completion of their chosen program of study, MTI College graduates are expected to demonstrate proficiency in the following:

* Written and verbal communication in the student’s chosen field of study;
* Problem solving typically required or characteristic of the profession.
* Internal and/or external customer service;
* Responsibility and accountability for independent and group work products;
* Using learning strategies necessary to keep current in the profession and become a lifelong learner;
* Using the technology common to the current business environment to improve individual and organizational performance;
* Behavior that reflects confidence, competence, and professionalism.

**Method of Instruction**

CORE is intended to be a hands-on training experience for Future Professionals learning basic cosmetology skills.  Future Professionals will observe demonstrations intended to complement assignments.  Future Professionals will then immediately apply the skills they are learning to mannequins or volunteers in classroom workshops. The final results will be used to assess Future Professionals’ skills. In addition, quizzes, floor tests, and a written final exam are also used to measure Future Professionals’ progress in the class.

**Grading Procedures**

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Future Professionals must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Even though a future professional may progress from one class level to the next with an overall grade of “D” or above, in order to successfully complete the program a future professional must:

* Receive a grade of 100% in the advisory assessment.
* Successfully complete 100% of Paul Mitchell practical operations
* Receive grades of 80% or more in the following exams:
	+ All theory tests
	+ The midterm
	+ Adaptive Quiz
	+ Professional Assessment
	+ Mock Board Written

Students will be given several chances to pass the tests during the program. However, if a test is passed after a student has progressed from one class to the next class, the original course grade will not be changed.

**Grading Scale**

A 90 – 100%

B 80 – 89%

C 70 – 79%

D 60 – 69%

F below 60%

**Core Grades**

Future Professionals will be evaluated on their achievement of the expected Student Learning Outcomes (SLOs). Students show proficiency by participating in class, completing assignments, and demonstrating an understanding of the content of the class. The following curriculum maps show where the outcomes are assessed.

|  |  |
| --- | --- |
| **Student Learning Outcomes** **for Core** | **Proficiency Assessment Opportunities** |
| **Attendance Grade****(20 Points)** | **Professionalism Rubric****(10 Points)** | **Weekly Written ExamS****(30 Points)** |  **Weekly Practical Exams****(30 Points)** | **Practical Operations****(10 Points)** |
| **Outcome #1:** Follow basic sanitation procedures and safety guidelines appropriate to all aspects of the cosmetology industry;  |  |  | 🗸 | 🗸 | 🗸 |
| **Outcome #2:** Explain the importance of anatomy and physiology to the cosmetology profession; |  |  | 🗸 |  |  |
| **Outcome #3:** Cut and style basic hairstyles using the Paul Mitchell cutting system and appropriate tools; |  |  | 🗸 | 🗸 | 🗸 |
| **Outcome #4:** Mix and apply hair color, bleach, and tints to achieve optimum results; |  |  | 🗸 | 🗸 | 🗸 |
| **Outcome #5:** Provide professional chemical cosmetology services, including, but not limited to, permanent waving and chemical relaxing;   |  |  | 🗸 | 🗸 | 🗸 |
| **Outcome #6:** Provide professional manicures and pedicures; |  |  | 🗸 |  | 🗸 |
| **Outcome #7:** Provide professional facials and apply cosmetics; |  |  | 🗸 |  | 🗸 |
| **Outcome #8:** Successfully perform the duties of a salon employee through the application of fundamental business practices, customer service and retail sales skills, and guest recordkeeping; |  |  | 🗸 |  |  |
| **Outcome #9:** Model behavior that reflects confidence, competence, and professionalism. | 🗸 | 🗸 |  |  |  |

**Academic Honesty Policy**

All Future Professionals must conform to the principles and standards of academic honesty as upheld by the college. Academic cheating or plagiarism is cause for formal discipline and is justification for a Learning Leader to assign a failing grade or, in some cases, recommend dismissal from the college. All incidents of cheating will result in a notification to the Director and documentation will be placed in the Future Professional’s academic file.

# Late and Makeup Work PolicyFuture Professionals can only benefit from this course if they are present and focused on learning new skills; therefore, late work will be accepted at the discretion of Learning Leader.

**Paul Mitchell Attendance Policy and Procedure**

**Policy:**

Regular future professional attendance is essential to successfully accomplish all program outcomes. In accordance with the regulations put forth by the State of California Board of Barbering and Cosmetology, future professionals must complete a minimum of 1100 hours of curriculum study in order to graduate from the MTI College Paul Mitchell cosmetology program. One hundred percent class attendance is expected of all MTI Paul Mitchell future professionals. We understand that emergencies and illness may occur; therefore, future professionals who maintain a minimum 90% cumulative attendance rate will complete the program “on time”.

**General Attendance (All Future Professionals)**

* If a future professional’s cumulative attendance falls below 90% he/she will meet with the future professional advisor (FPA) to discuss the impact of poor attendance and will be placed on the At Risk list. At that time, the future professional will be given 30 days to increase his/her attendance. If the future professional’s attendance does not improve, he/she will be placed on probation.
* Once placed on probation, the future professional will be given an additional 30 days to improve his/her attendance. If the future professional’s attendance does not improve, he/she will be placed on Final Advisory Warning.
* Once placed on Final Advisory Warning by the director, the future professional will have one final 30-day opportunity to improve his/her attendance. If the future professional is not successful, he/she will be dropped from the program.

To ensure a minimum of 90% attendance, all future professionals have the opportunity to clock in 15 minutes prior to the start of their scheduled shift, attend student-run team meetings while on the clock, and schedule out of schedule appointments to earn additional hours. This equates to as much as 10 additional hours each week.

**Absences**

* Future professionals must call in and speak to the service desk coordinator or follow the telephone prompts to leave a message to report their absence or anticipated late arrival in order to avoid suspension.
* When calling in to report an absence or late arrival, future professionals must provide their name, student number, and the estimated time of arrival (if calling in late). Day future professionals must call in by 9:30 a.m. and evening future professionals must call in by 5:30 p.m. Phone number: (916) 339-1888.

**Classroom Attendance**

* Attendance in assigned/scheduled classes is required. Future professionals are expected to arrive on time, prepared with the appropriate tools, and remain in class until they are dismissed by the learning leader.
* Future professionals who arrive to any class unprepared or without the appropriate tools will be asked to locate the appropriate tools, otherwise they will not be permitted to attend the class. If they are not allowed to attend class, they are to clock out until the start of the next class.
* Future professionals who do not attend their scheduled classes will not receive hours for that time. Future professionals may not leave class without losing attendance hours. Brief restroom breaks not exceeding 10 minutes are always acceptable; however, future professionals attending less than 90% of a class period will be marked absent and will not receive hours for that period.
* Per State Board regulations, future professionals will not be admitted to theory class after instruction has started. They are to clock out until the start of their next assigned class.

**Time Clock**

* Each future professional is given access to Course Key.
* Future professionals are expected to clock in upon arrival and clock out when they leave campus.
* Day future professionals are expected to clock out for a 30-minute lunch break.
* All students must clock out before leaving campus for any reason. *Including breaks.*

**Day Program Future Professionals**

In addition to the attendance policies that impact all future professionals, the following applies to future professionals enrolled in the ***Day Program***:

* Future professionals may only attend school during the following daytime program hours – Monday through Friday, 9:30 a.m. to 5:00 p.m.
* Future professionals may not clock in before 9:15 a.m.
* Following the morning meeting, future professionals are expected to be prepared and in their scheduled class or on the clinic floor no later than 9:45 a.m.

**Evening Program Future Professionals**

In addition to the attendance policies that impact all future professionals, the following applies to all future professionals enrolled in the ***Evening Program***:

* Future professionals may only attend during evening program hours - Monday through Friday, 5:30 p.m. to 10:00 p.m.
* Future professionals may not clock in before 5:15 p.m.
* Following the evening meeting, future professionals are expected to be prepared and in their scheduled class or on the clinic floor no later than 5:45 p.m.

**Visionary List Criteria**

Each month, leadership reviews all future professionals’ current status as it relates to the criteria listed below. Each of the criteria must be met in order to be eligible to secure a place on the Visionary List. The Visionary List is created monthly using the previous month’s data. Future professionals who are on the current month’s Visionary List are eligible to attend student-run team events off campus and receive or perform a student service.

* Monthly attendance of 90% or higher
* Theory exams must be current and passed with 80% or higher
* Four or more guest requests
* No documented guest refusal.
* Worksheets current and 100% completed

**Minimum Guest Requirement:**

Each Adaptive and Creative Future Professional is expected to service four guest requests per month. Three walk-ins are considered equivalent to one guest request. Three requests per month are required during months when there is a break for Easter or Christmas.

*\*Please refer to the Entrance Requirements for details on guest request criteria for the Barbering program.*

**Success in Meeting Minimum Guest Requirement:**

All future professionals who are successful in reaching their minimum four guest requests each month will be eligible to earn their spot on the Visionary List.

**Set Up and Service Timing:**

Future Professionals are expected to review each day’s appointments on the Millennium computer located on the clinic floor before their shift begins. Appointments made after the beginning of the future professionals shift will be updated both in Millennium and on the white board near the time clock. Future professionals are expected to check both of these places multiple times each day. They are to be prepared and ready to provide services on the clinic floor no later than 10 minutes prior to the guest’s scheduled appointment. If a walk in arrives, the Future Professional will be notified and expected to be set up and ready to provide the service in no more than 10 minutes from when they are notified. Failure to follow these guidelines may result in the guest being assigned to another Future Professional who is prepared to provide the service. Repeated challenges with being prepared to service guest within the 10 minute guideline will result in suspension.

The following are the Paul Mitchell Clinic Floor service timing standards:

* Chemical service (color, foils, perm, relaxers) – 3.5 hours
* Haircut – 1.5 hours
* Conditioning treatments – 1 hour
* Hot tool service - 1 hour

These are general guidelines to help gauge the future professionals grasp of and ability to execute the Paul Mitchell systems.

**Out of Schedule Appointments:**

We realize not all of your guests will be able to come in at your available service times. To address this potential challenge, we offer you the opportunity to see these guests outside of your normal schedule. Out of schedule requests are made through the front desk

**Golden Rules**

*A code of conduct*

1. **Be on time. (Always)**
2. **Always be in a great mood. (Fake it when necessary)**
3. **Come to work prepared.**
4. **Be informed. (Read all memos and information)**
5. **Gossip is not allowed.**
6. **Hold each other accountable. (24-hour rule)**
7. **Resolve all personal challenges with love.**
8. **Go to the decision maker with any apparent unsolvable challenges. Use the “Go in Asking” rule.**
9. **Be knowledgeable, literate, and articulate.**

**10. Always “look the part” of an impeccable professional. (classic, dramatic or fashion forward)**

**11. Be professional always.**

**12. Do not get personally involved with Future Professionals or clients.**

**13. Personal lives remain personal.**

**Core Curriculum**

**Time frame** – Weeks 1 through 6 full time Weeks 1-10 for part time

The Core curriculum focuses on the fundamentals that enable Future Professionals to confidently begin working with clients early in their training. During this phase of training, Future Professionals “learn the foundational rules” prior to working with guests. There is a blend of technical skill development with personal development, which helps to foster confidence and provides direction for successful behaviors during the clinic floor learning experience.

**Technical curriculum overview – *Subject to change***

Hair Styling Week

* Wet Hair Styling: Finger Waves and Pin Curls
* Style and Finish Tools
* Pre-Dry: Flat Wrap and Finish: Leafing and Beveling Option
* Pre-Dry: Round Wrap and Finish: Directional
* Marcel Irons
* Smoothing Irons
* Draping

Color

* Hair Structure
* ABCD’s of color
* Play-doh Color Wheel
* Paul Mitchell the Color XG Map
* Formulation
* Color Classification for Traditional Hair Color and Paul Mitchell the Color
* Diagramming for Color
* Two Ways to Color Hair
* Single Process Going Darker and Lighter
* The Blonding System
* Double Process and Retouch Application
* Foil Preparation
* Horizontal Weave
* Diagonal Slice
* Color Consultation

Cutting

* Haircutting Tools
* Diagramming
* Haircutting Objectives
* Square One Length
* Triangular Graduation
* Round Layers
* Scissor Over Comb
* Clipper Over Comb

Texture

* Permanent Wave Overview, Part 1
* Permanent Wave Overview, Part 2
* Perm Procedure
* Basic Perm Wrap
* Perm Solution Application
* Chemical Relaxer – First time Curly

Spa

* Makeup
	+ Setup
	+ Balanced Brow
	+ Balanced Eye
	+ Balanced Lip
	+ Skin
* Nails
	+ Pedicure
	+ Waterless Manicure
* Skin
	+ Basic Facial
* Scalp Care
	+ Deep Conditioning
	+ Scalp treatments
	+ Massage Techniques
* **Men’s live cut last week of core**
* **Hands on Practical and written exam at the end of each week**

**Learning curriculum overview**

* Learning cycle.
* Game planning.
* Introduction to Objective-Based Education: O.B.E.
* Mind mapping.
* Multiple Intelligence
* Learning profile and strategies.
* Previewing and learning affirmations.

**Team building curriculum overview**

* Pancake breakfast.
* Morning Meeting.
* Core Class Party
* Professional development guidelines.

**Sales and service curriculum overview**

* Introduction to consultations for each service.
* 10 opportunities.
* 2 minute plan.
* Intro to T-3 Experience and stress relieving scalp treatment.
* Introduction to product knowledge.
* 24-hour rule.
* Project-look book.

**Attendance rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Indicator** | **Inadequate – ( 0 points)** | **Minimal (70 - 79 points)** | **Developing (80-89 points)** | **Proficient 90 -100 points** | **Grade** |
| Attendance—Can be assessed weekly, bi-weekly, or at mid-term and final | Present less than 70% of the time. | Present at least 70-79% of class time5 or more late arrivals or early departures per term (1 per week)Seldom informs teacher before missing class | Present at least 80-89% of class time No more than 4 late arrivals or early departures per termUsually informs teacher before missing class | Present 90-100% of class timeNo more than 2 late arrivals or early departures per termInforms teacher before missing class | /100 |

**Professionalism rubric**

|  |  |
| --- | --- |
| **Outcome:** Model behavior that reflects confidence, competence, and professionalism. |  |
| **Indicator** | **Minimal (0-4 points)** | **Developing (5-7 points)** | **Proficient (8 -10 points)** | **Grade** |
| Dress and appearance | 3 or more dress and/or appearance violations per term  | No more than 2 dress and/or appearance violations per term | Conforms to PM dress and appearance policy on a daily basis | /10 |
| Classroom behavior | Makes inappropriate disruptions in class (rude comments, disrespectful attitude and actions). Does not follow school or class policies (cell phone policy, food and drink policy, etc.) Shows no interest in improving. | Responds in a positive manner to feedback in an effort to improve. Recognizes when s/he does something inappropriate and self-corrects. Follows school and class policies at least 80% of the time | Cognizant of effects of their actions and attitudes on others around him/her. Consistently respectful and courteous. Consistently follows school and class policies | /10 |
| Class participation | Rarely:Asks questions when clarification is neededCommunicates respectfullyProvides peer supportMeets deadlinesParticipates activelyContributes to a positive learning environment | Occasionally:Asks questions when clarification is neededCommunicates respectfullyProvides peer supportMeets deadlinesParticipates activelyContributes to a positive learning environment | Consistently:Asks questions when clarification is neededCommunicates respectfullyProvides peer supportMeets deadlinesParticipates activelyContributes to a positive learning environment | /10 |
| Theory Tests | Rarely completes theory tests on time.  | Usually completes theory tests on time.  | Consistently completes theory tests on time. |  /10 |
| Worksheets  | Rarely completes worksheets on time. | Usually completes worksheets on time. | Consistently completes worksheets on time | /10 |
| PM Policies and Procedures | Rarely demonstrates an understanding of and follow Paul Mitchell policies.  | Usually demonstrates an understanding of and follows Paul Mitchell policies. | Consistently demonstrates an understanding of and follows Paul Mitchell policies. | /10 |
|  |  |  |  | Total Grade  /60 |