 **Creative Series A, B, & C Course Syllabus**

**C403A** Creative A: 250 Hours, 10 Units

**C403B** Creative B: 100 Hours, 4 Units

Days: Monday – Friday

9:30 a.m.-5:00 p.m.

Nights: Monday – Friday

5:30-10:00 p.m.

**Course Description**

The *Creative Phase* allows Future Professional to continue to build and apply their knowledge and skills through classroom instruction and working in the clinic. The Creative phase consists of two modules in which future professionals gain additional experience through hands-on practice and evaluation on the clinic floor. They explore ways to customize and combine the technical elements of what they have previously learned. Under the guidance of their Learning Leaders, Future Professionals will begin to operate more independently as they service their clients using techniques that combine the latest trends with fundamental technical skills.

**Prerequisites**

Successful completion of Cosmetology Adaptive Phase.

**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 Short Haircutting System, the Cutting System, the Texture System, the Skill Cards and Plugged in Apps
* Future Professional Technical Kit

**Student Learning Outcomes  
C403A Creative A Student Learning Outcomes**

Upon successful completion of Creative A, future professionals will be able to do the following in each of the areas below:

* Model behavior that reflects confidence, competence, and professionalism.
* Demonstrate competency in:
  + Hair-cutting procedures
  + Hair Color procedures
  + Hair Styling procedures
  + Chemical Re-Texturizing procedures

**C403B Creative B Student Learning Outcomes**

Upon successful completion of this series of Creative B, future professionals will be able to do the following in each of the areas below:

* Model behavior that reflects confidence, competence, and professionalism.
* Demonstrate proficiency in:
  + Hair-cutting procedures
  + Hair Color procedures
  + Hair Styling procedures
  + Chemical Re-Texturizing procedures

**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**

Lectures, demonstrations, practical assignments and hands-on application help reinforce learned principles and techniques. Future professionals work on the clinic floor as directed under the supervision of learning leaders who supervise each level of service and evaluate the future professional’s performance.

**Grading Procedures**

Future professionals are evaluated on their technical knowledge and demonstrated proficiency in cutting, coloring, and texture/skin/makeup/nails. Written exams are used to evaluate the future professional’s understanding of course content and hands-on practical experiences are used to evaluate the future professional’s ability to apply the knowledge and skills learned.

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:

* Successfully complete 100% of the worksheets.
* 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%

**C402A Creative A 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 Creative A** | **Proficiency Assessment Opportunities** | | | | |
| **Attendance Grade**  **(20 Points)** | **Professionalism Rubric**  **(10 Points)** | **Practical Operations**  **(10 Points)** | **Theory Tests**  **(20 Points)** |
| **Outcome #1:**Model behavior that reflects confidence, competence, and professionalism. | 🗸 | 🗸 |  |  |
| **Outcome # 2:** Demonstrate competency with hair cutting procedures. |  |  | 🗸 | 🗸 |
| **Outcome # 3:** Demonstrate competency with hair color procedures. |  |  | 🗸 | 🗸 |
| **Outcome # 4:** Demonstrate competency with hair styling procedures |  |  | 🗸 | 🗸 |
| **Outcome # 5:** Demonstrate competency with Chemical Retexurizing |  |  | 🗸 | 🗸 |

**C402B Creative B Grades**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Learning Outcomes**  **for Creative C** | **Proficiency Assessment Opportunities** | | | |
| **Attendance**  **(20 Points)** | **Professionalism Rubric**  **(10 Points)** | **Practical Operations**  **(10 Points)** |
| **Outcome #1:**Model behavior that reflects confidence, competence, and professionalism. | 🗸 | 🗸 |  |
| **Outcome # 2:** Demonstrate proficiency with hair cutting procedures. |  |  | 🗸 |
| **Outcome # 3:** Demonstrate proficiency with hair color procedures. |  |  | 🗸 |
| **Outcome # 4:** Demonstrate proficiency with chemical retexturing procedures |  |  | 🗸 |
| **Outcome # 5:** Demonstrate proficiency with permanent chemical retexturing procedures |  |  | 🗸 |

**Academic Honesty Policy**

All students 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 an instructor 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 appropriate Dean and documentation will be placed in the student's academic file.

**Late and Makeup Work Policy**  
Future Professionals can only benefit from this course if they are present and focused on learning new skills. Therefore, no late work will be accepted without prior written consent from the instructor. Even with consent, late work will not be accepted more than two times over the course of this class.

**Attendance 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 1600 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 reporting 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 night 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 Specialty or State Board classes more than 5 minutes late will be coached. Multiple tardies will result in suspension.
* 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.
* In the event that a future professional forgets to clock-in or out, he/she may request that an adjustment be made to his/her time record.

**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

**Day Program**

In addition 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 - Tuesday through Saturday, 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**

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

* Future professionals only attend at during the nighttime 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 theirscheduled class or on the clinic floor no later than 5:45 p.m.

**Classroom Policies**

* Food and drinks are not allowed on the clinic floor. Only bottled water is allowed in the classrooms.
* Cell phones are not allowed in the classrooms or clinic floor.
* Students are expected to follow Paul Mitchell’s Golden Rules at all times:

**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.**

**Creative Curriculum**

The Creative skills curriculum allows the future professional to explore how to customize and combine technical elements of what they have learned. During this phase of training future professionals are inspired to develop their craft by “breaking some of the foundational rules” they have developed up to this point.

During this final phase of curriculum future professionals discover variations in techniques to create trend looks. They are encouraged to apply the newest trends to technical fundamentals, they are able to offer their clients individualized and customized service.

***Note: Each topic area is an independent section and may be taught any order.***

Color

* Color Correction and Regimentations
* Block Color
* Advanced Formulation
* Advanced Hand-Painting
* Hair Structure and Color Chemistry
* Current Collections

Cutting

* Detailing and Freehand
* Salon Reality Condensed Cutting
* Face Framing
* Fringe
* Cutting Curly Hair
* Disconnection

Texture

* Natural Hairstyling
* Thermal Curling
* Style and Finish Texture
* Locks and Dreadlocks
* Box Braids and Feed in Braids
* Braiding Patterns

Spa

* Makeup
  + Bridal Makeup
  + Special FX
  + Recreating an Image
  + Makeup through the era’s

**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 time  5 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 term  Usually informs teacher before missing class | Present 90-100% of class time  No more than 2 late arrivals or early departures per term  Informs 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 needed  Communicates respectfully  Provides peer support  Meets deadlines  Participates actively  Contributes to a positive learning environment | Occasionally:  Asks questions when clarification is needed  Communicates respectfully  Provides peer support  Meets deadlines  Participates actively  Contributes to a positive learning environment | Consistently:  Asks questions when clarification is needed  Communicates respectfully  Provides peer support  Meets deadlines  Participates actively  Contributes 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 |