

GOGEBIC COMMUNITY COLLEGE
COURSE SYLLABUS

Instructional Division: Cosmetology

Submitted by: Nicole Hocking and Laura Erickson

(906)932-4231 Ext. 226

Course Name/Number: Cosmetology Instructor Training Program
COS 117

ACS Code: 1.26

CIP Code:

PIN Code:

Course Description: This course provides approximately 150 theory hours. School rules, teacher's training books, and equipment will be introduced. The training program consists of curriculum planning, lesson plan development, and course outlining. Teaching techniques include instructional methods, demonstrations, discussions, and visual aids. Teaching aids such as videos and DVD's, pictures, chalkboard, computer, mannequins, textbook/workbook, and 3-D analysis are used. Student performance evaluations and test and examination development is also a part of the course.

Credit(s): 6

Weekly Contact Hours: M-F 8:00- 9:50

Lecture: 12.5

Laboratory

Prerequisites/Corequisites: 3 years practical experience as a licensed cosmetologist and active State of Michigan cosmetology license. At least 1 year in a cosmetology establishment.

Semester(s) Offered: Fall X Winter X Summer

Enrollment Limit: 2

Lab Fees: no

Major Divisions (Topics Covered, Including Class/Laboratory Hours)

1. Orientation and review of cosmetology curriculum
2. Introduction to teaching
3. Course outlining and development
4. Lesson Planning
5. Teaching techniques
6. Teaching aids
7. Developing, administering and grading examinations
8. Laws and Rules
9. Record keeping
10. School administration
11. Teaching and Assisting in clinic and theory classrooms
12. Practice teaching in clinic and theory classrooms

Performance Objectives:

1. Learn the necessary components of effective teaching- knowledge and communications skills.
2. Understand that teaching is an art and science

3. Understand that students are responsible for their own learning.
4. Describe central roles of teaching: instructional expert, motivator, coordinator, leader and reflective professional
5. Describe components of learning process
6. List principles of learning: students are ready to learn, stimulated early in lesson, understand connections, and respond to multiple instructional methods, students practice what they learn.
7. Be able to have reasons for why students succeed in learning.
8. Understand that students are individuals
9. Understand the affects of positive and negative teacher behaviors.
10. Learn the aspects of curriculum development and how it is related to the learning process
11. Learn the elements and benefits of lesson planning
12. Learn strategies to motivate students
13. Understand the consequences of different learning styles.
14. Understand different teaching methods: interactive lecture, demonstration and practice, group discussion, role-playing, window-paning, guest speakers, projects, case studies, energizers, experiments, humor, games and competitions.
15. Understand the use of instructional aides: projections aids, display aids, 3-D aids, and printed materials
16. Understand the concept of testing: objective, subjective and performance
17. Understand and review Michigan's rules and regulations regarding cosmetology instructing and school management.
18. Understand the different grading styles and evaluation types
19. Understand how a positive classroom environment involves the physical classroom, organization, managing the classroom, and student behaviors.
20. Understand what students expect of instructors: help in establishing realistic goals, aid in finding jobs, solving personal problems that could affect the class environment
21. Understand aspects of conflict management and reasons for behavior.
22. Understand student-salon principles: teamwork, student-skills training, appearance, warm reception, record keeping, efficient dispensary, satisfied customers=build clientele, rebooking appointments, up-selling, and effective use of down time.
23. Understand the three elements of zone teaching
24. Understand the need to be able to supervise multiple students
25. Prepare future employment information: resume, portfolio, interview preparation.
26. Understand educator relationships: educator to learner, educator to educator, educator to supervisor/employer
27. Understand various learning disabilities, chronic behaviors and barriers of students
28. Understand the importance of a positive learning environment, which includes laughter.
29. Understand the choices that lead to success: value and motivate yourself, expect to win, manage goals, have a strong work-ethic and value the client
30. Learn to communicate confidently by effective listening, nonverbally and verbally
31. Understand the importance of retaining students
32. Learn to evaluate professional performance through production, accuracy, work methods, problem solving, cost consciousness, and self-motivation.

Suggested Textbooks/Workbooks and Instructional Aides:

Milady's Master Educator Student Course Book

Milady's Professional Instructor for Cosmetology, Barber-Styling, and Nail Technology

Barbering and Cosmetology Law Book

**GOGEBIC COMMUNITY COLLEGE
COSMETOLOGY PROGRAM
GRADING SYSTEM**

Grade	Percent
A	94% TO 100%
A-	93%
B+	92%
B	91% TO 87%
B-	86%
C+	85%
C	84% TO 76%
C-	75%
D	74%
FAIL or CHEAT	73% TO 0 %

PERSONAL DEVELOPMENT- LAB REPORT

NAME: _____

ID #: _____

POINTS POSSIBLE: 100

POINTS EARNED: _____

To the student: The items below are characteristics that will help you to develop your professional personality. These items are used to analyze rather than criticize these often neglected areas of your training. The points received will be averaged with your lab exam grades.

Attendance: (4off)

Score

1. Attendance record _____
2. On time to class _____
3. On time with assignments _____
4. Uses lab time well _____
5. Signs in and out for break/lunch accurately/personally _____

Subtotal _____

Comments: _____

Personal Attitude: (2 off)

1. Interested in subject matter _____
2. Cooperates and is considerate with others _____
3. Professional attitude towards classmates _____
4. Professional attitude towards instructors _____
5. Respects others opinions _____
6. Respects others property _____
7. Dependable in words and deeds _____
8. Uses ethical behavior _____

9. Uses diplomacy in uncomfortable situations_____

10. Gives others the benefit of the doubt_____

Subtotal_____

Comments:_____

Learning Attitude: (4 off)

1. Constantly improves work_____

2. Consistently good work_____

3. Shows initiative in class_____

4. Demonstrates responsibility/good study habits_____

5. Uses assigned work area_____

Subtotal_____

Comments:_____

Personal Appearance: (4 off)

1. Wears clean uniform daily/name tag daily_____

2. Dress is appropriate according to contract_____

3. Observes personal hygiene requirements:

a. Body_____

b. Breath_____

4. Hair/Makeup is appropriate for lab work_____

5. Hands and nails clean and neat_____

Subtotal_____

Comments:_____

Nonverbal Communication: (2 off)

1. Is prepared for client services_____

2. Has procedures/schematics when practicing lab work_____

3. Reviews written procedures prior to clients appointments_____

4. Keeps work area neat_____

5. Sanitizes work area daily_____

6. Uses appropriate body language with others_____

7. Uses eye contact appropriately_____

8. Uses appropriate posture for lab work_____

9. Maintains own papers and equipment_____

10. Keeps equipments clean and neat_____

Subtotal_____

Comments:_____

Instructor(s) Initials:_____

Total:_____

GOGEBIC COMMUNITY COLLEGE
STUDENT AGREEMENT – 2014-15 COSMETOLOGY PROGRAM

The Cosmetology program at Gogebic Community College is governed by the general rules established by the Michigan Board of Cosmetology.

This Agreement is used to provide specific information to students about the rules and procedures at Gogebic Community College and is in addition to the general rules booklet published by the Board of Cosmetology and furnished to each student at the beginning of the program.

I. STUDENT COSTS (Approximate, Subject to Change)

- 1) GCC Application Fee \$ 10.00
State of Michigan Registration Fee \$ 15.00
- 2) Tuition (1st Semester: 1 credit ORI + 18 credits = 19 credits, Second semester; 18 credits, Third semester; 18 credits) 55 Total credits)
Gogebic County, Michigan Residents @ \$102 per credit hour 5,610.00
Out of District Michigan Residents @ \$144 per credit hour 7,920.00
Out of District Wisconsin Reciprocity Area @ \$144 per credit hour. 7,920.00
Out of State @ \$173 per credit hour 9,515.00
- 3) Institutional Fee (\$4 per credit, maximum of \$60 per semester). 180.00
Technology Fee (\$4 per credit) 220.00

Laboratory Fees:

First semester \$700; Second semester \$400, Third semester \$300 1,400.00

Lab Fees include:

Student Kit

Human Hair Mannequins & Holder

Student Uniform

Cosmetology supplies used in lab activities

Student Activity Fee:

\$50. - First Semester, \$50. - Second Semester, \$50 - Third Semester 150.00

II. BOOKSTORE PURCHASES (Approximate Costs - Subject to Change)

1st Semester -

- 1) Pivot Point Salon Fundamentals Textbook 163.35
- 2) Pivot Point Salon Fundamentals Study Guide (included with text)
- 3) Pivot Point Salon Fundamentals Exam Prep (included with text)
- 4) Martin Parson's Long Hair Secrets..... 71.15

TOTAL \$234.50

2nd Semester -

- 1) "Communication Skills \$64.00

Approximate Book Cost.....\$ 298.50

NOTE: Bookstore purchases are plus 6% sales tax.

III. ESTIMATED TOTAL COSTS (3 semesters)

Course Costs

Gogebic County, Michigan Residents @ \$102 per credit hour.....	\$7,883.50
Out of District Michigan Residents @ \$144 per credit hour.....	\$10,193.50
Out of District Wisconsin Reciprocity Area @ \$144 per credit hour	\$10,193.50
Out of State @ \$173 per credit hour	\$11,788.50

TOTAL MISCELLANEOUS ITEMS REQUIRED OR ROOM AND BOARD. FEES AND OTHER EXPENSES ARE SUBJECT TO CHANGE BY OFFICIAL ACTION OF THE BOARD OF TRUSTEES OR THE LEGISLATURE.

IV. STATE REGULATIONS

A. Hours

Important: State Regulations require completion of a minimum of 1500 hours of training and at least 75% average grade in each subject before the student is eligible to take the licensing exam. The program at Gogebic Community College provides 1624 hours, which is sufficient to complete the Michigan course, in most cases. In the event that a student cannot complete the minimum of 1500 hours during regularly scheduled classes, the student can complete needed hours with supplemental courses. The cost of the supplemental courses is not included in the tuition fees described here and must be paid by the individual student. The course advisor can be consulted to help the student select the necessary course needed to complete their course of study. Additional time will be made up by enrolling in COS 107, 108, 109, 110, or 111, which will extend training beyond the normal completion date for the program. SEE APPENDIX "A" FOR COURSE CALENDAR AND "APPENDIX D" FOR MAKEUP SCHEDULE AND COURSES.

B. Minimum Practical Applications

The college quota system meets the requirements of the State of Michigan. State of Michigan requirements for minimum practical application (M.P.A.) must be met in order for a student to be eligible to take the state board examinations.

A student is responsible for recording and monthly accounting of M.P.A. update. When discrepancies arise, the student must show written proof from weekly sheets or appointment book of their work record before the 10th day of the following month. If a student does not meet each month's required M.P.A.'s the student must make up assignments. If the student is unable to complete M.P.A. course work throughout the length of the course, the student can sign up for a supplemental course that will suit their educational needs. The course advisor will help students determine the appropriate course. The cost of the supplemental courses is not included in the tuition fees and must be paid by the individual student. A schedule of courses is listed on "Appendix D" for additional information.

V. GENERAL RULES & REGULATIONS

- A. **Attendance** in class is described in the student handbook and the State Cosmetology Rule Book. For Cosmetology students, attendance is **extremely important**. Excessive absences will negatively affect the student's practical grade. Excessive absences will be made up during supplemental courses.
- B. Students are responsible for their own equipment and personal property. All items must be permanently marked with the student's initials. Students must maintain their own kits, and lost or broken items must be replaced at the student's own expense. Refer to Rule 33 for the State Board of Cosmetology's minimum requirements for kit.
- C. Students must follow all rules of acceptable personal hygiene, personal development, ethical standards, sanitation, and sterilization during the cosmetology course.
- D. Dress Code: The State of Michigan and Gogebic Community College Advisory Committee require the following dress code: All students must wear uniform jackets during school hours. Slacks and skirts are acceptable. Unacceptable dress: Blue jeans or jeans of any color. Micro-mini skirts and/or shorts 2" or more above the knees. Students who are not in dress code will not receive credit for hours of training.
- E. Students' grooming is very important to their education as a Cosmetologist. Hair must be styled neatly; long hair must be kept out of the face to prevent accidents. Proper makeup is required for a professional look. Hands and nails should be clean and groomed. Men should have mustaches and beards neatly trimmed.
- F. Students must follow Board of Cosmetology rules and regulations as described in the booklet given to each student. Additional copies will be sold for \$5.25 each. Copies of Wisconsin rule books are available for student purchase at \$15.00 each.
- G. All written tests must be taken on the scheduled dates and times.
- H. Students are expected to complete daily assignments, both theory and practical. Incomplete assignments and unchecked assignments (by instructor) will not receive credit. A student earns hours (7 per day) by completion of daily work on lab clients, mannequins or other students.
- I. Students must maintain a 2.0 grade point average (75%) in Theory and Lab in order to enroll for subsequent courses the next semester. A G.P.A. of less than 2.0 will not average to a passing grade at the end of the course.
- J. Students shall have in their possession only that property which belongs to them. Other students' property or property of the college found in their possession is reason for dismissal from the program.
- K. A student must meet all of her/his financial obligations to this institution in order to receive her/his diploma.
- L. Examinations are announced a week prior to exam dates and are listed on the cosmetology calendar. Unexcused absences make a student ineligible to make up exams.
- M. In the event that a student is unable to complete the required M.P.A.'s (Minimum Practical

Applications), or the required hours, or maintain a 2.0 grade point average (75%) within the program's year, the student may enroll the subsequent school year, under the certain conditions:

1. The student must reapply for admission to Gogebic Community College by completing an application for reentry and submitting it to the Director of Admissions for review.
2. The student must be accepted for readmission by Gogebic Community College.
3. If all conditions are met, a student will be accepted into the program to complete their course of study.
4. Students who need to fulfill state requirements, such as transfer or completion of the course, may elect to register for one of the supplemental courses listed in Appendix D, with recommendation of the course advisor.

VI COLLEGE CALENDAR AND HOURS

"Appendix A" shows the schedule of hours for the three semesters.

"Appendix B" shows requirements of course.

"Appendix C" shows program description for Cosmetology course for Michigan, Wisconsin, and Minnesota Certification.

"Appendix D" shows supplemental courses.

"Appendix E" Describes courses required for Wisconsin certification.

"Appendix F" is the calendar for Wisconsin courses COS 112 and COS 113.

ADA Statement

"If you have a need for disability-related accommodations or services, please contact the Special Needs Coordinator in the Dean of Students Office (906) 932-4231, Ext. 212. Reasonable accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and Gogebic Community College guidelines."

VII. AGREEMENT

I have read the Student Agreement and agree to abide by the conditions, procedures and regulations listed.

Student Signature

Printed Name of Student

Date

Please return this page signed and dated to:

Cosmetology
Gogebic Community College
E4946 Jackson Road
Ironwood, MI 49938

APPENDIX A

GOGEBIC COMMUNITY COLLEGE COSMETOLOGY PROGRAM

FIRST SEMESTER:

Cosmetology Courses:

COS 101 - Cosmetology Lab I - 11 credits

Overview of subject matter: Hands on practice in: Sanitation, personal development, communication skills, public and personal hygiene, hair and scalp analysis, shampoo and rinses, finger waving, basic hairstyling techniques, manicures, hair cutting, permanent waving, and basic hair color.

COS 102 - Cosmetology Theory I - 7 credits

Overview of subject matter: Introduction to employment requirements, professional attitude, Michigan laws, and training requirements.

Theory of sanitation, histology of hair, scalp and nails, chemistry of shampoos, rinses, hair color, and waving products. Numerous live demonstrations presented prior to lab assignments.

FIRST SEMESTER

7 hours per day = 8:00 am to 4:00 pm - Monday to Friday

Calendar of Class Meetings (tentative) days subject to minor changes

<u>August 2014</u>		<u>September 2014</u>	
25-29	(5 days)	1 (Labor Day)	(no class)
		2-5	(4 days)
		8-12	(5 days)
		15-19	(5 days)
		22-26	(5 days)
		29-30	(2 days)
5 days =	35 hours	21 days =	147 hours
TOTAL	35 hours	TOTAL	182 hours
<u>October 2014</u>		<u>November 2014</u>	
1-3	(3 days)	3-7	(5 days)
6-10	(5 days)	10-14	(5 days)
13-17	(5 days)	17-21	(5 days)
20-24	(5 days)	24-26	(3 days)
27-31	(5 days)	27-28	Thanksgiving Recess
23 days =	161 hours	18 days =	126 hours
TOTAL	343 hours	TOTAL	469 hours

<u>December 2014</u>		
1-5	(5 days)	November 21, 2014
8-12	(5 days) Final Exams	Last day to withdraw from classes
10 days =	70 hours	
TOTAL	539 hours	
TOTAL HOURS 1ST SEMESTER: 539		
TOTAL COURSE HOURS – 539		

**GOGEBIC COMMUNITY COLLEGE
COSMETOLOGY PROGRAM**

SECOND SEMESTER:

Cosmetology Courses:

COS 103 - Cosmetology Lab II - 11 credits

Overview of subject matter: Hands on practice in:

Subject matter from COS 101 and client services of haircutting, hairstyling, manicuring, permanent waving, advanced haircolor techniques, facial treatments, eyebrow arching, facial makeup, and hairstyle designing, and personal color analysis for the individual.

COS 104 - Cosmetology Theory II - 7 credits

Overview of subject matter: The study of skin histology, skin analysis and care. Theory of chemical services such as permanent waving, haircolor, hair lightening, fashion coloring, mixing colors, artistic principles as related to hairstyling and color. Product safety and cosmetic chemistry is studied.

Video or live demonstrations presented prior to lab assignments.

Calendar of Class Meetings (tentative)*

* days subject to minor changes

<u>January 2015</u>		<u>February 2015</u>	
12-16	(5 days) Review format	2-6	(5 days)
19-23	(5 days)	9-13	(5 days)
26-30	(4 days)	16-20	(5 days)
		23-27	(5 days)
14 days =	98 hours	20 days =	140 hours
TOTAL	637 hours	TOTAL	777 hours
<u>March 2015</u>		<u>April 2015</u>	
2-6	(5 days)	1-2	(2 days)
9-13	Spring Break	7-10	(4 days)
16-20	(5 days)	13-17	(5 days)
23-27	(5 day)	20-24	(5 days)
30-31	(2 days)	27-30	(4 days)
17 days =	119 hours	20 days =	140 hours
TOTAL	896 hours	TOTAL	1036 hours
<u>May 2015</u>			
1	(1 days)	April 16, 2015 Last Day to withdraw from classes	
4-8	(5 days)		
6 days =	42 hours		
TOTAL	1078 hours		
TOTAL HOURS 2nd SEMESTER: 539			
TOTAL COURSE HOURS – 1078			

**GOGEBIC COMMUNITY COLLEGE
COSMETOLOGY PROGRAM**

THIRD SEMESTER:

Cosmetology Courses:

COS 105 - Cosmetology Lab III - 11 credits

Overview of subject matter: Review of subject matter from COS 101 and COS 103 plus advanced lab practice of client services such as haircutting, hairstyling, manicuring, permanent waving, advanced hair color techniques, facial treatments, eyebrow arching, facial makeup, hairstyle designing, and personal color analysis for the individual. Preparation for State Exams. Students further develop their abilities to deal with clients in an efficient, congenial manner. Practice of salon management skills and marketing skills.

Cos 106 - Cosmetology Theory III - 7 credits

Overview of subject matter: The study of general anatomy and physiology. Advanced laboratory practices are studied. An in depth study of salon management, retail and service sales, plus product knowledge. Chemical relaxers and soft curl perms are studied. Preparation for State Exams. Video or live demonstrations presented prior to lab assignments.

Calendar of Class Meetings (tentative)* days subject to minor changes

<p><u>August 2015</u></p> <p>24-28 (5 days) Review format 31 (1 day)</p> <p>6 days = 42 hours TOTAL 1120 hours</p>	<p><u>September 2015</u></p> <p>1-4 (4 days) 7 (Labor Day) (no class) 8-11 (4 days) 14-18 (5 days) 21-25 (5 days) 28-30 (3 days)</p> <p>21 days = 147 hours TOTAL 1267 hours</p>
<p><u>October 2015</u></p> <p>1-2 (2 days) 5-9 (5 days) 12-16 (5 days) 19-23 (5 days) 26-30 (5 days)</p> <p>22 days = 154 hours TOTAL 1421 hours</p>	<p><u>November 2015</u></p> <p>2-6 (5 days) 9-13 (5 days) 16-20 (5 days) 23-25 (3 days) 26-27 Thanksgiving Recess 30 (1 day)</p> <p>19 days = 133 hours TOTAL 1554 hours</p>
<p><u>December 2015</u></p> <p>1-4 (4 days) 7-11 (5 days)</p> <p>9 days = 63 hours TOTAL 1617 hours</p>	<p>November 20, 2015 Last day to withdraw from classes</p>
<p>TOTAL HOURS 3rd SEMESTER: 539</p>	

TOTAL COURSE HOURS – 1617

APPENDIX B**COSMETOLOGY CERTIFICATE PROGRAM**

FIRST SEMESTER	CREDITS
ORI 100 Freshman Seminar	1
COS 101 Lab I	11
COS 102 Theory I	7
Total	19

SECOND SEMESTER	CREDITS
COS 103 Lab II	11
COS 104 Theory II	7
Total	18

THIRD SEMESTER	CREDITS
COS 105 Lab III	11
COS 106 Theory III	7
Total	18
Total Credits	55

Optional Wisconsin Course	
COS 112 Lab IV	7
COS 113 Theory IV	3
Total Additional Credits	10

APPENDIX C

**MINIMUM PRACTICAL APPLICATIONS
M.P.A.'S FOR COSMETOLOGY**

A system has been developed to help the student achieve maximum proficiency in all subject areas. The student will gain confidence and speed in the necessary LABORATORY skills at the completion of the course. Credit from these services will be received when they have been completed in a professional manner, using professional standards and graded. These services include daily Lab and Theory assignments. Sources for practice include mannequins, school clients, models, and other cosmetology students. A monthly review of individual students M.P.A.'s will help students and instructors determine lab work needs. If a student falls below 75% of M.P.A. average class grade, the student will not be able to model lab services until the grade reaches 75% or more. If a student has difficulty meeting M.P.A. requirements, they should discuss this with the instructor. M.P.A. requirements are set forth by the State of Michigan (rule book, Part 5, Rule 51), State of Wisconsin and State of Minnesota.

<u>Subject:</u>	<u>School</u>	<u>State of Michigan</u>	<u>State of Minnesota</u>	<u>State of Wisconsin</u>
1. Sanitation	535			
2. Dispensary	20			
3. Client Protection	10			
4. Receptionist	20			
Total 1-4		585		Everyday
5. Facials	25			Show Proof
6. Makeup	10			
7. Arches	10			
Total 5-6-7		45	40	60
8. Fingerwaves	25			

9. Wet Sets Practice	25				40
10. Wet Sets Actual	25				
11. Blowdry/Curl Practice	25				
12. Blowdry/Curl Actual	35				
13. Wiggery	20				5
14. Haircuts – W	55				100
15. Haircuts – M	40				
16. Pressing	25				
17. Marcel	25				
Total 8-17		300	300	300	300
18. Scalp Treatments & Conditioners	40		30	150	35
19. Temporary Color	10				
20. Semi Permanent	18				
21. Tints & Toners	18				
22. Lightening & fashion color	18				
23. Mixing color	16				
Total 18-23		120	80	50	20
24. Perm Wrap	35		65		
25. Perm Wave	30				
26. Chemical Relaxer	15		15 minimum	6 minimum	
Total 24-26		80	80	40	
27. Applied Chemistry	5		5		
28. Manicure/Artificial Nails	45		40	50	30
29. Artistic Principles	10		10	50	30
Total 27-29		60	1500	1500	1800
Total hours of training	1500	1500	1550	1800	

APPENDIX D

SUPPLEMENTAL COURSES

These courses are designed to aid students who are unable to complete the basic 1,500 hours and the school's required M.P.A.'s prior to the graduation. The courses are the same as the regular courses, with regular school hours. The courses will be offered on the basis of student need and staff availability. A student will register for the appropriate course to provide them with enough time to complete lab hours and M.P.A.'s. The tuition will be charged at the current rate per credit hour. A lab fee of \$20 per credit hour will be applied to all students. Students requiring COS 110 or COS 111 may need to sign up for a directed study course. This need will be based on students' grades, and recommendation of Instructor and the Dean of Students.

The courses are:

- COS 107 - 1 semester hour, 32 lab hours
- COS 108 - 2 semester hours, 64 lab hours
- COS 109 - 3 semester hours, 96 lab hours
- COS 110 - 4 semester hours, 128 lab hours
- COS 111 - 5 semester hours, 160 lab hours

Students may take courses to accumulate additional hours or be recommended to take courses by Instructor/Course Advisor

Manicuring/ Nail Tech Course

- COS 114 – 7 semester hours, 355 lab hours
- COS 115 – 3 semester hours, 145 theory hours

Cosmetology Instructors Course

- COS 116 – 7 semester hours, 350 lab hours
- COS 117 – 6 semester hours, 150 theory hours

APPENDIX E

WISCONSIN CERTIFICATION

The State of Wisconsin requires Cosmetology Barber Certification of a minimum of 1800 hours of training. Cosmetologists or students who have 1500 hours or more of training are candidates for the courses.

The courses are:

1. COS 112 Cosmetology Lab IV

This is a seven-credit lab course that includes advanced techniques in men's hairstyling, perming, hair coloring and retailing. Lab work on clients is emphasized. Advanced sales and salon management

2. COS 113 Cosmetology Theory IV

This three-credit course provides study in related lab subjects as well as laws of the State of Wisconsin

These courses will be offered on the basis of student need and staff availability.

There is a maximum of 320 hours of education to aid in completion of the 1800 hour courses.

APPENDIX F

EXAMPLE OF CALENDAR FOR WISCONSIN COURSES COS 112 AND COS 113 FOR 2013-2014

<u>MONTH 1</u> 1 - 4 (4 days) 7-11 (5 days) 14-15 (2 days) 11 days = 77 hours TOTAL 77 hours	<u>MONTH 2</u> 11-15 (5 days) 18-22 (5 days) 25-29 (5 days) 15 days = 105 hours TOTAL 182 hours
<u>MONTH 3</u> 1 - 5 (5 days) 8 -12 (5 days) 15-19 (5 days) 22-26 (5 days) 20 days = 140 hours TOTAL 322 hours	
OTHER SCHEDULES MAY BE ARRANGED WITH THE DEAN OF STUDENTS AND COSMETOLOGY INSTRUCTOR.	

Original Approval Date:

Revision Date:

ADA Accommodation Statement for Students with Disabilities

If you believe that you need academic accommodations for a disability that qualifies under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, please contact the Office of Disability Services, located in office T105E of the ACES Center, call [906.932.4231 x 271](tel:906.932.4231), or e-mail daylej@gogebic.edu <<mailto:daylej@gogebic.edu>> to discuss your needs and the process for requesting accommodations. This office is responsible for coordinating disability-related academic accommodations and will issue students with verification letters as appropriate. Since accommodations may require early planning and generally are not provided retroactively, please contact the office as soon as possible.

DISHONESTY, CHEATING

Dishonesty of any kind, including cheating on examinations or any assigned work, may be dealt with in any manner deemed suitable by the instructor, including the recording of a failing grade for the course. Cheating on

examinations may also result in the student appearing before the Student Personnel Committee and possible suspension from school if circumstances warrant.