

## COSMETOLOGY PROGRAM

It is our vision that students will:

- *Become lifelong learners prepared for further education*
- *Pass the state board examination to become a licensed cosmetologist (science based theory and practical skills)*
- *Excel in providing customer service to clients*
- *Develop transferable workplace and employability skills*

### Program Description

Students will learn chemical services including color, permanent waving and chemical relaxing. Students will also learn nail care and skin care services. Cosmetology also provides training in employability skills for the industry.

Manual dexterity is a requirement. Students need strong cognitive and problem solving skills to succeed. There is a strong emphasis on leadership, employability skills, professionalism, and teamwork.

### Career Options

Cosmetologists focus on providing hair care services to enhance the appearance of customers. Other employment opportunities for this field are; *manicurists and pedicurists, barbers, and skin care specialists*, who provide specialized beauty services that help client's look and feel their best.

Barbers cut, trim, shampoo, and style hair mostly for male clients. They also may offer facial shaving.

Hairdressers, hairstylists, and cosmetologists offer a wide range of beauty services, such as shampooing, cutting, coloring, and styling of hair. They may advise clients on how to care for their hair at home. In addition, cosmetologists may be trained to give manicures, pedicures, and scalp and facial treatments; provide makeup analysis; and clean and style wigs and hairpieces.

Another group of specialists is skin care specialists, or *estheticians*, who cleanse and beautify the skin by giving facials, full body treatments, and head and neck massages, as well as apply makeup. They may also provide hair removal services through waxing, tweezing, or threading.

In addition to working with clients, beauty providers may keep records of hair color or skin care regimens used by their regular clients. Cosmetologists and barbers, who operate their own salons, have managerial duties that may include hiring, supervising employees, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

### Course Outcomes

At the end of the program, successful students will have knowledge of and be able to perform select salon services under the supervision of a licensed instructor:

- Consulting with clients to determine needs and preferences.
- Keep a safe environment to prevent the spread of infections and contagious diseases by using the required sanitation and disinfection protocols required by state law.
- Implement time management strategies to complete tasks and projects to industry time expectations for level of student.
- Practice how to maintain client records.
- Handle appointment scheduling.
- Safely use salon products and chemicals.
- Safely provide basic skin care services.
- Perform basic manicure and pedicure services.
- Apply appropriate cosmetics to enhance client appearance.
- Perform a shampoo in preparation for hair treatments or styling.
- Provide a haircut in accordance with the client's needs and expectations.
- Provide styling and finishing techniques.
- Understand the processes of hair relaxation and/or wave formation services.
- Perform hair removal services using waxing and tweezing techniques.
- Learn basic application techniques for temporary, semipermanent, and permanent color and hair lightening services.
- Demonstrate written and practical skills required for the application process and examination to obtain state licensure.
- Perform employability standards such as customer service, communication and listening skills, performance, characteristics, (i.e. adaptability, responsibility, punctuality, cooperation, etc.) and work ethics.

Note: Students will work on mannequins, each other and may pass practical and written assessments to perform client services in the clinic salon under the supervision of a licensed instructor.

### **Required texts and materials**

Milady Cosmetology Textbooks and student kit are provided by the Wenatchee Valley Technical Skills Center and will be checked for student use while enrolled in the Cosmetology Program. Each textbook chapter has a corresponding unit on Quizlet.

*Supplied by student:*

- Pens
- Pencils
- Notebook and paper
- 2" 3 ring binder

Assessments for this program are weighted based on the following:

<b>Assessment</b>	<b>Percent of Final Grade</b>
Certification- SP2 Safety and Hazards	10%
Leadership- Career Readiness	30%
Practical Skills – written tests and assignments, hands on skills, daily participation in practical activities; mannequin work and customer service skills.	60%

**In addition to tests, quizzes, workbooks, and assigned projects students will be graded on practical skill performance assessments, which are based closely to real world cosmetology industry experiences.**

\*See competencies chart.

**Competencies will be rated throughout the levels of training to indicate industry potential. These indicators rate performance and serve as a vital assessment tool to achieve industry standard expectations.**

- 4** Performs above industry entry level – highly competent – **Skilled**
- 3** Performs at industry entry level – competent – **Moderately Skilled**
- 2** Progressing toward industry entry level standards – needs additional training – **Limited Practice**
- 1** Aware of industry entry level standards – needs additional training and supervision – **Exposure Only**

### **Group Work**

Teamwork is a vital part of class. It is expected that everyone take part in-group work. If group work is assigned, all grades will be based on individual and group participation.

### **Technology:**

It is advised that students keep all electronic devices at home for safekeeping. The school will not be responsible for lost or stolen items.. If a violation occurs, the device will be confiscated for safe keeping, the student will be allowed to pick the electronic device up at the end of school day. If there is a second offense the electronic device will be taken to the main office and a parent or guardian will be notified to pick it up. Students who wish to take pictures of their work must have pre-arranged permission from an instructor.

### **Attendance:**

The Cosmetology program is a professional program, preparatory in nature, and follows an attendance policy similar to business and the beauty industry. The student is considered a professional, similar to an employee, and is expected to be in full daily attendance (2.5 hours) in order to assure that maximum learning and productivity are achieved. Additionally, the State of Washington has strict requirements for documenting course and clinical hours.

Arrive on time. Be present, awake, and focused. If you are not you may be asked to leave the classroom and hours may be deducted. Clock in time is at 7:55AM-10:35 AM for AM session and 12:10PM-2:40PM for PM session. Please arrive ready to learn. It is expected that all students be in dress code before class begins.

- If a student has an expected absence, tardy, or early release an instructor and office should be notified for pre-arranged procedures.
- If a student has an unexpected absence or tardy- parent or guardian of the students must call attendance. Please call the office at (509)662-8827 and leave a detailed message with your contact phone number, date, and time of your call and reason for the absence or tardy.
- Students are responsible for clocking in and out each day and completing the daily report sheet. Any hours not documented will not be given.

**\*\*Attendance is critical to success in this program. Vital information will be covered in class each day. It is the responsibility of the student, if absent, to attain information that was missed.**

### **Professionalism:**

Class grades are based heavily on leadership and employability. Students are asked to be respectful and professional. Please arrive on time for class. Students who habitually disturb the class by talking, arriving late, *etc.*, and have been verbally warned, may suffer a reduction in their final class grade and there may be other steps taken.

### **Ethics:**

Stealing, plagiarism, cheating, defacing or damaging property may result in termination and may require monetary restitution.

### **Dress code:**

Students work with clients and must look professional at all times. Cosmetologists are in the fashion industry, therefore, accessories and trendy fashions are encouraged but must remain professional and not interfere with the performance of the student

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**The dress code requirements are as follows:**

- Students are to arrive to school ready to learn with hair dry and styled. If makeup is worn, please apply it before coming to class.
- Bottoms: Professional dress slacks. Dresses and skirts must be floor length or knee length with leggings under. Leggings may be worn, provided they are worn with a shirt that falls below the hips.
- Examples of unprofessional attire include, but are not limited to; sweats, workout wear, loungewear, shorts, and yoga pants.
- Tops: Professional. Tops are suggested to be free of any writing, pictures, and symbols.
- Bulky sweaters, sweatshirts, or coats are not allowed while in the classroom or in the clinic salon.
- Shoes: It is recommended to wear shoes with good support, as you will spend a considerable amount of time standing.
- All attire must be clean, free of tears, holes, and wrinkles.
- Shirts or bottoms should not allow midriff to be exposed.
- Sleeves are required for shirts/tops and underarms must not be exposed.
- All undergarments must be fully covered (including bra straps).
- Low cut shirts and low cut pants are not permitted.

**DRESS CODE IS STRONGLY ENFORCED.**

***Questions regarding dress code shall be directed to the Cosmetology instructors.***

Disciplinary action will follow a dress code violation. Students may be asked to change, sent to office, or parent may be called and the student sent home.

**Please Note:** If student is asked to leave class Washington State Cosmetology hours may not be awarded for time the student is not under the supervision of a licensed instructor.

**Housekeeping:**

All students are expected to work together as a salon team to keep all housekeeping duties done.. It is expected that each student look for opportunities to help the team throughout the day. The classroom and salon clinic are to be maintained and sanitary at all times. Students will be expected to clean equipment daily.

**Safety:**

All students are encouraged to take an active role in maintaining a safe environment. To avoid accidents and injuries, students are required to take preventative measures by:

Using equipment properly	Immediately wiping spills found on the floor
Follow all directions given by instructors	Keeping all work areas free of personal items and debris
Following manufacturer's directions when using chemicals and products	Immediately report building and equipment safety hazards to administration personnel

**COSMETOLOGY---Program Student Exit Outcomes**

- Demonstrate Personal Management Skills
  - Works effectively as a team in the workplace

- Uses conflict management skills
- Produces quality work using time management skills
- Demonstrates employability skills to enter and advance in the workplace
- Perform Specific Occupational Skills
  - Uses critical thinking skills to perform specific occupational skills
  - Demonstrates occupational knowledge and skills to criteria set in the program of Cosmetology
  - Uses academic skills of math, language arts, application of science as required to complete occupational tasks
  - Demonstrates safety when performing specific occupational skills
- Perform Technology Skills
  - Uses technology to present information professionally
  - Uses technology in a responsible and ethical manner to accomplish personal, academic, and career related goals
  - Uses technology to record, file, and store information
- Demonstrate Employability and Career Development Skills
  - Uses personal assessment information to decide on a career plan
  - Develop lifelong learning skills that lead to ongoing development
  - Transfer knowledge and skills to new career changes
  - Demonstrates use of employability skills to further a career
  - Demonstrates professional behavior with others
- Use Systems Thinking
  - Applies knowledge of systems thinking and quality tools for reaching conclusions for occupational decisions
  - Uses systems thinking skills to solve problems
  - Demonstrates understanding of using graphs, charts, and affinity diagrams to become a critical thinker
- Demonstrate Life-Long Learning
  - Uses technology as a tool and a resource while continuing to learn
  - Uses career development and preparation skills to focus on personal next steps in the learning process
  - Transfer knowledge and skills to new situations
  - Demonstrates understanding of continual learning process
- Use Effective Workplace Communication Skills
  - Communicates with coworkers in a professionally using professional standards
  - Communicates with clientele in a professional tone
  - Follows written and oral directions
  - Applies directions/theory to workplace decisions
  - Demonstrates the ability to write and read effectively
  - Discern difference between factual information and opinion