# Florida Gateway College Cosmetology Program

**Orientation/Introduction to Cosmetology Course Syllabus**

**Monday – Thursday 8:00 AM – 4:30 PM**

**COS 0011 001 (2 credit hrs.)**

**Fall/Spring**

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Hours as posted and by appointment

This is a (LIVING) syllabus that can be adjusted to meet the benchmarks of the program. This is a contract between student and instructor and both parties are held to the contents of the document.

**Required Text and Supplies**:

1. Milady Standard Cosmetology: Milady, 14th Edition
2. Access to CIMA by Milady
3. Remind App: (Via Instructor)
4. Access to Microsoft 360 (free for students)
5. Black Scrubs (ONLY)
6. Cosmetology kits and Mannequins (only available from FGC bookstore)
7. Pen, pencil, and notebook paper
8. Lock for your locker

STUDENTS ARE REQUIRED, NOT REQUESTED TO HAVE ALL OF THE ABOVE ITEMS MONDAY THROUGH THURSDAY DURING ALL HOURS. IF YOU DO NOT, YOU WILL BE ASKED TO CLOCK OUT

**Course Description**:

Professional ethics required of the cosmetologist, includes study of Florida law, care and use of equipment, personality, hygiene, and personal projection. Pass with a *C* or better.

**Student Learning Outcomes**:

The student will:

1. Learn to identify career opportunities in the field.
2. Learn to employ safe, sanitary and efficient work practices.
3. Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.

**Topics**:

1. Identify career opportunities in the grooming and salon services field.
2. Using universal precautions identify decontamination procedures to insure the safety of the client and student in the classroom and laboratory.
3. Set up and operate equipment and utilize materials by mixing chemicals (EPA approved and hospital strength levels) in appropriate proportions according to manufacturer’s instructions.
4. Clean and maintain implements by using appropriately mixed chemicals and following the procedures for decontamination of tools per Chapter 61G5.002 (2), F.A.C.
5. Apply teamwork procedures and social skills in following the rules for professional ethics and demonstrate a cultural awareness of hygiene and socialized differences by using active listening skills.
6. Describe, observe, identify and analyze the functions, structures, and diseases and disorders of hair, skin and nails.
7. Demonstrate and communicate to the client the proper care of hair, skin, and nails through cleanliness, nutrition, and healthful living.
8. Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments.

**Evaluation:**

A 90– 100

B 89 - 80

C 79 – 70

D 65 – 69

F 64 and below

Class/Lab 20%

Homework 20%

Quizzes 25%

Test 35%

 **FYI: Some assignments will be counted as a test grade.**

**Employability & Professionalism Skills Grade**

This grade will be determined based on 4 factors:

1. Responsibility
2. Integrity
3. Customer Relations
4. Commitment to Quality

**TABE Requirements:**

Cosmetology students who are not Senate Bill exempt, must **attempt** the TABE test prior to starting the program. They must have passed the test before they will be allowed to register for the second semester of the program. You can receive remediation assistance for the TABE in the Student Success Center.

**Missed Assignments and Test:**

**It is the student’s responsibility not the instructors to make sure missed work is completed.** Homework that was due on the day of absence is due when student returns to class. Student will be given **one (1) day** to make up any missed homework assignments. After thatany late work will be given **50%** credit if turned in within **two (2) days** after due date. If the student has not completed the work by the **second day** they will be given a **0 (zero)** for the missing assignments and the student can no longer turn it in for a grade.

 In the event of an absence on a **test day**, the student needs to be prepared to take the test **the day they return** to class. If the student has not completed the test by the **second day**, they will receive a **0 (zero).**

**Campus Closures:** In the event of a campus closure, hours will be made up on Campus.

Fridays will be makeup days and will be determined by instructors. No out of Class Assignments will be given for Campus Closures.

**Final Exam week is April 25th-May 1st.** All students need to be present during final exam week. DO NOT schedule any family events or special occasion that will prevent you from being present. In the event you are not present during final exam week you will receive a zero 0 for your final exam grade.

**Grades will be posted in Canvas on our FGC website:**

Grades will be posted in Canvas. It is the student’s responsibility to go in and check their grades, missed assignments, test, and quizzes.

**All students will work and learn on all hair types regardless of race or gender:** Students cannot refuse to do services because it’s not of their choice. If a student refuses to do a service asked of them by the instructor, **they will be asked to clock out and leave. The time missed will be counted as part of the student’s contact hours.**

**Attendance**:

The following is covered in the Student Information Packet where your signature will be acknowledgement of the understanding and receipt of this information:

 The syllabus is a contract between student and instructor and both parties are held to the contents of the document. This is a **1200 clock hour** program and attendance is crucial and mandatory to meet the students ultimate goal, which is to prepare for and pass the State Board Licensing Exam. Students cannot miss more days than the Attendance Policy allows without being dismissed from the program. All students will be allowed to miss **five (5)** days per **fall and spring** semesters. All students will be allowed to miss **three (3)** days for **summer** semester. Once a student has exceeded these hours the student will be being given a DISMISSAL WARNING NOTICFICATION. The Dismissal Warning Notification will inform the student that they will be dismissed from all Cosmetology courses, resulting in grades of an “F” due to lack of mandatory attendance. If a student is dismissed from the program, they will receive an “F” for all classes. The student will also be expected to pick up all of their personal belongings within one (1) week of your dismissal.

**Students will be required to follow the attendance policy until they have done at least one of the following**

* Reached 1136 hours
* Has passed The Florida State Board exam
* The semester has come to an end

**Late Policy**:

**Class starts at 8:00**. Students will be considered tardy at 8:01. Those who are habitually tardy or leave class early will be counseled by the instructor and will be referred to the coordinator of the program. Being tardy three (3) times is equivalent to ½ day absence. Leaving class early without prior approval three (3) times is equivalent to one ½ day absence. These absences will count towards the student’s five (5) days allowed in fall and spring, and the student’s three (3) days allowed in the summer.

**Student Identification and Tracking:**

Students must have their official Florida Gateway College student ID. The ID is necessary to be able to clock in and out to officially document daily hours. If a student does not have their ID, they are responsible for obtaining a second one before attending class. You will not receive your hours for the day if you do not clock in and out using the ID. Students also need to sign in and out on sign in sheets located in classroom.

**The Student Success Center (SSC)**

The Student Success Center (SSC) is located in Building 008. The SSC offers a variety of resources for students and faculty. It has over 60 computers with internet and limited free printing for students (50 pages per day, campus-wide). Copies of reference books, textbooks, access to course specific software, and access to tutors for all levels of math and writing are available in the SSC. Students may submit academic papers to be reviewed by an in-house tutor by emailing to college.success@fgc.edu. Tutoring for other subjects such as chemistry, accounting, anatomy and physiology, physics, Spanish, and public speaking are available. Please stop by Building 008 for the current tutor schedule. The SSC also provides space for students to study in subject specific learning groups, which provide opportunities for students to work with a tutor on particular competencies and to focus on strengthening their foundational skills. The SSC offers a PERT preparation boot camp for students to strengthen their skills with a personalized study plan. If you have any questions please call 386-754-4479 or 386-754-4382, or email Robert Dawson, Coordinator of Student Success, robert.dawsonjr@fgc.edu.

The SSC also provides 24-hour online tutor services through Tutor.com. This service is accessed directly through students’ Canvas courses. Online tutoring is limited to five hours per student per semester. If additional online tutoring time is needed, you must contact Robert Dawson in the SSC at robert.dawsonjr@fgc.edu. Extensions will be granted on a case-by-case review of online tutoring sessions.

The TRiO program is also housed in the SSC. It offers coaching to enhance, navigate, and simplify the college experience. Qualified students may participate in workshops, travel, individualized tutoring sessions and other educational experiences.

The SSC is open during the following hours:

* Monday – Thursday 8 am to 6 pm (All year)
* Friday 9 am to 4:30 pm (Fall/Spring)
* Saturday 10 am to 2 pm (Fall/Spring)

If you have any questions, you may contact the center by phone at 386-754-4437, 386-754-4305, or 386-754-4307, or by email at robert.dawsonjr@fgc.edu

**EAB Navigate**

The SSC initiates student progress reports to the entire campus through EAB Navigate. EAB Navigate is an early-alert tool designed to identify students who may susceptible to falling behind in their course before they actually do.

Twice during the semester, we provide instructors with the opportunity to ALERT students of their course progress. This is done through the FGC Wolves email account. Students may receive an email stating their success may be at risk in a specific course. If you receive this email, DO NOT PANIC. Please contact your instructor directly, your academic advisor, and the SSC. Your instructor’s information is provided in the email.

Navigate Student is a mobile app designed to support students during their academic careers at FGC. Navigate Student is the ultimate student resource that acts as a personal advisor and provides students with the information they need, when they need it. Additionally, students may make an appointment with an advisor, view campus events, be alerted on important to-do’s, view class schedules, explore their major, and much more.

Please do not allow yourself to struggle. We are here to help you achieve success. The mission of the SSC is to help encourage and promote your educational journey here at FGC and beyond.

**Class Recording**

A student shall not make a recording in class unless the recording is limited to the class lecture, and

1. the recording is made for the student’s personal educational use,
2. in connection with a complaint to the college, or
3. as evidence in or in preparation for a criminal or civil proceeding.

Students are not permitted to record in class, through any means over any medium, any academic or other activity that is not a class lecture. A recording of any meeting or conversation between students, or between students and faculty, is strictly prohibited unless all parties have consented to such recording. A recording of a class lecture may not be published without the prior express written consent of the recorded faculty member.

**Resource Information**

If you think you might benefit from the guidance of a professional counselor for any school, work, or life issue, take advantage of the **free, confidential resources of BayCare Behavioral Health.** If you would like to speak to a counselor over the phone, please call **800- 878-5470**. It is a safe and secure way to get short-term counseling (up to 3 sessions) on issues including: managing stress and school, work or life issues, relationship issues, family concerns, anxiety, depression, grief, trauma, loss, self-esteem, or substance abuse. **Counseling sessions are completely confidential.** If you are in the need of additional resources please contact the Director of Student Life, Amy Dekle, at amy.dekle@fgc.edu, or by visiting Building 007.

Florida Gateway College has partnered with **BetterMynd**, (<https://www.bettermynd.com/students>) an online therapy platform for college students, to offer our students access to free video-therapy sessions with their diverse network of licensed mental health counselors.

Florida Gateway College students can now access free online therapy sessions on the BetterMynd platform with the counselor of their choice. These 50-minute, live video-sessions are private, confidential, and can take place from the convenience of your laptop, smartphone, or tablet. Sessions are available during the day, at night, and on the weekends.

To register and get started with a counselor that’s a good fit for you, sign-up here. (<https://app.bettermynd.com/register>)

If you have any questions about these services, you can email BetterMynd at students@bettermynd.com

**Academic Appeal; Grievances; General Complaint**

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college’s website. Under Students and the Complaints & Appeals section (<https://www.fgc.edu/students/complaints-and-appeals/>), information regarding policy, procedure, and forms related to these topics is provided.

**College Course Withdrawal and Drop Process**

Students who register for classes are responsible for all fees associated with those classes. Students who decide not to attend or wish to withdraw from a class are responsible for dropping or withdrawing from class by the appropriate published date (see [Academic Calendar](https://www.fgc.edu/students/academic-resources/academic-calendar/)). Students, who have not been identified by their instructor as never attending, will not be automatically dropped or withdrawn. Any student not dropped or withdrawn by the published dates will remain officially registered, liable for all fees, and assigned an earned grade at the end of the semester.

A course may be dropped only during the published add/drop period. The student may drop the course online through MyFGC or by submitting a form through the office of Enrollment Services. Dual Enrollment students should follow the established dual enrollment drop process.

To withdraw from a course, the student must complete the following before the published withdrawal deadline:

1. Complete the Withdrawal form and submit it to your instructor. The instructor should sign the form and fill in the last date of attendance.
2. The student must then meet with an academic advisor, who will sign the form. (Advising Services, Building 014).
3. Submit the form to the Director of Financial Aid or one of the Director’s designees for signature.
4. Take the signed Withdrawal form to the Office of Enrollment Services for processing before the deadline for withdrawal.

A student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for the course. Students, who take courses off campus or have extenuating circumstances that prevent submission of Withdrawal form in person, must:

1. Obtain the instructor's authorization and last date of attendance via email
2. Email the advisor a statement requesting a withdrawal from the course and include the instructor's email with the last date of attendance.
3. The advisor will complete a withdrawal form, attach the emails from the student and instructor in lieu of signatures and forward the form to Financial Aid.
4. A Financial Aid representative will complete and sign the form and forward the form to Enrollment Services to be processed.

It is the student's responsibility to ensure that the required documents are submitted to the advisor in sufficient time to be completed by all offices and processed by Enrollment Services prior to the designated withdrawal deadline and to understand all financial and academic implications of the withdrawal. Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing will receive a grade from his/her instructor.

**Academic Honesty**

Cheating, plagiarism, bribery, misrepresentation, and fabrication are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct found in the Student Handbook.

**Equity and Diversity**

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Cassie Buckles, Executive Director of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at cassandra.buckles@fgc.edu or by phone at 386-754-4313.

**Disability Statement**

The Office of Accessibility Services (OAS) is a resource for both students with disabilities as well as faculty. Students with disabilities in need of academic accommodations must first be registered with the OAS to verify the disability, establish eligibility, and determine reasonable academic accommodations.

After registering with the OAS, students must request their academic accommodation letters be sent to them each semester to share with their instructors. Upon receipt of the letter, the instructor will be available during office hours or via email to discuss the accommodations a student will need during the course.

Students with disabilities who are not registered with the OAS or faculty who may have questions or concerns regarding an accommodation, please contact the office at the following:

**In person:** Building 007, Room 109
**Phone:** 386-754-4393
**Email:** accessibility.services@fgc.edu

**FERPA Statement**

The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records. This information can be found in the College Catalog, at the Office of Enrollment Services in Building 015 or on the Florida Gateway College website

**SACSCOC Statement**

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and associate degrees. Questions about the accreditation of Florida Gateway College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC’s website ([www.sacscoc.org](http://www.sacscoc.org)).

**Honorlock Statement**

Florida Gateway College has partnered with Honorlock, an online testing proctoring service. If off-campus remote proctoring is required during any course, Honorlock will be the online proctoring service that allows you to take your exam. You **DO NOT** need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

To get started, you will need to download the Honorlock Chrome Extension using Google Chrome. You can download the extension on the Honorlock website (<https://app.honorlock.com/install/extension>). When you are ready to test, log into the LMS, go to your course, and click on your exam. Clicking **Launch Proctoring** will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact Honorlock by live chat, by phone at 844-243-2500, and/or by email at support@honorlock.com.

If you encounter a Canvas issue, please contact Canvas via the Canvas Help menu or by clicking the **Canvas Support** link within your course(s).

**COVID-19 Preventative Statement**

Individuals who are symptomatic or who have tested positive should not come to campus and should notify Keep The Pack Safe at keepthepacksafe@fgc.edu

**Lockers and Cell Phone usage:**

All students will be required to have a locker. (locks are available in the bookstore). Students will be required to place their cell phones in a locker during class and lab hours. Cell phones are NOT permitted in the classroom or on the lab floor at ANY time. An emergency contact line (386-754-4534) has been added to the facility and is accessible at the door of the main hall. It is the student’s responsibility to make sure this number is given to person(s) who may need to contact them in the event of an emergency during school hours. . We reserve the right to check lockers at any time to ensure the rules and policies are being followed.

**Social Media:**

Students are prohibited from posting any social media posts during school operating hours. If students are caught posting any content during school hours they will be asked to clock out and go home for ONE (1) day. Second infraction will result in a TWO (2) day suspension. The Third infraction will result in Dismissal from the program.

**Designated Smoking/Vaping Areas**:

Florida Gateway College has specific areas set aside across campus for individuals who smoke/vape. There is a designated smoking/vaping area located in the back of the building. There is an ash tray and two picnic tables in this area for your convenience. STUDENTS WILL NOT BE PERMITTED TO SMOKE/VAPE UNDER THE COVERED AREA AT THE BACK OF THE BUILDING OR AT THE FRONT DOOR. In accordance with STATE LAWS you must be twenty-five (25) feet from any building.