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**INTRODUCTION TO PERSONAL CARE SERVICES**

**COURSE SYLLABUS**

**Course Code: 12.54400**

**Academy of Richmond County High School**

**Teacher: Valerie R. Jordan**

**Email: jordava@richmond.k12.ga.us**

**Phone Number: (706) 737-7152**

**Planning 4th Period**

**Room Number/Lab Number: 440**

**Semester: All 2020-2021**

**Textbook: Milady’s Standard Cosmetology (*Hardcopy*)**

**Applied Math Career/Tech Digital Workbooks Cosmetology**

**Course Description:**

This course introduces both fundamental theory and practices of the personal care professions including nail technicians, estheticians, barbers, and cosmetologists. Emphasis will be placed on professional practices and safety. Areas addressed in this course include: state rules and regulations, professional image, bacteriology, decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology. Students will experience basic hands on skills in each area to help them determine the pathway they are most interested in pursuing. By completing courses in the personal care services pathways, students can potentially earn credit toward the hours required by the Georgia State Board of Barbering and/or Cosmetology or hours toward their license as an esthetician or nail technician. Pre-requisite for this course is advisor approval.

**Course Schedule:**

|  |  |
| --- | --- |
| Demonstrate Employability Skills | Evaluate and Apply the Regulations of Infection Control: Principles and Practices |
| Skills USA | Understanding Basic Chemistry Fundamentals |
| Demonstrate Proper Safety Procedures | Demonstrate a Working Knowledge of Anatomy as it Relates to Cosmetology |
| Explore History and Career Opportunities | Explore and Demonstrate Basic Use of Technology in Cosmetology |
| Identify and Evaluate State Laws, Rules and Regulations |  |
| Display Professional Appearance in Personal Care Services |  |

**Grading Scale: Grading Policy**

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| --- | --- |
| **Area Percentage** |  |
| Class Work/Daily Work 20%  Projects/Lab 40%  Test 30%  Discussions 10% | Grading Policy:  A = 90 – 100  B = 80 – 89  C = 70 – 79  D = 69-60  F = 59 or below |
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**Required Materials:** Blue and/or black pen, pencil, highlighter, 3-ring binder (1-2 inch), notebook paper, tabs/page dividers, email account (School email account preferred), flash drive, and earbuds/head phones.

**Standards Covered in this Course:** HUM-IPCS-I-1-10, Support of CTAE Foundation Course Standards and Common Core GPS and Georgia Performance Standards

**CTSO:**

**ALL** students are encouraged to join SkillsUSA. SkillsUSA is a partnership of students, teachers, and industry working together to ensure America has a skilled work force. SkillsUSA helps each student excel. Dues are only **$25.00 due before November 15, 2020**

**Violations**

**Level 1Violations**:

* Copying another student’s homework, class work, ideas, exam, test, quiz, or any other product assignment without the instructor’s permission. (cheating/plagiarism)
* Allowing another student to copy homework, class work, ideas, exam, test, quiz, or any other product without the instructor’s permission. (facilitation)
* Not acknowledging another writer’s ideas or direct words within a given assignment. A list of resources alone is not sufficient. (plagiarism)
* Copying or paraphrasing an excerpt from the Internet or any other resource without citing the source. (plagiarism)
* Using or appearing to use any illegal resources or devices including but not limited to mobile phones, tablets, or notes without the expressed permission of the teacher. (cheating)

1. Dispose of gum, candy, food, or drinks before entering the classroom/lab
2. Keep the room/lab clean and respect the equipment and furnishings.
3. Professional language required. (Absolutely no use of vulgar, profane, or inappropriate language in the classroom/lab.)
4. Use the restroom during class change—you will not be permitted to go unless it is an emergency.
5. Groom before coming to class—not during class. This includes hair, make-up and nails, etc…
6. When in the computer lab, work only on the assignment related to this class. Therefore, you should not be checking e-mails, chatting, playing games, downloading, uploading, doing research for another class, listening to music, personal browsing, etc. When allowed to use the internet, visiting websites that are not appropriate or not educationally related is **PROHIBITED.** Violators will face consequences as outline in the student handbook.

7. Observe ALL rules and regulations in the Student Handbook.

**Late Assignments:** Each student is expected to complete all assignments in the allotted time. late assignments will not be accepted without instructor approval.

**Make-up policy:**  it is the students responsibility to obtain and complete make-up work. If you have an excused absence, you will be allowed the same number of days as your absence in order to make up work missed. Make-up work must be done after or before school. ***NOT*** during class.

Students must complete all assignments during class. Incomplete work can be made up with a grade of no more than a 70%

**Re-do Policy:** If the student turns in an assignment that receives a failing mark, the student has the opportunity to redo the assignment. The following exclusions apply: multiple- choice test and other assignments as decided at the discretion of the instructor. The student must conference with the teacher within one week after receiving the assignment. After conferencing with the instructor, the assignment will be given back to the students to redo. The assignment must be completed and returned within one week after the conference. Once the redo assignment is completed and corrected, it will be averaged with the original grade. It is the student’s responsibility to take advantage of the redo policy. At the end of the nine week marking period, students no longer have the option to redo assignment.

**ASSESSMENT: PRINCIPLES AND STANDARDS**

Academy of Richmond County believes that high quality assessment, evaluation and communication of student progress and achievement are integral components of the teaching/learning process and form the basis of an effective educational program.

Assessment is the continuous process of gathering, recording and analyzing information about student learning through a variety of strategies against specific criteria related to the curriculum expectations and desired learning outcomes. Assessment is used to inform teacher practice and provide students with descriptive feedback that guides their efforts toward improvement. The primary purpose of assessment is to support student learning.

Student learning is best supported when a balanced assessment program is in place for all students in all classrooms. A balanced assessment program makes appropriate use of assessment of learning, assessment for learning, and assessment as learning. Assessment of learning is assessment designed primarily to make judgments about student achievement of knowledge and/or skills at a given point in time. Assessment for learning is assessment designed primarily to promote student learning and guide instruction. Assessment as learning is assessment primarily designed to provide students with the opportunity to reflect on their learning. Each of these assessment types is an integral part of teaching and learning.

Assessment that is fair and yields accurate information about student achievement will lead to an evaluation and communication process that is clear, accurate and meaningful for students and parents. Fair and accurate assessment will support instruction and program improvement, increase student motivation, promote student achievement, and follow the Guiding Principles and Standards of Fair Student Assessment*.*

**GUIDING PRINCIPLES AND STANDARDS**

The following Guiding Principles and Standards of Fair Student Assessment provide a vision of how assessment literate educators develop and implement successful assessment practices at the classroom, school and Board level.

1. Guiding Principles

a) The primary purpose of assessment is to improve student learning.

b) Assessment practices are fair and equitable for all students.

c) Communication about assessment is ongoing, timely, and clear.

d) Professional development and collaboration support assessment.

e) Assessment practices are regularly reviewed and refined.

f) Effort grades are separate from academic assessment grade

2. Standards of Fair Student Assessment

a) Provide all students with appropriate, multiple and varied opportunities to demonstrate the knowledge, skills, attitudes and behaviors being assessed.

b) Inform students in advance of the basis and criteria for assigning grades.

c) Use methods that should be appropriate for and compatible with the purpose and context of the assessment.

d) Minimize/control all relevant sources of bias and distortion that can lead to inaccurate assessment.

e) Collect sufficient information to make informed decisions.

f) Provide communication that is clear, accurate, and of practical value to the parties for whom they are intended.

g) Use assessment results to make decisions about program and instruction.

h) Align assessment with the prescribed learning outcomes specified in Georgia Performance Standards, or the student’s Individual Education Plan (IEP), 504 Plan or RTI Plan.

**Each teacher has the professional autonomy to assign the student’s final grade based on the student’s overall mastery of the assigned standards.**

Developed by the ARC Assessment Team: Summer 2013

**Acknowledgement of Receipt:** By signing below, the student and parent/guardian acknowledge that they have read and understood that the contents in the 2020-2021 **INTRODUCTION TO PERSONAL CARE SERVICE I** course syllabus.

**\*PLEASE SIGN AND RETURN TO Mrs. Jordan by September 28, 2020\***

Student Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Student Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Parent Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Contact # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Instructor:* Ms. Valerie R. Jordan

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**Augusta, Georgia 30904**

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**Course:** *Introduction to Personal Care Service I*

**Instructor: Ms. Jordan, 2020-2021**

**Room 440**

**Introduction to Personal Care Services I**

**ACCOUNTABILITY FORM FOR EQUIPMENT USE**

It is my understanding that, as a member of this class, if there is anything wrong with the equipment to which I have been assigned, I am to notify my teacher immediately.

I shall be responsible for the repair costs for any damages that result from my sole negligence in the use of the assigned equipment or failure to notify my teacher immediately.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understand the course syllabus, classroom expectations and procedure for the Cosmetology Services Core I course.

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Student Name (Printed) (Date)

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Student Signature (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name (Printed) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature (Date)

**Safety Contract for Cosmetology Class**

*This contract is non-negotiable and must be signed by Student and Parent. Student will not be permitted to participate until it is signed.*

1. Report all accidents immediately.
2. Handle tools carefully. Never place them into your pockets.
3. Horseplay running, loud talking, singing, dancing and throwing of any article is dangerous. Refrain from any horseplay.
4. Keep the floors free for styling aids, hair and water and clean all spills immediately.
5. Keep all electrical appliances away from water.
6. Launder all soiled towels after each use
7. Laboratory jackets or aprons and closed toe shoes must be worn in the lab.
8. Check with your instructor about any procedure that you are unsure about before beginning

I have read, I understand, and agree to abide by all above listed safety guidelines.

STUDENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_PARENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_