PCCUA COSMETOLOGY PROGRAM REVIEW

Submitted to ADHE by Dr. Deborah King for Dean Monica Quattlebaum

Division of Business and Information Systems
Cosmetology Department
Certificate of Proficiency in Manicuring
Technical Certificate in Cosmetology

Instructors: Connie Johnston, Karen Jones, Katie Alexander

June 20, 2024

This document includes the External Peer Review and the Self-Study

ARKANSAS DEPARTMENT OF HIGHER EDUCATION

Academic Program Review
External Reviewers

Nancy E. Howard

Lead Cosmetology instructor at Coahoma Community College at Clarksdale, MS

1219 St. George Cove

Clarksdale, MS 38614

662-624-6565

nhoward@coahomacc.edu

Detria Stackhouse

Owner of Stack's Hair Affair

671 Oakland Ave

Helena, AR 72342

870-572-4044

Stackshairaffair@yahoo.com

Cosmetology Department

Review of Cosmetology and Manicuring

Monday, June 20, 2024

External Reviewer's Signature

External Reviewer's Signature

Bio for Nancy Howard

Nancy Howard is the Lead Cosmetology instructor at Coahoma Community, Clarksdale, Mississippi, where she provides training in policy, and procedures in compliance with all local, state, and federal rules, regulations, and laws. Howard has been a licensed Cosmetologist with the Mississippi State Board of Cosmetology for over 28 years. Howard has held the position of Lead Cosmetology instructor at Coahoma Community College for 4 of her 15 years as an instructor. Over the last 4 years as Lead instructor, she has facilitated learning in an inspiring way that has helped 42 students become licensed professionals in the state of MS. Howard has successfully owned and operated Nancy's Beauty Salon, offering salon services and jobs for newly licensed cosmetologists in Clarksdale. Howard is an active member of the Mississippi Cosmetology Association and, also serves as an advisory member for the CCC CTE programs where she provides critical/creative thinking for problem-solving.

Bio for Detria Stackhouse

Detria Stackhouse is an entrepreneur and owner of her own salon called, Stack's Hari Affair located in Helena, Arkansas. She graduated from Phillips Community College of the University of Arkansas cosmetology program. She is a member of Professional Plus Styling Team based in Little Rock, Arkansas. This enables her to travel and showcase her creative talent and knowledge about hair care and nail technology. She also showcased her work in the famous Bonner Brothers International Show in Atlanta, Georgia. As a salon owner, she is active in the Phillips County Chamber of Commerce. She graduated high school at Central High School in Helena in 1995. She graduated from Phillips Community College of the University of Arkansas in 2002 and received her license two years later. In 2006 she decided to acquire an instructor's license.

Program Review
External Reviewers Questions

The report prepared by the External Reviewers will be used by the Arkansas Department of Higher Education (ADHE) to verify the student demand and employer need for the program, the appropriateness of the curriculum, and the adequacy of program resources. The report should <u>not</u> include a recommendation to ADHE on program continuation or program deletion.

The External Reviewers written report must include a summary of each area examined and should provide examples that document the conclusions. The questions below should be used by the reviewers as a guide in preparing the summary for each area. Responses to the questions should not be simply "yes or no".

I.   **Review of Program Goals, Objectives and Activities**
    A.   **Are the intended educational (learning) goals for the program appropriate and assessed?**

The intended educational goals for the programs are clearly defined and appear to be assessed. Learning goals and objectives cover the foundational concepts and principles of cosmetology along with meeting the guidelines and requirements to pass the State Licensure exam. The educational goals are aligned with the Cosmetology industry and the licensing agency (Arkansas Department of Health.) The intended educational goals for the program also create a foundation for salon readiness.

    B.   **How are the faculty and students accomplishing the program's goals and objectives?**

Faculty of PCCUA are accomplishing the program's goals and objectives through the continuity of a well-planned curriculum, curriculum-based measurements, curriculum-based assessments, and the perpetual offerings of appropriate classes. Students are accomplishing goals through the completion of courses and gaining their technical certificates. Students gaining their technical certificates represent their contribution to meeting program objectives as it relates to meeting industry demands.

    C.   **How is the program meeting market/industry demands and/or preparing students for advanced study?**

It is evidence that the program is well designed to prepare students for professional employment in the Cosmetology industry. Majors and Declared Studies & Graduate Employment 2020-2023 Tables detail said evidence by providing proof of professional employment for Career Technical Certificate recipients. The table did not particularly detail the demand for professional employment for degree graduates as it relates to the Cosmetology industry. The program prepares students for advanced study and the job market. Cosmetology is an open field for employment if the student is willing to apply themselves to develop a clientele and build their career.

    D.   **Is there sufficient student demand for the program?**

Yes, there is sufficient data to provide evidence for the student demand in the industry. There are currently 230 cosmetology job availabilities in the state of Arkansas. According to the data

provided, this number will increase by 5% by the year 2030. The student demand is also recognized by the interest in local high schools at career fairs and enrollment has increased over the last couple of years post COVID.

E. Do course enrollments and program graduation/completion rates justify the required resources?

Yes, the program graduation/completion rates justify the required resources. Cosmetology programs must maintain the appropriate resources for continued growth and development. There would've been a real concern to continue to closely monitor the program enrollment vs resources if the 2020 enrollment decline persisted. Because the program has seen significant growth in the past 2 years, the current program resources will help to aid in a satisfactory number of graduates.

II. Review of Program Curriculum

A. Is the program curriculum appropriate to meet current and future market/industry needs and/or to prepare students for advanced study?

The curriculum is appropriate to meet current and future industry needs as it aligns with the Arkansas licensing agency. The curriculum appears to be well thought out, very thorough, and challenging. The curriculum consists of the depth of the programs and emphasizes areas of great need in the industry such as communication, interpersonal, and employability skills as well as business principles needed to succeed in salon employment/ownership. The curriculum also uses current technology to demonstrate modern trends and up-to-date areas of cosmetology.

B. Are institutional policies and procedures appropriate to keep the program curriculum current to meet industry standards?

The program heavily relies on a well-rounded and competent faculty to ensure that the curriculum remains current and effective. The faculty evaluated and discussed the curriculum and submitted recommendations for changes.

C. Are program exit requirements appropriate?

Yes, the program exit requirements are appropriate and can be an excellent mechanism for integrating and applying knowledge gained throughout the program. Program demonstrates current cosmetology trends and concepts as related to the salon industry.

D. Does the program contain evidence of good breath/focus and currency, including consistency with good practice?

Yes; Examples include surveys for each course in the program as part of the PCCUA's assessment process. The data is used to evaluate and make necessary revisions for the program's improvement.

E. Are students introduced to experiences within the workplace and introduced to professionals in the field?

The program offers real-life work experiences by daily practical skills to the public as well as connecting with the community to offer salon-related practical's in the form of community services. The program also introduces students to industry professionals and professional

products by visiting industry-related events that will help students stay abreast of the changes occurring daily. It can also be very beneficial to expose students to larger, more diverse shows. This will help aid in the motivation of students and create a competitive nature in the classroom. Examples of larger, more diverse beauty shows are Premiere Orlando which is held in Orlando, FL in June, and the America's Beauty Show, held in Rosemont, IL in April annually. These shows offer a wealth of knowledge for the students and provide student competitions that the class can participate in as a whole. Competition helps education because it challenges students to work harder on his/her task.

F.   Does the program promote and support interdisciplinary initiatives?

The PCCUA Cosmetology program promotes and supports interdisciplinary initiatives. PCCUA offer a sequence of courses that prepares student for careers in the field of Cosmetology. Students develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Math and Writing are also integrated into the program curriculum. Students use math to mix and formulate color and chemicals along with calculations for customer tickets and activity points for daily log sheets. Students use writing skills with note taking, customer information cards, appointment book, and daily activity log sheet.

G.   Does the program provide respect and understanding for cultural diversity as evidenced in the curriculum, in program activities, in the assignment of program responsibilities and duties; in honors, awards, and scholarship recognition; and recruitment?

The program aligns with the goals and core values of the PCCUA. The program provides evidence of respect and understanding for cultural diversity through required coursework and daily assigned work experiences within the class, such as, but not limited to working as a receptionist, answering phone calls, scheduling appointments, and meeting/greeting clients. Students also have many opportunities to practice hair styling and nail techniques for customers of diverse backgrounds and ethnicity. Curriculum includes demonstrations for students to learn and understand cultural diversity for client interaction and the salon environment. Students receive recognition along with opportunity to showcase work and accomplishments by participating in Career Fairs, College Newspaper articles, and Social Media student competitions.

III.   Review of Academic Support

A.   Does the program provide appropriate quality and quantity of academic advising and mentoring of students?

Academically advising and mentoring students appears to be part of the PCCUA's faculty standard duties as it is evident in their annual evaluation.

B.   Does the program provide for the retention of qualified students from term to term and support student progress toward and achievement of graduation?

Yes. The program is making great strides to ensure the retention of qualified students and progress toward the end goal of graduation and licensure. The faculty has seen the need for additional equipment, learning tools, assessment methods, and interactive resources that will help aid the goal of retention. Student computers are also available in on the Salon Floor to

allow students additional time to work in the online software and on practice questions. Instructors are also available for individual tutoring sessions and when time allows, instructors use group study sessions to help students study and collaborate with other students which promotes retention and student engagement.

IV.   Review of Program Faculty

A.   Do program faculty have appropriate academic credentials and/or professional licensure/certification?

The program faculty have over 50 years of experience in the industry. This alone shows that the faculty are well-qualified in their field. Program faculty appear to be current on licenses/certifications where they are appropriate. Faculty also meet all guidelines and teaching requirements as outlined by the Arkansas Department of Health Cosmetology Section.

B.   Are the faculty orientation and faculty evaluation processes appropriate?

Yes; faculty orientation and evaluation processes are appropriate as they help identify improvement areas. This process aims to promote a better learning experience for students. The evaluation process also fosters professional growth and improves faculty teaching methodologies. Collectively this process enhances the quality of education for all.

C.   Is the faculty workload in keeping with best practices?

Yes; the faculty workload is extensive and demanding. Each member contributes to the overall success of the program. The faculty workload requires each of them to use time management skills to complete multiple tasks at hand, maintain the routine department and state obligations, maintain proper resources for daily use, and maintain day-to-day operations of facilitating learning.

V.   Review of Program Resources

A.   Is there an appropriate level of institutional support for program operation?

Yes; the institutional support for the program operations is impressive. The resources allocated and the overall support from PCCUA are greater than what I've experienced. Very commendable. The college also provides several student resources such as a Food Pantry, Laundry mat, and student activities to promote student engagement.

B.   Are faculty, library, professional development, and other program resources sufficient?

While the program has great resources, the planned program improvements appear as evidence that the PCUUA has and will go through great measures to ensure student success. The college has provided resources for current technology including a Smart Board in the classroom, a student computer lab, and has a student laptop loaner program. The College Library provides up-to-date books and resources related to the cosmetology industry. Although faculty participate in local and state professional development, I would suggest extending the professional development broader than it currently is. Examples are attending larger, more diverse professional industry events.

VI.   Review of Program Effectiveness
A.   Indicate areas of program strength.

The availability of resources and administrative support provided to this program is phenomenal and a program strength. The technical competency of each faculty member is also an impressive strength. The background of the faculty service collectively 50 years offers the program a plethora of ideas, problem-solving techniques, and adaptability to change. The faculty understands the need for change to foster growth and is willing to face those challenges for the success of their program.

B.   Indicate the program areas in need of improvement within the next 12 months; and over the next 2-5 years.

It is apparent that the PCCUA faculty has acknowledged the need for improvement and has several measures in place to ensure program success. As noted in the Program areas most in need of improvement, the Cosmetology department recognizes the importance of assessment and is committed to the development of an effective process that continues to improve student learning. The previous statement speaks volumes concerning the Cosmetology Department faculty's willingness to continue to strive for excellence despite current obstacles. Another area for continued improvement is using and providing up-to-date products and current salon tools and equipment. Great effort has been demonstrated in this area but continuing to focus on this will strength the quality of the program in preparing students for the industry.

C.   Indicate areas for program development based on market/industry demands that have not been identified by the institution.

Allowing students to shadow salons for an hour outside of school time will help to give them a real-life experience of the beauty industry. Allow students to sweep, wash/fold towels, clean, sanitize, and disinfect for the salon owner as they watch the day-to-day activity (community service). This process has helped with the retention of students and can also aid in student job security upon completion.

VII. Review of Instruction by Distance Technology (if program courses are offered by distance)
A.   Are the program distance technology courses offered/delivered by best practices? *N/A*

This program does not offer distance learning as it is opposed by the state of Arkansas licensing agency.

B.   Does the institution have appropriate procedures in place to ensure the security of personal information?

Although this program does not offer distance learning, the PCCUA complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all of his/her records that meet the definition of educational records. No third party has the right to review student records without the student's permission, with very limited exceptions.

C. **Are technology support services appropriate for students enrolled in and faculty teaching courses/programs utilizing technology? N/A**

D. **Are policies for student/faculty ratio, and faculty course load by best practices? N/A**

E. **Are policies on intellectual property by best practices? N/A**

VIII. Review of Program Research and Service

A. **Are the intended research and creative outcomes for each program appropriate, assessed, and results utilized?**

Based on the data provided by the PCCUA, the intended research and creative outcomes for each program is appropriate as they align with the Arkansas licensing agency. The data collected from student and faculty members are assessed through the PCCUA's assessment process. The data collected is utilized to make necessary improvements within the Cosmetology program. At the end of end of each semester, students are given a practical that is written and performance based. They are graded on performance outcomes and demonstrate competency in each area. This practical is similar to the State Board Exam which allows students to practice and prepare for the licensure exam.

B. **Are the intended outreach/service/entrepreneurial outcomes for each program's initiatives appropriately assessed and results utilized?**

Yes; Faculty use outreach tools such as events and conferences, presentations and community industry meetings. Faculty and local beauty industry professional are building relationships through community engagement. The results of the data collected is utilized within the program to meet the need of the graduate for salon placement and/or salon ownership. Although there are short sections in the curriculum that addresses entrepreneurial skills and salon ownership, it is recommended to expand curriculum to include more business management and establishing their own salon.

IX. Local Reviewer Comments

A. **How is the program meeting market/industry demands and/or preparing students for advanced study or job placement?**

Based on the review of the program, students are well prepared for job placement. Most students already have employment opportunities upon graduation and receiving their cosmetology license.

B. **What program modifications are needed?**

Some programs allow students to start earning cosmetology hours while in high school which will increase recruitment and promote program awareness. This might be something that the College could explore and implement if allowed. Another suggestion would be to consider additional hours of operation for evening and weekends to allow more opportunity for students

to attend the program on a part-time basis while also working. Spa Services such as massage therapy and Permanent Cosmetics are two other areas that College may consider expanding and potential growth of the program.

X.   Report Summary

A.   Include reviewer comments on the overall need for program graduates/completers in the local area, region, and/or nation over the next 5 years.

Cosmetology is a career path that is in very high demand and it is expected to increase significantly in numbers by the year 2030. Graduates of the PCCUA Cosmetology program can find employment in a wide array of businesses across the state of Arkansas. Placement for Cosmetology graduates is typically high.

B.   Include reviewer comments on overall program quality, state program review process, etc.

The PCCUA Cosmetology program seems to be strong, thoughtfully constructed, well-designed, and effectively supported by the PCCUA administration. Faculty has demonstrated accountability and are making improvements within the program. Faculty see the need to generate new knowledge/technique based on the data provided for future program's success. The PCCUA program improvement needs should not be taken as an indication of the lack of industry demand for graduate students.

The challenge will be to maintain program excellence while finding ways to capitalize on whatever unique opportunities that PCCUA provides for its cosmetology students that cannot be obtained anywhere else. The improvement plan that the faculty has in place will help with enrollment, retention, completion, and will ultimately guide graduations into job placement or salon ownership.

Response to the External Reviewers' Recommendations

In this section, please copy the recommendations that the external reviewers provided in their report. Then, provide the institution/department/program response to the recommendation.

Recommendations from External Reviewers (copied from the external review report)	Response
Include more demonstrations with classroom instruction	Instructors added some demonstrations to classroom lectures but plan to do more.
Utilize guest speakers such as professionals from the industry and alumni working in a salon	Guest speakers have been utilized to demonstrate salon products, specialty tools, and equipment but can add a few more. Using alumni working in the industry is a great idea to give students a prospective of cosmetology in the actual salon environment.

Increase Recruitment efforts to expand enrollment	Due to COVID, recruitment activities were limited but more opportunities are becoming available.
Expand Student Portfolio to showcase students work and learning experience	Student Portfolios are one are of improvement that faculty want to integrate into the program so students can document learning and demonstrate tasks accomplished in cosmetology. This will also be a great reference for employment in salon industry.
Increase Pass Rate for the State Cosmetology Licensure Exam	Online practice exams were implemented with Spring 2024 graduates. Results were positive from students. Two students that took the exam right after graduation passed on the first exam. Some students do not take the exam because lack of funding to pay for exam and transportation to testing site.
Continue Professional Development Opportunities for Instructors	Instructors participate in professional development but during COVID most opportunities were limited. Will continue to seek professional development to help instructors stay current in the field.
Expand program opportunities and availability such as additional hours of operation, Spa Services, Permanent Cosmetics, and offer program to High School seniors.	Spa Services is a great idea and could easily be added to the current program. Offering the program to High School students and adding more hours of operation could be good recruitment opportunities but with current instructor capacity this may be difficult to maintain. Permanent cosmetics is a current industry trend but the College has reservation about liability and resources required to maintain a quality program.

I.   Actions Taken in Response to the External Reviewers' Recommendations

In this section, please describe the actions that will be taken as a result of the review; if any based on the recommendation from the external reviewers; note when the action will be completed and who is responsible for seeing that it is completed; and finally, list any resources that will be used to complete the action. Please add lines to the table as necessary.

Recommendation	Action	Timing & Responsible Person/Group	Resources
Include more classroom demonstrations	Evaluate each unit to include at least 2 hands-on demonstrations. This will enhance classroom teaching to allow students opportunities a visual of what is shown in the textbook before going to the Salon floor to practice on mannequin.	Program Director and Instructor	Cosmetology mannequins and styling tools and equipment Models, Charts, and specific equipment Carl Perkins: use grant funding to purchase additional models and equipment to integrate into classroom teaching and demonstrations
Utilize Guest Speakers for additional demonstrations and real-world perspective of salon industry.	Integrate additional guest speakers from the salon industry to demonstrate up-to-date products and techniques. Will also ask alumni to share insight with current students on how to be successful in the salon environment.	Program Director and Instructor	Professionals from the Cosmetology Industry. Will try to focus on new trends in the industry along with specialty products, tools, and equipment. Alumni guest speakers for demonstrations and real-world perspective.
Increase Recruitment Efforts	Instructors will participate in all college recruitment efforts such as Career Fairs and College Days. Instructors will seek opportunities to be guest speakers at area High Schools and	Program Director and Instructor Enrollment Manager	Update Cosmetology Informational Program brochure Develop new promotional videos for social media

	provide informational brochures about the program. Will also use social media to increase awareness of the program.	College Marketing and social media	
Expand Student Portfolio	Faculty will develop portfolio guidelines and will implement the Portfolios in Fall 2024. This will allow students to document specific areas of cosmetology and showcase skills to styling, color, and design techniques. A summary research paper will be included to also help increase writing and communication skills.	Program Director and Instructor	Portfolio Guidelines with specific areas identified and examples provided for students. Grading Rubric
Increase Pass Rate for the Arkansas Cosmetology Licensure Exam	Continue to Utilize Online Practice Exams during the last semester of cosmetology. Include a testing fee in last semester tuition to ensure students take the exam upon graduation. Will offer testing site accommodations for students to take exam on campus.	Program Director and Instructor College Vice Chancellor of Finance and Administration	Provide Online Practice Exams through Test Out Seek approval to include one testing fee as part of tuition during the last semester of the Cosmetology program. Offer on campus accommodations for students to take the State Licensure Exam. Will use ProV the online test proctor required by the Arkansas Department of Health Cosmetology Section.

Continue Professional Development for Instructors	Professional Development opportunities are vital for instructors to stay up-to-date with current trends in the industry as well as salon tools, products, and equipment. Instructors will be encouraged to attend at least 6 professional development events annually.	Program Director and Instructor	Faculty Portfolio – Professional Development Section: documentation of participation Cosmetology Budget for professional development
Expand Program Opportunities	Explore adding spa services such as massage therapy to the cosmetology program. Will evaluate offering additional hours of operation to include nights and weekends.	Program Director and Instructor Dean, Business and Information Systems Vice Chancellor for Instruction	Regulations and guidelines from Arkansas Department of Health Cosmetology Section

Cosmetology Self- Study for Program Review

Programs Under Review:

2023-2024

- Cosmetology Technical Certificate

- Cosmetology Manicuring Certificate of Proficiency

Table of Contents

College History

Phillips Community College came into being in 1965 by Act 560 of the Arkansas State Legislature and an enthusiastic affirmative vote by the people of Phillips County. In 1968, the construction of the first permanent college buildings was completed and the first class was graduated. This was the beginning of a college that has grown to be a leader in the community.

The College has expanded its doors many times. In 1972, the Fine Arts Center and Lily Peter Auditorium were completed. In 1976, the Nursing Education Complex was completed. In 1982, the Technical & Industrial Education Complex was opened. In 1986, the Administration Building was completed, and a year later, the college library was renovated and named the Lewis Library. In 1991, the Bonner Student Center was dedicated. In 1992, The Mitchell Science Annex was added to the Nursing Education Complex. In 1993, the College acquired the Pillow Thompson House, and it has become a very valuable asset to our College and our community.

In 1996, further growth was evident by the College adding two more campuses in Arkansas County; one in DeWitt and one in Stuttgart. This began a new journey to reflect our multi-county goals to provide quality education to Eastern Arkansas. With this expansion, Phillips County Community College became part of the University of Arkansas System. Our College continues to grow and expand under a new name, Phillips Community College of the University of Arkansas.

Phillips Community College of the University of Arkansas is still considered to be a leader in Eastern Arkansas communities and throughout the nation. The College is an Achieving the Dream Leader College with national recognitions and awards and is committed to an educational program that will provide a foundation for intellectual, cultural and social growth beyond that imposed by narrow highly specialized training. Students may earn degrees that will transfer to four-year institutions or gain education and training to go into the workforce. As technologies change at a rapid rate, we are committed to keeping our degree offerings relevant, flexible, and convenient.

Phillips Community College has always been a leader and innovator in higher education in Arkansas. The College has grown from an original enrollment of fewer than 250 students in 14 program areas to just under 2,000 students in academic, occupational/technical, and continuing education programs. New programs are continually being researched and planned so that PCCUA will remain responsive to the needs and interests of the people of Eastern Arkansas and on the Grand Prairie. With this in mind, the College has adopted the following mission (revised in 2023), core values, and core competencies (STACC):

Mission
The mission at the beginning of the Self-Study was revised during the process. However, both are very similar. The new mission statement was written with college-wide input during October 2022 and finally adopted in October 2023.

> Previous Mission:
> Phillips Community College of the University of Arkansas is a multi-campus, two-year college serving the communities of Eastern Arkansas. The College is committed to helping every student succeed. We provide high quality, accessible educational opportunities and skills development to promote life-long learning, and we engage in the lives of our students and our communities.

New Mission:

Phillips Community College of the University of Arkansas is a two-year college serving the people of Eastern Arkansas. Through robust partnerships, the College is committed to building stronger communities by delivering quality, affordable education for college transfer and work skills training. We provide multiple services and support to ensure student access with success and encourage the pursuit of knowledge and life-long learning striving to build a foundation for a better life for all.

Core Values

Phillips Community College respects the diversity of its student body and community. The College also recognizes the worth and potential of each student. Therefore, the College affirms the following beliefs and values:

Student Success

We are committed to the success of every student. We believe all students, given the right conditions, can learn. We believe those conditions include high expectations reflected in a rigorous curriculum and personal engagement evidenced by a faculty and staff who invest themselves in the lives of our students and our communities.

The Power of Education

We believe learning begins at birth and should last a lifetime. We believe in the power of education to transform lives and build strong, productive communities.

Diversity

We respect the inherent worth and dignity of every person.

Core Competencies

In support of the College mission, the Cosmetology Department, which is housed in the Division of Business, adheres to the same PCCUA core competencies and values. Along with the mission, the division has embraced the five college-wide core competencies (STACC) that all students should possess upon graduating from PCCUA.

- **Social and Civic Responsibility:** Demonstrate adherence to legal/ethical standards established by society.
- **Technology Utilization**: Use tools of the trade to achieve a specific outcome.
- **Analytical & Critical Thinking**: Display reasoning including analyzing data, evaluating alternatives, setting priorities, and predicting outcomes.
- **Communication**: Engage in the interactive process through which there is an exchange of verbal and/or nonverbal information.
- **Cultural Competency:** Acknowledge that society is diverse with groups of individuals possessing differing beliefs, values, attitudes, and customs that are shared from one generation to the next.

Program Goals, Objectives, and Activities

Cosmetology Technical Certification Program

The goal of the Cosmetology program is to prepare students to pass the Arkansas Department of Health (ADH)/Cosmetology Section licensing examination and for successful entry-level work in the Cosmetology profession. Upon completion of the 1500 clock-hour requirement and program curriculum, students are trained in all phases of professional imaging such as hair style/design and chemical processes for hair coloring; skin care; nail analysis; sales and receptionist duties; interpersonal and employability skills; and other business principles related to salon operations. This program includes a competency-based curriculum of theory and hands-on clinical applications associated with the cosmetology industry.

Program Objectives for the Cosmetology Technical Certificate

1. Perform services in hair care and design including hair cutting, hair styling, hair coloring, scalp protection, and chemical texture.
2. Demonstrate advanced techniques in manicures, pedicures, skin care, and facial makeup procedures.
3. Understand advanced knowledge of microbiology, chemistry, and electricity as they relate to the cosmetology industry.
4. Demonstrate proficiency in using salon equipment and tools to perform cosmetology services.
5. Practice safety, sanitation, and infection control protocols per cosmetology regulations and guidelines.
6. Develop business management and customer service skills that apply to salon operations.
7. Demonstrate readiness of all skills required for the Arkansas State Cosmetology Board Licensing Exam.

Cosmetology Manicuring Certificate of Proficiency

This Certificate of Proficiency in Cosmetology Manicuring Certificate program is designed for students with a desire to perform advanced and specialty manicures, pedicures, and massages. This program is embedded with the Cosmetology Technical Certificate. Located on the Helena campus, students learn all phases of nail structure related to manicuring. This program includes a competency-based curriculum of theory and hands-on clinical applications associated with the cosmetology manicuring industry. Students enrolled in the program complete 18 credit hours, which is equivalent to 600 hours, according to the Arkansas Department of Health Cosmetology Section guidelines and are prepared to successfully pass the Arkansas State Licensing Exam in Cosmetology Manicuring.

Program Objectives for the Cosmetology Manicuring Certificate of Proficiency

1. Understand the nail structure and its disorders related to nails.
2. Perform advanced and specialty manicures, pedicures, and massages.
3. Demonstrate proficiency in using salon equipment and tools to perform nails and manicuring services.
4. Practice safety, sanitation, and infection control protocols per cosmetology regulations and guidelines related to nails and manicuring.
5. Understand basic communication skills with diverse groups of people in the salon environment.
6. Demonstrate readiness of all skills required for the Arkansas State Cosmetology Board Licensing Exam for Manicuring.

Service to General Education and Other Disciplinary Programs

The Cosmetology Technical Certificate program is designed with curriculum that is discipline specific and directly related to preparing students with the skills and knowledge to pass the Arkansas cosmetology licensure exam. Although the program does not require specific general education courses, the curriculum does integrate general education such as English, Math, and Science skills. For example, students submit a research paper as part of the student portfolio that is graded based on writing communication skills. Throughout the program, students are asked to submit summaries and case studies explaining skills learned in Cosmetology. These writings are also graded on written communication skills using a grading rubric.

The course description for the Science and Theory level I, II, and III courses include a section on the study of human anatomy, bacteriology, physiology, and cells emphasizing math and science with chemistry and electricity as it relates to cosmetology. This is another example of how math and science are integrated into the cosmetology curriculum. Students learn how to calculate and mix chemicals for hair coloring and treatments as related to cosmetology. Students also calculate daily activity sheets including how to count money for services provided to clients.

Market Demand

According to the U.S. Bureau of Labor Statistics (BLS), job opportunities for cosmetologists and other personal appearance workers will grow as fast as the average of all other occupations depending on the specialty. It is expected that there will be an 8 percent increase in cosmetology jobs by 2032.[1] Job opportunities will be strong for cosmetologists, with the strongest competition being in high-end salons and spas, because they tend to be higher paid positions. Table 1 below shows the cosmetology job outlook for Arkansas and the United States.[2]

State and National Trends for Cosmetology Jobs

Table 1: State and National Employment				
United States	**Employment**		**Percent Change**	**Job Openings** [1]
	2022	**2032**		
Hairdressers, Hairstylists, and Cosmetologists	555,800	598,600	+8%	82,000
Arkansas	**Employment**		**Percent Change**	**Job Openings** [1]
	2020	**2030**		
Hairdressers, Hairstylists, and Cosmetologists	3190	3340	+5%	370

www.onetonline.org/link/localtrends/39-5012.00?st=AR

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[1] Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2010-11 Edition, Barbers, Cosmetologists, and Other Personal Appearance Workers, on the Internet at http://www.bls.gov/oco/ocos332.htm
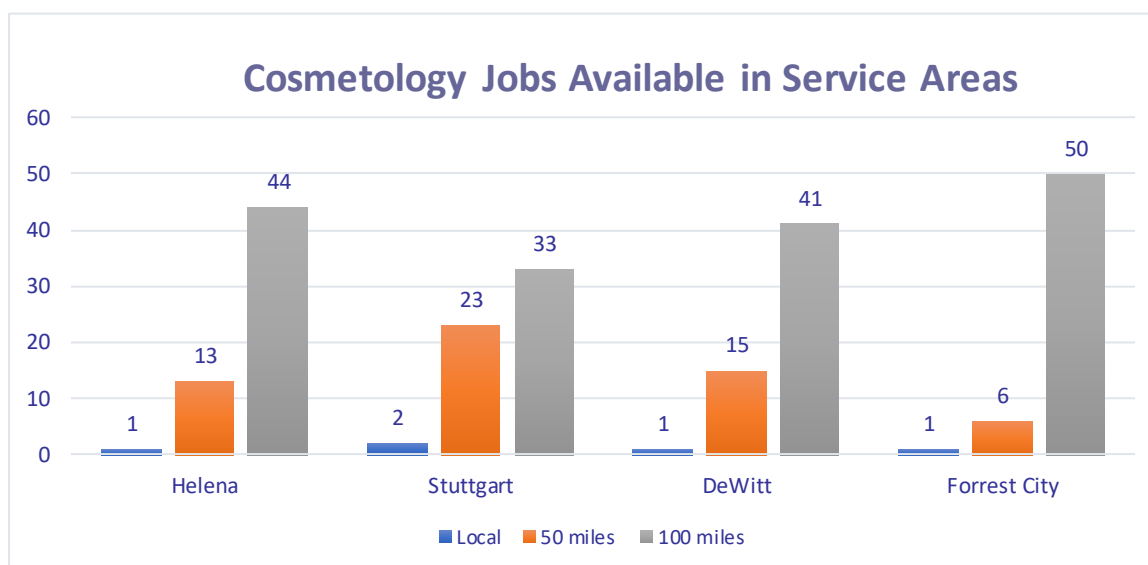
[2] National Data Source: Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections; **State Data Source:** Arkansas Employment Trends

Student Demand

The Cosmetology Department has experienced a decline in enrollment and graduates since the COVID-19 pandemic. During the pandemic, the College pivoted to remote instruction by implementing an online software and developing all courses in Blackboard for students to continue learning theory with demonstrations provided through instructional videos. When students returned to campus, there was still a significant time period due to COVID-19 regulations that they were not allowed to perform services on individuals. The program experienced a decrease in student enrollment due to the lack of hands-on experience they were able to receive. During this time, conducting on campus Career Fairs and hosting classroom demonstrations became very difficult and challenging due to COVID-19 regulations. Over the last couple of years, the Cosmetology program has seen an increase in student enrollment and overall interest in the program. Recruitment events and opportunities to interact with high school students have helped with this increase. Currently the cosmetology curriculum and overall program allows students the opportunity to utilize a variety of learning resources such as the online learning software, Blackboard, online practice exams and a broad range of hands-on activities to apply skills and techniques learned in the classroom and salon floor.

Most of the Cosmetology graduates will be seeking employment in the local or state areas. As part of the increase in enrollment, the Cosmetology program has expanded the service area to include not only the Helena-West Helena area, but also DeWitt, Stuttgart, Dumas, Forrest City and Palestine-Wheatly areas. There has been a strong student demand from the Arkansas County area. Over the last two years, eight of the program graduates were from either DeWitt, Gillet, or Stuttgart areas. According to www.indeed.com, there are approximately 230 cosmetology jobs available in Arkansas. Opportunities for graduates in Helena-West Helena and the surrounding areas of Phillips and Arkansas Counties are strong and vary by specialty.

The graph below illustrates local job opportunities as well as jobs 50 to 100 miles from each local service area.[3] Cosmetology students who are people oriented and possess excellent technical skills can have successful careers in this field.

Cosmetology Jobs Available in Service Areas

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[3] https://www.indeed.com/jobs?q=&l=Helena%2C+AR&from=searchOnHP&vjk=d8fffa733cbc3a2e

Curriculum

Current Thinking Trends

The Cosmetology program is guided by regulations from Arkansas Department of Health, Cosmetology Section along with proven scientific principles and best practices in the Cosmetology field. Examples of best practices include utilizing guest speakers to keep students abreast of changes in the field, requiring students to critique the work of other cosmetologists, and assigning activities based on world of work experiences. For example, students are assigned periodically to work at the receptionist desk to answer the phone, schedule appointments, greet clients, and tally receipts at the end of the day.

PCCUA also encourages faculty to attend conferences and seminars to learn best practices as well as emerging skills and teaching methodologies in their respective disciplines. Due to the COVID-19 travel restrictions, more and more training is obtained through Zoom and Webinars. Faculty also participate in professional development opportunities provided on campus or via Zoom by the PCCUA Faculty Development Committee.

To ensure the curriculum is relevant, instructors are encouraged to attend style shows and other seminars to learn best practices as well as new techniques, trends, and products. Another resource to help faculty stay up to date on cosmetology trends is PIVOT POINT LAB. This is the online learning software used to enhance course curriculum. Experienced cosmetologist present various training workshops, webinars, and online demonstration videos for both faculty and students. Field trips to State Beauty Supply and other cosmetology suppliers provide opportunities for students to learn more about cosmetology products and current trends including specialty techniques.   The Cosmetology Department also values the input from the Advisory Committee, which includes beauty salon owners. The committee's recommendations guide the department in providing a relevant curriculum and quality program.

Programs Under Review

The Cosmetology Department offers two programs of study: Technical Certificate in Cosmetology and a Certificate of Proficiency in Cosmetology Manicuring.   All cosmetology courses are offered in the Fall and Spring semesters with elective courses offered during the Summer semester. The courses in the certificate of Proficiency are embedded and integrated in the Cosmetology Technical Certificate.   Detailed check off sheets of the degree and certificate are included in Appendix A.

During the self-study process, the need to revise the program curriculum was recognized. As noted in the following table, two courses in each level of the program were revised with new course names and minor curriculum revisions. The five one-hour credit courses were combined into a new five-hour credit course which covers similar curriculum from all five individual courses. The new course in each level of the program represent the Science and Theory portion of cosmetology and cover all phases of the cosmetology curriculum for Level I, II, and III. New and revised course names, course numbers, and course descriptions were approved by Faculty Senate and Instruction and Curriculum. The summer and elective courses of the program remained the same. The courses in the Cosmetology Manicuring program did not change, but curriculum was evaluated to ensure current techniques are being utilized and meeting the current needs of the industry.

Curriculum Summary Outline

<table>
<tr><td colspan="3" style="text-align:center">Table 2
Cosmetology Technical Certificate
Total Number of Hours for Degree: 45 credit hours
Required Courses with 15 hours for each level</td></tr>
<tr><th>Course Number</th><th>Course Title</th><th>Credits</th></tr>
<tr><td colspan="3">Level I = 15 hours</td></tr>
<tr><td>COSM 105</td><td>Science and Theory I</td><td>5</td></tr>
<tr><td>COSM 104</td><td>Practical Applications I</td><td>4</td></tr>
<tr><td>COSM 106</td><td>Clinical Experience I</td><td>6</td></tr>
<tr><td colspan="3">Level II = 15 hours</td></tr>
<tr><td>COSM 205</td><td>Science and Theory II</td><td>5</td></tr>
<tr><td>COSM 204</td><td>Practical Applications II</td><td>4</td></tr>
<tr><td>COSM 206</td><td>Clinical Experience II</td><td>6</td></tr>
<tr><td colspan="3">Level III = 15 hours</td></tr>
<tr><td>COSM 305</td><td>Science and Theory III</td><td>5</td></tr>
<tr><td>COSM 304</td><td>Practical Applications III</td><td>4</td></tr>
<tr><td>COSM 406</td><td>Clinical Experience III</td><td>6</td></tr>
<tr><td colspan="3">Summer Course and Electives</td></tr>
<tr><td>COSM 306</td><td>Cosmetology Theory and Practical Applications</td><td>6</td></tr>
<tr><td>COSM 293</td><td>Special Problems</td><td>3</td></tr>
<tr><td>COSM 506</td><td>Cosmetology Clinical Experience IV</td><td>6</td></tr>
<tr><td colspan="3" style="text-align:center">Cosmetology Manicuring Certificate of Proficiency
Total Number of Hours for Certificate: 18 credit hours</td></tr>
<tr><th>Course Number</th><th>Course Title</th><th>Credits</th></tr>
<tr><td>COSM 155</td><td>Cosmetology Manicuring Theory</td><td>5</td></tr>
<tr><td>COSM 1510</td><td>Cosmetology Manicuring Lab</td><td>10</td></tr>
<tr><td>COSM 153</td><td>Nail Technology</td><td>3</td></tr>
</table>

Cosmetology Program Revisions based on self-study review

Table 3: Cosmetology Program Revisions – implemented in Fall 2023			
Cosmetology: Level I			
Old Course Name and Number		**New Course Name and Number**	
COSM 101	Hygiene and Sanitation I	COSM 105	Science and Theory I
COSM 111	Cosmetology Science I		
COSM 121	Manicuring I		
COSM 131	Aesthetics I		
COSM 141	Salon Industry I		
COSM 104	Hairstyling I	COSM 104	Practical Applications I
COSM 106	Clinical Experience I	COSM 106	Clinical Experience I
Cosmetology: Level II			
Old Course Name and Number		**New Course Name and Number**	
COSM 201	Hygiene and Sanitation II	COSM 205	Science and Theory II
COSM 211	Cosmetology Science II		
COSM 221	Manicuring II		
COSM 231	Aesthetics II		
COSM 241	Salon Industry II		
COSM 204	Hairstyling II	COSM 204	Practical Applications II
COSM 206	Clinical Experience II	COSM 206	Clinical Experience II
Cosmetology: Level III			
Old Course Name and Number		**New Course Name and Number**	
COSM 301	Hygiene and Sanitation III	COSM 305	Science and Theory III
COSM 311	Cosmetology Science III		
COSM 321	Manicuring III		
COSM 331	Aesthetics III		
COSM 341	Salon Industry III		
COSM 304	Hairstyling III	COSM 304	Practical Applications III
COSM 406	Clinical Experience III	COSM 406	Clinical Experience III

Syllabi

Faculty members are required to provide every enrolled student, the division dean or department chair, and the Vice Chancellor of Instruction with a syllabus for each class taught each semester. A course syllabus template is available to guide faculty in the development and to ensure inclusion of textbook information, course description, course learning objectives, core competencies, expected learning outcomes, grading policy, and other campus information. Current syllabi for Cosmetology courses are located in Appendix H.

Curriculum Change Process

The process for curriculum development is initiated at the department or division level with faculty suggestions and recommendations. Faculty evaluate and discuss curriculum changes and submit recommendations to the division dean. These proposed changes are routed through a Curriculum Change Form, located in Appendix B, to the Curriculum Committee of the Faculty Senate. Changes are then presented to the Instruction and Curriculum Committee for approval and inclusion in the college catalog and website. The Instruction and Curriculum Committee is a standing committee led by the Vice Chancellor for Instruction. Committee members include division deans, department chairs, Faculty Senate President, Senate representatives, and functional area supervisors. More detailed procedures for adding, deleting, or modifying a course are listed in the PCCUA Policy Manual under Administrative Procedure 420.02 which is also included in Appendix B.

New Course Proposals

The PCCUA Board Policies and College Procedure Manual is very specific regarding the procedure to be followed for new course proposals as outlined in Administrative Procedure 420.02 in Appendix B.

Distance Learning

There are no distance learning courses in the Cosmetology program.

During the COVID-19 pandemic, the cosmetology program pivoted to remote learning by adopting the online software PIVOT POINT LAB 2.0 and developing courses in Blackboard. This allowed students to continue learning curriculum and testing through Blackboard with online practice exams. After students returned to the classroom and salon floor for practical applications and clinical experience, the program continues to use Blackboard and the online software with PIVOT POINT LAB 2.0 for supplemental resources and testing.

Program Faculty

The academic excellence of a college is largely dependent upon the level of excellence of the faculty. PCCUA is committed to a positive learning environment by providing high-quality educational programs through the employment of dedicated and competent faculty. The minimum professional qualification for a full-time or adjunct/part-time instructor in the Cosmetology program is to be a licensed instructor by the Arkansas Department of Health, Cosmetology Section. All Cosmetology faculty members possess the appropriate credentials and expertise to accomplish department and program goals. Commitment and dedication are evidenced by their over 50 years of service to PCCUA and the Salon Industry. Table 2 below lists the program faculty information for each faculty members.

Table 4: Cosmetology Faculty		
Name	Certificates/Licensure	Subjects Taught
Connie Johnston Position: Director of Cosmetology and Instructor Year Hired: 2000 Retired: July 2023	• Certificate of Proficiency in Cosmetology at PCCUA; 1975 • Licensed by Arkansas State Board of Cosmetology; 1975-current • Certificate of Proficiency in Teacher Training at PCCUA; 2000 • Licensed instructor by Arkansas Board of Cosmetology; 2000-current • Member of National Cosmetology Association	**Fall 2022** COSM 101 Hygiene and Sanitation COSM 111 Cosmetology Science I COSM 121 Manicuring I COSM 131 Aesthetics I COSM 141 Salon Industry I COSM 104 Hairstyling I COSM 106 Clinical Experience I COSM 1510 Manicuring Lab COSM 155 Manicure Theory COSM 201 Hygiene and Sanitation II COSM 211 Cosmetology Science II COSM 221 Manicuring II COSM 231 Aesthetics II COSM 241 Salon Industry II COSM 204 Hairstyling II COSM 206 Clinical Experience II COSM 293 Special Problems COSM 306 Cosmetology Theory and Practical Applications COSM 506 Clinical Experience IV **Spring 2023** COSM 101 Hygiene and Sanitation COSM 111 Cosmetology Science I COSM 121 Manicuring I COSM 131 Aesthetics I COSM 141 Salon Industry I COSM 104 Hairstyling I COSM 106 Clinical Experience I COSM 153 Nail Technology COSM 201 Hygiene and Sanitation II COSM 211 Cosmetology Science II COSM 221 Manicuring II COSM 231 Aesthetics II COSM 241 Salon Industry II

		COSM 204 Hairstyling II COSM 206 Clinical Experience II COSM 293 Special Problems **Summer 2023** COSM 306 Cosmetology Theory and Practical Applications
Kattie Alexander Position: Cosmetology Instructor Year Hired: 2001	• Technical Certificate in Cosmetology at Southern Institute of Cosmetology in 1988 • Licensed by the Arkansas State Board of Cosmetology 1988 – current. • Technical Certificate in Teacher Training at Pat Gions Vogue Beauty School 1990 • Licensed Instructor by the Arkansas State Board of Cosmetology 1991 - current	**Fall 2022** COSM 301 Hygiene and Sanitation III COSM 311 Cosmetology Science III COSM 321 Manicuring III COSM 331 Aesthetics III COSM 341 Salon Industry III COSM 304 Hairstyling III COSM 406 Clinical Experience III **Spring 2023** COSM 301 Hygiene and Sanitation III COSM 311 Cosmetology Science III COSM 321 Manicuring III COSM 331 Aesthetics III COSM 341 Salon Industry III COSM 304 Hairstyling III COSM 406 Clinical Experience III **Fall 2023** COSM 305 Science and Theory III COSM 304 Practical Applications III COSM 406 Clinical Experience III
Karen Jones Position: Director of Cosmetology and Instructor Year Hired: June 2023	• Technical Certificate in Cosmetology from PCCUA 1988 • Licensed by the Arkansas State Board of Cosmetology 1988 - current • Instructor Hours and Coursework from PCCUA 2022-2023 • AR Cosmetology Instructor License Exam – 2023 • Licensed Instructor by the Arkansas Department of Health, Cosmetology Section 2023 – current • Salon Owner – Classic Creations 1988 - 2017	**Summer 2023** COSM 306 Cosmetology Theory and Practical Applications **Fall 2023** COSM 105 Science and Theory I COSM 104 Practical Applications I COSM 106 Clinical Experience I COSM 205 Science and Theory II COSM 204 Practical Applications II COSM 206 Clinical Experience II

Connie Johnston

Ms. Johnston was the Director of Cosmetology and lead instructor for twenty-three years until she retired July 2023. As lead instructor, Ms. Johnston managed the day-to-day business of the school. Duties included, but not limited to, the following:
- Advise students in the program and prepare them for the state licensure exam
- Record and report clock hours to the ADH/Cosmetology Section on a monthly basis
- Obtain student permits through the ADH/Cosmetology Section
- Ensure that PCCUA meets all the ADH/Cosmetology Section requirements
- Tally and submit daily client receipts to the PCCUA Business Office
- Place purchase orders for supplies needed by the department
- Maintain the routine departmental operations
- Provide instruction for courses in the Cosmetology curriculum

Kattie Alexander

As instructor of Cosmetology, Ms. Alexander assists in the day-to-day business of the cosmetology school. Her duties include, but are not limited to:
- Teach the beginning students (pre-clinic) and prepare students to begin practical applications
- Review and Prepare Level III students for Mock Board Exam – written section
- Observe and assist students on the clinic floor
- Complete duty sheet assignments
- Assist in maintaining the routine departmental operations

Karen Jones

As Cosmetology Director and lead instructor, Ms. Jones manages the day-to-day business of the school. Duties include, but are not limited to, the following:
- Advise students in the program and prepare them for the state licensure exam
- Record and report clock hours to the ADH/Cosmetology Section on a monthly basis
- Obtain student permits through the ADH/Cosmetology Section
- Ensure that PCCUA meets all the ADH/Cosmetology Section requirements
- Tally and submit daily client receipts to the PCCUA Business Office
- Place purchase orders for supplies as needed by the department
- Maintain the routine departmental operations
- Prepare department assessment reports and submit documentation for program assessment
- Provide instruction for Science and Theory Curriculum and Practical Applications for Level I and Level II
- Observe and assist students on the clinic floor
- Responsible for overall departmental operations to ensure student learning

The instructors for the Cosmetology Department are committed to maintaining a professional salon environment. By doing so, students are able to effectively learn and apply their knowledge and hands-on skills. Lectures are supplemented by one-on-one instruction, class projects, field trips/hair style shows, and guest speakers. PIVOT POINT LAB 2.0 allows students access to online resources and a digital textbook along with demonstration videos to supplement what is taught in the classroom and on the salon floor.

Table 5: College and Community Service Activities 2022-2023		
Instructor	**College Service**	**Community Service**
Connie Johnston	• Worked the Game Table at student orientation • Participated in the College Fair • Attended College Night at Marvell High School	• Participated in the Look Good – Feel Better Program for cancer patients • Taught Sunday School • Assisted with wigs for Helena Little Theater productions • Donated to Arkansas Delta Arts Partnership
Kattie Alexander	• Took students to Demystifying Cultural Stereotypes • Worked Career Day • Assisted with the interview process for the new instructor • Worked the Mug Booth at Orientation • Participated College Fair • Took students to State, Sally's and CosmoProf	• Donated to the community library • Assisted with funeral repast • Donated to the community food pantry • Donated to a coat drive • Donated to a Christmas toy drive
Karen Jones	• Worked Career Day • Worked the Student Bag table for Orientation • Recruitment Events • Took students on field trips to State Beauty Supply, CosmoProf, Sally's, and Ulta	• Drove individuals to doctor appointments • Donated to Cypert Church of Christ • Attended Barton Elementary School Breakfast • Assisted student in need with groceries

Academic Credentials of Adjunct/Part Time Faculty

Adjunct/part-time faculty must meet the same minimum qualifications of a full-time faculty member and possess an active Instructor License from the Arkansas Department of Health, Cosmetology Section.

Faculty Orientation and Evaluation

PCCUA conducts an orientation program for all new employees at the beginning of their employment. The purpose of the orientation is to welcome the employees and introduce them to the college environment. Each employee and employee supervisor are given a new employee checklist located in Appendix C, which must be completed two to three weeks after the hire date. A resource for employees is the PCCUA Policy Manual, which outlines written policies and procedures and can be accessed through My RidgeNet. Responsibilities of faculty members regarding teaching loads, office hours, evaluation, and other academic issues can also be located in the policy manual.

The PCCUA faculty evaluation system provides feedback from students, peers, and dean for the faculty member to use in improving performance. Faculty members are evaluated each semester by students through a student evaluation and annually by peers and dean through a teaching portfolio, which documents teaching effectiveness, college service, professional growth, and community service. During the annual faculty evaluation conferences, the dean and faculty members review student evaluations and portfolio evaluation findings to identify ways to improve teaching effectiveness and methodologies.

Average Courses and Credit Hours

Cosmetology students are in class and clinical laboratory 32 hours a week. On average, each instructor teaches within each level (Level I, II, and III) of the cosmetology program and is responsible for at least 15 credit hours per each academic semester. Both instructors are available on the salon floor to supervise students and assist with client interaction. Instructors oversee students as they are performing services to ensure student learning and provide guidance as needed.

Program Resources

Institutional Support for Faculty Development

Faculty are encouraged to attend professional meetings, workshops, conferences, and other events that promote professional growth as funding is available. Each department has a limited budget for faculty travel. These funds are used for meetings and other activities within driving distance of our campuses. If a department has spent its allotted budget or if additional money is needed, a request may be made to the division dean. The additional money may be available through the Faculty Development Fund. The money in this fund is allocated to divisions based on the number of full-time instructors. The Vice Chancellor for Instruction is responsible for administering the funds to each division.

Professional Development

As shown in Table 4, PCCUA Cosmetology instructors are involved and committed to professional and scholarly activities. However, since state law requires faculty to remain with students eight hours a day, it is difficult for cosmetology instructors to participate in many of the PCCUA professional development activities.

Table 6: Professional Development	
Connie Johnston	**2020** • Webinar on "The Lab" 04/01/20 • Webinar on "The Lab" 03/29/20 • Webinar on "The Lab" 04/08/20 • Webinar for COVID/AR Depart. of Health/Cosmetology Section • Best Practices/Realistic Experience • Communications Students in Blackboard • Platform Artist talked with students • Webinar Flexible Classroom **2021** • Mandated Reporter Training • Workday Training • Building Supportive Communities: Cleary Act and Title IX **2022** • Mandated Reporting Training • Stacks Hair Affair Curling Iron Class • Pretty in a Minute • Dionne Ester Nail class • Icon Shears training **2023** • Icon Shears Class • Active Shooter Response Training • Pretty in a Minute

	• Completed the Mandated Reporter Training • Cleary Act and Title IX Training
Kattie Alexander	**2020** • Eastern AR Barber College cutting class • EACC Cosmetology open house • UAMS wig and hat placement for cancer class • Online portfolio zoom meeting • Pink Out day • Online portfolio zoom meeting • Pretty in A Minute presentation **2021** • Michelle Waites professional development zoom training • Sally's Acrylic Nail Demonstration • Sally's Professional Clippers Knowledge class • Fitting and Receiving free wigs for students and clients, UAMS • Building Supportive Communities: Cleary Act and Title IX • Mandated Reporter Training • Workday Training **2022** • Pretty in a Minute class • Dionne Ester Nail class • Icon Shear class • Cliff Anderson Clipper class • Marvie of Top Knotch Salon Threaded Loc class • Detra of Stacks Hair Affair Curling Iron class & Finger Wave class • Josh Byrd lecture on Goal setting & Salon life **2023** • Icon Shears Class • Active Shooter Response Training • Fleming Workshop for long-term care facility • Etheridge presentation on full-service salons • Facial and wax class • Bonner Brother Product Knowledge class • Pretty in a Minute • Completed the Mandated Reporter Training • Cleary Act and Title IX Training

Karen Jones	2023
	• Strategic Goals Meeting
	• Assessment Training
	• Mandated Reporter Training
	• Building Supporting Communities – Title IX and Clery Act
	• Data Security and Privacy
	• FERPA
	• Duty to Prevent Violence
	• Blackboard Workshops and Trainings
	• Workday Training

Library Resources

Library Services
- General circulating collection including fiction, non-fiction, biographies, special interest
- Newspapers including *Arkansas Democrat-Gazette*, *USA Today*, local community newspapers, and special subject areas
- Copier services
- Computer workstations with Microsoft software products, classroom software, and internet access
- Online searchable databases (full-text and abstract) including:
  - EBSCO Databases
    - PsycINFO, Psychology and Behavioral Sciences Collection
    - CINAHL (nursing and allied health)
    - Health Source (Nursing/Academic Edition, Consumer Edition, Clinical Pharmacology)
    - MLA International Bibliography, MLA Directory of Periodicals
    - Academic Search Elite
    - Business Source Elite
    - ERIC, Professional Development Collection (education)
  - Alexander Street
  - Gale Group: Opposing Viewpoints
  - SIRS Discoverer on the Web
  - SIRS Knowledge Source
  - World Cat
  - Encyclopedia Britannica Online
- Interlibrary Loan Services. PCCUA provides interlibrary loan services for students who need to find materials held in other library collections
- Courier Services. PCCUA runs a courier service three days per week between the 3 campuses

Titles Available PCCUA Lewis Library
- *Beauty, Hair, Style*: The ultimate guide to everyday, festival and occasion make-up looks, hair styles and dyeing, and fashion inspiration with step-by-step instructions and photos, 2023
- *Fros, Braids, Fades, & Waves*, 2022
- *Haircutting for Dummies*, 2022
- *Your Complete Skincare Bible*, 2023
- *51 Stylish Hairstyles and Haircuts for Women over 50*, 2024

- *70 Winning Looks with Bob Haircuts for Fine Hair*, 2023
- *Hair Rules: Everything Your Hairdresser Wants You to Know, but is Afraid to Tell You*, 2022
- *Easy Braided Hairstyles for Absolute Beginners*, 2023
- *Decades of Glamour*, 2023
- *80 Cute and Easy to Style Short Layered Hairstyles in 2023*
- *The Toner Bible*, 2022
- *Cocoa Girl Awesome Hair*, 2022
- *Cosmetology state board written practice exam book with 5 mock exams and 550 practice questions*, 2023
- *Natural and Curly Hair for Dummies*, 2022
- *You, Being Beautiful: The Owner's Manual to Inner and Outer Beauty*, 2008
- *The 5-minute Face*, 2007
- *Commander in Chic: Every Woman's Guide to Managing Her Style Like a First Lady*, 2011
- *The Skins and Beauty Test*, 1997
- *Standard Textbook for Professional Estheticians*, 1979
- *State Board Exam Review for Skin Care Specialists*, 1980
- *The Complete Book of Make Up*, 1983
- *Milady's Standard Nail Technology*, 2002
- *Going Gray: How to Embrace Your Authentic Self with Grace and Style*, 2009
- *You Being Beautiful*, 2008
- *Health and Beauty*, 1974
- *A Year of Beauty and Health*, 1975
- *Book of Beauty*, 1976

Availability, Adequacy, and Accessibility of Campus Resources

Some books are available for students to check out in the library; however, other services are as important. The library has several computers where the students may have access to some on-line resources, such as:

On-Campus Access only:
- ❖ Britannica Online
- ❖ EBSCO
- ❖ Gale Group (Opposing Viewpoints and Literary Criticism Online)
- ❖ SIRS Discover on the Web
- ❖ SIRS Knowledge Source
- ❖ Ferguson's Career Guidance Center

Additional Websites (Off-Campus Access)
- Ferguson's Career Guidance Center
- http://portal.arkansas.gov – Official Website for the State of Arkansas
- http://www.asl.lib.ar.us – Arkansas State Library
- http://www.arstudies.org – Arkansas Studies Institute
- http://www.encyclopediaofarkansas.net – Encyclopedia of Arkansas History and Culture
- http://www.ask.com – General Information
- http://bartleby.com – Reference Sources
- http://www.loc.gov – Library of Congress
- http://www.archives.gov – National Archives
- http://nga.gov/collection – National Gallery of Art
- http://sparknotes.com – Study Guides
- http://www.census.gov – U. S. Population/Census

Library Budget

Funds budgeted for the library are not specifically allocated by academic discipline. Requests for material purchases from all disciplines are approved as funds permit. The library budget for 2023-2024 is included below in Table 5. This budget does not include personnel costs.

Table7: Library Budget 2023-2024				
Campus	**Supplies/Services**	**Holdings**	**Travel**	**Total**
Helena	$34,000.00	$30,000.00	$1,400.00	$65,400.00
DeWitt	$14,000.00	$20,000.00	$960.00	$34,960.00
Stuttgart	$14,000.00	$20,000.00	$960.00	$34,960.00
Total by Account	$62,000.00	$70,000.00	$3,320.00	$135,320.00

Program Equipment Purchases

There were no major equipment purchases in the Cosmetology Department in 2022-2023. The major portion of the college budget is spent on salon supplies and towels, which must be purchased annually. During the summer of 2023, the college purchased a new refrigerator that is used by faculty and students and purchased a new washer and dryer set. These upgrades provide a clean and effective learning environment.

During the Spring and Fall 2023, the Cosmetology program received funding from the Carl Perkins grant to purchase new equipment and supplies to enhance teaching techniques and provide a real-world salon experience for the students. An online practice exam software was also purchased to provide students with exam questions to practice and prepare for the State Cosmetology Licensure Exam. The following table is a list of items purchased.

Equipment and Supplies	Classroom Teaching Resources
Pedicure Chairs with stools (Qty = 2)	Online Practice Exam Software – Test.com
Salon Chair floor mats (Qty = 6)	Purchased 30 access codes
Nail Air Dryers (Qty = 4)	Educational Demonstration Posters: Human
Manicure Tables with Salon Chair (Qty = 4)	Hair Chart, Skin Disorder Chart, Skin Care Chart,
Manicure Table Light (Qty = 4)	and Nail Structure Chart
Hot Oil Manicure Heater with supplies (Qty = 2)	Skin Classroom Model
Gel Polish Soaking Bowls with supplies (Qty = 3)	Art Color Wheel (Qty = 2)
Gel Polish Lamps (Qty = 4)	

Instruction via Distance Technology

There is no distance learning instruction in the cosmetology department.   During COVID-19 when the department transitioned to remote instruction, the college purchased PIVOT POINT LAB 2.0 which is an online learning software. This allowed students online access to additional cosmetology recourses. Blackboard is also utilized for testing as well as an online practice exam software to prepare students for the written exam with the State Licensure Exam.

Majors/Declared Students

The number of Cosmetology majors for the associate degree and certificates of proficiencies for the last four years is displayed in Table 6 below.

Table 8: Majors and Declared Students 2020-2023					
Certificate	2020	2021	2022	2023	Total
Cosmetology Technical Certificate	24	12	19	23	78
Nail Technology Certificate of Proficiency	1	2	2	1	6

Recruitment

- Attend High School Career Fairs - Instructors participate in recruitment events at local high schools and career fairs to showcase program offerings. Prospective students are contacted with more information and offered the opportunity to visit and tour the department.
- Social Media – The College uses social media to share information and promote the Cosmetology program. At various times during the year, cosmetology student activities and demonstrations are posted to raise interest and promote the program.
- Contact prospective students – Information brochures along with college information is shared with students via mail, email, phone, or social media.

Retention

- Early Alert/Warning System – Interventions initiated by faculty to resolve problems or issues that students encounter such as tutoring, advising, attendance, and other student needs.
- Academic Advising – Director of Cosmetology and Division Dean are available to assist students in reaching their academic goals with an overall academic plan including support services.
- Student Orientation – A college-wide orientation is required for all new and returning students each fall to introduce new technology and available resources to help students be successful.
- Multimedia Classrooms and Technology – Cosmetology classrooms are SMART classrooms equipped with technology to demonstrate up-to-date trends in the Cosmetology industry. This allows instructors to use multiple teaching techniques to accommodate a variety of learning styles.
- One-on-one time with students – With small class size, instructors can work with students individually and even partner students to help strengthen and improve student learning.
- Hands-on Activities – The curriculum provides for two different opportunities for hands-on activities with practical application and clinical experience. Practical Application allows the student to practice knowledge and skills learned in the classroom. Clinical experience allows the student to apply what has been learned in a real-world salon environment with clients.
- Faculty office hours – Faculty are available for students at various times each day. Students can meet with faculty to discuss classroom and salon floor learning environment along with career opportunities.

Graduation of Students

- Program Advisor – The Director of Cosmetology and the Dean of the Division are available to assist students in registering for courses and graduations requirements.
- Degree Check Off Sheets – Check off sheets are used to help students identify course selection and understand graduation requirements.
- Mock Board testing of practical and written state boards – At the end of each semester, students complete a Mock Board written and practical exam that prepares them for the actual State Licensure Exam. Upon completion of program requirements and earning required clock hours, students complete a written and practical exam. This is a comprehensive capstone exam that demonstrates knowledge and skills to pass the Arkansas State Licensure Exam.
- Online Practice Exam Questions – During Level III of the program, students are provided with an access code to online practice exams. Instructors work with students on areas of weakness and review concepts. These practice exams prepare students for the Arkansas State Licensure Exam.

Past Four Years of Graduates

Table 9: Total Graduates 2020-2023					
Certificates Awarded	**2020**	**2021**	**2022**	**2023**	**Total**
Cosmetology Technical Certificates	11	5	6	6	28
Manicuring Certificate of Proficiency	1	0	1	2	4

Program Assessment

Assessment Process

PCCUA has an extensive college-wide assessment plan with five core competencies to measure outcomes assessment of student learning. The Cosmetology program's assessment models the college plan and uses the same core competencies (STACC): (1) Social and Civic Responsibility, (2) Technology Utilization, (3) Analytical and Critical Thinking, (4) Communication, and (5) Cultural Competency, as a major component of instruction and assessment at the course and program level. The Cosmetology Department has embraced the five college-wide core competencies that all students should possess upon graduating from PCCUA.

To accomplish these goals, the assessment process includes the following steps: 1) determine what needs to be assessed, 2) select tools to measure results, 3) establish criteria to determine if concerns exist or if change is needed, 4) administer assessment tools, 5) evaluate results, and 6) develop and implement methods for improvement.

The Cosmetology assessment process begins with the examination of each course where faculty determine which courses address a specific core competency (STACC) based on course Student Learning Outcomes (SLO's). An Assessment Results Action Plan is prepared for each course in the program. This report includes course retention rate, course SLO's, Assessment Method/Measurement, Assessment Criteria, Assessment Results, and Action Plan. This report is prepared at the end of the semester for each course taught and is submitted to the Division Dean. All assessment plans are compiled each semester for a Program Assessment Report and comprehensive Program Outcomes Report. Faculty meet to evaluate assessment and share results to recognize strengths and identify areas of improvement.

As part of the assessment process, it is the intent to ensure that each institutional core competency (STACC) is taught at least once during the completion of the degree. It is also the intent to use a variety of assessment methods; however, written and practical testing seems to be the chosen methods. The faculty met on several occasions to reach these results with an understanding that changes will be ongoing as necessary. During the self-study process, faculty recognized the need to realign course curriculum. This included combining courses and revising curriculum to include teaching strategies that model modern cosmetology techniques along with preparing students to pass the Arkansas Cosmetology Licensure Exam and to enter the cosmetology workforce with skills that meet the industry demands.

The Cosmetology Department participated in the College assessment process to evaluate and revise assessment in each area to align with a comprehensive college-wide assessment. Included in the revisions to the Cosmetology program curriculum were modifications to existing assessment such as Curriculum Map, Program Student Learning Outcomes (PLO's), and assessment methods, measurements, and criteria. The revisions were implemented in Fall 2023, and these reports are provided in Appendix F.

Assessment is ongoing therefore revisions will continue to be made as needed to improve student learning and success. Included in Appendix D and F, are the documents and reports related to Assessment for the Cosmetology Department. Reports for Fall 2022 and Spring 2023 are provided in Appendix E to show assessment results before revisions. Revised assessment documents, such as Assessment Results Action Plans, Curriculum Map, and Program Outcomes as related to college-wide assessment, are also provided. Revised documents were implemented for Fall 2023 and

Spring 2024. The trended data provides tangible, measurable results that determine where improvement is needed.

Table 10 and 11 below illustrate Cosmetology Program Learning Outcomes assessed by course and by core competency to document student learning across the curriculum.

Table 10: Program Learning Outcomes Assessed by Course							
Cosmetology Technical Certificate	PLO 1 Perform services in hair care and design including hair cutting, hair styling, hair coloring, scalp protection, and chemical texture	PLO 2 Demonstrate advanced techniques in manicures, pedicures, skin care, and facial makeup procedures.	PLO 3 Understand advanced knowledge of microbiology, chemistry, and electricity as it relates to the cosmetology industry.	PLO 4 Demonstrate proficiency in using salon equipment and tools to perform cosmetology services.	PLO 5 Practice safety, sanitation, and infection control protocols per cosmetology regulations and guidelines.	PLO 6 Develop business management and customer service skills that apply to salon operations	PLO 7 Demonstrate readiness of all skills required for the Arkansas State Cosmetology Licensing Exam.
COSM 105 Science and Theory I			X		X	X	
COSM 104 Practical Applications I	X	X		X	X	X	
COSM 106 Clinical Experience I	X	X		X		X	
COSM 205 Science and Theory II			X		X	X	
COSM 204 Practical Applications II	X	X		X	X	X	
COSM 206 Clinical Experience II	X	X		X		X	
COSM 305 Science and Theory III			X		X	X	X
COSM 304 Practical Applications III	X	X		X	X	X	
COSM 406 Clinical Experience III	X	X		X		X	X

Table 11: Program Learning Outcomes Assessed by Core Competencies					
Cosmetology Technical Certificate	Social and Civic Responsibility	Technology Utilization	Analytical and Critical Thinking	Communication	Cultural Competency
PLO 1: Perform services in hair care and design including hair cutting, hair styling, hair coloring, scalp protection, and chemical texture.	X	X			X
PLO 2: Demonstrate advanced techniques in manicures, pedicures, skin care, and facial makeup procedures.		X	X		
PLO 3: Understand advanced knowledge of microbiology, chemistry, and electricity as it relates to the cosmetology industry.	X				
PLO 4: Demonstrate proficiency in using salon equipment and tools to perform cosmetology services.		X	X		
PLO 5: Practice safety, sanitation, and infection control protocols per cosmetology regulations and guidelines.	X		X		
PLO 6: Develop business management and customer service skills that apply to salon operations.			X	X	X
PLO 7: Demonstrate readiness of all skills required for the Arkansas State Cosmetology Board Licensing Exam.		X	X		

Standardized entrance and exit tests are not mandatory at this time. However, the students must be able to exhibit a variety of technical skills and knowledge to meet or exceed the State Board requirements.   At the end of each semester, students are given a Mock State Board exam to demonstrate skills learned and to allow students to practice for the State Board Exam that they will take upon completion of the program.   The Mock Board Exam is divided into two exams (written and practical) to ensure knowledge and skills learned related to the appropriate level of the program. The practical application exam allows students to demonstrate skills and apply cosmetology techniques using a mannequin to demonstrate learning for the appropriate level of the program. The written exam is completed online with questions similar to the written portion of the State Board Exam. Scores on this exam allow faculty to monitor student learning and preparation for the Arkansas Cosmetology Licensure Exam. At the end of the program when students have completed all three levels and have earned the 1,500 clock hours as required by the Arkansas Department of Health, Cosmetology Section, students are given the Mock Board Exam as their final exam for the cosmetology program. This exam is an assessment of student learning and readiness to take the Arkansas Cosmetology Licensure Exam.

During the self-study process and the overall review of the program, faculty reviewed all syllabi, student handbook, and other forms used for students to document daily activities and student learning. The handbook is given to each student at the beginning of the program and is reviewed in detail during orientation. This handbook is also posted in Blackboard for students to use as a reference during the semester. Daily Activity Sheets document a student's daily schedule and tasks completed. This allows instructors and students to record each task throughout the day and ensure a balance of student learning for each area of cosmetology. The Daily Activity sheet is another revision to help students document learning and skills performed. The revised Fall 2023 student handbook is provided in Appendix G.

With the change in department leadership and going through the self-study process, the department took time to review the program to identify strengths and areas of improvement. This allowed time for faculty to evaluate and make revisions that will strengthen the curriculum and program outcomes. The Cosmetology self-study along with the assessment process was the catalyst to an overall program evaluation which resulted in revisions that promote student learning to prepare students to pass the Arkansas Cosmetology Licensure exam and with skills to enter the cosmetology industry.

Teaching Evaluation

As outlined in the PCCUA Administrative Procedure 370.05 included in Appendix B, all full-time and part-time faculty members will be reviewed annually on the basis of classroom effectiveness, college service, professional growth, and community service. Evidence of instructor effectiveness is provided by student evaluations each semester and a teaching portfolio.

Student Evaluation: A student questionnaire regarding instructor course delivery and design methods is administered to all students in the program each fall and spring semester. In this student evaluation students are also given the opportunity to anonymously provide feedback on instructor strengths and offer ways to improve teaching methods that promote student learning and student engagement. A summary of results is provided to the instructor and dean of the division. Student evaluation score averages are based on the following scale: 3-Always, 2-Usually, 1-Needs Improvement.

Teaching Portfolio: Faculty members teaching eighteen points or more are required to annually submit teaching portfolios to document teaching effectiveness, college service, professional growth, and community service. Included in this portfolio is a collection of instructor-selected documents to validate teaching strategies and performance. Minimum requirements for the portfolio are two current syllabi with relevant course information, examples of revisions in course materials, and examples of evaluation methods such as tests and graded assignments. Each portfolio is evaluated by the division dean as well as two instructors within the division and one instructor outside the division. Each section is scored and weighted, resulting in a numerical score that is compared with other faculty.

The final evaluation score for the teaching section of the portfolio is based on the following scale:

3 – Exceptional.
This is a job performance that is outstanding in almost every aspect. An exceptional rating implies that virtually any knowledgeable observer would recognize the overall high-quality results in all major areas of job emphasis. To earn a rating of exceptional in College Service, Professional Development and Community Service the faculty member should have 6 or above total points.

2 – Effective.
This is a job performance at the level intended for the job. Overall performance does not noticeably deviate from an acceptable level. To earn a rating of effective in College Service, Professional Development and Community Service, the faculty member should have 4-5 total points.

1 – Needs Improvement.
This is job performance that is short of effective. Further development and/or experience on the job is needed and there should be improvement within the next year. To earn a rating of needs improvement in College Service, Professional Development and Community Service, the faculty member should have 3 or less total points.
Professional Development, College Service, and Community Service are additional sections in the teaching portfolio. Faculty provide information for organizations, conferences, trainings, events and activities related to each area. The evaluation score for each section is based on the following scale:
>   3 – Exceptional (6 or more points)
>   2 – Effective (4-5 points)
>   1 – Needs Improvement (3 or less points)

An overall Summary sheet is tallied and submitted to the Director of Institutional Effectiveness. After all responses and data are compiled, the faculty member and the division dean meet to review outcomes. This allows an opportunity to recognize strengths including best practices and to identify areas of improvement. Faculty sign to approve the results and discussion of the meeting. If faculty do not approve, then the appropriate steps are followed for the appeal process.   These steps are outlined on the form and in the College Policy Manual and Faculty Handbook.

Use of Student Evaluations

During the annual faculty evaluation conference, the dean and faculty members review student evaluations and portfolio evaluation findings to identify ways to improve teaching effectiveness and methodologies. PCCUA recognizes outstanding faculty members on each campus by honoring those with the highest portfolio scores at the Arkansas Association of Two-Year Colleges Annual Conference.

Teaching components that have been incorporated into the curriculum as a result of student evaluations are review units before testing and more videos/demonstrations for students to practice learning techniques.

Transfer Information

The Cosmetology program is generally non-transferrable.

Surveys

Students complete a graduate survey upon applying for graduation and expressed satisfaction with their overall certificate. Although alumni and employer survey responses have been minimal, efforts to improve the response rates are ongoing. To increase the employer survey response, instructors contact employers individually to collect results. As a result of the self-study, faculty are developing an online survey to send graduates and follow up with another survey one year later to track progress in the cosmetology industry. An online survey for employers will also be developed. This should improve not only the amount of responses received but also provide opportunity for feedback to identify areas of strength and improvement for student learning.

Program Alignment to Current Job Market Needs

To align the program curriculum to current job market needs for state and local communities is a continuing effort of the division dean and faculty. Bureau of Labor and Statistics and other related internet sites, cosmetology literature, workshops, and cosmetology professionals are consulted to determine what curriculum practices need to be maintained or changed.

Job Placement Information

Employment opportunities for 2020-23 cosmetology graduates are outlined in Table 9 below.

Table 12: Graduate Employment 2020-2023	
Number of Students	Employment
3	Salon Owners
17	Salon Employment

Possible Employers for Cosmetology Students

- Brenda's Beauty & Tanning Salon
  108 South 5th
  West Helena, AR 72390

- The Broken Mirror
  309 North Sebastian
  West Helena, AR 72390

- Classic Cuts
  1000 US 49
  Marvell, AR 72366

- Essentials Hair Salon
  325 North Sebastian
  West Helena, AR 72342

- Hair Happenings
  699 North Sebastian
  West Helena, AR 72390

- Joann's Beauty Shop
  117 Rodgers Street
  Marianna, AR 72360

- Right Touch Salon
  663 Oakland
  Helena, AR 72342

- Wilson & Company
  699 North Sebastian
  West Helena, AR 72390

- Unicorn Nails/Pro Nails
  311 Plaza
  West Helena, AR 72390

- T&T Nails and Spa
  738 Sebastian
  West Helena, AR 72390

- Stack's Hair Affair
  671 Oakland
  Helena, AR 72342

- Southern Image
  661 Oakland
  Helena, AR 72342

- Roots Hair Salon
  504 South Main
  Stuttgart, AR 72160

- Choi Beauty and Hair
  309 South Main
  Stuttgart, AR 72160

- Studio M
  2206 South Main
  Stuttgart, AR 72160

- Simply Southern Hair Salon
  213 South Main
  Stuttgart, AR 72160

- Triniti's Beauty Salon
  312 North Maple
  Stuttgart, AR 72160

- New Creations
  212 West Michigan
  Stuttgart, AR 72160

- Hairworks Salon and Tanning
  702 Ricebelt Avenue
  Dewitt, AR 72042

- A Fine Frenzy Salon
  1007 South Whitehead Drive
  DeWitt, AR 72042

- Kora's Klassic Kutters
  1004 South Jefferson
  DeWitt, AR 72042

- Sassy Kuts
  401 West 11th Street
  DeWitt, AR 72042

- Golden Scissors Beauty Salon
  620 South Jefferson
  DeWitt, AR 72042

- Scissor Chics
  19 Don West Road
  DeWitt, AR 72042

Salaries are based on the amount of clientele and will vary daily.

Program Effectiveness

During the self-study, program strengths and areas of improvement were identified. The Cosmetology Department has experienced faculty, supportive leadership, including the College Administration, that values student learning and success. Areas of the program that are most in need of improvements were noted in the study with plans already in place to revise and implement changes. Program Improvements over the past couple of years are due to the self-study process, the college-wide assessment, and a new Cosmetology Program Director. Change in Department leadership brings opportunities for new ideas and overall program evaluation to determine program improvements while also maintaining the quality of curriculum and program outcomes. Below are specific areas of program strengths, areas most in need of improvement, program improvements accomplished over the past two years, and planned program improvements.

Program Strengths
- Experienced faculty. All cosmetology faculty are licensed by the Arkansas Department of Health, Cosmetology Section and are committed to student learning and success. This is demonstrated by 50 years of combined service to PCCUA and the salon industry.
- Supportive college leadership. The Division Dean and the College Administration are committed to academic freedom, faculty autonomy, and instructional creativity in the classroom. The College provides full support both academically and financially by providing a strong budget to support and maintain a viable and growing program that meets the needs of the cosmetology industry for the local service areas of PCCUA.
- Faculty commitment to professional development and enhancement of professional skills. The College provides many opportunities for faculty to receive professional development and remain current in the cosmetology field. Faculty attend style shows and demonstrations by professional stylists as well as participate in webinars, trainings, and college technology workshops.
- Provided a variety of student support services and financial recourses such as scholarships, Career Pathways, and Food Pantry.
- Continuous improvement and updating of courses and materials. Curriculum incorporates technology through the use of Blackboard and the online learning software PIVOT POINT LAB 2.0. These technology components have provided students with a digital textbook along with access to course materials and study resources outside the classroom and salon floor. Online demonstration videos and practice quizzes/exams help students review and prepare for unit testing.
- Adequate classroom and laboratories facilities. The lecture classroom contains a Smart Board with camera, computer, and document camera to allow faculty resources to demonstrate cosmetology techniques. The Salon Floor has up-to-date equipment including individual salon stations for each student and salon tools to apply knowledge and skills learned in the classroom. A computer lab is also available for the Cosmetology Department for weekly testing. As time allows, students utilize the computer lab for online learning and studying for the state licensure exam.
- Up-to-date equipment to provide a real-world salon environment. Providing opportunities for students to apply skill sets and demonstrate hands-on activities using industry standard equipment and salon tools will prepare students to be a trained and successful cosmetologist.

Program Areas Most in Need of Improvement
- More recruitment efforts. Due to COVID-19 pandemic, recruitment events and activities were restricted. Over the past year, the college has increased recruitment for High School Career Fairs, on campus tours, and other community events and activities.
- Continue to update equipment to enhance teaching up-to-date cosmetology techniques. Seeking outside resources through grants has provided additional funding for equipment and salon tools to provide a real-world learning environment.
- Continue to review assessment process and implement changes as needed. The Cosmetology Department recognizes the importance of assessment and is committed to the development of an affective process that continues to improve student learning.
- Align institutional core competencies with Program Learning Outcomes. The next step in the assessment process is to integrate the College Core Competencies with program outcomes. The department is committed to student learning and recognizes the importance of assessment which is demonstrated by the complete evaluation of assessment for the program.
- Increase pass rate which includes the number of graduates that register and sit for the Arkansas Cosmetology Licensure Exam. Although students graduate from the program, many do not take the state board exam due to not having available money to pay for the exam and not being able to travel over 70 miles to the nearest testing site.

Program Improvements Accomplished over the past two years
- Revised program curriculum to align with current trends in the industry and to meet the market demand in the cosmetology industry.
- Participated in a college-wide assessment process to revise Program Outcomes including program student learning outcomes (PLO's), assessment methods/measurements, and criteria. Assessment revisions were implemented in Fall 2023.
- Implemented online practice exam questions for students in Level III to review and prepare for the Arkansas Cosmetology Licensure Exam.
- Expanded the use of online curriculum and teaching resources in PIVOT POINT LAB 2.0 which also provided additional demonstration videos, PowerPoints, and interactive study resources to help students with theory and cosmetology techniques.

Planned Program Improvements
Tasks that will be ongoing without a particular timetable:
- Increase number of students enrolled in the program by increasing recruitment efforts and program awareness in the service area high schools, career fairs, and local community events and activities.
- Continue to update equipment and supplies to ensure Cosmetology Department is teaching the current trends and techniques to meet the industry demands.
- Continue assessment for all courses and program outcomes. Submit assessment reports including action plans and implement changes as needed.
- Participate in college-wide assessment and strategic planning. Continue to align the Cosmetology program outcomes and goals with the overall college plans.

Tasks to be completed within three years:

- Continue to utilize the online practice exam questions in Level III to reinforce student learning and readiness for the Arkansas Cosmetology Licensure Exam.
- Develop a comprehensive student portfolio as a research assignment for students to demonstrate progress in the program and to document student learning and success.
- Develop online surveys for graduates, alumni, and employers to improve response rates and feedback to improve student learning in the program as well as preparation for the workforce.
- Increase the pass rate for Arkansas Cosmetology Licensure Exam by implementing a testing fee during the last semester of program. This will ensure that students register for the exam and sit for the exam within three months of graduation. The College will provide an on-site testing space for students that meets the requirements for a remote testing provider.

Institutional Review Team

Karen Jones
Co-Chair, Program Review
Director of Cosmetology and Lead Instructor
Cosmetology Department
Phillips Community College of the University of Arkansas

Monica Quattlebaum
Co-Chair, Program Review
Dean, Division of Business and Information Systems
Phillips Community College of the University of Arkansas

Kattie Alexander
Instructor
Cosmetology Department
Phillips Community College of the University of Arkansas

References

[1] **Bureau of Labor Statistics, U.S. Department of Labor**, Occupational Outlook Handbook, 2022-23 Edition, Barbers, Hairstylists, and Cosmetologists on the website at [Occupational Outlook Handbook for Cosmetologist](#)

[2] **National Data Source:** [Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections](#)
State Data Source: [Arkansas Employment Trends](#)

[3] **Cosmetologist Job Market in Arkansas – www.indeed.com**

Appendix A

- Program Check-Off Sheets
    - Previous Requirements
    - Revised Requirements
- Course Sequence and Rotation

U of A PHILLIPS COMMUNITY COLLEGE

Previous

Technical Certificate: Cosmetology (COSMO.TC H)

Name			Student ID		Phone	
Address			Major		Email	

Course Number	Fall or Spring Enrollment: Required Courses	Semester	Grade
	Required Courses: 15 Hours		
COSM 101	Hygiene and Sanitation I		
COSM 104	Hairstyling I		
COSM 111	Cosmetology Science I		
COSM 121	Manicuring I		
COSM 131	Aesthetics I		
COSM 141	Salon Industry I		
COSM 106	Clinical Experience I		
	Required Courses: 15 Hours	Semester	Grade
COSM 201	Hygiene and Sanitation II		
COSM 204	Hairstyling II		
COSM 211	Cosmetology Science II		
COSM 221	Manicuring II		
COSM 231	Aesthetics II		
COSM 241	Salon Industry II		
COSM 206	Clinical Experience II		
	Required Courses: 15 Hours	Semester	Grade
COSM 301	Hygiene and Sanitation III		
COSM 304	Hairstyling III		
COSM 311	Cosmetology Science III		
COSM 321	Manicuring III		
COSM 331	Aesthetics III		
COSM 341	Salon Industry III		
COSM 406	Clinical Experience III		
Course Number	**Summer Enrollment – 6 Hours**	**Semester**	**Grade**
COSM 306**	Cosmetology Theory and Practical Application		
Course Number	**Elective**	**Semester**	**Grade**
COSM 293**	Special Problems		
COSM 506	Clinical Experience IV		
Program/Graduation Requirements			

Total Program Hours	45 Hours	Deficiencies:	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			

Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)	

(ACTS #)

**These courses are used to meet State clock-hour requirements.

U of A PHILLIPS COMMUNITY COLLEGE

Current

Technical Certificate: Cosmetology (COSMO.TC H)

Name			Student ID		Phone	
Address			Major		Email	

Group I	**English / Fine Arts – None Required**		
Group II	**Social Science – None Required**		
Group III	**Science / Math – None Required**		
Group IV	**Physical Education – None Required**		
Group V	**Computer Technology – None Required**		
Group VI	**Fall or Spring Enrollment: Required Courses – 45 Hours**	**Semester**	**Grade**
	Required Courses: 15 Hours		
COSM 105	Cosmetology Science and Theory I		
COSM 104	Cosmetology Practical Applications I		
COSM 106	Cosmetology Clinical Experience I		
	Required Courses: 15 Hours	**Semester**	**Grade**
COSM 205	Cosmetology Science and Theory II		
COSM 204	Cosmetology Practical Applications II		
COSM 206	Cosmetology Clinical Experience II		
	Required Courses: 15 Hours	**Semester**	**Grade**
COSM 305	Cosmetology Science and Theory III		
COSM 304	Cosmetology Practical Applications III		
COSM 406	Cosmetology Clinical Experience III		
Summer Elective	**Summer Enrollment – 6 Hours**	**Semester**	**Grade**
COSM 306**	Cosmetology Theory and Practical Application		
Fall or Spring Electives	**Electives**	**Semester**	**Grade**
COSM 293**	Special Problems		
COSM 506**	Cosmetology Clinical Experience IV		
Program/Graduation Requirements			
Total Program Hours	**45 Hours**	**Deficiencies:**	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Advisor (Signature)		**Vice Chancellor/Dean/Chair (Signature)**	

(ACTS #)

**These courses are used to meet State clock-hour requirements.

U of A PHILLIPS COMMUNITY COLLEGE

Previous

Certificate of Proficiency: Cosmetology Manicuring (COSMN.CP H)

Name		Student ID		Phone	
Address		Major		Email	

Course Number	Required Courses – 18 Hours	Semester	Grade
COSM 155	Cosmetology Manicuring Theory		
COSM 1510	Cosmetology Manicuring Lab		
COSM 153	Nail Technology		
Program/Graduation Requirements			
Total Program Hours	18 Hours	Deficiencies:	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Advisor (Signature)		**Vice Chancellor/Dean/Chair (Signature)**	

(ACTS #)

Current

U of A PHILLIPS COMMUNITY COLLEGE

Certificate of Proficiency: Cosmetology Manicuring (COSMN.CP H)

Name		Student ID		Phone	
Address		Major		Email	

Group I	English / Fine Arts – None Required		
Group II	Social Science – None Required		
Group III	Science / Math – None Required		
Group IV	Physical Education – None Required		
Group V	Computer Technology – None Required		
Group VI	Required Courses – 18 Hours	Semester	Grade
COSM 153	Nail Technology		
COSM 155	Cosmetology Manicuring Theory		
COSM 1510	Cosmetology Manicuring Lab		

Program/Graduation Requirements			
Total Program Hours	18 Hours	Deficiencies:	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			

Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)	

(ACTS #)

Cosmetology Sequence of Courses Revised Courses – Fall 2023		
Level I: Beginning	**Level II: Intermediate**	**Level III: Advanced**
COSM 104 COSM 105 COSM 106	COSM 204 COSM 205 COSM 206	COSM 304 COSM 305 COSM 406
SUMMER SCHEDULE: COSM 306 **ELECTIVE COURSES: COSM 293 and COSM 506**		
Manicuring Sequence of Courses		
COSM 155, COSM 1510, COSM 153		

Course Rotation			
Fall 2022	**Spring 2023**	**Summer 2023**	**Fall 2023**
COSM 101	COSM 101	COSM 306	COSM 104
COSM 104	COSM 104	COSM 293	COSM 105
COSM 106	COSM 106	COSM 506	COSM 106
COSM 111	COSM 111		
COSM 121	COSM 121		COSM 204
COSM 131	COSM 131		COSM 205
COSM 141	COSM 141		COSM 206
COSM 201	COSM 201		
COSM 204	COSM 204		COSM 304
COSM 206	COSM 206		COSM 305
COSM 211	COSM 211		COSM 406
COSM 221	COSM 221		
COSM 231	COSM 231		COSM 293
COSM 241	COSM 241		COSM 506
COSM 301	COSM 301		
COSM 304	COSM 304		COSM 155
COSM 306	COSM 306		COSM 1510
COSM 311	COSM 311		COSM 153
COSM 321	COSM 321		
COSM 331	COSM 331		
COSM 341	COSM 341		Note: Revised Curriculum
COSM 406	COSM 406		implemented in Fall 2023
COSM 153	COSM 153		
COSM 155	COSM 155		
COSM 1510	COSM 1510		
COSM 293	COSM 293		
COSM 506	COSM 506		

Appendix B

Board Policies and Form

- Board Policy 420; Administrative Procedure 420.02: Procedure for Adding and Deleting Courses
- Board Policy 370; Administrative Procedure: 370.05: Faculty Evaluation
- Curriculum Change Form

PHILLIPS COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURE

Administrative Procedure: 420.02

Subject: Procedures for Adding and Deleting Courses

Applicable Board Policy: 420

Date Adopted: 6/86   Revised: 7/89, 6/04, 10/05
                                                     Reviewed: 5/13, 6/19

_____

A course is an organized, composite unit of instruction which constitutes a part of a program or curriculum. The concept or origination of a new or revised course may occur from a variety of sources; faculty, administration, professional groups, four-year institutions, or others. Courses may originate and be instituted at any time as long as appropriate review and implementation procedures are followed. These procedures are outlined below for credit courses.

1. The dean/chair, after preliminary discussion with the Vice Chancellor for Instruction, will file a Curriculum Change form with the Faculty Senate for recommendation of approval or disapproval. The form includes:

    a. Documentation of need for the course,

    b. The level of the course, (i.e., developmental, introductory, college level, etc.) and its applicability to degree or certificate programs,

    c. The transferability of the course to four-year institutions,

    d. The availability of resources (i.e., qualified faculty, equipment, special space requirements, etc.),

    e. The syllabus for the course,

    f. Scheduling and frequency.

2. Recommendations made by the Faculty Senate Curriculum Committee will be documented on the Curriculum Change form and forwarded to the Instruction and Curriculum Team for discussion and recommendations made considering the resource implications, possible duplications, college-wide or divisional applications, faculty qualifications, etc.

3. The dean/chair or the originator will answer questions related to information provided on the Curriculum Change form or other issues related to the addition, modification, or deletion of a course.

    NOTE--The Curriculum Change form must be submitted to the Vice Chancellor for Instruction prior to the scheduled meeting date.

4. The Instruction and Curriculum Team submits its recommendations and comments to the Vice Chancellor for Instruction.

5. The Vice Chancellor for Instruction takes appropriate action.

The following procedures will be followed in considering courses for deletion.

1. The dean/chair, after preliminary discussion with the Vice Chancellor for Instruction, will file a Curriculum Change form with the Curriculum Committee of the Faculty Senate concerning the planned deletion. Recommendations will be submitted to the Instruction and Curriculum Team. The Director of Institutional Research will refer courses which have not been taught for three years to the Vice Chancellor for Instruction before recommending deletion.

2. After Instruction and Curriculum Team deliberation and recommendation, the Vice Chancellor for Instruction will decide whether to proceed with the recommendation for deletion.

3. The Vice Chancellor for Instruction will confer with the Chancellor and take action as necessary based on the Chancellor's decision.

PHILLIPS COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURE

Administrative Procedure: 370.05

Subject: Faculty Evaluation

Applicable Board Policy: 370

Date Adopted: 4/74   Revised: 8/88, 9/90, 7/99, 8/08
                                                       Reviewed: 6/19

_____

The performance of all full-time and part-time faculty members will be reviewed annually. The faculty evaluation will be based upon evidence from three sources: (1) a student evaluation of instructional delivery and design skills, (2) a teaching portfolio reviewed by the division dean/chair and a Peer Review Committee, and (3) the dean's/chair's evaluation of course management skills. The Peer Review Committee will be composed of one faculty member selected by the instructor from the instructor's division, one faculty member selected by the division dean/chair from the division, and one faculty member from another division selected by the Faculty Development Committee. Evaluation of full-time faculty will be based upon four criteria: teaching, college service, professional development, and community service.

PHILLIPS COMMUNITY COLLEGE
RECOMMENDED CURRICULUM CHANGE

FROM:_____ DATE:_____

DEPARTMENT: _____

SUBJECT:_____ _____ADD _____DELETE _____MODIFY

COURSE NUMBER	TITLE OF COURSE	CREDIT HOURS	PREREQUISITE	WEEKLY SCHEDULE LECTURE	LAB

COURSE DESCRIPTION (A)

MODIFY COURSE DESCRIPTION TO READ (B)

When a description is to be modified, please type the existing description in (A), and the new description in (B).

Approved:_____
                    Department Chairperson

ACTION OF CURRICULUM COMMITTEE:

_____Approved   _____Not Approved   DATE: _____

COMMENTS:

Chairman, Curriculum Committee

Prepare three (3) copies for the Committee
(1) Vice President
(2) Secretary, Curriculum Committee
(3) Chairman, Curriculum Committee

Appendix C

New Employee Orientation Form

NEW EMPLOYEE ORIENTATION
SUPERVISOR CHECKLIST

SUPERVISOR : _____ NEW EMPLOYEE:_____

DATE ISSUED:_____ Office # _____ Phone ext. _____

To be completed by immediate Supervisor (within first week of hire)
The following is a checklist of information necessary to orient your new employee. Please check off each point you discussed with the employee and *return to the personnel office*.

	√	NOTES
Review Job Description		
Review Employee Evaluation process		
Discuss the department's function at the college, and the importance of customer service		
Introduce EE to co-workers & their work responsibilities		
Tour the department and campus. Include bathrooms, break rooms and parking areas		
Ensure that the new employee's working area, equipment, tools and supplies are available		
Explain levels of supervision within the department		
Provide new EE with necessary or required training		
Explain use of telephone (personal/college calls), copy machine, copy, mail, & purchasing procedures.		Demonstration
Request access to necessary accounts		Submit requests Demonstrate process
Explain procedures for time off –sick & vacation leave		Demonstrate intranet use.
Explain dress codes to include uniforms if applicable and "casual days"		College logo apparel is available. Contact R. St. Columbia
Ensure employee receives keys to office, building, etc.		Submit on-campus request to maintenance
Discuss work hours, lunch and break times		
Discuss overtime pay (see College policy 330/330.01)		If applicable
Obtain emergency contact phone numbers		
Discuss safety and security/emergency conditions and response such as: fire, bomb threat procedures, accident injury procedures, inclement weather policy		Emergency procedures are available on each campus
Follow up on: Email account, Telephone Access/codes Intranet Access, WebAdvisor Access		Requests are made initially by the personnel department.
Smoking Policies		Buildings are smoke-free
Paycheck distribution (15th & end of each month)		Direct deposit or mail option
Request name badge, business cards, name plate, etc.		Submit on-campus request to St. Columbia
Photo ID and Parking Decal		Schedule visit w/ Registrar's Office
Assign Mentor (indicate name)		

_____   _____
Employee Signature   *Date*   *Supervisor Signature*   *Date*

Return to Personnel Office_____ _____

PERSONNEL OFFICE USE ONLY   *Place in personnel file*

Date received: _____   By:_____

Appendix D

Revised Assessment Table for Program Outcomes
Implemented in Fall 2023

DIVISION OF BUSINESS AND INFORMATION SYSTEMS – COSMETOLOGY DEPARTMENT

The Cosmetology Technical Certificate program is designed for students with a creative talent for hair design and enjoy helping people look their best. Located on the Helena campus, students learn all phases of professional imaging such as hair style/design, chemical processes for hair coloring, skin care, nail care, and other business principles related to salon operations. This program includes a competency-based curriculum of theory and hands-on clinical applications associated with the cosmetology industry.

Students enrolled in the program complete 45 credit hours, which is equivalent to 1500 clock hours, according to the Arkansas Department of Health Cosmetology Section guidelines and are prepared to successfully pass the Arkansas State Licensing Exam in Cosmetology.

GOAL 1: Perform services in hair care and design including hair cutting, hair styling, hair coloring, scalp protection, and chemical texture.

Student Learning Outcome	Related Courses	Benchmark: Assessment Criteria	Assessment Tools	Assessment Results			Action Plan
				Result	Number of Students Achieved	Total Student Count	
Students will perform basic, intermediate, and advanced skills in hairstyling, manicuring, and skin care techniques to apply theoretical concepts for practical applications.	COSM 104 COSM 204 COSM 304	70% of the students will score 75% or higher on the Daily Activity Sheets Social and Civic Responsibility	Daily Activity Sheets				If assessment results fall below benchmark, faculty will report methods or strategies for improvement. A plan for improvement will be developed.
Students will understand the basic terminology and concepts that apply to the business environment.	COSM 106 COSM 206 COSM 406	70% of the students will score 75% or higher on the Demonstrations. Technology Utilization	Mock Practical Board Exam Mock Practical Board Exam Practical Board Exam				
Students will understand and apply basic hair care procedures and different styling techniques across various cultures and ethnicities.	COSM 106 COSM 206 COSM 406	70% of the students will score 75% or higher on the Demonstrations. Cultural Awareness	Demonstration Rubric				
Total for Goal 1 **Average Assessment, Enrollment, and Retention**							

GOAL 2: Demonstrate advanced techniques in manicures, pedicures, skin care, and facial makeup procedures.							
Student Learning Outcome	Related Courses	Benchmark: Assessment Criteria	Assessment Tools	Assessment Results			Action Plan
				Result	Number of Students Achieved	Total Student Count	
Student will analyze and identify basic, intermediate, and advanced skin types for skin care, hair removal, and facial procedures.	COSM 104 COSM 204 COSM 304	70% of the students will score 75% or higher on the Case Study Analysis. Analytical and Critical Thinking	Case Study Analysis				If assessment results fall below benchmark, faculty will report methods or strategies for improvement. A plan for improvement will be developed.
Students will demonstrate basic, intermediate, and advanced skills in nail care and manicuring techniques and procedures.	COSM 106 COSM 206 COSM 406	70% of the students will score 75% or higher on the Mock Board Practical Exam. Technology Utilization	Mock Practical Board Exam Mock Practical Board Exam Practical Board Exam				
Students will demonstrate basic, intermediate, and advanced skills in skin care.	COSM 106 COSM 206 COSM 406	70% of the students will score 75% or higher on the Mock Board Practical Exam. Technology Utilization	Mock Practical Board Exam Mock Practical Board Exam Practical Board Exam				
Total for Goal 2 Average Assessment, Enrollment, and Retention							

GOAL 3: Understand advanced knowledge of microbiology, chemistry, and electricity as it relates to the cosmetology industry.							
Student Learning Outcome	Related Courses	Benchmark: Assessment Criteria	Assessment Tools	Assessment Results			Action Plan
				Result	Number of Students Achieved	Total Student Count	
Students will understand a basic, intermediate, and advanced knowledge of human anatomy, bacteriology, physiology, cells, chemistry, and electricity. Social and Civic Responsibilities	COSM 105 COSM 205 COSM 305	70% of the students will score 75% or higher on Module Unit Exam.	Module Unit Exam				If assessment results fall below benchmark, faculty will report methods or strategies for improvement. A plan for improvement will be developed.
Total for Goal 3 **Average Assessment, Enrollment, and Retention**							

GOAL 4: Demonstrate proficiency in using salon equipment and tools to perform cosmetology services.							
Student Learning Outcome	Related Courses	Benchmark: Assessment Criteria	Assessment Tools	Assessment Results			Action Plan
				Result	Number of Students Achieved	Total Student Count	
Students will demonstrate basic, intermediate, and advanced skill sets in using tools and implements for the salon environment. Technology Utilization	COSM 104 COSM 204 COSM 304	70% of the students will score 75% or higher on the Demonstrations.	Demonstration Rubric				If assessment results fall below benchmark, faculty will report methods or strategies for improvement. A plan for improvement will be developed.
Total for Goal 4 **Average Assessment, Enrollment, and Retention**							

GOAL 5: Practice safety, sanitation, and infection control protocols per cosmetology regulations and guidelines.							
Student Learning Outcome	Related Courses	Benchmark: Assessment Criteria	Assessment Tools	Assessment Results			Action Plan
				Result	Number of Students Achieved	Total Student Count	
Students will apply basic, intermediate, and advanced skills in safety, sanitation, and infection control procedures.	COSM 105 COSM 205 COSM 305	75% of the students will score 75% or higher on the Demonstrations. Social and Civic Responsibilities	Demonstration Rubric				If assessment results fall below benchmark, faculty will report methods or strategies for improvement. A plan for improvement will be developed.
Students will apply a basic, intermediate, and advanced understanding of legal and ethical principles per the laws and regulations of the cosmetology industry.	COSM 105 COSM 205 COSM 305	70% of the students will score 75% or higher on the Module Unit Exam. Social and Civic Responsibilities	Module Unit Exam				
Students will understand basic, intermediate, and advanced concepts of maintaining a healthy body and mind as it relates to hygiene, sanitation, and infection control procedures.	COSM 105 COSM 205 COSM 305	70% of the students will score 75% or higher on the Module Unit Exam. Analytical and Critical Thinking	Module Unit Exam				
Total for Goal 5 **Average Assessment, Enrollment, and Retention**							

GOAL 6: Develop Business Management and customer service skills that apply to salon operations.							
Student Learning Outcome	Related Courses	Benchmark: Assessment Criteria	Assessment Tools	Assessment Results			Action Plan
				Result	Number of Students Achieved	Total Student Count	
Students will understand a basic, intermediate, and advanced knowledge of professional ethics and business management including communication skills, customer service, and salon operations.	COSM 105

COSM 205

COSM 305

Communication | 70% of the students will score 75% or higher on Project Assignment. | Project Assignment | | | | If assessment results fall below benchmark, faculty will report methods or strategies for improvement. A plan for improvement will be developed. |
| Students will demonstrate a basic, intermediate, and advanced ability to communicate effectively in a salon environment. | COSM 106

COSM 206

COSM 406

Communication | 70% of the students will score 75% or higher on a Research Assignment | Research Assignment | | | | |
| Students will apply basic, intermediate, and advanced interaction skills with diverse groups of people in the salon environment. | COSM 106

COSM 206

COSM 406

Cultural Awareness | 70% of the students will score 75% or higher on the Client and Instructor Survey | Client Survey and Instructor Survey | | | | |
| Students will understand and apply basic, intermediate, and advanced mathematical skills related to salon operations. | COSM 104

COSM 204

COSM 304

Analytical and Critical Thinking | 70% of the students will score 75% or higher on the Case Study Project. | Case Study Project | | | | |
| **Total for Goal 6 Average Assessment, Enrollment, and Retention** | | | | | | | |

GOAL 7: Demonstrate readiness of all skills required for the Arkansas State Cosmetology Board Licensing Exam.							
Student Learning Outcome	Related Courses	Benchmark: Assessment Criteria	Assessment Tools	Assessment Results			Action Plan
				Result	Number of Students Achieved	Total Student Count	
Students will apply a intermediate understanding of theory concepts for all areas of cosmetology.	COSM 305	70% of the students will score 75% or higher on the Online Practice Exams

Analytical and Critical Thinking | Online Practice Exams for State Board | | | | If assessment results fall below benchmark, faculty will report methods or strategies for improvement.
A plan for improvement will be developed. |
| Students will demonstrate advanced skills in haircutting / design techniques and chemical applications. | COSM 406 | 70% of the students will score 75% or higher on the Mock Board Practical Exam

Technology Utilization | Written Practical Board Exam | | | | |
| Students will demonstrate advanced skills in nail care and manicuring techniques and procedures. | COSM 406 | 70% of the students will score 75% or higher on the Mock Board Practical Exam

Technology Utilization | Practical Board Exam | | | | |
| Students will demonstrate advanced skin care techniques and procedures. | COSM 406 | 70% of the students will score 75% or higher on the Mock Board Practical Exam

Technology Utilization | Practical Board Exam | | | | |
| Students will apply an advanced understanding of theory concepts to practical application in a clinical setting. | COSM 406 | 70% of the students will score 75% or higher on the Mock Board Written Exam

Analytical and Critical Thinking | Practical Board Exam | | | | |
| **Total for Goal 7**
Average Assessment, Enrollment, and Retention | | | | | | | |
| **Total Average: Cosmetology TC Program Outcome** | | | | | | | |

Appendix E

Program Assessment Outcomes
Fall 2022-Spring 2023

PCCUA PROGRAM ASSESSMENT PLAN

Division/Department: Business and Information Systems
Degree Program: Cosmetology Technical Certification Program
Semester/Year: 2022-23 Academic Year

Mission Statement or Overview of Program

This Technical Certificate program is designed for students with a creative talent for hair design and enjoy helping people look their best. Located on the Helena campus, students learn all phases of professional imaging such as hair style/design, chemical processes for hair coloring, skin care, nail care, and other business principles related to salon operations. This program includes a competency-based curriculum of theory and hands-on clinical applications associated with the cosmetology industry. A Certificate of Proficiency in Cosmetology Manicuring is also available.

Students enrolled in the program complete 45 credit hours, which is equivalent to 1500 hours, according to the Arkansas Department of Health Cosmetology Section guidelines and are prepared to successfully pass the Arkansas State Licensing Exam in Cosmetology.

Program Student Learning Outcomes (PLOs)

PLO #1 (Reporting Year 1)	Perform services in hair care and design including hair cutting, hair styling, hair coloring, scalp protection, and chemical texture.
PLO #2 (Reporting Year 1)	Demonstrate advanced techniques in manicures, pedicures, skin care, and facial makeup procedures.
PLO #3 (Reporting Year 2)	Understand advanced knowledge of microbiology, chemistry and electricity as it relates to the cosmetology industry.
PLO #4 (Reporting Year 2)	Demonstrate proficiency in using salon equipment and tools to perform cosmetology services.
PLO #5 (Reporting Year 3)	Practice safety, sanitation, and infection control procedures.
PLO #6 (Reporting Year 3)	Develop business management and customer skills that apply to salon operations.
PLO #7 (Reporting Year 3)	Demonstrate readiness of all skills required for the AR State Cosmetology Board Licensing Exam.

PCCUA ASSESSMENT GUIDING QUESTIONS
Please respond based on the departmental discussion of the program assessment and how those outcomes reflect what students are learning and what needs to happen to improve student learning. You may provide this in a narrative or bulleted format. However, you must respond to each question and these responses should be based on your program assessment discussions. Please respond in red font.

Program Student Learning Outcomes

    A.   Are the intended educational (learning) outcomes for the program appropriate and assessed appropriately?
        Learning Outcomes are based on cosmetology curriculum standards and guidelines for the State Cosmetology Board Exam. Each outcome is using appropriate assessment tools and measurements.

    B.   How are the faculty and students accomplishing the program's student learning outcomes?
        Faculty accomplish the SLO's by defined assessment measures, analyze assessment results, and identify action plans for areas of improvement. Students are assessed

    C.   How is the program meeting market/industry demands and/or preparing students for advanced study?
        The Cosmetology program ensures readiness with knowledge and skills for students to take the Arkansas Cosmetology Board exam to be licensed as a cosmetologist in the State of Arkansas. The Division monitors pass rates for the exam but are implementing an alumni survey along with ways to track Job Placement. Pass Rates are indicators that curriculum is meeting the industry standard and job placement will also measure market demand for students entering the workforce.

    D.   Do course enrollments and program graduation/completion rates justify the required resources?
        Enrollment varies but is higher in the fall semester. Retention and graduation rates are high which indicates that students complete the program requirements and therefore justifies the resources necessary for the Cosmetology program.

    E.   Based on the Program SLO's how well are students learning at the course and program level? Based on your assessment outcomes, how do you know this?
        Students are achieving benchmark assessment measures for each SLO at the course and program level. In Fall 2023, the cosmetology program revised program curriculum which included revisions for course and program SLO's. Based on previous assessment outcomes, results were above benchmarks.

F. What are the changes you need to make to improved student learning?

Although students are meeting the benchmarks for assessment there is always opportunity for continued improvement and student engagement. The Cosmetology curriculum was revised which required a revision to SLO's at the course and program level. As part of this revision, faculty evaluated assessment tools and measurements and are implementing more assessment measurements that align with specific skills and the SLO. Faculty are also implementing various teaching strategies for student engagement and to improve student learning. Following are a few strategies:

- Teaching students how to take or journal notes from the lessons
- Student Portfolio to demonstrate knowledge and skills learned
- Review with Kahoot and other online study resources
- Use more "hands-on" activities to demonstrate skills and provide visual aids for students to actually see what they are learning in the textbook curriculum.

G. What are the weak areas demonstrating a need for improvement?

As faculty evaluated overall program curriculum, areas of weakness were identified and listed below:

- Creating a structured learning environment with more "hands-on" activities for demonstration of skills and techniques
- Curriculum revisions including course and program SLO's to ensure relevancy to cosmetology.
- Conflict Resolution strategies to help students learn how to work with other students as well as clients
- Updating program equipment and tools used in the Salon environment
- Study Skills: helping student learn and apply various study skills
- Revisions to forms and documents used to assess and document progress of the program.

H. What are the strengths identified through assessment?

As faculty evaluated overall program curriculum, strengths were identified and listed below:

- Students learn a wide variety of skills related to cosmetology such as hair, nails, and skin.
- Online Teaching Resources provide a comprehensive curriculum with demonstration videos and references.
- Teaching concepts on a healthy body and mind on hygiene, sanitation, and infection control procedures.
- Providing demonstrations on techniques using salon tools and implements.

Program Curriculum

A. Is the program curriculum appropriate to meet current and future market/industry needs and/or to prepare students for advanced study? Is that reflected in the assessment outcomes?
As noted above, program curriculum meets the needs of the cosmetology industry/market and prepares students for the State Cosmetology Board exam. Curriculum also prepares student to enter the workforce by either joining a salon with other cosmetologist or as an entrepreneur to establish their own salon.

B. Are program exit requirements appropriate?
All cosmetology students are required to take a Mock Board Exam (practical and written) at the end of each Level I and II. Students demonstrate knowledge along with basic and intermediate skills before moving to the next level in the program. At the end of Level III, students complete the Practical Board Exam including written and practical demonstrations components that are reported to State Board. This Practical Board Exam indicates completion of the program and readiness to take the State Cosmetology Board Exam.

C. Are students introduced to experiences within the workplace and introduced to professionals in the field?
Guest speakers and industry professionals provide students with demonstrations and presentations related to the cosmetology industry. Some professionals demonstrate products and/or techniques used in the industry. Local Cosmetologist introduce students to the workplace and give insight to real world experiences that help prepare students to enter the cosmetology industry.

D. Does the program promote and support interdisciplinary initiatives? Yes

E. Does the program support the college STACC skill development expected of all PCCUA graduates? Explain how you know this through assessment.
The college STACC skills are integrated throughout the cosmetology curriculum. SLO's are tied to specific STACC skills and are assessed at the course and program level through various assessment measurements/tools.

F.   Does the program provide respect and understanding for cultural diversity as evidenced in the curriculum, in program activities, in assignment of program responsibly and duties; in honors, awards and scholarship recognition; in recruitment? Program curriculum includes cultural diversity for students to learn different styling techniques for various cultures and ethnicities (PO 1). Students also learn to respect other students, instructors, and clients as they interact with diverse groups of people on the salon floor (PO 6). Although cultural diversity is encouraged and integrated across the curriculum, Cultural Diversity is assessed in PO 1 and PO 6.

Budget Requests Forms

Are more resources needed. If so, has there been an effort to acquire these resources through the college budgeting process?
The Cosmetology Department follows the budgeting process and if fully supported by the college. The college maintains equipment, software, and supplies to teach and operate the salon department and stay up-to-date with current equipment, tools, and implements of the Cosmetology industry. As needs arise, Administration is very supportive to fund requests. Carl Perkins grant funds are also used to make purchases of equipment, classroom models, and professional development.

What program requests did you make for the next year which are tied to needs related to assessment outcomes?
Online curriculum software and updates for Pivot Point Lab, Replacement of salon equipment including tools and implements to stay current with industry trends. Teaching resources such as Kahoot and Soft Chalk which will be implemented in 2023-24,

Note: Based on the assessment review and a revision to the Cosmetology program and curriculum, a new assessment table was developed and will be implemented in Fall 2023. Assessment reports were revised to align with Program Outcomes. Below are the Assessment Results for Fall 2022 and Spring 2023 using the old assessment tables and reports.

Faculty submit an Assessment Results Action Plan to the Division Dean each semester the course is taught. Faculty will evaluate assessments and share results to identify strengths and ways of improvement. A plan for improvement will be developed and noted as an Action Plan for each course and the program.

Cosmetology Technical Certificate
Core Competencies - Program Averages
Fall 2022 - Spring 2023

Business Administration	Fall 2022	Spring 2023	Average
Student Retention Rate	**96.0%**	**67.0%**	**81.5%**
Social and Civic Responsibility	78%	88%	83%
Technology Utilization	86%	90%	88%
Analytical and Critical Thinking	85%	90%	88%
Communication	100%	100%	100%
Cultural Awareness	100%	93%	97%
Program Average	**90%**	**92%**	**91%**

Division Criteria/Expected Outcome
75% of The Cosmetology Students will score 70% or higher on Core Competency curriculum.

Cosmetology Technical Certificate Core Competencies

Student Learning Outcomes by Individual Courses

Fall 2022

	COSM 101	COSM 201	COSM 301	COSM 104	COSM 204	COSM 304	COSM 106	COSM 206	COSM 406	COSM 111	COSM 211	COSM 311	COSM 121	COSM 221	COSM 321	COSM 131	COSM 231	COSM 331	COSM 141	COSM 241	COSM 341	Program and Retention Averages
Course Instructor	CJ	CJ	KA	CJ	CJ	KA	CJ	CJ	KA	CJ	CJ	KA	CJ	CJ	KA	CJ	CJ	KA	CJ	CJ	KA	
Student Retention Rates	93%	100%	##	93%	100%	###	93%	##	##	93%	##	##	93%	100%	##	93%	##	###	93%	##	100%	96%
Students enrolled	14	3	6	14	3	6	14	3	6	14	3	6	14	3	6	14	3	6	14	3	6	23
Students completed	13	3	6	13	3	6	13	3	6	13	3	6	13	3	6	13	3	6	13	3	6	22
Social and Civic Responsibility																						
1. Students will demonstrate basic proper human relationship skills in a salon environment.	100																					
2. Students will demonstrate fundamental human relationship skills in a salon environment.		100																				
3. Students will demonstrate proper advanced human relationship skills in a salon environment.			75																			
4. Students will understand and apply the basic knowledge of the properties of hair and scalp.				60																		
5. Students will understand and apply a fundamental knowledge of the properties of hair and scalp.					100																	
6. Students will understand and apply the advanced knowledge of the properties of hair and scalp.						50																
7. Students will demonstrate basic knowledge of human anatomy, bacteriology, physiology, cells, chemistry and electricity.										60												
8. Students will demonstrate fundamental knowledge of human anatomy, bacteriology, physiology, cells, chemistry and electricity.											100											
9. Students will demonstrate advanced knowledge of human anatomy, bacteriology, physiology, cells, chemistry and electricity.												100										
10. Students will demonstrate the basic understanding of nail structure and its disorders using proper safety procedures for manicures, pedicures, and massages.													60									

Outcome																						
11. Students will demonstrate the fundamental understanding of nail structure and its disorders using proper safety procedures for manicures, pedicures, and massages.														100								
12. Students will demonstrate the advanced understanding of nail structure and its disorders using proper safety procedures for manicures, pedicures, and massages.														25								
Social and Civic Responsibility																						78
Technology Utilization																						
1. Students will demonstrate the basic principles of hair care and design.			100																			
2. Students will demonstrate the fundamental principles of hair care and design.				100																		
3. Students will demonstrate advanced principles of hair care and design.					100																	
4. Students will demonstrate basic haircutting techniques.						100																
5. Students will demonstrate basic manicuring techniques.						80																
6. Students will demonstrate basic skin care techniques.						100																
7. Students will demonstrate fundamental haircutting techniques.							100															
8. Students will demonstrate fundamental manicuring techniques.							100															
9. Students will demonstrate fundamental skin care techniques.							100															
10. Students will demonstrate advanced haircutting techniques.								100														
11. Students will demonstrate advanced manicuring techniques.								50														
12. Students will be advanced skin care techniques.								50														
13. Students will demonstrate basic and specialty manicures, pedicures, and massages.										100												
14. Students will demonstrate fundamental and specialty manicures, pedicures, and massages.											100											
15. Students will demonstrate advanced and specialty manicures, pedicures, and massages.												25										
16. Students will demonstrate the basic knowledge of performing skin care, hair removal, and facial makeup.													100									
17. Students will demonstrate the fundamental knowledge of performing skin care, hair removal, and facial makeup.														100								

Outcome	Col1	Col2	Col3	Col4	Col5	Col6	Col7	Col8	Col9	Col10	Col11	Col12	Col13	Col14	Col15	Col16	Col17	Col18	Col19	Col20	Col21
18. Students will demonstrate the advanced knowledge of performing skin care, hair removal, and facial makeup.																		50			
Technical Skills																					86
Analytical and Critical Thinking																					
1. Students will learn basic concepts of maintaining a healthy body and mind	80																				
2. Students will learn fundamental concepts of maintaining a healthy body and mind.		100																			
3. Students will learn advanced concepts of maintaining a healthy body and mind.		100																			
4. Students will analyze the basic skin, skin care, hair removal, and facial makeup procedures.															100						
5. Students will analyze the fundamental skin, skin care, hair removal, and facial makeup procedures.																100					
6. Students will analyze the advanced skin, skin care, hair removal, and facial makeup procedures.																	50				
7. Students will understand and apply basic mathematical skills in salon operations.																		60			
8. Students will understand and apply fundamental mathematical skills in salon operations.																			100		
9. Students will understand and apply advanced mathematical skills in salon operations.																				75	
Analytical and Critical Thinking																					85
Communication																					
1. Students will learn basic communication skills.	100																				
2. Students will learn fundamental communication skills.		100																			
3. Students will learn advanced communication skills.			100																		
Communication Average																					100
Cultural Awareness																					
1. Students will learn basic interaction skills with diverse groups of people in the salon environment.																	100				
2. Students will learn fundamental interaction skills with diverse groups of people in the salon environment.																		100			
3. Students will learn advanced interaction skills with diverse groups of people in the salon environment.																			100		

4. Students will apply basic theory concepts to practical application in a clinical setting.							N/A															
5. Students will apply fundamental theory concepts to practical application in a clinical setting.								N/A														
6. Students will apply advanced theory concepts to practical application in a clinical setting.									N/A													
Cultural Awareness Average																							100
Course Averages																							
Course Averages	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Program Average																							**90**

Cosmetology Technical Certificate Core Competencies																						
Student Learning Outcomes by Individual Courses																						
Spring 2023																						
	COSM 101	COSM 201	COSM 301	COSM 104	COSM 204	COSM 304	COSM 106	COSM 206	COSM 406	COSM 111	COSM 211	COSM 311	COSM 121	COSM 221	COSM 321	COSM 131	COSM 231	COSM 331	COSM 141	COSM 241	COSM 341	Program and Retention Averages
Course Instructor	CJ	CJ	KA	CJ	CJ	KA	CJ	CJ	KA	CJ	CJ	KA	CJ	CJ	KA	CJ	CJ	KA	CJ	CJ	KA	
Student Retention Rates	50%	75%	50%	50%	75%	50%	50%	75%	50%	50%	75%	50%	50%	75%	50%	50%	75%	50%	50%	75%	50%	67%
Students enrolled	2	8	2	2	8	2	2	8	2	2	8	2	2	8	2	2	8	2	2	8	2	12
Students completed	1	6	1	1	6	1	1	6	1	1	6	1	1	6	1	1	6	1	1	6	1	8
Social and Civic Responsibility																						
1. Students will demonstrate basic proper human relationship skills in a salon environment.	100																					
2. Students will demonstrate fundamental human relationship skills in a salon environment.		80																				
3. Students will demonstrate proper advanced human relationship skills in a salon environment.			100																			
4. Students will understand and apply the basic knowledge of the properties of hair and scalp.				100																		
5. Students will understand and apply a fundamental knowledge of the properties of hair and scalp.					80																	

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Outcome																						
6. Students will understand and apply the advanced knowledge of the properties of hair and scalp.						100																
7. Students will demonstrate basic knowledge of human anatomy, bacteriology, physiology, cells, chemistry and electricity.									80													
8. Students will demonstrate fundamental knowledge of human anatomy, bacteriology, physiology, cells, chemistry and electricity.										80												
9. Students will demonstrate advanced knowledge of human anatomy, bacteriology, physiology, cells, chemistry and electricity.											100											
10. Students will demonstrate the basic understanding of nail structure and its disorders using proper safety procedures for manicures, pedicures, and massages.												50										
11. Students will demonstrate the fundamental understanding of nail structure and its disorders using proper safety procedures for manicures, pedicures, and massages.													80									
12. Students will demonstrate the advanced understanding of nail structure and its disorders using proper safety procedures for manicures, pedicures, and massages.													100									
Social and Civic Responsibility																						88
Technology Utilization																						
1. Students will demonstrate the basic principles of hair care and design.			100																			
2. Students will demonstrate the fundamental principles of hair care and design.				100																		
3. Students will demonstrate advanced principles of hair care and design.					100																	
4. Students will demonstrate basic haircutting techniques.						100																
5. Students will demonstrate basic manicuring techniques.						100																
6. Students will demonstrate basic skin care techniques.						50																
7. Students will demonstrate fundamental haircutting techniques.							100															
8. Students will demonstrate fundamental manicuring techniques.							80															
9. Students will demonstrate fundamental skin care techniques.							80															
10. Students will demonstrate advanced haircutting techniques.								100														

Outcome	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
11. Students will demonstrate advanced manicuring techniques.									100													
12. Students will advanced skin care techniques.									100													
13. Students will demonstrate basic and specialty manicures, pedicures, and massages.													100									
14. Students will demonstrate fundamental and specialty manicures, pedicures, and massages.														80								
15. Students will demonstrate advanced and specialty manicures, pedicures, and massages.															100							
16. Students will demonstrate the basic knowledge of performing skin care, hair removal, and facial makeup.																50						
17. Students will demonstrate the fundamental knowledge of performing skin care, hair removal, and facial makeup.																	80					
18. Students will demonstrate the advanced knowledge of performing skin care, hair removal, and facial makeup.																		100				
Technical Skills																						90
Analytical and Critical Thinking																						
1. Students will learn basic concepts of maintaining a healthy body and mind	100																					
2. Students will learn fundamental concepts of maintaining a healthy body and mind.		100																				
3. Students will learn advanced concepts of maintaining a healthy body and mind.			100																			
4. Students will analyze the basic skin, skin care, hair removal, and facial makeup procedures.																100						
5. Students will analyze the fundamental skin, skin care, hair removal, and facial makeup procedures.																	80					
6. Students will analyze the advanced skin, skin care, hair removal, and facial makeup procedures.																		100				
7. Students will understand and apply basic mathematical skills in salon operations.																			50			
8. Students will understand and apply fundamental mathematical skills in salon operations.																				80		
9. Students will understand and apply advanced mathematical skills in salon operations.																					100	
Analytical and Critical Thinking																						90

Communication																						
1. Students will learn basic communication skills.	100																					
2. Students will learn fundamental communication skills.		100																				
3. Students will learn advanced communication skills.			100																			
Communication Average																						100
Cultural Awareness																						
1. Students will learn basic interaction skills with diverse groups of people in the salon environment.																		100				
2. Students will learn fundamental interaction skills with diverse groups of people in the salon environment.																			80			
3. Students will learn advanced interaction skills with diverse groups of people in the salon environment.																				100		
4. Students will apply basic theory concepts to practical application in a clinical setting.							N/A															
5. Students will apply fundamental theory concepts to practical application in a clinical setting.								N/A														
6. Students will apply advanced theory concepts to practical application in a clinical setting.									N/A													
Cultural Awareness Average																						93
Course Averages																						
Course Averages	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Program Average																						**92**

Appendix F

Revised Program Assessment Reports
Implemented in Fall 2023

- Curriculum Map by Core Competencies
- Curriculum Map by Program Outcomes
- Comprehensive Program Outcomes Summary
- Examples of Assessment Results Action Plan

Cosmetology Technical Certificate Core Competencies										
Student Learning Outcomes by Individual Courses										
Curriculum Map - Fall 2023										
	COSM 104	COSM 105	COSM 106	COSM 204	COSM 205	COSM 206	COSM 304	COSM 305	COSM 406	Program and Retention Averages
Course Instructor	KJ	KJ	KA	KJ	KJ	KA	KJ	KA	KA	
Student Retention Rates										
Students enrolled										
Students completed										
Social and Civic Responsibility										
1. Students will perform basic skills in hairstyling, manicuring, and skin care techniques to apply theoretical concepts for practical applications.	X									
2. Students will apply basic skills in safety, sanitation, and infection control procedures.	X									
3. Students will understand and apply the basic principles and techniques of hair care, scalp, and design including chemical processes.		X								
4. Students will understand and apply the basic principles, techniques, and proper sanitation of nail care, nail structures, and disorders related to manicures, pedicures, and massages.		X								
5. Students will demonstrate a basic knowledge of human anatomy, bacteriology, physiology, cells, chemistry, and electricity.		X								
6. Students will apply a basic understanding of legal and ethical principles per the laws and regulations of the cosmetology industry.		X								
7. Students will perform intermediate skills in hairstyling, manicuring, and skin care techniques to apply theoretical concepts for practical applications.				X						
8. Students will apply intermediate skills in safety, sanitation, and infection control procedures.				X						
9. Students will understand and apply the intermediate principles and techniques of hair care, scalp, and design including chemical processes.					X					
10. Students will understand and apply the intermediate principles, techniques, and proper sanitation of nail care, nail structures, and					X					

disorders related to manicures, pedicures, and massages.										
11. Students will demonstrate a intermediate knowledge of human anatomy, bacteriology, physiology, cells, chemistry, and electricity.					X					
12. Students will apply a intermediate understanding of legal and ethical principles per the laws and regulations of the cosmetology industry.					X					
13. Students will perform advanced skills in hairstyling, manicuring, and skin care techniques to apply theoretical concepts for practical applications.							X			
14. Students will apply advanced skills in safety, sanitation, and infection control procedures.							X			
15. Students will understand and apply the advanced principles and techniques of hair care, scalp, and design including chemical processes.								X		
16. Students will understand and apply the advanced principles, techniques, and proper sanitation of nail care, nail structures, and disorders related to manicures, pedicures, and massages.								X		
17. Students will demonstrate a advanced knowledge of human anatomy, bacteriology, physiology, cells, chemistry, and electricity.								X		
18. Students will apply a advanced understanding of legal and ethical principles per the laws and regulations of the cosmetology industry.								X		
Social and Civic Responsibility										
Technology Utilization										
1. Students will demonstrate basic skill sets in using tools and implements for the salon environment.	X									
2. Students will demonstrate basic skills in haircutting / design techniques and chemical applications.			X							
3. Students will demonstrate basic skills in nail care and manicuring techniques and procedures.			X							
4. Students will demonstrate basic skills in skin care techniques and procedures.			X							
5. Students will demonstrate intermediate skill sets in using tools and implements for the				X						

salon environment.											
6. Students will demonstrate intermediate skills in haircutting / design techniques and chemical applications.						X					
7. Students will demonstrate intermediate skills in nail care and manicuring techniques and procedures.						X					
8. Students will demonstrate intermediate skin care techniques and procedures.						X					
9. Students will demonstrate advanced skill sets in using tools and implements for the salon environment.							X				
10. Students will demonstrate advanced skills in haircutting / design techniques and chemical applications.									X		
11. Students will demonstrate advanced skills in nail care and manicuring techniques and procedures.									X		
12. Students will demonstrate advanced skin care techniques and procedures.									X		
Technical Utilization											
Analytical and Critical Thinking											
1. Students will understand and apply basic mathematical skills related to salon operations.	X										
2. Student will analyze and identify basic skin types for skin care, hair removal, and facial procedures.	X										
3. Students will understand basic concepts of maintaining a healthy body and mind as it relates to hygiene, sanitation, and infection control procedures.		X									
4.Students will apply a basic understanding of theory concepts to practical application in a clinical setting.			X								
5. Students will understand and apply intermediate mathematical skills related to salon operations.				X							
6. Student will analyze and identify intermediate skin types for skin care, hair removal, and facial procedures.				X							
7. Students will understand intermediate concepts of maintaining a healthy body and mind as it relates to hygiene, sanitation, and infection control procedures.					X						
8.Students will apply a intermediate understanding of theory concepts to practical application in a clinical setting.						X					

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9. Students will understand and apply advanced mathematical skills related to salon operations.							X			
10. Student will analyze and identify advanced skin types for skin care, hair removal, and facial procedures.							X			
11. Students will understand intermediate concepts of maintaining a healthy body and mind as it relates to hygiene, sanitation, and infection control procedures.								X		
12.Students will apply a intermediate understanding of theory concepts for all areas of cosmetology.								X		
13.Students will apply a advanced understanding of theory concepts to practical application in a clinical setting.									X	
Analytical and Critical Thinking										
Communication										
1. Students will understand a basic knowledge of professional ethics and business management including communication skills, customer service, and salon operations.		X								
2.Students will demonstrate a basic ability to communicate effectively in a salon environment.			X							
3. Students will understand a intermediate knowledge of professional ethics and business management including communication skills, customer service, and salon operations.					X					
4.Students will demonstrate an intermediate ability to communicate effectively in a salon environment.						X				
5. Students will understand a advanced knowledge of professional ethics and business management including communication skills, customer service, and salon operations.								X		
6.Students will demonstrate an advanced ability to communicate effectively in a salon environment.									X	
Communication Average										
Cultural Awareness										
1. Students will understand and apply basic hair care procedures and different styling techniques across various cultures and ethnicities.	X									

2. Students will apply basic interaction skills with diverse groups of people in the salon environment.			X						
3. Students will understand and apply intermediate hair care procedures and different styling techniques across various cultures and ethnicities.				X					
4. Students will apply intermediate interaction skills with diverse groups of people in the salon environment.						X			
5. Students will understand and apply advanced hair care procedures and different styling techniques across various cultures and ethnicities.							X		
6. Students will apply advanced interaction skills with diverse groups of people in the salon environment.									X
Cultural Awareness Average									
Course Averages									
Course Averages	6	6	6	6	6	6	6	7	6
Program Average									

Division of Business and Information Systems Core Competencies										
Student Learning Outcomes by Individual Courses										
Program Outcomes: Cosmetology										
	COSM 105	COSM 104	COSM 106	COSM 205	COSM 204	COSM 206	COSM 305	COSM 304	COSM 406	Total
PO 1: Perform services in hair care and design including hair cutting, hair styling, hair coloring, scalp protection, and chemical texture										
Social and Civic Responsibility										
(1,7,13) Students will perform basic, intermediate, and advanced skills in hairstyling, manicuring, and skin care techniques to apply theoretical concepts for practical applications.		X			X			X		
Technology Utilization										
(2,6,10) Students will demonstrate basic, intermediate, and advanced skills in haircutting / design techniques and chemical applications.			X			X			X	
Cultural Awareness										
(1,3,5) Students will understand and apply basic hair care procedures and different styling techniques across various cultures and ethnicities.			X			X			X	
Average Program Outcome #1										
PO 2: Demonstrate advanced techniques in manicures, pedicures, skin care, and facial makeup procedures.										
Technology Utilization										
(3,7,11) Students will demonstrate basic, intermediate, and advanced skills in nail care and manicuring techniques and procedures.			X			X			X	
(4,8,12) Students will demonstrate basic, intermediate, and advanced skills in skin care.			X			X			X	
Analytical and Critical Thinking										

Outcome										
(2,6,10) Student will analyze and identify basic, intermediate, and advanced skin types for skin care, hair removal, and facial procedures.		X			X			X		
Average Program Outcome #2										

PO 3: Understand advanced knowledge of microbiology, chemistry and electricityas it relates to the cosmetology industry.

Outcome										
Social and Civic Responsibilities										
(5,11,17) Students will understand a basic, intermediate, and advanced knowledge of human anatomy, bacteriology, physiology, cells, chemistry, and electricity.	X			X			X			
Average Program Outcome #3										

PO 4: Demonstrate proficiency in using salon equipment and tools to perform cosmetology services.

Outcome										
Technology Utilization										
(1,5,9) Students will demonstrate basic, intermediate, and advanced skill sets in using tools and implements for the salon environment.		X			X			X		
Average Program Outcome #4										

PO 5: Practice safety, sanitation, and infection control protocols per cosmetology regulations and guideliness.

Outcome										
Social and Civic Responsibilties										
(2,8,14) Students will apply basic, intermediate, and advanced skills in safety, sanitation, and infection control procedures.		X			X			X		
(6,12,18) Students will apply a basic, intermediate, and advanced understanding of legal and ethical principles per the laws and regulations of the cosmetology industry.	X			X			X			
Analytical and Critical Thinking										

(3,5,11) Students will understand basic, intermediate, and advanced concepts of maintaining a healthy body and mind as it relates to hygiene, sanitation, and infection control procedures.	X			X			X			
Average Program Outcome #5										

PO 6: Develop business management and customer service skills that apply to salon operations.										
Analytical and Critical Thinking										
(1,5,9) Students will understand and apply basic, intermediate, and advanced mathematical skills related to salon operations.		X			X			X		
Communication										
(1,3,5) Students will understand a basic, intermediate, and advanced knowledge of professional ethics and business management including communication skills, customer service, and salon operations.	X			X			X			
(2,4,6) Students will demonstrate a basic, intermediate, and advanced ability to communicate effectively in a salon environment.		X			X			X		
Cultural Awareness										
(2,4,6) Students will apply basic, intermediate, and advanced interaction skills with diverse groups of people in the salon environment.		X			X			X		
Average Program Outcome #6										

PO 7: Demonstrate readiness of all skills required for the Arkansas State Cosmetology Board Licensing Exam..										
Technical Utilization										
10. Students will demonstrate advanced skills in haircutting / design techniques and chemical applications.								X		
11. Students will demonstrate advanced skills in nail care and manicuring techniques and procedures.								X		

12. Students will demonstrate advanced skin care techniques and procedures.									X	
Analytical and Critical Thinking										
12.Students will apply a intermediate understanding of theory concepts for all areas of cosmetology.						X				
13.Students will apply an advanced understanding of theory concepts to practical application in a clinical setting.									X	
Average Program Outcome #7										
Cosmetology Technical Certification - Program Outcome Total										

Cosmetology Technical Certificate - Program Outcomes				
Program Outcome	**Reference**	**SLO**	**Course**	**Assessment Method/Measurement**
PO1: Perform services in hair care and design including hair cutting, hair styling, hair coloring, scalp protection, and chemical texture.	Social and Civic Responsibilities	(1,7,13) Students will perform basic, intermediate, and advanced skills in hairstyling, manicuring, and skin care techniques to apply theoretical concepts for practical applications.	COSM 104 COSM 204 COSM 304	Daily Activity Sheets
	Technology Utilization	(2,6,10) Students will demonstrate basic, intermediate, and advanced skills in haircutting / design techniques and chemical applications.	COSM 106 COSM 206 COSM 406	Mock Practical Board Exam Mock Practical Board Exam Practical Board Exam
	Cultural Competency	(1,3,5) Students will understand and apply basic hair care procedures and different styling techniques across various cultures and ethnicities.	COSM 106 COSM 206 COSM 406	Demonstration
PO 2: Demonstrate advanced techniques in manicures, pedicures, skin care, and facial makeup procedures.	Technology Utilization	(4,8,12) Students will demonstrate basic, intermediate, and advanced skills in skin care.	COSM 106 COSM 206 COSM 406	Mock Practical Board Exam Mock Practical Board Exam Practical Board Exam
	Technology Utilization	(3,7,11) Students will demonstrate basic, intermediate, and advanced skills in nail care and manicuring techniques and procedures.	COSM 106 COSM 206 COSM 406	Mock Practical Board Exam Mock Practical Board Exam Practical Board Exam
	Analytical and Critical Thinking	(2,6,10) Student will analyze and identify basic, intermediate, and advanced skin types for skin care, hair removal, and facial procedures.	COSM 104 COSM 204 COSM 304	Case Study Analysis

PO 3: Understand advanced knowledge of microbiology, chemistry, and electricity as it relates to the cosmetology industry.	Social and Civic Responsibilities	(5,11,17) Students will understand a basic, intermediate, and advanced knowledge of human anatomy, bacteriology, physiology, cells, chemistry, and electricity.	COSM 105 COSM 205 COSM 305	Module Unit Exam
PO 4: Demonstrate proficiency in using salon equipment and tools to perform cosmetology services.	Technology Utilization	(1,5,9) Students will demonstrate basic, intermediate, and advanced skill sets in using tools and implements for the salon environment.	COSM 104 COSM 204 COSM 304	Demonstration
PO 5: Practice safety, sanitation, and infection control protocols per cosmetology regulations and guidelines.	Social and Civic Responsibilities	(2,8,14) Students will apply basic, intermediate, and advanced skills in safety, sanitation, and infection control procedures.	COSM 104 COSM 204 COSM 304	Demonstration
	Social and Civic Responsibilities	(6,12,18) Students will apply a basic, intermediate, and advanced understanding of legal and ethical principles per the laws and regulations of the cosmetology industry.	COSM 105 COSM 205 COSM 305	Module Unit Exam
	Analytical and Critical Thinking	(3,5,11) Students will understand basic, intermediate, and advanced concepts of maintaining a healthy body and mind as it relates to hygiene, sanitation, and infection control procedures.	COSM 105 COSM 205 COSM 305	Module Unit Exam
PO 6: Develop business management and customer service skills that apply to salon operations.	Analytical and Critical Thinking	(1,5,9) Students will understand and apply basic, intermediate, and advanced mathematical skills related to salon operations.	COSM 104 COSM 204 COSM 304	Case Study Project

	Communication	(1,3,5) Students will understand a basic, intermediate, and advanced knowledge of professional ethics and business management including communication skills, customer service, and salon operations.	COSM 105 COSM 205 COSM 305	Project Assignment
	Communication	(2,4,6) Students will demonstrate a basic, intermediate, and advanced ability to communicate effectively in a salon environment.	COSM 106 COSM 206 COSM 406	Research Assignment
	Cultural Competency	(2,4,6) Students will apply basic, intermediate, and advanced interaction skills with diverse groups of people in the salon environment.	COSM 106 COSM 206 COSM 406	Client and Instructor Evaluation Survey
PO 7: Demonstrate readiness of all skills required for the Arkansas State Cosmetology Board Licensing Exam.	Analytical and Critical Thinking	12.Students will apply a intermediate understanding of theory concepts for all areas of cosmetology.	COSM 305	Online Practice Exam (State Board)
	Analytical and Critical Thinking	13.Students will apply an advanced understanding of theory concepts to practical application in a clinical setting.	COSM 406	Written Practical Board Exam
	Technology Utilization	10. Students will demonstrate advanced skills in haircutting / design techniques and chemical applications.	COSM 406	Practical Board Exam
	Technology Utilization	11. Students will demonstrate advanced skills in nail care and manicuring techniques and procedures.	COSM 406	Practical Board Exam
	Technology Utilization	12. Students will demonstrate advanced skin care techniques and procedures.	COSM 406	Practical Board Exam

	Instructor:	
Division of Applied Technology/ Cosmetology – Core Competencies Assessment Results/Action Plan	Course Name and #:	COSM 406 – Clinical Experience III
	Semester:	
	Retention Rate:	

PCCUA Core Competency	Student Learning Outcome	Assessment Method/Measurement	Assessment Criteria	Assessment Results	Action Plan
Technology Utilization	10.Students will demonstrate advanced skills in haircutting / design techniques and chemical applications.	**Mock Board Practical Exam Rubric**	**70% of the students will score 75% or higher**		
Technology Utilization	11.Students will demonstrate advanced skills in nail care and manicuring techniques and procedures.	**Mock Board Practical Exam Rubric**	**70% of the students will score 75% or higher**		
Technology Utilization	12.Students will demonstrate advanced skin care techniques and procedures.	**Mock Board Practical Exam Rubric**	**70% of the students will score 75% or higher**		
Analytical & Critical Thinking	13.Students will apply an advanced understanding of theory concepts to practical application in a clinical setting.	**Mock Board Written Exam Rubric**	**70% of the students will score 75% or higher**		
Communication	6.Students will demonstrate an advanced ability to communicate effectively in a salon environment.	**Research Assignment**	**70% of the students will score 75% or higher**		
Cultural Awareness	6.Students will apply advanced interaction skills with diverse groups of people in the salon environment.	**Client Survey** **Instructor Survey**	**70% of the students will score 75% or higher**		

Appendix G

Cosmetology Student Handbook

Cosmetology Department

Student Handbook

Fall 2023

Code of Ethics	1. This school observes all the rules and regulations issued by the Arkansas Department of Health, Cosmetology Section, and the policies and procedures of Phillips Community College of the University of Arkansas. 2. This school has, as its principal objective, the training of qualified cosmetologists to render professional services to patrons. 3. This school strives continuously to improve its operation in order to keep abreast with the ever-changing developments and techniques in cosmetology. 4. This school encourages instructors to keep abreast of the latest teaching methods in Cosmetology including books, videos, and attending professional development workshops and/or advanced courses. 5. This school takes part in educational conferences and regional meetings in order to advance the cosmetology profession for the instructors and students. 6. This school makes use of acceptable and up-to-date teaching techniques including an online cosmetology learning software, textbooks, workshops, videos, and other trainings related to cosmetology in order to provide a quality curriculum for the students. 7. This school strives to purchase and use only high-grade standard equipment and professional grade cosmetology supplies to be used for instruction of students and services rendered to clients. 8. This school advertises truthfully and makes honest representation to the college, students, and the community it serves. 9. This school promotes honest and fair relationships with staff, students, patrons, Arkansas State Board, and other cosmetology schools. 10. This school strives to prepare students for the Arkansas Cosmetology Licensure Exam in order to succeed in the cosmetology industry.

Cosmetology Rules and Regulations	Per the Arkansas Department of Health, Cosmetology Section, the following rules apply and must be followed: A student must earn 1,500 clock hours to be eligible to take the cosmetology licensure exam. Within the 1,500 hours, a student is required to attend a minimum of 180 clock hours for theoretical instruction. A student must earn a minimum of 150 clock hours in pre-clinic before they are allowed to move onto the salon floor to start practical application and clinical experience with clients. Semester clock hours will be earned within the total academic credit hours enrolled each semester at Phillips Community College of the University of Arkansas (PCCUA). Upon admission to the program, a student will apply for a State Cosmetology permit. This will be handled by the Director of Cosmetology. The cosmetology instructors are responsible for all students attending the cosmetology program. When a student is on campus and clocked in for the day, the instructors are required to account for each student at all times. Students are not allowed to leave campus unless they have notified an instructor and clocked out. Therefore, students must follow the Clocking Policy as outline below. Failure to follow this procedure will result in a one-day suspension of the program. If a student does not follow these procedures, a student disciplinary form will be submitted to the Dean of the Cosmetology Department, Vice Chancellor of Instruction, and the Vice Chancellor for Student Services and appropriate action will be taken. All rules, regulations, and guidelines are subject to change at the Instructor's discretion.
Clocking Policy	Students will clock in and out each day using the Finger Scan (Easy Clocking) and the Daily Sign In/Out Sheets to document daily clock hours and student attendance. To receive credit for hours earned, each student will be responsible for the clock in and out procedures. No other student is allowed to sign in and out for another student. It is mandatory to scan and sign in and out for lunch (30 minutes) each day even if you stay on campus or leave campus for lunch. When a student leaves campus for any reason, they are required to scan and sign in and out before leaving and when they return. Failure to do so will result in the student not being able to return that day and/or receive a one-day suspension. Students will not be allowed to clock in and out during the day except for the lunch break. Exceptions will be granted based on individual requests. If a student clocks out and leaves campus without permission, they will not be allowed to return that day.
Student Uniforms	Students are required to wear black scrubs (top and bottom) and closed toe tennis shoes (no crocs or sandals). If needed a black lab jacket (no hoodies) is allowed; no other coats, sweatshirts, or jackets including hoodies will be allowed. Uniforms are required to be worn daily. No exceptions. If a student comes without required uniform (scrubs, jacket, and shoes), they will be sent home and will not earn clock hours for that day. Students should maintain a professional appearance at all times, which includes personal hygiene and clean uniforms. If needed, the college provides a student laundry facility in the bottom floor of the gym.

Instructor Availability	Student success both academically and professional is very important to the cosmetology program. Instructors are available during the day and as needed before and after each school day. If a student has any questions/concerns or would like to discuss future career opportunities, they can schedule a meeting with an instructor to discuss options or resolve the situation.
Attendance Policy	Student records are maintained to document total student hours earned which includes student attendance, tardiness, and hours remaining to complete the program. The Director of Cosmetology will verify hours earned and will submit monthly hours earned to the Arkansas Department of Health, Cosmetology Section. Each month, students will receive a Student Progress Report to document and verify hours earned, hours possible, hours missed, and hours remaining. This form will be signed and maintained in the student record file. If a student has a question about hours documented, they should schedule a meeting with the Director of Cosmetology to discuss and confirm hours reported. Monthly clock hours earned will be reported and certified with the Arkansas Department of Health Cosmetology Section. Students are required to attend the last week of school each semester. This week allows students to receive clock hours and additional time to practice skills learned during the semester. Failure to attend will result in a "0" test grade in all three courses for each day absent during the week, and students will not earn clock hours for the days absent. A student's attendance will directly affect their grade in each course. Roll will be taken at the beginning of each day. Arriving on time, attending class, participating in the salon lab including client services is an important part of successfully completing this course. Class attendance and punctuality are necessary and expected of all students. (See Course Syllabus – Class Attendance Policy). Exceptions to this attendance rule may be made based on individual circumstances and the instructor's assessment of the student's ability to finish course requirements. The final decision concerning absences is left to the instructor's discretion. A student's attendance will affect their grade in this course. If you are unable to adhere to this attendance policy, you should withdraw from this class or you will receive a grade of "F" at the end of the semester. It is the student's responsibility to withdraw from the course. Upon graduation or withdrawal from the cosmetology program, any items left at the college over 30 days will become property of the cosmetology department.
Excessive Absences	Students are allowed to miss 40 clock hours per semester. (See Course Syllabus – Class Attendance Policy) Excessive absences will result in an EW form being submitted and the student will be dropped from the program. It is the student's responsibility to withdraw from the program by going to the Office of Admissions at PCCUA.
Theory Class	Class starts at 8:00 am and roll call will be at 8:15 am in classroom T&I 129. If you miss roll call, you will not be allowed to come into the theory class therefore you will not earn your two (2) hours of theory for that day. Late students will not be allowed to stay in the salon lab and will not be allowed to clock in until 10:00 am. The Salon Lab doors will be locked while students are in Theory Class and will open at 10:00 am.

Grades and Clock Hours	Grades will be posted in Blackboard after each quiz, test, or assignment so students should check course grade regularly. All assignments including Pivot Point, Online Practice Tests, projects, portfolio, and Blackboard assignments are not optional and will affect your course grade. Failure to submit an assignment will result in a "0" grade for that assignment. It is the student's responsibility to check grades and make sure they are posted correctly. Monthly clock hours including time missed and clock hours remaining will be given to students each month on the Cosmetology Student Progress Report. Students will sign the report and it will be placed in the students file. Based on this report, clock hours are submitted each month to the Arkansas Department of Health Cosmetology Section. If a student has a question about total clock hours, days missed, or hours remaining, the student should ask the Cosmetology Director before signing the report. It is the student's responsibility to check grades and verify clock hours. If there is a question, the student should make an appointment with the Cosmetology Director to discuss and resolve the issue.
Lunch and Breaks	Students are allowed a 10-minute break in the morning and in the afternoon. A 30-minute break is allowed for lunch between 11:30 am and 1:30 pm. Students must scan and sign in and out for lunch. It is the student's responsibility to notify an instructor and the receptionist that they are leaving campus for lunch. Students are required to check the appointment book before leaving for lunch. Breaks can be taken in the student breakroom or on the tables/bench in the designated areas in the front or back of the cosmetology area. Students are not allowed to sit in their car during their 10-minute break. The 30-minute lunch break includes going to pick up lunch and time spent eating. A refrigerator and microwave are provided for students to bring their lunch. If a student leaves campus for lunch and is gone longer than the 30-minute lunch period, they will not be allowed to return to campus for that day. **Per the Arkansas Department of Health, Cosmetology Section, all drinks and food must be confined to the student breakroom. No exceptions!**
Cell Phones	Cell phone are not allowed in the Salon Lab unless authorized by an instructor for educational purposes. Students should turn their cell phone on silent and place it in the student station or personal bag. Any personal calls should be taken in the breakroom or outside the cosmetology area and an instructor must be notified before using. Students are not allowed to use a cell phone in front of a client or other students. Personnel calls should be limited to 5 minutes. If there is an emergency situation and additional time and call are needed, notify an instructor to discuss your circumstances. If a student does not follow professional cell phone conduct, a student disciplinary form will be completed by the instructor and submitted to the Dean of the Cosmetology Department, Vice Chancellor of Instruction, and the Vice Chancellor for Student Services and appropriate action will be taken which will also result in the student's cell phone being placed in designated area for cell phones.

Electronic Devices	Students will need a reliable computer/laptop. Student computers are provided in the Salon Lab for students that do not have a device off campus. Computer time will be allowed during the day to complete module assignments due that week. Personal laptops must be used in the salon computer lab are and not at the student station on the salon floor. Electronic devices including laptops, personal radios, tablets, mp3 players, and earbuds are not allowed on the salon floor. Students are not allowed to wear earbuds at any time for any reason. If a student does not follow this policy, a Student Disciplinary Form will be submitted. During tests (after logging onto the computer) all phones, smart watches, and other electronic devices must be put away and can not be worn during the test. Students caught wearing a smart watch or using an electronic device during the test, will receive a "0" test grade.
Student Kit and Student Station	Students receive a complete cosmetology student kit at the beginning of the program. Students are responsible for their own equipment. Any equipment lost, stolen, or broken, must be replaced by the student. It is not recommended for students to loan or borrow from another student. It is the student's responsibility to purchase a lock (college provides a chain) for their station and keep it locked at all times. Per the Arkansas Department of Health, Cosmetology Section, the student kit including all contents must remain at the student's station during the semester and should not be removed from campus. Students are required to clean and sanitize their student station at all times between clients and at the end of each day in order to ensure safety and a professional environment. This includes mirror, walls, and floor. PCCUA assumes no responsibility for a student's personal equipment and property which includes the student cosmetology kit and any personal items.

Salon Floor Policies and Procedures	• Students must maintain a professional code of ethics at all times. Offensive language, controversial topics, or gossip will not be tolerated. Talking about other students, instructors, or clients is unprofessional and does not follow the professional guidelines adopted by the Cosmetology program. • Daily duties will be assigned to students and rotated throughout the semester. Per State Board, student stations and the entire cosmetology area are required to meet sanitization and health department standards. Keeping a clean salon environment will promote a professional cosmetology department. • Students are not allowed to refuse services for a client or refuse to perform assigned duties in the Salon Lab. Any student refusing to perform services or assigned duties will result in the student being sent home for the day or suspended for one day. • Per State regulation, shampoo bowls and surrounding areas must be sanitized after each client. • Per State regulation, all hair must be placed in a closed receptacle immediately after each service is performed. • During cosmetology clocking hours, only students, instructors, and clients are allowed in the salon area. All visitors must remain in lobby area. • All services performed on students and clients must be approved by an instructor and only professional products can be used. In order to use products not provided by the college, a consent form must be signed by the client and approved by an instructor before services are allowed. • Students should stay with their client at all times and should assist clients as needed. Do not take a break or lunch while performing a service on a client. This is very unprofessional. • Tips are not required and should not be expected. All clients should be treated with courtesy and respect at all times. • Students receiving personal services will be charged a minimum fee of $5.00 that must be paid before services are rendered. All personal services must be approved by an instructor. Students are allowed one personal service per week. • Students are to use the restrooms in the Cosmetology area only. Students are not allowed down the hall or outside the building unless an instructor is notified. • The cosmetology equipment provided by the college should be treated with respect and handled appropriately. Abuse and mishandling of equipment will not be tolerated. Stealing from the College or taking items that do not belong to the student will result in immediate dismal from the program.

Dispensary Guidelines	When students are assigned to the dispensary, they are responsible for the following:
	
	• Prepare supplies for students to perform services (cotton, perm wave, rods, manicure/pedicure setup, etc.). Complete Dispensary Sheet with student's name, products used, and when supplies are returned.
	Supplies can be expensive therefore students should be careful about the amount used for services. Help control waste by only using amount needed.
	• Inventory and document all equipment and products that are used by students. Complete Dispensary Sheet with student's name, products used, and when supplies are returned.
	• Keep Dispensary clean and in order at all times.
	• Keep the shampoo, conditioner, and disinfectant bottles filled at all times.
	• Maintain Laundry: wash, dry, and put away towels.
	• Maintain a list of supplies that need to be ordered for the Dispensary; Notify instructor of list.
	• Maintain a professional attitude and conversation at all times.
	• Alternate lunch break with student assigned to the Receptionist Desk; times for each student will be confirmed with instructor on that day.
	• Address any questions with an instructor, not another student.
	
	Students using supplies and equipment from the Dispensary are responsible for the following:
	    • Clean their own supplies and equipment: Wash all brushes, combs, bowls, rollers, perm rods, manicure and pedicure equipment.
	    • Return cleaned items to the Dispensary person, who will check the items in and put them away.
	    • Do not leave personal items in the Dispensary. After each client, students are to clean all personal items and take them back to their station.
	
	Note:
	    • No one is allowed in the Dispensary except the student assigned for that day.
	    • No personal cosmetology services will be received while on Dispensary duty.

Receptionist Guidelines	Per the Receptionist Schedule (prepared by instructor), a student will be assigned two days a week to train as a receptionist. While at the receptionist desk, a student is responsibility for the following: • Book appointments: answer the phone, make appointments, and take messages. Other students are not allowed to decline services to a client or move a client to another student that has been assigned to them. • Obtain client information: name, number, and service(s) requested. • Maintain a professional attitude and conversation at all times. • Keep appointment book neat and in order at all times. • Complete a Service Ticket for each client. • Maintain desk area and waiting room. This means clean and sanitize the area. • Receive no personal cosmetology services while on Receptionist duty. • Alternate lunch break with the student assigned to the Dispensary; times for each student will be confirmed with an instructor on that day. • Address any questions with an instructor, not another student.

Appendix H

Course Syllabi

PHILLIPS COMMUNITY COLLEGE DEWITT | HELENA-WEST HELENA | STUTTGART		**Cosmetology – Level I** **COSM 104, 105, and 106 – H1** **Spring 2024**	
Class Time:	MTWTh – 8:00 - 4:30	**Instructors:**	Karen Jones Kattie Alexander
Location:	T & I Building, Room 128	**Office:**	T & I Building, Room 128
Credit Hours:	15 credit hours per semester	**Phone:**	870-338-6474, ext. 1215; cell- 870-995-4326 870-338-6474, ext. 1353; cell- 870-519-9411
PCCUA Homepage:	www.pccua.edu	**Email:**	kjones@pccua.edu kalexander@pccua.edu
DIGITAL TEXTBOOKS:	1. Pivot Point Fundamentals 101 Life Skills ISBN 978-940593-40-1 2. Pivot Point Fundamentals 102 Science ISBN 978-940593-41-8 3. Pivot Point Fundamentals 103 Business ISBN 978-940593-42-5 4. Pivot Point Fundamentals 104 Client/Centered Design ISBN 978-940593- 43-2 5. Pivot Point Fundamentals 105 Sculpture/Cut ISBN 978-940593-44-9 6. Pivot Point Fundamentals 107 Hair Design ISBN 978-940593-45-6 7. Pivot Point Fundamentals 108 Long Hair ISBN 978-940593-46-3 8. Pivot Point Fundamentals 109 Wigs & Hair Additions ISBN 978-940593-47-0 9. Pivot Point Fundamentals 110 Color ISBN 978-940593-48-7 10. Pivot Point Fundamentals 111 Perm & Relax ISBN 978-940593-49-4 11. Pivot Point Fundamentals 112 Skin IN 978-940593-50-0 12. Pivot Point Fundamentals 113 Nails ISBN 978-940593-51-7		
CLASS SUPPLIES:	Digital Access Code (provide by instructor) Cosmetology Student Kit (provided by instructor) Two Notebooks: 3 Ring Binders with paper Lock for Student Station (college will provide chain)		

STUDENTS FOR WHOM THIS COURSE IS INTENDED:

The Cosmetology Program – Level I is designed for students to learn basic cosmetology skills and concepts as outlined within the three courses (COSM 104, COSM 105, and COSM 106) for a total of 15 credit hours. Per the Arkansas Department of Health, Cosmetology Section, students are required to earn 1,500 clock hours to be eligible to take the state cosmetology exam. The courses within Level I, allow students to earn clock hours each day while also practicing skills and techniques learned within the curriculum.

PCCUA COURSE AND CATALOG DESCRIPTIONS: LEVEL I COSMEOTLGY COURSES
PREREQUISITE: None

COSM 105   Cosmetology Science and Theory I   (5-hour credit)

This course includes a basic study of hairstyling, manicuring, and aesthetics.   Curriculum includes topics such as the basic principles and techniques of the hair and scalp including hair care, design, and chemical processes; manicures, pedicures, and massages including proper safety procedures related to skin care, nail care, and facial treatments; the proper use of salon equipment and tools; the study of human anatomy, bacteriology, physiology, and cells emphasizing math and science with chemistry and electricity as it relates to cosmetology; laws, rules, and regulations related to the cosmetology industry; and maintaining a healthy body and mind including various levels of hygiene, sanitation, and infection control procedures. Integrated into this course are concepts of learning professional ethics and salon operations including salesmanship, business management, effective written and oral communication to establish good customer service, and overall salon deportment.

COSM 104   Cosmetology Practical Applications I (4-hour credit)

This course allows students hands on experience with hairstyling, manicuring, and aesthetics to combine the basic theoretical concepts with practical applications using mannequins and lab demonstrations. Students receive instruction and supervised experience to enhance learning opportunities and reinforce cosmetology skills. Students demonstrate learning by the completion of required practical and clinical activities.

COSM 106   Cosmetology Clinical Experience I   (6-hour credit)

This course is designed for students to gain experience integrating basic cosmetology skills into a salon environment. Students perform basic techniques and demonstrate cosmetology skills with hairstyling, manicuring, and aesthetics using students and outside patrons. Under supervision of a licensed instructor, the clinic is operated as an actual beauty salon business.

COSMETOLOGY LEVEL I COURSES EXPECTED STUDENT LEARNING OUTCOMES Upon completion of each course, students will be able to:	
COSM 104 Practical Applications I	• Students will understand and apply the basic knowledge of the properties of hair and scalp, and nails. • Students will demonstrate the basic principles of hair care and design. • Students will demonstrate basic chemical texturizing of the hair.
COSM 105 Science and Theory	• Students will learn basic concepts of maintaining a healthy body and mind. • Students will learn basic communication skills. • Students will demonstrate basic proper human relationship skills in a salon environment. • Students will demonstrate basic infection control procedures. • Students will learn basic first aid.
COSM 106 Clinical Experience I	• Students will understand and apply basic knowledge of the properties of hair and scalp, and nails. • Students will demonstrate basic principles of hair care and design. Students will demonstrate basic chemical texturizing of the hair

CLASSROOM POLICIES: ***A Student Discipline form will be submitted **

1. Punctuality – be on time and be prepared for class. Roll Call will be taken at the beginning of class.
2. Please respect the instructor and peers: no talking, disruptive behavior, or leaving the classroom before dismissed.
3. No food or drinks in the classroom.
4. Cell phones are not allowed in the classroom or on the salon floor. Please refer to the Cosmetology Student Handbook for the cell phone policy.
5. No text messaging, Facebook, online chats, or listening to music during class.
6. Please remove earbuds, headphones and any Bluetooth devices during class.

GRADING POLICY:		Grading Scale	
Pivot Point Modules, Quizzes, and Daily Activity Sheets	**40%**	**90-100**	**A**
Mock State Board Written and Practical Examination, Project, Portfolio, and Chapter Test	**60%**	**80-89**	**B**
		70-79	**C**
		60-69	**D**
		Below 60	**F**

SUPPORT FOR LEARNING

Students will be assessed weekly by taking chapter quizzes, tests, and performing hands-on demonstrations. Students will be assessed for learning outcomes by the fourth week of classes. In these courses' students have several options to assist with learning course materials as noted with early assessment and intervention.

EARLY ASSESSMENT OF LEARNING AND INTERVENTION BASED ON OUTCOME

All assignments are given by the instructor based on classroom instruction, lab demonstrations, and course skills/techniques. If additional assignments or demonstrations are needed to ensure student success and learning, then instructor will provide additional reviews and demonstrations.

STUDENT SUPPORT SERVICES

Phillips Community College of the University of Arkansas wants students to be successful and offers a range of services. The Student Support Services (TRIO) program is designed to motivate and support students in their academic endeavors. If you need help with study skills, time management, or a tutor, you can contact the Student Support Services Office on your campus (Helena – Room C302).

ADA POLICY

Dr. Kimberley Johnson is the Vice Chancellor for Student Services and serves as the ADA Compliance Officer. As an open enrollment college, PCCUA strives to meet the needs of students with self-disclosed disabilities who wish to advance their education. A student with a disability must meet with the campus Disabilities Coordinator to obtain reasonable accommodations. Students who have met with the Coordinator are more likely to experience success in a positive learning environment. If you have a disability, please contact the Student Disabilities Coordinator for

your campus. Helena-Deborah Gentry (870) 338-6474, ext. 1214. The process of student referral under the Americans with Disabilities Act can be found in the PCCUA Student Handbook or on the College web site: www.pccua.edu/disability-services.

COURSE EVALUATION AND ASSESSMENT

The Cosmetology Level I courses (COSM 104, COSM 105, and COSM 106) have multiple methods for evaluation and assessment which are aligned with the college and division core competencies. Student Learning Outcomes (SLO) are used to assess student learning and is the measurement used for modifications and updates to curriculum and course activities including the Salon Lab environment. SLO's are integrated throughout the curriculum to ensure student learning and reinforcement of concepts.

Course Assignments and Assessments
All assignments and assessments will be given by the Instructors including due dates for completion. Assignments may include but are not limited to the following: written assignments, presentations, projects, portfolio, computer assignments, front desk receptionist, dispensary, and hands-on demonstrations on mannequins and clients. Assignments are given to help students practice cosmetology concepts and techniques that prepare students for the salon environment and for the state licensure exam.
*** Assignments not completed or submitted will result in a zero ***

Methods of Instruction
- 150 Clock Hours of Pre-Clinic that includes hands-on practice; hours must be earned before moving onto the Salon floor
- Discussions
- Demonstrations
- Pivot Point Learning Modules
- Video Tutorials: Hair, Skin, and Nails
- Written and Computer Assignments

Methods of Evaluations
- Chapter Quizzes
- Chapter Tests
- Presentation/Project
- Portfolio
- Mock State Board with timed written and practical demonstrations as per the Arkansas Department of Health, Cosmetology Section licensure exam

Daily Work and Homework
Students are required to complete a **Daily Activity Sheet** to document work performed during each day. This includes worked performed on clients, cosmetology students, mannequins, and other tasks as outlined on the sheet. Additional duties may be assigned by an instructor and points will be given according to work performed. The Daily Activity Sheet must be signed by an instructor at the end of each day to verify worked completed. Students earn points each day that are compiled for a weekly total of points. These points will affect a student's overall grade.

Participation in the Cosmetology Program

Participation and attendance are very important. Students should be on time each day and be prepared with assignments along with tools and equipment to perform cosmetology services. Students are required to attend theory class each day and to complete specific tasks in the Salon Lab as outlined on the course schedule. Clients will be assigned to students based on the skills and techniques of the student as well as their ability to perform services requested. When a student does not have a client scheduled, they should work on other tasks as outlined on the Daily Activity Sheet and the course schedule. This includes, but is not limited to, work performed on mannequins and other students, time spent at the front desk or in the dispensary and other duties listed on the Activity Sheet. For a student to earn the required weekly points on the Points Sheet and earn the clock hours, students must stay busy each day. Every part of a student's day is to prepare them for the salon environment while also preparing them for the state licensure exam. Points will be deducted from either the Daily Activity Sheet or a decrease in clock hours if a student wastes time sitting in their chair or not completing tasks as assigned. The instructor reserves the right to revise, change, or add assignments as needed during the semester.

Missed or Late Assignments and Exams

Students will receive a grade reduction for late assignments or exams – 10 points for each week that the assignment or exams is late. Quizzes must be made up on the student's time and not during the class time, and during a time that is convenient for the instructor. Before a student is allowed to make up any work missed, they must discuss their individual situation with the instructor. The instructor reserves the right to allow make-up work and will give permission based on each student's situation. It is the student's responsibility to contact the instructor about assignments they missed and arrange a time to make up the work. **All make-up assignments and exams must be completed within one week of due date.**

INSTRUCTIONAL GOALS, OBJECTIVES, & MEASURES

The Level I courses (COSM 104, COSM 105, and COSM 106) are designed to prepare students for the Arkansas Department of Health, Cosmetology Section licensing examination. Upon completion of these course, students will understand basic cosmetology concepts and be able to perform basic cosmetology skills and techniques as outlined within each course in Level I. Students will demonstrate learning by completion of required practical and clinical activities during the semester. At the end of the semester, students will take a Mock Board exam to perform written and practical techniques as required by the Arkansas Department of Health, Cosmetology Section.

PCCUA Core Competencies

The following five core competencies (STACC) are incorporated within the context of the subject being taught. The competencies address skills the College has committed to developing in all students.

1. **Social and Civic Responsibility:** Demonstrate adherence to legal/ethical standards established by society.
2. **Technology Utilization:** Use tools of the trade to achieve a specific outcome.
3. **Analytical & Critical Thinking:** Display reasoning including analyzing data, evaluating alternatives, setting priorities, and predicting outcomes.
4. **Communication:** Engage in the interactive process through which there is an exchange of verbal and/or nonverbal information.
5. **Cultural Awareness:** Commitments to diversity, equity and inclusion within the context of cultural engagement and understanding

COSM 105: Cosmetology Science and Theory I

PCCUA Core Competency	Student Learning Outcome	Assessment Method/Measurement	Assessment Criteria
Analytical & Critical Thinking	Students will demonstrate ability to identify, analyze, and remediate problems critical to their chosen profession.	**Written Tests**	**70% of the students will score 79% or higher**
Communication Skills	Students will learn basic communication skills.	**Written Tests**	**70% of the students will score 79% or higher**
Social and Civic Responsibility	Students will demonstrate basic proper human relationship skills in a salon environment.	**Written Tests**	**70% of the students will score 79% or higher**

COSM 104 Cosmetology Practical Applications I

PCCUA Core Competency	Student Learning Outcome	Assessment Method/Measurement	Assessment Criteria
Social and Civic Responsibility	Students will understand and apply the basic knowledge of the properties of hair, scalp, and nails.	**Written Test**	**70% of the students will score 79% or higher**
Technical Utilization	Students will demonstrate the basic principles of hair care and design.	**Lab Rubric Written Tests**	**70% of the students will score 79% or higher**

COSM 106: Cosmetology Clinical Experience I

PCCUA Core Competency	Student Learning Outcome	Assessment Method/Measurement	Assessment Criteria
Social and Civic Responsibility	Students will understand and apply the basic knowledge of the properties of hair, scalp.	**Written Test**	**70% of the students will score 79% or higher**
Technical Utilization	Students will demonstrate the basic principles of hair care and design.	**Lab Rubric Written Tests**	**70% of the students will score 79% or higher**

CLASS ATTENDANCE POLICY:
This attendance policy is in effect for all courses taught in the Cosmetology Program by Karen Jones and Kattie Alexander. Please read the following information carefully. High value is placed on punctuality, class attendance, and the importance of a student's attendance and being prepared for each course in the cosmetology program. If a student must be absent and knows ahead of time, it is the student's responsibility to inform the instructor so arrangements can be made for course assignments and the schedule of clients. Excessive absences will result in loss of credit for the course concerned or being dropped (EW) from the program. For more detailed information about all academic polices, refer to the PCCUA Student Handbook.

Absences: Students are allowed to miss 40 clock hours per semester.

- Accountability of students is required at all times by instructors per the Arkansas Department of Health, Cosmetology Section. Once a student clocks in it is the responsibility of the instructor to be accountable for all students at all times. Students are not allowed to leave campus unless they have notified an instructor and clocked out. Failure to follow this procedure will result in a one-day suspension of the program.
- A total of 30 minutes is allowed for lunch to be taken between 10:30 am and 2:30 pm. This includes leaving to pick up lunch and time to eat.   It is the student's responsibility to notify an instructor when clocking out for lunch. If a student takes longer than a 30-minute lunch, they will not be allowed to return for the remainder of that day.
- Students leaving for **any reason** during school hours must have permission from the instructor and must inform the person at the reception desk. If students leave for any reason, they must clock out and sign out. Failure to do so will result in the student not being able to return that day and/or receive a one-day suspension.
- Students will not be allowed to clock in and out during the day except for the lunch break. Exceptions will be granted based on individual requests. If a student clocks out and leaves campus without permission, they will not be allowed to return that day.
- Last <u>WEEK</u> of each semester is mandatory; Failure to attend will result in a "0" test grade in all three courses for each day absent during the week and students will not earn clock hours for the days absent.
- Attendance is very important to the learning and success of a student. When a student is absent, they do not earn clock hours which extends the length of time required to complete the total 1,500 clock hours that is required to take the state cosmetology licensure exam.

Attendance and punctuality are required and expected of all students. Exceptions to this attendance rule may be made based on individual circumstances and the instructor's assessment of the student's ability to finish the semester. The final decision concerning absences is left to the instructor's discretion. A student's attendance will affect their grade and the number of clock hours they can earn during a semester. If you are unable to adhere to this attendance policy, you should withdraw from cosmetology program or you will receive a grade of "F" at the end of the semester. It is the student's responsibility to withdraw from the course.

INSTRUCTOR AVAILABILITY
Please contact an instructor as soon as possible about any problems with the cosmetology curriculum or lab environment. Instructors are available before and after each day to discuss any concerns, or students can make an appointment to meet at another time. Instructors can only help if they are aware of the problem. Please contact them as soon as a question or problem arises. They will be glad to help in resolving any situation.

STUDENT'S RESPONSIBILITY
It is the student's responsibility to attend the cosmetology program Monday – Thursday (8:00 am – 4:30 pm) and be prepared for both theory class and the salon lab with demonstrations and clients. If the student misses a class or classes, it is the student's responsibility to contact the Instructor immediately. If no contact is made with the Instructor - the student may receive an "EW" for excessive absences.

Per the instructor's approval, all makeup assignments MUST be completed
within one week of due date. NO EXCEPTIONS!

Academic Honesty Policy:
Cheating Policy
Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:
1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.

Administrative Procedure Number: 404.05
Cheating in any form (including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and assisting others in any such act) is forbidden. An instructor who has proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of "F" for the course and suspending the student from class. A description of the incident and the action taken will be reported through the dean to the Vice Chancellor for Instruction and placed in the student's file in the Office of Admissions and Records. The student may appeal either the finding of cheating or the penalty, or both, as described in Administrative Procedure No. 404.06, Academic Appeal Procedure.

Cheating in this class: __Cheating will not be tolerated__. If you are cheating on one occasion, you will receive an "F" for the whole project's work (not limited to that one assignment). If found cheating on a second occasion, you will receive an "F" for this class. A discipline form will be filled out and submitted to the Registrar.
For detailed information on this policy, refer to the PCCUA Student Handbook.

DISCIPLINE POLICY
A new discipline policy has been adopted by PCCUA. A copy of this policy can be found in the PCCUA Student Handbook as well as on the College website. Be sure to read this policy carefully. If you have any questions, please be sure to let an instructor know, because this policy will be followed for this class.

CHILDREN IN THE CLASSROOM
As per the PCCUA Student Handbook, a student may not have unauthorized persons (children or adults) on campus. Children are permitted on campus for youth activities. However, children are not permitted to attend college classes unless specifically invited by an instructor for instructional purposes. Please see an instructor for any specific questions concerning this matter.

CAMPUS SUPPORT SERVICES
Phillips Community College of the University of Arkansas provides student support services that assist students in achieving their educational objective. Those services include advising, financial aid, counseling and guidance, and safety and security.

FERPA POLICY
Phillips Community College of the University of Arkansas complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all of his/her records that meet the definition of educational records. No third party has the right to review student records without the student's permission, with very limited exceptions. For more information contact the Registrar's Office.

INSURANCE

Phillips Community College of the University of Arkansas does not provide insurance for its students. The College does encourage each student to secure his/her own insurance, and for that reason, and for that reason, the college has contacted an insurance agency to assist any student with individual student insurance coverage. Forms for this insurance are available in the Registrar's Office.

ACTS – Arkansas Course Transfer System

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas Public Colleges and Universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admission and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer.
https://www.adhe.edu/students-parents/colleges-universites/transfer-info.-for-students/

The syllabus, policies, guidelines, and course calendar are subject to change at the Instructor's discretion.

COLLEGE DELAY OR CLOSURE

Weather, natural disasters, health, or emergencies may require PCCUA administrators and staff to delay or close individual campuses or the college. We monitor weather, health, and other emergency situations carefully. In the event that there is a College closure, communications regarding the situation will be shared through the Emergency Alert System (sign up for the Alert in the My RidgeNet Portal), the college website, college email, and when available, on the local radio and TV stations. Be sure to check all modes of communication to confirm school closure for your campus.

PCCUA has three campuses (Helena, Stuttgart, and DeWitt). If one campus is closed this does not mean that all three campuses are closed. Be sure to check all modes of communication listed above to confirm school closure for your campus.

If the K-12 district makes the decision to close school due to weather or other emergency situations, this does not mean the college will close. Depending on road conditions or the emergency situation, PCCUA may remain open and continue classes as scheduled. Be sure to check all modes of communication listed above to confirm school closure for your campus.

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Students who currently have a class delivered through synchronous interactive video courses will be able to join those conferences from home by accessing a Zoom user link provided by the instructor.

Course Outline Schedule

All students with 150 or more hours are required to complete a weekly task as outlined in the schedule below. These tasks can be performed on a mannequin or client and must be approved by an instructor before points are earned on the Daily Activity Sheet.

Pivot Point Modules must be completed within the week assigned. As time permits in a student's daily schedule, student computers are available in the Salon Lab. Points can be earned for time spent completing assignments.

Each Learning Module will have a weekly Quiz and Test in Blackboard.
A Student Portfolio will be submitted at the end of the semester.

Week of	COSM 105 Science and Theory	COSM 104 Practical Application	COSM 106 Clinical Experience I
1/8	Module 101: Life Skills	Pre-Clinic	Pre-Clinic
1/15	**MARTIN LUTHER KING HOLIDAY**		
1/16	Modules 102.1 thru 102.3: Microbiology, Infection Control, & First Aid	Pre-Clinic	Pre-Clinic
1/22	Modules 102.4 thru 102.8 Building Blocks of the Human Body	Pre-Clinic	Pre-Clinic
1/29	Modules 102.9 thru 102.10: Electricity	Pre-Clinic	Pre-Clinic
2/5	Modules 102.11 thru 102.19 Matter, Hair Care, and Hair Theory	Pre-Clinic	Pre-Clinic
2/12	Modules 103.1 thru 103.10 Business	Blow Dry and Thermal Curling	Wet Styling
2/19	Module 104 Client/Centered Design	Manicure	Cosmetic Therapy
2/26	Module 105: Sculpture/Cut	Practical Exam	Practical Exam
3/5	**MID-TERM GRADE DUE CHAPTER TEST ADVERAGE**		
3/11	Module 107: Hair Design Modules 108 thru 109: Long Hair and Wigs	Permanent Waving/ Divide into 6 Sections	Pedicure
3/18	**SPRING BREAK**		
3/25	Module 110: Hair Color	Color/Divide into 6 Sections	Foil/Divide into 6 Sections
4/1	Module 111: Perm & Relax	Virgin Chemical Relaxing/Divide into 6 Sections	Retouch Chemical Relaxing/Divide into 6 Sections
4/8	Module 112: Skin	Facial	Make-up Application
4/15	Module 113: Nails	Pedicure	Manicure
4/22	Review all Modules	Choose Your Own	Choose Your Own
4/29	Final Exam: Comprehensive All Modules **Last Day of the Semester: 5/2**		
5/6	Grades Due		
5/10	**Graduation**		

![U of A Phillips Community College logo — DeWitt / Helena-West Helena / Stuttgart]	**Cosmetology – Level II** **COSM 204, 205, and 206 – H1** **SPRING 2024**

Class Time:	MTWTh – 8:00 - 4:30	**Instructor:**	Karen Jones Kattie Alexander
Location:	T & I Building, Room 128	**Office:**	T & I Building, Room 128
Credit Hours:	15 credit hours per semester	**Phone:**	870-338-6474, ext. 1215; cell- 870-995-4326 870-338-6474, ext. 1353; cell- 870-519-9411
PCCUA Homepage:	www.pccua.edu	**Email:**	kjones@pccua.edu kalexander@pccua.edu

DIGITAL TEXTBOOKS:	13. Pivot Point Fundamentals 101 Life Skills ISBN 978-940593-40-1 14. Pivot Point Fundamentals 102 Science ISBN 978-940593-41-8 15. Pivot Point Fundamentals 103 Business ISBN 978-940593-42-5 16. Pivot Point Fundamentals 104 Client/Centered Design ISBN 978-940593- 43-2 17. Pivot Point Fundamentals 105 Sculpture/Cut ISBN 978-940593-44-9 18. Pivot Point Fundamentals 107 Hair Design ISBN 978-940593-45-6 19. Pivot Point Fundamentals 108 Long Hair ISBN 978-940593-46-3 20. Pivot Point Fundamentals 109 Wigs & Hair Additions ISBN 978-940593-47-0 21. Pivot Point Fundamentals 110 Color ISBN 978-940593-48-7 22. Pivot Point Fundamentals 111 Perm & Relax ISBN 978-940593-49-4 23. Pivot Point Fundamentals 112 Skin IN 978-940593-50-0 24. Pivot Point Fundamentals 113 Nails ISBN 978-940593-51-7
CLASS SUPPLIES:	Digital Access Code (provide by instructor) Cosmetology Student Kit (provided by instructor) Two Notebooks: 3 Ring Binders with paper Lock for Student Station (college will provide chain)

STUDENTS FOR WHOM THIS COURSE IS INTENDED:
The Cosmetology Program – Level II is designed for students to learn intermediate cosmetology skills and concepts as outlined within the three courses (COSM 204, COSM 205, and COSM 206) for a total of 15 credit hours. Per the Arkansas Department of Health, Cosmetology Section, students are required to earn 1,500 clock hours to be eligible to take the state cosmetology exam. The courses within Level II, allow students to earn clock hours each day while also practicing skills and techniques learned within the curriculum.

PCCUA COURSE AND CATALOG DESCRIPTIONS: LEVEL II COSMEOTLOGY COURSES
PREREQUISITE: Reading Score on Accuplacer

COSM 205   Cosmetology Science and Theory II   (5-hour credit)
This course provides a continued study into the intermediate concepts of hairstyling, manicuring, and aesthetics. Curriculum includes topics such as the intermediate principles and techniques of the hair and scalp including hair care, design, and chemical processes; manicures, pedicures, and massages including proper safety procedures related to skin care, nail care, and facial treatments; the proper use of salon equipment and tools; the study of human anatomy, bacteriology, physiology, and cells emphasizing math and science with chemistry and electricity as it relates to cosmetology; laws, rules, and regulations related to the cosmetology industry; and maintaining a healthy body and mind including various levels of hygiene, sanitation, and infection control procedures. Integrated into this course are concepts of learning professional ethics and salon operations including salesmanship, business management, effective written and oral communication to establish good customer service, and overall salon deportment.

COSM 204   Cosmetology Practical Applications II   (4-hour credit)
This course is a continued study into the intermediate skill applications that allow students hands on experience with hairstyling, manicuring, and aesthetics to combine the intermediate theoretical concepts with practical applications using mannequins and lab demonstrations. Students receive instruction and supervised experience to enhance learning opportunities and reinforce cosmetology skills. Students demonstrate learning and continuation by completion of required practical and clinical activities.

COSM 206	Cosmetology Clinical Experience II	(6-hour credit)

This course is designed for students to gain experience integrating intermediate cosmetology skills into a salon environment. Students perform intermediate techniques and demonstrate cosmetology skills with hairstyling, manicuring, and aesthetics using students and outside patrons. Under supervision of a licensed instructor, the clinic is operated as an actual beauty salon business.

COSMETOLOGY LEVEL II COURSES
EXPECTED STUDENT LEARNING OUTCOMES
Upon completion of each course, students will be able to:

COSM 204 Practical Applications II **COSM 205 Science and Theory II** **COSM 206 Clinical Experience II**	• Students will understand and apply intermediate knowledge of the properties of hair and scalp. • Students will demonstrate intermediate principles of hair care and design. • Students will demonstrate intermediate chemical texturizing of the hair. • Students will learn intermediate concepts of maintaining a healthy body and mind. • Students will learn intermediate communication skills. • Students will demonstrate intermediate proper human relationship skills in a salon environment. • Students will demonstrate intermediate infection control procedures. • Students will learn intermediate first aid. • Students will understand and apply intermediate knowledge of the properties of hair and scalp, and nails. • Students will demonstrate intermediate principles of hair care and design. • Students will demonstrate intermediate chemical texturizing of the hair.

CLASSROOM POLICIES: ***A Student Discipline form will be submitted **
1. Punctuality – be on time and be prepared for class. Roll Call will be taken at the beginning of class.
2. Please respect the instructor and peers: no talking, disruptive behavior, or leaving the classroom before dismissed.
3. No food or drinks in the classroom.
4. Cell phones are not allowed in the classroom or on the salon floor. Please refer to the Cosmetology Student Handbook for the cell phone policy.
5. No text messaging, Facebook, online chats, or listening to music during class.
6. Please remove earbuds, headphones and any Bluetooth devices during class.

GRADING POLICY:

		Grading Scale	
Pivot Point Modules, Quizzes, and Daily Activity Sheets	**40%**	**90-100**	**A**
Mock State Board Written and Practical Examination, Project, and Chapter Test	**60%**	**80-89**	**B**
		70-79	**C**
		60-69	**D**
		Below 60	**F**

SUPPORT FOR LEARNING
Students will be assessed weekly by taking chapter quizzes, tests, and performing hands-on demonstrations. Students will be assessed for learning outcomes by the fourth week of classes. In these courses' students have several options to assist with learning course materials as noted with early assessment and intervention.

EARLY ASSESSMENT OF LEARNING AND INTERVENTION BASED ON OUTCOME
All assignments are given by the instructor based on classroom instruction, lab demonstrations, and course skills/techniques. If additional assignments or demonstrations are needed to ensure student success and learning, then instructor will provide additional reviews and demonstrations.

STUDENT SUPPORT SERVICES
Phillips Community College of the University of Arkansas wants students to be successful and offers a range of services. The Student Support Services (TRIO) program is designed to motivate and support students in their academic endeavors. If you need help with study skills, time management, or a tutor, you can contact the Student Support Services Office on your campus (Helena – Room C302).

ADA POLICY
Dr. Kimberley Johnson is the Vice Chancellor for Student Services and serves as the ADA Compliance Officer. As an open enrollment college, PCCUA strives to meet the needs of students with self-disclosed disabilities who wish to advance their education. A student with a disability must meet with the campus Disabilities Coordinator to obtain reasonable accommodations. Students who have met with the Coordinator are more likely to experience success in a positive learning environment. If you have a disability, please contact the Student Disabilities Coordinator for your campus. Helena-Deborah Gentry (870) 338-6474, ext. 1214. The process of student referral under the Americans with Disabilities Act can be found in the PCCUA Student Handbook or on the College web site: www.pccua.edu/disability-services.

COURSE EVALUATION AND ASSESSMENT

The Cosmetology Level II courses (COSM 204, COSM 205, and COSM 206) have multiple methods for evaluation and assessment which are aligned with the college and division core competencies. Student Learning Outcomes (SLO) are used to assess student learning and is the measurement used for modifications and updates to curriculum and course activities including the Salon Lab environment. SLO's are integrated throughout the curriculum to ensure student learning and reinforcement of concepts.

Course Assignments and Assessments
All assignments and assessments will be given by the Instructors including due dates for completion. Assignments may include but are not limited to the following: written assignments, presentations, projects, portfolio, computer assignments, front desk receptionist, dispensary, and hands-on demonstrations on mannequins and clients. Assignments are given to help students practice cosmetology concepts and techniques that prepare students for the salon environment and for the state licensure exam.
*** Assignments not completed or submitted will result in a zero ***

Methods of Instruction
- 150 Clock Hours of Pre-Clinic that includes hands-on practice; hours must be earned before moving onto the Salon floor
- Discussions
- Demonstrations
- Pivot Point Learning Modules
- Video Tutorials: Hair, Skin, and Nails
- Written and Computer Assignments

Methods of Evaluations
- Chapter Quizzes
- Chapter Tests
- Presentation/Project
- Portfolio
- Mock State Board with timed written and practical demonstrations as per the Arkansas Department of Health, Cosmetology Section licensure exam

Daily Work and Homework
Students are required to complete a **Daily Activity Sheet** to document work performed during each day. This includes worked performed on clients, cosmetology students, mannequins, and other tasks as outlined on the sheet. Additional duties may be assigned by an instructor and points will be given according to work performed. The Daily Activity Sheet must be signed by an instructor at the end of each day to verify worked completed. Students earn points each day that are compiled for a weekly total of points. These points will affect a student's overall grade.

Participation in the Cosmetology Program
Participation and attendance are very important. Students should be on time each day and be prepared with assignments along with tools and equipment to perform cosmetology services. Students are required to attend theory class each day and to complete specific tasks in the Salon Lab as outlined on the course schedule. Clients will be assigned to students based on the skills and techniques of the student as well as their ability to perform services requested. When a student does not have a client scheduled, they should work on other tasks as outlined on the Daily Activity Sheet and the course schedule. This includes, but is not limited to, work performed on mannequins and other students, time spent at the front desk or in the dispensary and other duties listed on the Activity Sheet. For a student to earn the required weekly points on the Points Sheet and earn the clock hours, students must stay busy each day. Every part of a student's day is to prepare them for the salon environment while also preparing them for the state licensure exam. Points will be deducted from either the Daily Activity Sheet or a decrease in clock hours if a student wastes time sitting in their chair or not completing tasks as assigned. The instructor reserves the right to revise, change, or add assignments as needed during the semester.

Missed or Late Assignments and Exams
Students will receive a grade reduction for late assignments or exams – 10 points for each week that the assignment or exams is late. Quizzes must be made up on the student's time and not during the class time, and during a time that is convenient for the instructor. Before a student is allowed to make up any work missed, they must discuss their individual situation with the instructor. The instructor reserves the right to allow make-up work and will give permission based on each student's situation. It is the student's responsibility to contact the instructor about assignments they missed and arrange a time to make up the work. **All make-up assignments and exams must be completed within one week of due date.**

INSTRUCTIONAL GOALS, OBJECTIVES, & MEASURES
The Level II courses (COSM 204, COSM 205, and COSM 206) are designed to prepare students for the Arkansas Department of Health, Cosmetology Section licensing examination. Upon completion of these course, students will understand intermediate cosmetology concepts and be able to perform intermediate cosmetology skills and techniques as outlined within each course in Level I.   Students will demonstrate learning by completion of required practical and clinical activities during the semester. At the end of the semester, students will take a Mock Board exam to perform written and practical techniques as required by the Arkansas Department of Health, Cosmetology Section.

PCCUA Core Competencies
The following five core competencies (STACC) are incorporated within the context of the subject being taught.
The competencies address skills the College has committed to developing in all students.
6. **Social and Civic Responsibility:** Demonstrate adherence to legal/ethical standards established by society.
7. **Technology Utilization:** Use tools of the trade to achieve a specific outcome.
8. **Analytical & Critical Thinking:** Display reasoning including analyzing data, evaluating alternatives, setting priorities, and predicting outcomes.
9. **Communication:** Engage in the interactive process through which there is an exchange of verbal and/or nonverbal information.
10. **Cultural Awareness:** Commitments to diversity, equity and inclusion within the context of cultural engagement and understanding.

COSM 204 Cosmetology Practical Applications II			
PCCUA Core Competency	**Student Learning Outcome**	**Assessment Method/Measurement**	**Assessment Criteria**
Social and Civic Responsibility	Students will demonstrate intermediate proper human relationship skills in a salon environment.	**Written Test**	**70% of the students will score 79% or higher**
Technical Utilization	Students will demonstrate the intermediate principles of hair care and design.	**Lab Rubric Written Tests**	**70% of the students will score 79% or higher**

COSM 205: Cosmetology Science and Theory II			
PCCUA Core Competency	**Student Learning Outcome**	**Assessment Method/Measurement**	**Assessment Criteria**
Analytical & Critical Thinking	Students will demonstrate an intermediate ability to identify, analyze, and remediate problems critical to their chosen profession.	**Written Tests**	**70% of the students will score 79% or higher**
Communication Skills	Students will learn intermediate communication skills.	**Written Tests**	**70% of the students will score 79% or higher**
Social and Civic Responsibility	Students will demonstrate intermediate proper human relationship skills in a salon environment.	**Written Tests**	**70% of the students will score 79% or higher**

COSM 206: Cosmetology Clinical Experience II			
PCCUA Core Competency	**Student Learning Outcome**	**Assessment Method/Measurement**	**Assessment Criteria**
Social and Civic Responsibility	Students will understand and apply the intermediate knowledge of the properties of hair, scalp, and nails.	**Written Test**	**70% of the students will score 79% or higher**
Technical Utilization	Students will demonstrate the intermediate principles of hair care and design.	**Lab Rubric Written Tests**	**70% of the students will score 79% or higher**

CLASS ATTENDANCE POLICY:
This attendance policy is in effect for all courses taught in the Cosmetology Program by Karen Jones and Kattie Alexander. Please read the following information carefully. High value is placed on punctuality, class attendance, and the importance of a student's attendance and being prepared for each course in the cosmetology program. If a student must be absent and knows ahead of time, it is the student's responsibility to inform the instructor so arrangements can be made for course assignments and the schedule of clients. Excessive absences will result in loss of credit for the course concerned or being dropped (EW) from the program. For more detailed information about all academic polices, refer to the PCCUA Student Handbook.

Absences: Students are allowed to miss 40 clock hours per semester.
- Accountability of students is required at all times by instructors per the Arkansas Department of Health, Cosmetology Section. Once a student clocks in it is the responsibility of the instructor to be accountable for all students at all times. Students are not allowed to leave campus unless they have notified an instructor and clocked out. Failure to follow this procedure will result in a one-day suspension of the program.
- A total of 30 minutes is allowed for lunch to be taken between 11:30 am and 1:30 pm. This includes leaving to pick up lunch and time to eat.   It is the student's responsibility to notify an instructor when clocking out for lunch. If a student takes longer than a 30-minute lunch, they will not be allowed to return for the remainder of that day.
- Roll call will be taken at the beginning of each day during Theory Class. If a student misses roll call, they will not be allowed to come into Theory class and will not earn two (2) clock hours for that day. Late students will not be allowed to stay in the Salon Lab and they will not be allowed to clock in until 10:00 am. The Salon Lab doors will be locked while students are in Theory class and will open at 10:00 am.
- Students leaving for **any reason** during school hours must have permission from the instructor and must inform the person at the reception desk. If students leave for any reason, they must clock out and sign out. Failure to do so will result in the student not being able to return that day and/or receive a one-day

- suspension.
- Students will not be allowed to clock in and out during the day except for the lunch break. Exceptions will be granted based on individual requests. If a student clocks out and leaves campus without permission, they will not be allowed to return that day.
- Last <u>WEEK</u> of each semester is mandatory; Failure to attend will result in a "0" test grade in all three courses for each day absent during the week and students will not earn clock hours for the days absent.
- Attendance is very important to the learning and success of a student. When a student is absent, they do not earn clock hours which extends the length of time required to complete the total 1,500 clock hours that is required to take the state cosmetology licensure exam.

Attendance and punctuality are required and expected of all students. Exceptions to this attendance rule may be made based on individual circumstances and the instructor's assessment of the student's ability to finish the semester. The final decision concerning absences is left to the instructor's discretion. A student's attendance will affect their grade and the number of clock hours they can earn during a semester. If you are unable to adhere to this attendance policy, you should withdraw from cosmetology program or you will receive a grade of "F" at the end of the semester. It is the student's responsibility to withdraw from the course.

INSTRUCTOR AVAILABILITY

Please contact an instructor as soon as possible about any problems with the cosmetology curriculum or lab environment. Instructors are available before and after each day to discuss any concerns, or students can make an appointment to meet at another time. Instructors can only help if they are aware of the problem. Please contact them as soon as a question or problem arises. They will be glad to help in resolving any situation.

It is the STUDENT'S RESPONSIBILITY:
- To attend the cosmetology program Monday – Thursday (8:00 am – 4:30 pm) and be prepared for both theory class and the salon lab with demonstrations and clients. If the student misses a class or classes, it is the student's responsibility to contact the Instructor immediately. If no contact is made with the Instructor - the student may receive an "EW" for excessive absences. Per the instructor's approval, all makeup assignments MUST be completed within one week of due date. NO EXCEPTIONS!
- To check course grades in Blackboard and verify clock hours on the Student Progress Report.
- To read the Cosmetology Student Handbook and follow all guidelines as outlined for the program.

Academic Honesty Policy:
Cheating Policy
Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:
1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.

Administrative Procedure Number: 404.05
Cheating in any form (including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and assisting others in any such act) is forbidden. An instructor who has proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of "F" for the course and suspending the student from class. A description of the incident and the action taken will be reported through the dean to the Vice Chancellor for Instruction and placed in the student's file in the Office of Admissions and Records. The student may appeal either the finding of cheating or the penalty, or both, as described in Administrative Procedure No. 404.06, Academic Appeal Procedure.

Cheating in this class: **Cheating will not be tolerated**. If you are cheating on one occasion, you will receive an "F" for the whole project's work (not limited to that one assignment). If found cheating on a second occasion, you will receive an "F" for this class. A discipline form will be filled out and submitted to the Registrar.
For detailed information on this policy, refer to the PCCUA Student Handbook.

DISCIPLINE POLICY
A new discipline policy has been adopted by PCCUA. A copy of this policy can be found in the PCCUA Student Handbook as well as on the College website. Be sure to read this policy carefully. If you have any questions, please be sure to let an instructor know, because this policy will be followed for this class.

CHILDREN IN THE CLASSROOM
As per the PCCUA Student Handbook, a student may not have unauthorized persons (children or adults) on campus. Children are permitted on campus for youth activities. However, children are not permitted to attend college classes unless specifically invited by an instructor for instructional purposes. Please see an instructor for any specific questions concerning this matter.

CAMPUS SUPPORT SERVICES
Phillips Community College of the University of Arkansas provides student support services that assist students in achieving their educational objective. Those services include advising, financial aid, counseling and guidance, and safety and security.

FERPA POLICY
Phillips Community College of the University of Arkansas complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all of his/her records that meet the definition of educational records. No third party has the right to review student records without the student's permission, with very limited exceptions. For more information contact the Registrar's Office.

INSURANCE
Phillips Community College of the University of Arkansas does not provide insurance for its students. The College does encourage each student to secure his/her own insurance, and for that reason, and for that reason, the college has contacted an insurance agency to assist any student with individual student insurance coverage. Forms for this insurance are available in the Registrar's Office.

ACTS – Arkansas Course Transfer System
The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas Public Colleges and Universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admission and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer.
https://www.adhe.edu/students-parents/colleges-universites/transfer-info.-for-students/

The syllabus, policies, guidelines, and course calendar are subject to change at the Instructor's discretion.

COLLEGE DELAY OR CLOSURE

Weather, natural disasters, health, or emergencies may require PCCUA administrators and staff to delay or close individual campuses or the college. We monitor weather, health, and other emergency situations carefully. In the event that there is a College closure, communications regarding the situation will be shared through the Emergency Alert System (sign up for the Alert in the My RidgeNet Portal), the college website, college email, and when available, on the local radio and TV stations. Be sure to check all modes of communication to confirm school closure for your campus.

PCCUA has three campuses (Helena, Stuttgart, and DeWitt). If one campus is closed this does not mean that all three campuses are closed. Be sure to check all modes of communication listed above to confirm school closure for your campus.

If the K-12 district makes the decision to close school due to weather or other emergency situations, this does not mean the college will close. Depending on road conditions or the emergency situation, PCCUA may remain open and continue classes as scheduled. Be sure to check all modes of communication listed above to confirm school closure for your campus.

If the College closes for multiple days, faculty will not hold students responsible for any missed classes and each faculty member will ensure that missed work due to the closure or delay is completed within the context of the course assignments and class time. The instructor will communicate any assignment or due date revisions. Questions should be emailed to the instructor.

If for some reason there is an extended school closure, the instructor will provide a handout with details and explanations for Remote Instruction.

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Students who currently have a class delivered through synchronous interactive video courses will be able to join those conferences from home by accessing a Zoom user link provided by the instructor.

Course Outline Schedule			
All students with 150 or more hours are required to complete a weekly task as outlined in the schedule below. These tasks can be performed on a mannequin or client and must be approved by an instructor before points are earned on the Daily Activity Sheet. Pivot Point Modules must be completed within the week assigned. Student computers are available in the Salon Lab when time permits. Each Learning Module will have a weekly Quiz and Test in Blackboard. Level III students are required to complete at least one Online Practice Exams with a score of 80% or higher.			
Week of	COSM 205 Science and Theory II	COSM 204 Practical Application II	COSM 206 Clinical Experience II
1/8	Module 101: Life Skills	Cosmetic Therapy	Haircut Blow Dry and Thermal Curling
1/15	**MARTIN LUTHER KING HOLIDAY**		
1/15	Modules 102.1 thru 102.3: Microbiology, Infection Control, & First Aid	Color/Divide onto 6 Sections	Foil/Divide into 6 Sections
1/22	Modules 102.4 thru 102.8 Building Blocks of the Human Body	Permanent Waving/ Divide into 6 Sections	Manicure Pedicure
1/29	Modules 102.9 thru 102.10: Electricity	Updo/Wet Styling	Updo/Thermal Styling
2/5	Modules 102.11 thru 102.19 Matter, Hair Care, and Hair Theory	Virgin Chemical Relaxing / Divide into 6 Sections	Retouch Chemical Relaxing / Divide into 6 Sections
2/12	Modules 103.1 thru 103.10 Business	Blow Dry and Thermal Curling	Wet Styling
2/19	Module 104 Client/Centered Design	Manicure	Cosmetic Therapy
2/26	Module 105: Sculpture/Cut	Practical Exam	Practical Exam
3/5	**MID-TERM GRADE DUE CHAPTER TEST ADVERAGE**		
3/11	Module 107: Hair Design Modules 108 thru 109: Long Hair and Wigs	Permanent Waving/ Divide into 6 Sections	Pedicure
3/18	**SPRING BREAK**		
3/25	Module 110: Hair Color	Color/Divide into 6 Sections	Foil/Divide into 6 Sections
4/1	Module 111: Perm & Relax	Virgin Chemical Relaxing/Divide into 6 Sections	Retouch Chemical Relaxing/Divide into 6 Sections
4/8	Module 112: Skin	Facial	Make-up application
4/15	Module 113: Nails	Pedicure	Manicure
4/22	Review all Modules	Choose Your Own	Choose Your Own
4/29	**Final Exam: Comprehensive All Modules** **Last Day of the Semester: 5/2**	**WRITTEN EXAM**	**WRITTEN EXAM**
5/6	**Grades Due**		
5/10	**Graduation**		

Class Time:	MTWTh – 8:00 - 4:30	**Instructor:**	Karen Jones Kattie Alexander
Location:	T & I Building, Room 128	**Office:**	T & I Building, Room 128
Credit Hours:	15 credit hours per semester	**Phone:**	870-338-6474, ext. 1215; Cell: 870-995-4326 870-338-6474, ext. 1353; Cell: 870-519-9411
PCCUA Homepage:	www.pccua.edu	**Email:**	kjones@pccua.edu kalexander@pccua.edu

Cosmetology – Level III
COSM 304, 305, and 406 – H1
SPRING 2024

DIGITAL TEXTBOOKS:	25. Pivot Point Fundamentals 101 Life Skills ISBN 978-940593-40-1 26. Pivot Point Fundamentals 102 Science ISBN 978-940593-41-8 27. Pivot Point Fundamentals 103 Business ISBN 978-940593-42-5 28. Pivot Point Fundamentals 104 Client/Centered Design ISBN 978-940593- 43-2 29. Pivot Point Fundamentals 105 Sculpture/Cut ISBN 978-940593-44-9 30. Pivot Point Fundamentals 107 Hair Design ISBN 978-940593-45-6 31. Pivot Point Fundamentals 108 Long Hair ISBN 978-940593-46-3 32. Pivot Point Fundamentals 109 Wigs & Hair Additions ISBN 978-940593-47-0 33. Pivot Point Fundamentals 110 Color ISBN 978-940593-48-7 34. Pivot Point Fundamentals 111 Perm & Relax ISBN 978-940593-49-4 35. Pivot Point Fundamentals 112 Skin IN 978-940593-50-0 36. Pivot Point Fundamentals 113 Nails ISBN 978-940593-51-7
CLASS SUPPLIES:	Digital Access Code (provide by instructor) Cosmetology Student Kit (provided by instructor) Two Notebooks: 3 Ring Binders with paper Lock for Student Station (college will provide chain)

STUDENTS FOR WHOM THIS COURSE IS INTENDED:
The Cosmetology Program – Level III is designed for students to learn advanced cosmetology skills and concepts as outlined within the three courses (COSM 304, COSM 305, and COSM 406) for a total of 15 credit hours. Per the Arkansas Department of Health, Cosmetology Section, students are required to earn 1,500 clock hours to be eligible to take the state cosmetology exam. The courses within Level III, allow students to earn clock hours each day while also practicing skills and techniques learned within the curriculum.

PCCUA COURSE AND CATALOG DESCRIPTIONS: LEVEL III COSMEOTLGY COURSES
PREREQUISITE: Reading Score on Accuplacer

COSM 305   Cosmetology Science and Theory III   (5-hour credit)
This course includes the advanced study of hairstyling, manicuring, and aesthetics. Curriculum includes topics such as the advanced principles and techniques of the hair and scalp including hair care, design, and chemical processes; manicures, pedicures, and massages including proper safety procedures related to skin care, nail care, and facial treatments; the proper use of salon equipment and tools; the study of human anatomy, bacteriology, physiology, and cells emphasizing math and science with chemistry and electricity as it relates to cosmetology; laws, rules, and regulations related to the cosmetology industry; and maintaining a healthy body and mind including various levels of hygiene, sanitation, and infection control procedures. Integrated into this course are the concepts of learning professional ethics and salon operations including salesmanship, business management, effective written and oral communication to establish good customer service, and overall salon deportment. This course prepares students to take the cosmetology licensing exam given by the Arkansas Department of Health – Cosmetology Section.

COSM 304   Cosmetology Practical Applications III   (4-hour credit)
This course allows students hands on experience with hairstyling, manicuring, and aesthetics to combine the advanced theoretical concepts with practical applications using mannequins and lab demonstrations. Students receive instruction and supervised experience to enhance learning opportunities and reinforce cosmetology skills. Students demonstrate advancement by completion of required practical and clinical activities. This course prepares students to take the

cosmetology licensing exam given by the Arkansas Department of Health – Cosmetology Section.

COSM 406   Cosmetology Clinical Experience III   (6-hour credit)

This course is designed for students to gain experience integrating cosmetology skills into a salon environment. Students perform techniques and demonstrate cosmetology skills with hairstyling, manicuring, and aesthetics using students and outside patrons. Under supervision of a licensed instructor, the clinic is operated as an actual beauty salon business. This course prepares students to take the cosmetology licensing exam given by the Arkansas Department of Health – Cosmetology Section.

COSMETOLOGY LEVEL III COURSES EXPECTED STUDENT LEARNING OUTCOMES Upon completion of each course, students will be able to:	
COSM 304 Practical Applications III	• Students will understand and apply advanced knowledge of the properties of hair and scalp. • Students will demonstrate advanced principles of hair care and design. • Students will demonstrate advanced chemical texturizing of the hair.
COSM 305 Science and Theory III	• Students will learn advanced concepts of maintaining a healthy body and mind. • Students will learn advanced communication skills. • Students will demonstrate advanced proper human relationship skills in a salon environment. • Students will demonstrate advanced infection control procedures. • Students will learn advanced first aid.
COSM 406 Clinical Experience III	• Students will understand and apply advanced knowledge of the properties of hair and scalp, and nails. • Students will demonstrate advanced principles of hair care and design. • Students will demonstrate advanced chemical texturizing of the hair.

CLASSROOM POLICIES: ***A Student Discipline form will be submitted **
7. Punctuality – be on time and be prepared for class. Roll Call will be taken at the beginning of class.
8. Please respect the instructor and peers: no talking, disruptive behavior, or leaving the classroom before dismissed.
9. No food or drinks in the classroom.
10. Cell phones are not allowed in the classroom or on the salon floor. Please refer to the Cosmetology Student Handbook for the cell phone policy.
11. No text messaging, Facebook, online chats, or listening to music during class.
12. Please remove earbuds, headphones and any Bluetooth devices during class.

GRADING POLICY:

		Grading Scale	
		90-100	A
Pivot Point Modules, Quizzes, and Daily Activity Sheets	40%	80-89	B
Mock State Board Written and Practical Examination, Project,	60%	70-79	C
and Chapter Test		60-69	D
		Below 60	F

SUPPORT FOR LEARNING

Students will be assessed weekly by taking chapter quizzes, tests, and performing hands-on demonstrations. Students will be assessed for learning outcomes by the fourth week of classes. In these courses' students have several options to assist with learning course materials as noted with early assessment and intervention.

EARLY ASSESSMENT OF LEARNING AND INTERVENTION BASED ON OUTCOME

All assignments are given by the instructor based on classroom instruction, lab demonstrations, and course skills/techniques. If additional assignments or demonstrations are needed to ensure student success and learning, then instructor will provide additional reviews and demonstrations.

STUDENT SUPPORT SERVICES

Phillips Community College of the University of Arkansas wants students to be successful and offers a range of services. The Student Support Services (TRIO) program is designed to motivate and support students in their academic endeavors. If you need help with study skills, time management, or a tutor, you can contact the Student Support Services Office on your campus (Helena – Room C302).

ADA POLICY

Dr. Kimberley Johnson is the Vice Chancellor for Student Services and serves as the ADA Compliance Officer. As an open enrollment college, PCCUA strives to meet the needs of students with self-disclosed disabilities who wish to advance their education. A student with a disability must meet with the campus Disabilities Coordinator to obtain reasonable accommodations. Students who have met with the Coordinator are more likely to experience success in a positive learning environment. If you have a disability, please contact the Student Disabilities Coordinator for your campus. Helena-Deborah Gentry (870) 338-6474, ext. 1214. The process of student referral under the Americans with Disabilities Act can be found in the PCCUA Student Handbook or on the College web site: www.pccua.edu/disability-services.

COURSE EVALUATION AND ASSESSMENT

The Cosmetology Level III courses (COSM 304, COSM 305, and COSM 406) have multiple methods for evaluation and assessment which are aligned with the college and division core competencies. Student Learning Outcomes (SLO) are used to assess student learning and is the measurement used for modifications and updates to curriculum and course activities including the Salon Lab environment. SLO's are integrated throughout the curriculum to ensure student learning and reinforcement of concepts.

Course Assignments and Assessments

All assignments and assessments will be given by the Instructors including due dates for completion. Assignments may include but are not limited to the following: written assignments, presentations, projects, portfolio, computer assignments, front desk receptionist, dispensary, and hands-on demonstrations on mannequins and clients. Assignments are given to help students practice cosmetology concepts and techniques that prepare students for the salon environment and for the state licensure exam.

*** Assignments not completed or submitted will result in a zero ***

Methods of Instruction
- 150 Clock Hours of Pre-Clinic that includes hands-on practice; hours must be earned before moving onto the Salon floor
- Discussions
- Demonstrations
- Pivot Point Learning Modules
- Video Tutorials: Hair, Skin, and Nails
- Written and Computer Assignments

Methods of Evaluations
- Chapter Quizzes
- Chapter Tests
- Presentation/Project
- Portfolio
- Mock State Board with timed written and practical demonstrations as per the Arkansas Department of Health, Cosmetology Section licensure exam

Daily Work and Homework

Students are required to complete a **Daily Activity Sheet** to document work performed during each day. This includes worked performed on clients, cosmetology students, mannequins, and other tasks as outlined on the sheet. Additional duties may be assigned by an instructor and points will be given according to work performed. The Daily Activity Sheet must be signed by an instructor at the end of each day to verify worked completed. Students earn points each day that are compiled for a weekly total of points. These points will affect a student's overall grade.

Participation in the Cosmetology Program

Participation and attendance are very important. Students should be on time each day and be prepared with assignments along with tools and equipment to perform cosmetology services. Students are required to attend theory class each day and to complete specific tasks in the Salon Lab as outlined on the course schedule. Clients will be assigned to students based on the skills and techniques of the student as well as their ability to perform services requested. When a student does not have a client scheduled, they should work on other tasks as outlined on the Daily Activity Sheet and the course schedule. This includes, but is not limited to, work performed on mannequins and other students, time spent at the front desk or in the dispensary and other duties listed on the Activity Sheet. For a student to earn the required weekly points on the Points Sheet and earn the clock hours, students must stay busy each day. Every part of a student's day is to prepare them for the salon environment while also preparing them for the state licensure exam. Points will be deducted from either the Daily Activity Sheet or a decrease in clock hours if a student wastes time sitting in their chair or not completing tasks as assigned. The instructor reserves the right to revise, change, or add assignments as needed during the semester.

Missed or Late Assignments and Exams

Students will receive a grade reduction for late assignments or exams – 10 points for each week that the assignment or exams is late. Quizzes must be made up on the student's time and not during the class time, and during a time that is convenient for the instructor. Before a student is allowed to make up any work missed, they must discuss their individual situation with the instructor. The instructor reserves the right to allow make-up work and will give permission based on each student's situation. It is the student's responsibility to contact the instructor about assignments they missed and arrange a time to make up the work. **All make-up assignments and exams must be completed within one week of due date.**

INSTRUCTIONAL GOALS, OBJECTIVES, & MEASURES

The Level III courses (COSM 304, COSM 305, and COSM 406) are designed to prepare students for the Arkansas Department of Health, Cosmetology Section licensing examination. Upon completion of these course, students will understand advanced cosmetology concepts and be able to perform advanced cosmetology skills and techniques as outlined within each course in Level I. Students will demonstrate learning by completion of required practical and clinical activities during the semester. At the end of the semester, students will take a Mock Board exam to perform written and practical techniques as required by the Arkansas Department of Health, Cosmetology Section.

PCCUA Core Competencies

The following five core competencies (STACC) are incorporated within the context of the subject being taught. The competencies address skills the College has committed to developing in all students.

11. **Social and Civic Responsibility:** Demonstrate adherence to legal/ethical standards established by society.
12. **Technology Utilization:** Use tools of the trade to achieve a specific outcome.
13. **Analytical & Critical Thinking:** Display reasoning including analyzing data, evaluating alternatives, setting priorities, and predicting outcomes.
14. **Communication:** Engage in the interactive process through which there is an exchange of verbal and/or nonverbal information.
15. **Cultural Awareness:** Commitments to diversity, equity and inclusion within the context of cultural engagement and understanding.

COSM 304 Cosmetology Practical Applications III			
PCCUA Core Competency	**Student Learning Outcome**	**Assessment Method/Measurement**	**Assessment Criteria**
Social and Civic Responsibility	Students will demonstrate advanced proper human relationship skills in a salon environment.	**Written Test**	**70% of the students will score 79% or higher**
Technical Utilization	Students will demonstrate advanced principles of hair care and design.	**Lab Rubric Written Tests**	**70% of the students will score 79% or higher**

COSM 305: Cosmetology Science and Theory III			
PCCUA Core Competency	**Student Learning Outcome**	**Assessment Method/Measurement**	**Assessment Criteria**
Analytical & Critical Thinking	Students will demonstrate an advanced ability to identify, analyze, and remediate problems critical to their chosen profession.	**Written Tests**	**70% of the students will score 79% or higher**
Communication Skills	Students will learn advanced communication skills.	**Written Tests**	**70% of the students will score 79% or higher**
Social and Civic Responsibility	Students will demonstrate advanced proper human relationship skills in a salon environment.	**Written Tests**	**70% of the students will score 79% or higher**
COSM 406: Cosmetology Clinical Experience III			
PCCUA Core Competency	**Student Learning Outcome**	**Assessment Method/Measurement**	**Assessment Criteria**
Social and Civic Responsibility	Students will understand and apply the advanced knowledge of the properties of hair, scalp, and nails.	**Written Test**	**70% of the students will score 79% or higher**
Technical Utilization	Students will demonstrate the advanced principles of hair care and design.	**Lab Rubric Written Tests**	**70% of the students will score 79% or higher**

CLASS ATTENDANCE POLICY:

This attendance policy is in effect for all courses taught in the Cosmetology Program by Karen Jones and Kattie Alexander. Please read the following information carefully. High value is placed on punctuality, class attendance, and the importance of a student's attendance and being prepared for each course in the cosmetology program. If a student must be absent and knows ahead of time, it is the student's responsibility to inform the instructor so arrangements can be made for course assignments and the schedule of clients. Excessive absences will result in loss of credit for the course concerned or being dropped (EW) from the program. For more detailed information about all academic polices, refer to the PCCUA Student Handbook.

Absences: Students are allowed to miss 40 clock hours per semester.

- Accountability of students is required at all times by instructors per the Arkansas Department of Health, Cosmetology Section. Once a student clocks in it is the responsibility of the instructor to be accountable for all students at all times. Students are not allowed to leave campus unless they have notified an instructor and clocked out. Failure to follow this procedure will result in a one-day suspension of the program.
- A total of 30 minutes is allowed for lunch to be taken between 11:30 am and 1:30 pm. This includes leaving to pick up lunch and time to eat.   It is the student's responsibility to notify an instructor when clocking out for lunch. If a student takes longer than a 30-minute lunch, they will not be allowed to return for the remainder of that day.
- Roll call will be taken at the beginning of each day during Theory Class. If a student misses roll call, they will not be allowed to come into Theory class and will not earn two (2) clock hours for that day. Late students will not be allowed to stay in the Salon Lab and they will not be allowed to clock in until 10:00 am. The Salon Lab doors will be locked while students are in Theory class and will open at 10:00 am.
- Students leaving for **any reason** during school hours must have permission from the instructor and must inform the person at the reception desk. If students leave for any reason, they must clock out and sign out. Failure to do so will result in the student not being able to return that day and/or receive a one-day suspension.
- Students will not be allowed to clock in and out during the day except for the lunch break. Exceptions will be granted based on individual requests. If a student clocks out and leaves campus without permission, they will not be allowed to return that day.
- Last <u>WEEK</u> of each semester is mandatory; Failure to attend will result in a "0" test grade in all three courses for each day absent during the week and students will not earn clock hours for the days absent.
- Attendance is very important to the learning and success of a student. When a student is absent, they do not earn clock hours which extends the length of time required to complete the total 1,500 clock hours that is required to take the state cosmetology licensure exam.

Attendance and punctuality are required and expected of all students. Exceptions to this attendance rule may be made based on individual circumstances and the instructor's assessment of the student's ability to finish the semester. The final decision concerning absences is left to the instructor's discretion. A student's attendance will affect their grade and the number of

clock hours they can earn during a semester. If you are unable to adhere to this attendance policy, you should withdraw from cosmetology program or you will receive a grade of "F" at the end of the semester. It is the student's responsibility to withdraw from the course.

INSTRUCTOR AVAILABILITY
Please contact an instructor as soon as possible about any problems with the cosmetology curriculum or lab environment. Instructors are available before and after each day to discuss any concerns, or students can make an appointment to meet at another time. Instructors can only help if they are aware of the problem. Please contact them as soon as a question or problem arises. They will be glad to help in resolving any situation.

It is the STUDENT'S RESPONSIBILITY:

- To attend the cosmetology program Monday – Thursday (8:00 am – 4:30 pm) and be prepared for both theory class and the salon lab with demonstrations and clients. If the student misses a class or classes, it is the student's responsibility to contact the Instructor immediately. If no contact is made with the Instructor - the student may receive an "EW" for excessive absences. Per the instructor's approval, all makeup assignments MUST be completed within one week of due date. NO EXCEPTIONS!
- To check course grades in Blackboard and verify clock hours on the Student Progress Report.
- To read the Cosmetology Student Handbook and follow all guidelines as outlined for the program.

ACADEMIC HONESTY POLICY:
Cheating Policy
Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:
1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.

Administrative Procedure Number: 404.05
> Cheating in any form (including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and assisting others in any such act) is forbidden. An instructor who has proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of "F" for the course and suspending the student from class. A description of the incident and the action taken will be reported through the dean to the Vice Chancellor for Instruction and placed in the student's file in the Office of Admissions and Records. The student may appeal either the finding of cheating or the penalty, or both, as described in Administrative Procedure No. 404.06, Academic Appeal Procedure.

Cheating in this class: **Cheating will not be tolerated**. If you are cheating on one occasion, you will receive an "F" for the whole project's work (not limited to that one assignment). If found cheating on a second occasion, you will receive an "F" for this class. A discipline form will be filled out and submitted to the Registrar.
For detailed information on this policy, refer to the PCCUA Student Handbook.

DISCIPLINE POLICY
A new discipline policy has been adopted by PCCUA. A copy of this policy can be found in the PCCUA Student Handbook as well as on the College website. Be sure to read this policy carefully. If you have any questions, please be sure to let an instructor know, because this policy will be followed for this class.

CHILDREN IN THE CLASSROOM
As per the PCCUA Student Handbook, a student may not have unauthorized persons (children or adults) on campus. Children are permitted on campus for youth activities. However, children are not permitted to attend college classes unless specifically invited by an instructor for instructional purposes. Please see an instructor for any specific questions concerning this matter.

CAMPUS SUPPORT SERVICES

Phillips Community College of the University of Arkansas provides student support services that assist students in achieving their educational objective. Those services include advising, financial aid, counseling and guidance, and safety and security.

FERPA POLICY

Phillips Community College of the University of Arkansas complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all of his/her records that meet the definition of educational records. No third party has the right to review student records without the student's permission, with very limited exceptions. For more information contact the Registrar's Office.

INSURANCE

Phillips Community College of the University of Arkansas does not provide insurance for its students. The College does encourage each student to secure his/her own insurance, and for that reason, and for that reason, the college has contacted an insurance agency to assist any student with individual student insurance coverage. Forms for this insurance are available in the Registrar's Office.

ACTS – Arkansas Course Transfer System

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas Public Colleges and Universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admission and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer. https://www.adhe.edu/students-parents/colleges-universites/transfer-info.-for-students/

The syllabus, policies, guidelines, and course calendar are subject to change at the Instructor's discretion.

COLLEGE DELAY OR CLOSURE

Weather, natural disasters, health, or emergencies may require PCCUA administrators and staff to delay or close individual campuses or the college. We monitor weather, health, and other emergency situations carefully. In the event that there is a College closure, communications regarding the situation will be shared through the Emergency Alert System (sign up for the Alert in the My RidgeNet Portal), the college website, college email, and when available, on the local radio and TV stations. Be sure to check all modes of communication to confirm school closure for your campus.

PCCUA has three campuses (Helena, Stuttgart, and DeWitt). If one campus is closed this does not mean that all three campuses are closed. Be sure to check all modes of communication listed above to confirm school closure for your campus.

If the K-12 district makes the decision to close school due to weather or other emergency situations, this does not mean the college will close. Depending on road conditions or the emergency situation, PCCUA may remain open and continue classes as scheduled. Be sure to check all modes of communication listed above to confirm school closure for your campus.

If the College closes for multiple days, faculty will not hold students responsible for any missed classes and each faculty member will ensure that missed work due to the closure or delay is completed within the context of the course assignments and class time. The instructor will communicate any assignment or due date revisions. Questions should be emailed to the instructor.

If for some reason there is an extended school closure, the instructor will provide a handout with details and explanations for Remote Instruction.

All courses that are currently delivered via distance learning (online or synchronized interactive video) will continue to be delivered in that format in the event of a school closure.

Students who currently have a class delivered through synchronous interactive video courses will be able to join those conferences from home by accessing a Zoom user link provided by the instructor.

Course Outline Schedule

All students with 150 or more hours are required to complete a weekly task as outlined in the schedule below. These tasks can be performed on a mannequin or client and must be approved by an instructor before points are earned on the Daily Activity Sheet.

Pivot Point Modules must be completed within the week assigned. Student computers are available in the Salon Lab when time permits.

Each Learning Module will have a weekly Quiz and Test in Blackboard.
Level III students are required to complete at least one Online Practice Exam weekly
with a score of 80% or higher. Failure to complete will result in a "0" grade for that week.

Week of	COSM 305 Science and Theory III	COSM 304 Practical Application III	COSM 406 Clinical Experience III
1/8	Module 101: Life Skills	Cosmetic Therapy	Haircut Blow Dry and Thermal Curling
1/15	**MARTIN LUTHER KING HOLIDAY**		
1/15	Modules 102.1 thru 102.3: Microbiology, Infection Control, & First Aid	Color/Divide into 6 Sections	Foil/Divide into 6 Sections
1/22	Modules 102.4 thru 102.8 Building Blocks of the Human Body	Permanent Waving/ Divide into 6 Sections	Manicure Pedicure
1/29	Modules 102.9 thru 102.10: Electricity	Updo/Wet Styling	Updo/Thermal Styling
2/5	Modules 102.11 thru 102.19 Matter, Hair Care, and Hair Theory	Virgin Chemical Relaxing / Divide into 6 Sections	Retouch Chemical Relaxing / Divide into 6 Sections
2/12	Modules 103.1 thru 103.10 Business	Blow Dry and Thermal Curling	Wet Styling
2/19	Module 104 Client/Centered Design	Manicure	Cosmetic Therapy
2/26	Module 105: Sculpture/Cut	**Practical Exam**	**Practical Exam**
3/5	**MID-TERM GRADE DUE CHAPTER TEST ADVERAGE**		
3/11	Module 107: Hair Design Modules 108 thru 109: Long Hair and Wigs	Updo/Wet Styling	Updo/Thermal Styling
3/1	**SPRING BREAK**		
3/25	Module 110: Hair Color	Color / Divide into 6 Sections	Foil / Divide into 6 Sections
4/1	Module 111: Perm & Relax	Virgin Chemical Relaxing/Divide into 6 sections	Retouch Chemical Relaxing/Divide into 6 Sections
4/8	Module 112: Skin	Facial	Makeup Application
4/15	Module 113: Nails	Pedicure	Manicure
4/22	Review All Modules	Choose your Own	Choose Your Own
4/29	**Final Exam: Comprehensive All Modules** **Last Day of the Semester: 5/2**	**WRITTEN EXAM**	**WRITTEN EXAM**
5/6	**Grades Due**		
5/10	**Graduation**		

PHILLIPS COMMUNITY COLLEGE

DEWITT | HELENA-WEST HELENA | STUTTGART

Course Name: Special Problems
ACTS Name: N/A
Course Number: COSM 293
ACTS Course Number: N/A
Academic Year: Spring, 2023
Meeting Time: 8:00 a.m. – 10:00 a.m.
Meeting Place: T&I Building Room 106
Prerequisites: none
Required Labs: none
Credit Hours: 3
Revision Date: 12-01-2022

INSTRUCTOR INFORMATION:
Instructor: Karen Jones
Office Location: T&I Building, Room 128
Office Phone: 870-816-1215;
Cell: 870-995-4326
Email Address: kjones@pccua.edu
Office Hours: MTWTH 8:0-4:30 (or by appointment)

COURSE DESCRIPTION
Training in subjects in which student may be deficient and/or the practice of cosmetology.

EXPECTED LEARNING OUTCOMES
Students will learn basic concepts of maintaining a healthy body and mind.
Students will learn basic communication skills.
Students will demonstrate basic proper human relationship skills in a salon environment.
Students will demonstrate basic infection control procedures.
Students will learn basic first aid.

INSTRUCTIONAL GOALS, OBJECTIVES & MEASURES
This course is designed to prepare students for the Arkansas Department of Health/Cosmetology Section licensing examination, using the basic skills learned in the student outcomes for successful entry level work in the profession of Cosmetology.

PCCUA CORE COMPETENCES
The five core competences (STACC) are incorporated within the context of the subject being taught. The competences address skills the College has committed to developing in all students.

Social and Civic Responsibility: Behavior that demonstrates adherence to legal/ethical standards established by society.
Technical Utilization: Use of the tools of the trade to achieve a specific outcome.
Analytical &Critical Thinking: Modes of reasoning including analyzing data, evaluating alternatives, setting priories, and predicting outcomes.
Communication: The interactive process through which there is an exchange of verbal and/or nonverbal information.
Cultural Awareness: Acknowledgement that society is diverse with groups of individuals possessing differing beliefs, values, attitudes, and customs that are shared from one generation to the next.

In this course, we will assess the following core competencies:

PCCUA Core Competency	Student Learning Outcome	Assessment Method/Measurement	Assessment Criteria

Analytical & Critical Thinking	Students will demonstrate ability to identify, analyze, and remediate problems critical to their chosen profession.	**Written Tests**	**70% of the students will score 79% or higher**
Communication Skills	Students will learn basic communication skills.	**Written Tests**	**70% of the students will score 79% or higher**
Social and Civic Responsibility	Students will demonstrate basic proper human relationship skills in a salon environment.	**Written Tests**	**70% of the students will score 79% or higher**

TEXTBOOKS

1. Salon Fundamentals Textbook by Pivot Point 2nd Edition
2. Salon Fundamentals Study Guide by Pivot Point 2nd Edition

THEORY EXAMINATIONS
Students are to read each chapter, then do the work in the Study Guide and take the test in the Artist Access. Outlines of each chapter is required and handed in to take the test. Outlines left at home will result in a **ZERO**. Test questions are in multiple choice and short answer formats.

CHAPTER TESTS = 50%
FINAL TEST   = 50%

GRADING
100 – 90   = A
89 – 80   = B
79 – 75   = C
74 - 70   = D
69 – 0   = F

ATTENDANCE POLICY
Spring 2023: January 05 – May 11 (536 hours)

Absences: **There are NO excused absences.** Students allowed **40 clock hours missed a semester**

Thirty minutes are allowed for lunch and can be taken as early as 10:30 a.m., but no later than 2:30 p.m. without permission from the instructor. Lab students are responsible for their lunch time accordingly. Students leaving for any reason during school hours must have permission from the instructor and must inform the person at the reception desk. If students leave for any reason, they must clock out and sign out. Failure to do so will result in the student being sent home for the remainder of the day or not allowed to come the following day.

*Last WEEK of school, with clients is mandatory; not coming will result in failure of the class.
*Exceptions to this attendance rule may be based on individual circumstances and the instructor's assessment of the student's ability to finish course requirements. The final decision concerning absences is left to the instructor's discretion. **A student's attendance will directly affect their grade in the course**.

Theory Course Outline

Students are to read each chapter, then do the work in the **"LAB"**
Test will be given in "**BlackBoard"**
Test questions are in multiple choice formats.

01/09 **01/19**	**101 – LIFE SKILLS** **TEST**
01/19 **01/26**	**102 – SCIENCE 102.1 – 102.3** **TEST**
01/26 **02/02**	**102 – SCIENCE 102.4 – 102.8** **TEST**
02/02 **02/09**	**102 – SCIENCE 102.9 – 102.10** **TEST**
02/09 **02/16**	**102 – SCIENCE 102.11 – 102.15** **TEST**
02/16 **02/23**	**102 – SCIENCE 102.16 – 102.19** **TEST**
02/23 **03/02**	**103- BUSINESS 103.1 – 103.10** **TEST**
03/02 **03/09**	**104 – CLIENT-CENTERED DESIGN 104.1 – 104.6** **TEST**
03/09 **03/16**	**105 & 106 – SCULPTURE/CUT** **TEST**
03/16 **03/30**	**107–108 HAIR DESIGN 107.1 – 107.21 & LONG DESIGN 108.1 – 108.13** **TEST**
03/30 **04/06**	**109 – WIGS 7 HAIR ADDITIONS 109.1 – 109.4** **TEST**
04/06 **04/13**	**110 COLOR – 110.1 – 110.17** **TEST**
04/03 **04/20**	**111 PERM & RELAX 111.1 – 111.21** **TEST**
04/20 **04/27**	**112 – SKIN 112.1 – 112.15** **TEST**
04/27 **05/04**	**113 NAILS – 113.1 – 113.13** **TEST**
05/08	***FINAL TEST ALL CHAPTERS***
05/08 **Grades Due**	*Course outline is subject to change at the discretion of instructors* ***Please see instructor about make up test***

PARTICIPATION

All students are expected to participate in **ALL** class and **ALL** clinic floor activities.

PROGRESSION

An Exit Exam at the end of the 1500 hours will be given in order to take the Arkansas Department of Health/ Cosmetology Section written exam. A grade of **"79"** will be required. If you fail the first time you have one (1) week to re-take, with only two more (2) times available with one week in between. Any student who maintains an A average **THROUGHOUT** the 1500 hours will be exempt from taking this exit exam.

CLASS PARTICIPATION
Class participation and attendance is very important. Students should be on time for class and come prepared with book, paper, writing instrument and any assignments for that class period. If you know ahead of time that you will be absent, then you may be permitted to take the exam at an earlier time.   The instructor reserves the right to allow make up work and will give permission based on each student's situation. When you know you will miss class, please let the instructor know and make arrangements to rearrange any client appointment.

DRESS CODE
You will look the part of a professional while you are in school. **CLEAN BLACK SCRUBS TOPS AND BOTTOMS,** will be worn at all times, please make sure they properly fit, no tight tops or pants, no sagging pant and no cleavage showing. You may wear t-shirt/turtlenecks under scrub top. Lab coats are optional.
NO JACKETS will be allowed.
Only tennis shoes are allowed. If they have shoestrings they **HAVE** to be tied! **NO** boots or **HOUSE SHOES ALLOWED!**

COURSE EVALUATION AND ASSESSMENT
Students will be evaluated and assessed throughout the course of study by written and practical exams and mock boards. Each assessment is based upon the Arkansas Department of Health/Cosmetology Section requirements.

EARLY ASSESSMENT OF LEARNING MEASURE
Early assessment of learning will be completed by the fourth week of class through written tests and lab performance.

INTERVENTION BASED ON EARLY ASSESSMENT OUTCOME
Additional review and one-on-one assistance will be conducted with students identified in the Early Assessment as having problems with the material.

MISSED OR LATE ASSIGNMENTS
If you are aware of an impending absence or tardiness, you must contact your instructor so that allowances may be granted to make up any missed assignments or tests.

STUDENT RESPONSIBILITIES
Punctuality is expected. Classes will begin at the time designated by the college. After class attendance has been taken, your arrival to class is considered a tardy. You will be allowed at the 10:00 clinic floor time. If any part of the cosmetology student kit is lost or stolen, it must be replaced at the student's expense.

SUPPORT FOR LEARNING
Students will be assessed weekly by taking chapter tests. Each student can meet with the instructor to discuss his/her progress at any time.

STUDENT E-MAIL ACCOUNT AND OTHER PCCUA WEB SERVICES *E-MAIL ACCOUNT*
 My Ridgenet accounts are typically created within 24 hours after the student registers for the semester. Accessing the e-mail account:
- Click on the My Ridgenet link located on the PCCUA homepage, www.pccua.edu.
- Enter your PCCUA student email address, which is your first initial + last four digits of   your student ID+@students.pccua.edu. (bjones1234@students.pccua.edu) Your password will be your date of birth (MMDDYYYY).
- Click on the "Student Email" icon

If you are unable to log into your account for any reason, please fill out a Helpdesk ticket by going to the PCCUA homepage, www.pccua.edu, and clicking on "Helpdesk". Please include a private email or phone number in your ticket for responses.

WEBADVISOR only allows for three (3) attempts to login to an individual's account. If a student cannot login, please go to the WebAdvisor homepage and click account help desk. Login will be reset within 24 hours.
For specific login instructions, please visit *www.pccua.edu* under the student tab.

Forgot your password:
- Go to the main menu of WebAdvisor
- Click on "What's my password" in the bottom right screen"
- Click "Reset my password"
- Fill in the information
- Select an e-mail to send a temporary password
- Check your e-mail and login

CHECKING GRADES ONLINE *Students may now access their account information, including grades, using the following steps:*

- Click on the MyRidgenet link located on the PCCUA homepage, *www.pccua.edu*
- Enter your PCCUA student email address, which is your first initial + last four digits of your student ID+@students.pccua.edu. (bjones1234@students.pccua.edu) Your password will be your date of birth (MMDDYYYY).
- Click on the "WebAdvisor" icon then "Log In" My RidgeNet accounts are typically created within 24 hours after a student registers.

What is the RidgeRunner Alert System?
PCCUA's emergency response system notifies students of special college closings and news. Sign up using the RidgeRunner Alert icon in the My RidgeNet portal. Go to http://www.pccua.edu and click My RidgeNet at the top of the page. Cell phone number (no dashes/spaces) and phone provider are required. You will receive text notification in case of inclement weather, campus closings, or emergency situations.

Login Instructions
WEBADVISOR only allows for five (3) attempts to log-in to an individual's account. If a student cannot log-in, please go to the WebAdvisor homepage and click account help desk. Login will be reset within 24 hours.

ACADEMIC HONESTY POLICY
Phillips Community College of the University of Arkansas
Academic Misconduct Policy

If a student discovers or attempts to discover the contents of an exam before the contents are revealed by the instructor, or obtains, uses, and/or attempts to supply to any person unauthorized material or devices. He/she will be subject to punishment for academic misconduct. The instructor has the responsibility for instructional activities of the course being taught, including the determination of cheating, plagiarism, or any other activity pertinent to the course or program function. Any student found guilty of an act of academic misconduct may be subject to either of the following penalties:

1. His/her grade in the course or on the examination affected by the misconduct may be reduced to any extent, including reduction to failure.
2. The student may be placed on probation or suspended from the college for a specific definite period.

In the case of repeated offenses, appropriate action up to and including permanent suspension from the college will be taken. The student may appeal either the finding of cheating or the penalty, or both, to the Student Relations Committee. Suspension and dismissal for academic reasons are not governed by the

due process requirements of the Fourteenth Amendment; therefore, the disciplinary procedures do not apply.

CAMPUS SUPPORT SERVICES
Phillips Community College of the University of Arkansas provides student support services that assist students in achieving their educational objective. Those services include advising, financial aid, counseling and guidance, and safety and security.

ADA POLICY
Kimberley Johnson is the Vice Chancellor for Student Services and serves as the ADA Compliance Officer. As an open enrollment college, PCCUA strives to meet the needs of students with self-disclosed disabilities who wish to advance their education. A student with a disability must meet with the campus Disabilities Coordinator to obtain reasonable accommodations. Students who have met with the Coordinator are more likely to experience success in a positive learning environment.

If you have a disability, please contact the Student Disabilities Coordinator for your campus.
- DeWitt-Shawanna Wansley (870) 946-3506, ext. 1628
- Helena-Doug Bielemeier (870) 338-6474, ext. 1135
- Stuttgart-Sylvia Boyd (870) 673-4201, ext. 1809

The process of student referral under the Americans with Disabilities Act can be found in the Student Handbook or on the college web site at http://www.pccua.edu/students/studentassistance/students-with-disabilities/.

FERPA POLICY
Phillips Community College of the University of Arkansas complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all of his/her records that meet the definition of educational records. No third party has the right to review student records without the student's permission, with very limited exceptions. For more information, contact the Registrar's office.

INSURANCE
Phillips Community College of the University of Arkansas does not provide insurance for its students. The College does encourage each student to secure his/her own insurance, and for that reason, the college has contacted an insurance agency to assist any student with individual student insurance coverage. Forms for this insurance are available in the Registrar's Office.

ACTS
The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas Public Colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admission and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the internet by going to the ADHE Website and selecting Course Transfer. http://www.adhe.edu/students-parents/colleges-universites/transfer-info.-for-students.

*Last WEEK of school, with clients is mandatory; not coming will result in failure of the class.

*Exceptions to this attendance rule may be based on individual circumstances and the instructor's assessment of the student's ability to finish course requirements. The final decision concerning absences is left to the instructor's discretion. **A student's attendance will directly affect their grade in the course**.

PARTICIPATION
All students are expected to participate in **ALL** class and **ALL** clinic floor activities.

COLLEGE DELAY OR CLOSURE

Weather, natural disasters, health, or emergencies may require PCCUA administrators and staff to delay or close individual campuses or the college. We monitor weather, health, and other emergency situations carefully. In the event that there is a College closure, communications regarding the situation will be shared. Just because the K-12 district makes the decision to close, does not mean the college will close. If the roads are passable, and we are able to offer our classes, we will remain open. Just because one campus is closed does not mean all three campuses are closed.

If the College closes for one or two days, faculty will not hold students responsible for any missed classes and each faculty member will ensure that missed work due to the closure or delay is completed within the context of the course assignments and class time.

If for some reason there is an extended school closure, the student is responsible for following the instructions for assignments posted on **BlackBoard**.

All courses that are currently delivered via a distance (online or synchronized interactive) video) will continue to be delivered by that format in the event of a school closure.

Students who are currently delivered classes through synchronous interactive video courses will be able to join those conferences from home by accessing a user link provided by the instructor.

The syllabus and the policies, guidelines, and dates included are subject to change at the instructor's discretion.

**Course Name: Cosmetology
Theory/Practical Application**
ACTS Name: N/A

Course Number: COSM 306
ACTS Course Number: N/A

Summer, 2023
Meeting Time: 8:00 a.m. – 4:30 p.m.
Meeting Place: T&I Building Room 128
Prerequisites: none
Required Labs: none
Credit Hours: 6

INSTRUCTOR INFORMATION:
Instructor:
Office Location: T&I Building, Room 128
Office Phone #: 870-816-1215
       Cell 995-3169
Email Address: kjones@pccua.edu
Office Hours: MTWTH 8:00 – 4:30
(Or by appointment)

COURSE DESCRIPTION:
Includes instruction on all aspects of cosmetology. Practical application on mannequins, students and outside patrons in clinical setting is emphasized.

EXPECTED LEARNING OUTCOMES:
6. Students will learn how to run a salon is on a day to day basis.
7. Students will learn how to relate to different clients and their needs.

INSTRUCTIONAL GOALS, OBJECTIVES & MEASURES:
This course is designed to prepare students for the Arkansas Department of Health/Cosmetology Section licensing examination, using the skills learned in the student outcomes for successful entry level work in the profession of Cosmetology.

PCCUA CORE COMPETENCES:
The five core competences (STACC) are incorporated within the context of the subject being taught. The competences address skills the College has committed to developing in all students.

<u>Social and Civic Responsibility</u>*:* Behavior that demonstrates adherence to legal/ethical standards established by society.
<u>Technical Utilization</u>*:* Use of the tools of the trade to achieve a specific outcome.
<u>Analytical &Critical Thinking</u>*:* Modes of reasoning including analyzing data, evaluating alternatives, setting priories, and predicting outcomes.
<u>Communication:</u> The interactive process through which there is an exchange of verbal and/or nonverbal information.
<u>Cultural Awareness</u>*:* Acknowledgement that society is diverse with groups of individuals possessing differing beliefs, values, attitudes, and customs that are shared from one generation to the next.

In this course, we will assess the following core competencies:

PCCUA Core Competency	Student Learning Outcome	Assessment Method/Measurement	Assessment Criteria

Analytical & Critical Thinking	Students will demonstrate ability to identify, analyze, and remediate problems critical to their chosen profession.	**Written Tests**	**70% of the students will score 79% or higher**
Communication Skills	Students will learn basic communication skills.	**Written Tests**	**70% of the students will score 79% or higher**
Social and Civic Responsibility	Students will demonstrate basic proper human relationship skills in a salon environment.	**Written Tests**	**70% of the students will score 79% or higher**

TEXTBOOKS:

1. Salon Fundamentals Textbook by Pivot Point 2nd Edition
2. Salon Fundamentals Study Guide by Pivot Point 2nd Edition

THEORY EXAMINATIONS:
Students are to read each chapter. Test questions are in multiple choice and short answer formats.

    CHAPTER TESTS = 50%
    FINAL TEST   = 50%

GRADING:
    100 – 90   = A
    89 – 80   = B
    79 – 75   = C
    74 - 70   = D
    69 – 0   = F

ATTENDANCE POLICY:
Summer 2023: May 31 – July 05 (160 hours are possible)
<u>**Absences:**</u> Students are permitted **1 days** or **8 clock hours**.

- Thirty minutes are allowed for lunch and can be taken as early as 10:30 a.m., but no later than 2:30 p.m. without permission from the instructor. Lab students are responsible for their lunch time accordingly.
- Students leaving for any reason during school hours must have permission from the instructor and must inform the person at the reception desk. If students leave for any reason, they must clock out and sign out. Failure to do so will result in the student being sent home for the remainder of the day or not allowed to come the following day.

*Last <u>WEEK</u> of school, with clients is mandatory; not coming will result in failure of the class.
*Exceptions to this attendance rule may be based on individual circumstances and the instructor's assessment of the student's ability to finish course requirements. The final decision concerning absences is left to the instructor's discretion. **<u>A student's attendance will directly affect their grade in the course.</u>**

PARTICIPATION:
All students are expected to participate in **ALL** class and **ALL** clinic floor activities.

Theory Course Outline

Students are to read each chapter and correct their former tests.
Test questions are in multiple choice formats.

05/31	Chapter 1 Professional Development Chapter 2 Salon Ecology
05/31	Chapter 3 Anatomy and Physiology
05/31	Chapter 4 Electricity
05/31	Chapter 5 Chemistry
06/05	Chapter 6 Salon Business
06/05	Chapter 7 Trichology
06/05	Chapter 8 Design Decisions
06/05	Chapter 9 Haircutting
06/05	Chapter 10 Hairstyling
06/12	Chapter 11 Wigs and Hair Additions
06/12	Chapter 12 Chemical Texturizing
06/12	Chapter 13 Hair Coloring
06/12	Chapter 14 The Study of Nails
06/12	Chapter 15 The Study of Skin
06/19	**BRING ALL TEST FROM THIS SEMESTER WE ARE WRITING & STUDING**
06/29	***FINAL TEST ALL CHAPTERS***
	Course outline is subject to change at the discretion of instructors *****Please see instructor about make up test*****

PROGRESSION:

An Exit Exam at the end of the 1500 hours will be given in order to take the Arkansas Department of Health/ Cosmetology Section written exam. A grade of **"79"** will be required. If you fail the first time you have one (1) week to re-take, with only two more (2) times available with one week in between. Any student who maintains an A average **THROUGHOUT** the 1500 hours will be exempt from taking this exit exam.

Practical Lab Outline Schedule

All students with 150 or more hours are required to practice the phase assigned a minimum of **1** time a day on mannequin. Must be done **BEFORE** having personal services. **Failure to do so will result in no services on self for one (1) week and an F for that day's daily activity sheet!**

05/31	State Board Thermal Curl
05/31	Roller Set/Comb Out
05/31	State Board Chemical/Permanent Wave
05/31	Virgin Bleach/Color Retouch and Virgin Relaxer/Relaxer Retouch
05/31	Permanent Waving **(Whole Head**)
06/05	State Board Phases **(All Phases**) Just once!
06/05	State Board Haircuts or Style Haircut
06/05	State Board Chemical/Permanent Wave
06/05	Virgin Bleach/Color Retouch and Virgin Relaxer/Relaxer Retouch
06/05	State Board Thermal Curls
06/12	State Board Chemical/Permanent Wave
06/12	Virgin Bleach/Color Retouch and Virgin Relaxer/Relaxer Retouch
06/12	Permanent Waving **(Whole Head**)
06/12	Up-Do Fancy Styling
06/12	State Board Phases **(All Phases)** Just once!
06/29	**FINALS - PRACTICAL EXAM (MOCK BOARD)**
FIELD TRIPS	*WHEN AVAILABLE*
GROUP PROJECTS	*WHEN ASSIGNED*

Course outline is subject to change at the discretion of instructors

There are NO makeup test for Practicals

CLASS PARTICIPATION:
Class participation and attendance is very important. Students should be on time for class and come prepared with book, paper, writing instrument and any assignments for that class period. If you know ahead of time that you will be absent, then you may be permitted to take the exam at an earlier time.   The instructor reserves the right to allow make up work and will give permission based on each student's situation. When you know you will miss class, please let the instructor know and make arrangements to rearrange any client appointment.

DRESS CODE:
You will look the part of a professional while you are in school. **CLEAN BLACK SCRUBS TOPS AND BOTTOMS,** will be worn at all times, please make sure they properly fit, no tight, no sagging pant and no cleavage showing. You may wear t-shirt/turtlenecks under scrub top. No hoodies/sweatshirts allowed under scrub! Lab coats are optional. **NO** heavy jackets will be allowed. You can wear a light weight **SOLID BLACK** jacket that has been approved of before wearing. Only tennis shoes are allowed. If they have shoestrings they **HAVE** to be tied! **NO** boots or **HOUSE SHOES ALLOWED!**

COURSE EVALUATION AND ASSESSMENT
Students will be evaluated and assessed throughout the course of study by written and practical exams and mock boards. Each assessment is based upon the Arkansas Department of Health/Cosmetology Section requirements.

MISSED OR LATE ASSIGNMENTS
If you are aware of an impending absence or tardiness, you must contact your instructor so that allowances may be granted to make up any missed assignments or tests.

STUDENT RESPONSIBILITIES
Punctuality is expected. Classes will begin at the time designated by the college. After class attendance has been taken, your arrival to class is considered a tardy. You will be allowed at the 10:00 clinic floor time. If any part of the cosmetology student kit is lost or stolen, it must be replaced at the student's expense.

SUPPORT FOR LEARNING:
Students will be assessed weekly by taking chapter tests. Each student can meet with the instructor to discuss his/her progress at any time.

ACADEMIC HONESTY POLICY

Phillips Community College of the University of Arkansas
Academic Misconduct Policy

If a student discovers or attempts to discover the contents of an exam before the contents are revealed by the instructor, or obtains, uses, and/or attempts to supply to any person unauthorized material or devices. He/she will be subject to punishment for academic misconduct. The instructor has the responsibility for instructional activities of the course being taught, including the determination of cheating, plagiarism, or any other activity pertinent to the course or program function. Any student found guilty of an act of academic misconduct may be subject to either of the following penalties:
1. His/her grade in the course or on the examination affected by the misconduct may be reduced to any extent, including reduction to failure.
2. The student may be placed on probation or suspended from the college for a specific definite period.

In the case of repeated offenses, appropriate action up to and including permanent suspension from the college will be taken. The student may appeal either the finding of cheating or the penalty, or both, to the Student Relations Committee. Suspension and dismissal for academic reasons are not governed by the due process requirements of the Fourteenth Amendment; therefore, the disciplinary procedures do not apply.

LABORATORY/CLASSROOM PROCEDURES: (if applicable)
1. No hats, caps, rags, bags, or wraps are allowed on your head/hair. You are a stylist now and your hair should be fixed before coming to school.
2. No food or drink allowed in the classroom and/or lab.
3. **Absolutely no rude attitudes or behavior.** Please refer to the student discipline policies.

4. **Keep your negative comments/attitudes to yourself.**
5. No negative comments on other students work.
6. Come in prepared and ready to work.
7. *NO* **horseplay allowed under any circumstances!!**
8. Cell phones **MUST** be turned to "silent or vibrate" mode while in class.
   NO using of phones on clinic floor **ANYTIME**, before or after hours!!!
   NO EXCEPTIONS! No wireless or earplug devices allowed during class.
9. No personal CDs and **NO** music devices are allowed on the floor or in the break room. You can use earplugs or headphones in break room.
10. **ALL** internet use must be approved by instructor. Please refer to the Internet Acceptable Usage Policy.
11. The academic honesty policy must be strictly adhered to.

STUDENT E-MAIL ACCOUNTS:

Student Accounts – Login Information
What is the Emergency Response System?
PCCUA's emergency response system notifies students of special college closings and news. Sign up either using the Emergency Alert icon in the My RidgeNet portal or through WebAdvisor. Go to http://www.pccua.edu and click My RidgeNet at the top of the page. Cell phone number and phone provider are required. You will receive text notification in case of inclement weather, campus closings, or emergency situations.

What is BlackBoard?
BlackBoard is used for hybrid courses, UA Online courses and PC Net courses. Many instructors utilize this resource in their classes.

What is the Student Success Pass card? Why do I need one?
Students must have student success pass to pick up a Pell/scholarship disbursement check at each disbursement during fall and spring semesters. Students receive the student success pass from their assigned advisor. Students are required to contact advisor a minimum of three (3) times per semester.

How do I know who my advisor is?
An academic advisor is assigned to each student at registration. To find an advisor, click here. The advisor is usually a faculty member in the academic area most closely related to the student's major and will assist the student in choosing appropriate courses and creating an education plan.

How do I check my school EMAIL?
After completing registration, a student's email account will be automatically created within 48 hours. Then complete the following:
   1. Go to the Phillips College homepage log into My RidgeNet at the top left of the screen.
   2. Enter your username, First initial+lastname+last four digits of Datatel/Student ID number @students.pccua.edu. (Mickey Mouse would be mmouse1234@students.pccua.edu).
   3. Enter your Password which is your full date of birth (mmddyyyy).

How do I enroll for online courses?
To enroll in any online course, you must contact Bennie Fonzie, bfonzie@pccua.edu and Scott Post, spost@pccua.edu by e-mail. In your e-mail you must include your name, social security number or student ID, and the online course name and number. If you do not receive a response within two business days, you are not enrolled in the class, and you should contact the Admissions Office at (870) 338-6474, Ext. 1336.

How do I log into WebAdvisor?
WebAdvisor provides student with access to their personal information, billing and account information,

transcript, grades and class schedules.
1. Go to My RidgeNet at www.pccua.edu and select the WebAdvisor link.
2. Click on login the upper right of the main menu.
3. Enter your username, First initial+lastname+last four digits of Datatel/Student ID number.
4. Press TAB
5. Enter your Password which is your full date of birth (mmddyyyy).
6. Click submit.

If you have problems, please submit a Help Desk Ticket from the WebAdvisor Guest Page.

How do I login to a computer on campus? How do I get a computer account?
All student labs are preset to automatically log in as a student. All programs loaded on the computer are available for students to use. To access the internet, double-click the Firefox icon on the desktop. You will be prompted to enter your email address and password.
Email address: First initial + last name + last 4 digits of student ID + @students.pccua.edu, i.e. - jdoe1234@students.pccua.edu. Password: Your birthdate, i.e. – 01051985

How do I check my grades?
Students may access grades at the WebAdvisor link. Steps include:
- Click on "Log into WebAdvisor"
- Then "Log In". User name is the first initial and last name using lowercase letters and the last four digits of the student's ID.
- Enter the eight-digit date of birth (mmddyyyy) in the "Password" box.

*****Emergency Response Notification** – Sign up either from the PCCUA webpage or through WebAdvisor. You will receive **text notification** in case of inclement weather campus closings or emergency situations.

***** Help Desk –** problems with log in for WebAdvisor, Email, Network, and Blackboard
    Go to www.pccua.edu and click on WebAdvisor, then click on link for **Account Help Desk**.
    Fill out all requested information.

The syllabus and the policies, guidelines, and dates included are subject to change at the Instructor's discretion.

CAMPUS SUPPORT SERVICES
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Kimberley Johnson is the Vice Chancellor for Student Services and serves as the ADA Compliance Officer. If you have a disability please contact the Student Disabilities Coordinator for your campus
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The process of student referral under the Americans with Disabilities Act can be found in the Student Handbook.

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INSURANCE
Phillips Community College of the University of Arkansas does not provide insurance for its students. The College does encourage each student to secure his/her own insurance, and for that reason, and for that reason, the college has contacted an insurance agency to assist any student with individual student insurance coverage. Forms for this insurance are available in the Registrar's Office.

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The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas Public Colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admission and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the internet by going to the ADHE Website and selecting Course Transfer. hhtp://www.adhe.edu/ (Click) Arkansas Course Transfer System.
http://acts.adhe.edu/secure/institutiontransferinfo.aspx

COSMETOLOGY
SYLLABUS RECEIPT

I understand the attendance policy as explained in this document. I am aware that I am responsible for making up assignments and learning the material missed during my absences. An absence does not release me from making up my daily activities points.

I understand the grading policy, grade scale and continuation policy explained in the syllabus.

I have read and understand the content of this syllabus provided by my instructor. I agree that I will follow the policies within this syllabus.

I understand the use of the equipment. That using the equipment on the lab floor poses potential risks of serious injury and agree to use all equipment in a safe manner.

I understand that talking and disruptive behavior will not be tolerated by the instructors. (See Rules and Regulations).

I understand that changes to the syllabus and rules are at the discretion of the instructors.

I also understand that my attitude and attendance could affect successful completion of this course.

_____   _____
                 NAME   DATE

COSMETOLOGY
BASIC PRACTICAL LAB COURSES

COURSE INFORMATION:
Semester and Year: Fall, 2023
Meeting Time: 10:00 a.m. – 4:30 p.m.
Meeting Place: T&I Building, Room 128
Prerequisites: none
Revision Date: 08-08-2023

INSTRUCTOR INFORMATION:
Instructor: Karen Jones
Office Location: T&I Building, Room 128
Office Phone #: 870-816-1215
Cell Phone #: 870-995-4326
Email Address: kjones@pccua.edu
Office Hours: MTWTH 8:00 – 4:30
(Or by appointment)

COURSE NAMES/DESCRIPTIONS
COSM 506 – Clinical Experience I, 6 Credit Hours
Students gain experience in application of basic theoretical concepts in hairstyling, manicuring, and aesthetics using mannequins, students, and outside patrons. Under supervision of a licensed instructor, the clinic is operated as an actual beauty salon business.

STUDENT LEARNING OUTCOMES
1. Students will understand and apply the basic knowledge of the properties of hair and scalp.
2. Students will demonstrate the basic principles of hair care and design.
3. Students will demonstrate basic chemical texturizing of the hair.

INSTRUCTIONAL GOALS, OBJECTIVES & MEASURES
This course is designed to prepare students for the Arkansas Department of Health/Cosmetology Section licensing examination. Students are prepared with the basic knowledge and skills to perform the following beauty services: shampooing, hair cutting, hairstyling, hair analysis, coloring and chemical texturizing.

PCCUA CORE COMPETENCES
The five core competences (STACC) are incorporated within the context of the subject being taught. The competences address skills the College has committed to developing in all students.

Social and Civic Responsibility: Behavior that demonstrates adherence to legal/ethical standards established by society.
Technical Utilization: Use of the tools of the trade to achieve a specific outcome
Analytical & Critical Thinking: Modes of reasoning including analyzing data, evaluating alternatives, setting priories, and predicting outcomes.

Communication: The interactive process through which there is an exchange of verbal and/or nonverbal information.
Cultural Awareness: Acknowledgement that society is diverse with groups of individuals possessing differing beliefs, values, attitudes, and customs that are shared from one generation to the next.

We will assess the following core competencies:

PCCUA Core Competency	Student Learning Outcome	Assessment Method/Measurement	Assessment Criteria
Social and Civic Responsibility	Students will understand and apply the basic knowledge of the properties of hair and scalp.	**Written Test**	**70% of the students will score 79% or higher**
Technical Utilization	Students will demonstrate the basic principles of hair care and design.	**Lab Rubric Written Tests**	**70% of the students will score 79% or higher**

TEXTBOOKS

37. Pivot Point Fundamentals 101 Life Skills ISBN 978-940593-40-1
38. Pivot Point Fundamentals 102 Science ISBN 978-940593-41-8
39. Pivot Point Fundamentals 103 Business ISBN 978-940593-42-5
40. Pivot Point Fundamentals 104 Client/Centered Design ISBN 978-940593- 43-2
41. Pivot Point Fundamentals 105 Sculpture/Cut ISBN 978-940593-44-9
42. Pivot Point Fundamentals 107 Hair Design ISBN 978-940593-45-6
43. Pivot Point Fundamentals 108 Long Hair ISBN 978-940593-46-3
44. Pivot Point Fundamentals 109 Wigs & Hair Additions ISBN 978-940593-47-0
45. Pivot Point Fundamentals 110 Color ISBN 978-940593-48-7
46. Pivot Point Fundamentals 111 Perm & Relax ISBN 978-940593-49-4
47. Pivot Point Fundamentals 112 Skin IN 978-940593-50-0
48. Pivot Point Fundamentals 113 Nails ISBN 978-940593-51-7

PRACTICAL EXAMINATIONS

The keeping of your Daily Activities Sheets, (what service you perform on client, manikin or student) **HAS** to sign off by one of the instructors when you finished said client, manikin or student to receive the points.

50% = Daily Activity Sheets
50% = Mock Boards

GRADING

100 – 90	= A
89 – 80	= B
79 – 75	= C
74 – 70	= D
69 – 0	= F

ATTENDANCE POLICY
FALL 2022: August 22 – December 15 (504 hours)

Absences: **There are NO excused absences.** Students are allowed **40 clock hours missed a semester**

- Thirty minutes are allowed for lunch and can be taken as early as 10:30 a.m., but no later than 2:30 p.m. without permission from the instructor. Lab students are responsible for their lunch time accordingly.
- Students leaving for any reason during school hours must have permission from the instructor and must inform the person at the reception desk. If students leave for any reason, they must clock

out and sign out. Failure to do so will result in the student being sent home for the remainder of the day or not allowed to come the following day.

*Last <u>WEEK</u> of school, with clients is mandatory; not coming will result in failure of the class.

*Exceptions to this attendance rule may be based on individual circumstances and the instructor's assessment of the student's ability to finish course requirements. The final decision concerning absences is left to the instructor's discretion. **<u>A student's attendance will directly affect their grade in the course</u>**.

PARTICIPATION
All students are expected to participate in **ALL** class and **ALL** clinic floor activities.

COMPUTERS AND OTHER DEVICES: It is highly recommended to have a device other than your phone and have access to Wi-Fi to do the work in **"THE LAB."** Use of the computer lab or you can rent one from the bookstore.

08/31	Chapter 1 The Career Education Instructor Chapter 2 The Teaching Plan & Learning Environment
09/05	**TEST**
09/12	Chapter 3 Teaching Study and Testing Skills Chapter 4 Basic Learning Styles and Principles
09/19	**TEST**
09/19	Chapter 5 Basic Methods of Teaching and Learning Chapter 6 Communicating Confidentially
09/26	**TEST**
09/26	Chapter 7 Effective Presentations Chapter 8 Effective Classroom Management and Supervision
10/03	**TEST**
10/03	Chapter 9 Achieving Learning Results Chapter 10 Program Development and Lesson Planning
10/10	**TEST**
10/10	Chapter 11 Educational Aids and Technology in the Classroom Chapter 12 Assessing Progress and Advising Students
10/17	**TEST**
10/17	Chapter 13 Making the Student Salon an Adventure Chapter 14 Career Employment Preparations
10/24	**TEST**
10/06	Chapter 15 The Art of Retaining Students Chapter 16 Educator Relationships
10/31	**TEST**
	MID-TERM GRADE DUE= CHAPTER TEST AVERAGE FROM ABOVE TESTS
10/31	Chapter 17 Learning is A Laughing Matter Chapter 18 Teaching Success Strategies for a Winning Carrier
11/07	**Learning TEST**
11/07	Chapter 19 Teams at Work Chapter 20 Evaluating Professional Performance
11/14	**TEST**
11/29	**BRING ALL TEST FROM THIS SEMESTER WE ARE WRITING & STUDING**
12/13	***FINAL TEST ALL CHAPTERS***
12/17 **Grades Due**	*Course outline is subject to change at the discretion of instructors* ***Please see instructor about make up test***

Academic Policy for Practical Progress Evaluation

All Practical and Lab projects completed are to be documented on the student's daily activity sheet Monday through Thursday each week by the student. They are to be initialed and approved by an instructor. Performance evaluation will be according to the procedure guideline of the national testing standards and Cosmetology Section exam procedures. Students will be allowed to work on the lab floor after completing 150 clock hours of cosmetology instruction and 60 clock hours nail technology instruction. Grades will be given on projects completed each week. Each student is required to have practiced **10 different practical/lab skills within his/her total projects.**

0-149 clock hours	Beginning Student Initial Training
150-399 clock hours	Freshman Projects Completed each week
	60 and up = A = (15 per day)
	48-59 = C = (12 per day)
400-749 clock hours	Sophomore Projects completed each week
	72 and up = A = (18 per day)
	60-71 = C = (15 per day)
750-1500 clock hours	Junior/Senior Projects completed each week
	80 and up = A = (20 per day)
	72- 79 = C = (18 per day)

LABORATORY PARTICIPATION

Lab participation and attendance is very important. Students should be on time for lab and come prepared with ALL of your equipment in your student kit. The instructor reserves the right to allow make up work and will give permission based on each student's situation. When you know you will miss class, please let the instructor know and make arrangements to rearrange any client appointment.

PROGRESSION

In order to receive your license, a Licensure Practical exam will be conducted at the PCCUA Cosmetology Department upon completion of, or near the end of, the required 1500 hours. The results of the licensure exam will be submitted, along with your Certificate of Training form, to the Cosmetology Section of the Arkansas Department of Health. A minimum grade of **"75"** is required. If the minimum grade is not met, the exam may be retaken the next scheduled time.

DRESS CODE

You will look the part of a professional while you are in school. **CLEAN BLACK SCRUBS TOPS AND BOTTOMS**, will be worn at all times, please make sure they properly fit, no tight tops or pants, no sagging pant and no cleavage showing. You may wear t-shirt/turtlenecks under scrub top. **NO JACKETS** will be allowed.
Only tennis shoes are allowed. If they have shoestrings they **HAVE** to be tied!

COURSE EVALUATION AND ASSESSMENT
  I. Methods of Instruction
      A. 160 Clock Hours of Pre-Clinic hands on practice
      B. Discussions
      C. Demonstrations
      D. Videos/DVD's
      E. YouTube Hair, Skin and Nail Tutorials
      F. Writing assignments
  II. Methods of Evaluations
      A. Mock/Timed Demonstrations (as per the licensure practical exam)

EARLY ASSESSMENT OF LEARNING MEASURE

Early assessment of learning will be completed by the fourth week of class through written tests and lab performance.

INTERVENTION BASED ON EARLY ASSESSMENT OUTCOME
Additional review and one-on-one assistance will be conducted with students identified in the Early
Assessment as having problems with the material.

MISSED OR LATE ASSIGNMENTS
If you are aware of an impending absence or tardiness, you must contact your instructor so that
allowances may be granted to make up any missed assignments or tests.

STUDENT RESPONSIBILITIES
Punctuality is expected. Classes will begin at the time designated by the college. After class attendance
has been taken, your arrival to class is considered a tardy.
**If any part of the cosmetology student kit is lost or stolen, it must be replaced at the student's
expense.** . **It is highly recommended to have a device other than your phone and have access to Wi-
Fi to do the work in "THE LAB"**

SUPPORT FOR LEARNING
Students will be assessed weekly by taking chapter tests. Each student can meet with the instructor to
discuss his/her progress at any time.

STUDENT E-MAIL ACCOUNT AND OTHER PCCUA WEB SERVICES E-MAIL ACCOUNT
My Ridgenet accounts are typically created within 24 hours after the student registers for the semester.
Accessing the e-mail account:
   • Click on the My Ridgenet link located on the PCCUA homepage, www.pccua.edu.
   • Enter your PCCUA student email address, which is your first initial + last four digits of your
      student ID+@students.pccua.edu. (bjones1234@students.pccua.edu) Your password will be your
      date of birth (MMDDYYYY).
   • Click on the "Student Email" icon

If you are unable to log into your account for any reason, please fill out a Helpdesk ticket by going to the
PCCUA homepage, www.pccua.edu, and clicking on "Helpdesk". Please include a private email or phone
number in your ticket for responses.

WEBADVISOR only allows for three (3) attempts to login to an individual's account. If a student
cannot login, please go to the WebAdvisor homepage and click account help desk. Login will be reset
within 24 hours. For specific login instructions, please visit *www.pccua.edu* under the student tab.

Forgot your password?
   • Go to the main menu of WebAdvisor
   • Click on "What's my password" in the bottom right screen"
   • Click "Reset my password"
   • Fill in the information
   • Select an e-mail to send a temporary password
   • Check your e-mail and login

CHECKING GRADES ONLINE *Students may now access their account information, including grades,*
using the following steps:
   • Click on the MyRidgenet link located on the PCCUA homepage, *www.pccua.edu*
   • Enter your PCCUA student email address, which is your first initial + last four digits of your
      student ID+@students.pccua.edu, (bjones1234@students.pccua.edu). Your password will be your
      date of birth (MMDDYYYY).
   • Click on the "WebAdvisor" icon, then "Log In". My RidgeNet accounts are typically created
      within 24 hours after a student registers.

What is the RidgeRunner Alert System?
PCCUA's emergency response system notifies students of special college closings and news. Sign up using the RidgeRunner Alert icon in the My RidgeNet portal. Go to http://www.pccua.edu and click My RidgeNet at the top of the page. Cell phone number (no dashes/spaces) and phone provider are required. You will receive text notification in case of inclement weather, campus closings, or emergency situations.

Login Instructions
WEBADVISOR only allows for three (3) attempts to log-in to an individual's account. If a student cannot log-in, please go to the WebAdvisor homepage and click account help desk. Login will be reset within 24 hours.

ACADEMIC HONESTY POLICY
<div align="center">

Phillips Community College of the University of Arkansas
Academic Misconduct Policy
</div>

If a student discovers or attempts to discover the contents of an exam before the contents are revealed by the instructor, or obtains, uses, and/or attempts to supply to any person unauthorized material or devices. He/she will be subject to punishment for academic misconduct. The instructor has the responsibility for instructional activities of the course being taught, including the determination of cheating, plagiarism, or any other activity pertinent to the course or program function. Any student found guilty of an act of academic misconduct may be subject to either of the following penalties:

3. His/her grade in the course or on the examination affected by the misconduct may be reduced to any extent, including reduction to failure.
4. The student may be placed on probation or suspended from the college for a specific definite period.

In the case of repeated offenses, appropriate action up to and including permanent suspension from the college will be taken. The student may appeal either the finding of cheating or the penalty, or both, to the Student Relations Committee. Suspension and dismissal for academic reasons are not governed by the due process requirements of the Fourteenth Amendment; therefore, the disciplinary procedures do not apply.

CAMPUS SUPPORT SERVICES
Phillips Community College of the University of Arkansas provides student support services that assist students in achieving their educational objective. Those services include advising, financial aid, counseling and guidance, and safety and security.

ADA POLICY
Kimberley Johnson is the Vice Chancellor for Student Services and serves as the ADA Compliance Officer. As an open enrollment college, PCCUA strives to meet the needs of students with self-disclosed disabilities who wish to advance their education. A student with a disability must meet with the campus Disabilities Coordinator to obtain reasonable accommodations. Students who have met with the Coordinator are more likely to experience success in a positive learning environment.

If you have a disability please contact the Student Disabilities Coordinator for your campus.
- DeWitt – Shawanna Wansley (870) 946-3506 ext. 1628
- Helena - George White (870) 338-6474 ext. 1135
- Stuttgart - Sylvia Boyd (870) 673-4201 ext. 1809

The process of student referral under the Americans with Disabilities Act can be found in the Student

Handbook OR ON THE College Web site at http://www.pccua.edu/students/studentassistance/students-with-disabilities/.

FERPA POLICY
Phillips Community College of the University of Arkansas complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all of his/her records that meet the definition of educational records. No third party has the right to review student records without the student's permission, with very limited exceptions. For more information contact the Registrar's Office.

INSURANCE
Phillips Community College of the University of Arkansas does not provide insurance for its students. The college does encourage each student to secure his/her own insurance, and for that reason, the college has contacted an insurance agency to assist any student with individual student insurance coverage. Forms for this insurance are available in the Registrar's office.

ACTS
The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas Public Colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admission and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE Website and selecting Course Transfer. https:///www.adhe.edu/students-parents/colleges-universites/transfer-info.-for-students/

COLLEGE DELAY OR CLOSURE
Weather, natural disasters, health, or emergencies may require PCCUA administrators and staff to delay or close individual campuses or the college. We monitor weather, health, and other emergency situations carefully. In the event that there is a College closure, communications regarding the situation will be shared. Just because the K-12 district makes the decision to close, does not mean the college will close. If the roads are passable, and we are able to offer our classes, we will remain open. Just because one campus is closed does not mean all three campuses are closed.

If the College closes for one or two days, faculty will not hold students responsible for any missed classes and each faculty member will ensure that missed work due to the closure or delay is completed within the context of the course assignments and class time.

If for some reason there is an extended school closure, the student is responsible for following the instructions for assignments posted on **BlackBoard**.

All courses that are currently delivered via a distance (online or synchronized interactive) video) will continue to be delivered by that format in the event of a school closure.

Students who are currently delivered classes through synchronous interactive video courses will be able to join those conferences from home by accessing a user link provided by the instructor.

The syllabus and the policies, guidelines, and dates included are subject to change at the instructor's discretion.

Course Name: Nail Tech
Course Number: COSM 153
Semester and Year: SPRING, 2023
Meeting Time: 8:00 a.m. – 10:00 a.m.
Meeting Place: T&I Building Room 106
Prerequisites: none
Required Laboratories: none
Credit Hours: 5
Clock Hours: 5
Revision Date: 12/14/2022

INSTRUCTOR INFORMATION:
Instructor: Connie Johnston
Office Location: T&I Building, Room 128
Office Phone #: 870-816-1215
          Cell 995-3169
Email Address: cjohnston@pccua.edu
Office Hours: MTWTH 8:00 – 4:30
         (or by appointment)

COURSE DESCRIPTION:
This lecture course covers the principle of manicuring and pedicuring.

STUDENT LEARNING OUTCOMES:
8. Students will learn basic concepts of maintaining a healthy body and mind.
9. Students will learn basic communication skills.
10. Students will demonstrate basic proper human relationship skills in a salon environment.
11. Students will demonstrate basic infection control procedures.
12. Students will learn basic first aid.

GOALS AND OBJECTIVES:
This course is designed to prepare students for the Arkansas Department of Health/Cosmetology Section licensing examination for Nail Techs, using the basic skills learned in the student outcomes for successful entry level work in the profession of Nail Technician.

CORE COMPETENCES:
All students receiving a Technical Certificate/ Certificate of Proficiency from PCCUA will possess the following competencies:

Social and Civic Responsibility: Behavior that demonstrates adherence to legal/ethical standards established by society.
Technical Utilization: Use of the tools of the trade to achieve a specific outcome.
Analytical &Critical Thinking: Modes of reasoning including analyzing data, evaluating alternatives, setting priories, and predicting outcomes.
Communication: The interactive process through which there is an exchange of verbal and/or nonverbal information.
Cultural Awareness: Acknowledgement that society is diverse with groups of individuals possessing differing beliefs, values, attitudes, and customs that are shared from one generation to the next.

In this course, we will assess the following core competencies:

PCCUA Core Competency	Student Learning Outcome	Assessment Method/Measurement	Assessment Criteria
Analytical & Critical Thinking	Students will demonstrate ability to identify, analyze, and remediate problems critical to their chosen profession.	**Written Tests**	**70% of the students will score 79% or higher**
Communication Skills	Students will learn basic communication skills.	**Written Tests**	**70% of the students will score 79% or higher**
Social and Civic Responsibility	Students will demonstrate basic proper human relationship skills in a salon environment.	**Written Tests**	**70% of the students will score 79% or higher**

TEXTBOOKS:

1. <u>Milady's Standard Nail Technology </u>by Milady 6th Edition
2. <u>Milady's Review for Exam </u>by Milady 6th Edition

THEORY EXAMINATIONS:
    CHAPTER TESTS = 50%
    FINAL TEST   = 50%

GRADING:
    100 – 90   = A
    89 – 80   = B
    79 – 75   = C
    74 - 70   = D
    69 – 0   = F

PROGRESSION:
An Exit Exam towards the end of the 600 hours will be given in order to take the Arkansas Department of Health/ Cosmetology Section written exam. A grade of **"79"** will be required. If you fail the first time you have one (1) week to re-take, with only two more (2) times available with one week in between. Any student who maintains an A average **THROUGHOUT** the 1500 hours will be exempt from taking this exit exam.

Theory Course Outline

Students are to read each chapter, then do the work in the Study Guide.
Outlines of each chapter is required and handed in to the Instructor on test day.
Test questions are in multiple choice formats.

01/09	Chapter 1 History and Opportunities
	Chapter 2 Life Skills
01/12	**TEST**
01/12	Chapter 3 Your Professional Image
	Chapter 4 Communicating for Success
01/19	**TEST**
01/19	Chapter 5 Infection Control
	Chapter 6 General Anatomy and Physiology
01/26	**TEST**
01/26	Chapter 7 Skin Structure and Growth
	Chapter 8 Nail Structure and Growth
02/02	**TEST**
02/02	Chapter 9 Nail Diseases and Disorders
	Chapter 10 Basic Chemistry
02/09	**TEST**
02/09	Chapter 11 Nail Product Chemistry Simplified
	Chapter 12 Basics of Electricity
02/16	**TEST**
02/16	Chapter 13 Manicuring
	Chapter 14 Pedicuring
02/23	**TEST**
02/23	Chapter 15 Electric Filing
	Chapter 16 Nail Tips, Wraps, and No-Light Gels
03/02	**TEST**
	MID-TERM GRADE = CHAPTER TEST AVERAGE
03/02	Chapter 17 Acrylic (Methacrylate) Nail Enhancements
03/09	**TEST**
03/09	Chapter 18 UV Gels
03/16	**TEST**
03/16	Chapter 19 The Creative Touch
03/30	**TEST**
03/30	Chapter 20 Seeking Employment
04/06	**TEST**
04/06	Chapter 21 On the Job
04/13	**TEST**
04/13	Chapter 22 The Salon Business
04/20	**TEST**
	STUDY TIME
05/04	***FINAL TEST ALL CHAPTERS***
	Course outline is subject to change at the discretion of instructors
	Please see instructor about make up test

ATTENDANCE POLICY:
SPRING 2023: January 09 – May 11 (536 hours are possible)
<u>Absences:</u> Students are permitted **5 days** or **40 clock hours**.

- Thirty minutes are allowed for lunch and can be taken as early as 10:30 a.m., but no later than 2:30 p.m. without permission from the instructor. Lab students are responsible for their lunch time accordingly.
- Students leaving for any reason during school hours must have permission from the instructor and must inform the person at the reception desk. If students leave for any reason, they must clock out and sign out. Failure to do so will result in the student being sent home for the remainder of the day or not allowed to come the following day.

*Must attend EVERY day (8 hours) per day of the last week of school with clients!
*Results will be a failure in ALL sections!
*Exceptions to this attendance rule may be based on individual circumstances and the instructor's assessment of the student's ability to finish course requirements. The final decision concerning absences is left to the instructor's discretion. **<u>A student's attendance will directly affect their grade in the course.</u>**

CLASS PARTICIPATION:
Class participation and attendance is very important. Students should be on time for class and come prepared with book, paper, writing instrument and any assignments for that class period. If you know ahead of time that you will be absent, then you may be permitted to take the exam at an earlier time. The instructor reserves the right to allow make up work and will give permission based on each student's situation. When you know you will miss class, please let the instructor know and make arrangements to rearrange any client appointment.

DRESS CODE:
You will look the part of a professional while you are in school. **<u>CLEAN BLACK SCRUBS TOPS AND BOTTOMS,</u>** will be worn at all times, please make sure they properly fit, no tight, no sagging pant and no cleavage showing. You may wear t-shirt/turtlenecks under scrub top. No hoodies/sweatshirts allowed under scrub! Lab coats are optional. **NO** heavy jackets will be allowed. You can wear a light weight **SOLID BLACK** jacket that has been approved of before wearing. Only tennis shoes are allowed. If they have shoestrings they **HAVE** to be tied! **NO** boots

COURSE EVALUATION AND ASSESSMENT
Students will be evaluated and assessed throughout the course of study by written and practical exams and mock boards. Each assessment is based upon the Arkansas Cosmetology State Exam Board requirements.

MISSED OR LATE ASSIGNMENTS
If you are aware of an impending absence or tardiness, you must contact your instructor so that allowance may be granted to make up any missed assignments or tests.

STUDENT RESPONSIBILITIES
Each student must purchase a student cosmetology kit.
If any part of the cosmetology student kit is lost or stolen, it must be replaced at the student's expense.

Academic Policy Progress Evaluation Practical and Lab Manicure Course
All Practical and Lab projects completed are to be documented on the student's daily activity sheet Monday through Thursday each week by the student. They are to be initialed and approved by an instructor.

Performance evaluation will be according to the procedure guideline of the national testing standards and Board exam procedures. Students will be allowed to work on the lab floor after completing **60 clock** hours **Nail Technology** students. Grades will be given on projects completed each week. Each student is required to have practiced 10 different practical/lab skills within his/her total projects.	
0-35 hours	Beginning Student Initial Training
36-100 hours	Freshman Projects Completed each week 60 and up = A = (15 per day) 48-59 = C = (12 per day)
101-300 hours	Sophomore Projects completed each week 72 and up = A = (18 per day) 60-71 = C = (15 per day)
301-600 hours	Junior/Senior Projects completed each week 80and up = A = (20 per day) 72- 79 = C = (18 per day)

ACADEMIC HONESTY POLICY
Cheating Policy

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:
1. Represent the work of others as their own
2. Use or obtain unauthorized assistance in any academic work
3. Give unauthorized assistance to other students
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit
5. Misrepresent the content of submitted work

Administrative Procedure Number: 404.05
Cheating in any form (including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and assisting others in any such act) is forbidden. An instructor who has proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of "F" for the course and suspending the student from class. A description of the incident and the action taken will be reported through the dean to the Vice Chancellor for Instruction and placed in the student's file in the Office of Admissions and Records. The student may appeal either the finding of cheating or the penalty, or both, as described in Administrative Procedure No. 404.06, Academic Appeal Procedure.

Cheating in this class:
Cheating will not be tolerated. If you are cheating on one occasion, you will receive an "F" for the whole project's work (not limited to that one assignment). If found cheating on a second occasion, you will be asked to drop the class. If the cheating occurs after the drop date, or if you choose not to drop, you will receive an "F" for this class. All work must be in your notebook, unless the instructor directs you to destroy them or turn it in for a grade.

CHILDREN IN THE CLASSROOM
As per the student handbook, a student may not have unauthorized persons (children or adults) on campus. Children are permitted on campus for youth activities. However, children are not permitted to attend college classes unless specifically invited by an instructor for instructional purposes. Please see the instructor for any specific questions concerning this matter

CLASSROOM PROCEDURES:
1. Punctuality – Be on time and Be prepared for class
2. Please respect the instructor and peers
3. No Food or Drinks in the Classroom
4. Please turn off Cell Phones, Beepers, or Pagers
5. No Texting or checking messages during class

CAMPUS SUPPORT SERVICES

Phillips Community College of the University of Arkansas provides student support services that assist students in achieving their educational objective. Those services include advising, financial aid, counseling and guidance, and safety and security.

ADA POLICY

Kimberley Johnson is the Vice Chancellor for Student Services and serves as the ADA Compliance Officer. If you have a disability please contact the Student Disabilities Coordinator for your campus.

- DeWitt-Shawanna Wansley (870) 946-3506 ext. 1610
- Helena-Deborah Gentry (870) 338-6474 ext. 1210
- Stuttgart-Sylvia Boyd (870) 673-4201 ext. 1809

The process of student referral under the Americans with Disabilities Act can be found in the Student Handbook.

FERPA POLICY

Phillips Community College of the University of Arkansas complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all of his/her records that meet the definition of educational records. No third party has the right to review student records. Directory information can be provided unless the student request that it be withheld.

INSURANCE

Phillips Community College of the University of Arkansas does not provide insurance for its students. The College does encourage each student to secure his/her own insurance, and for that reason, and for that reason, the college has contacted an insurance agency to assist any student with individual student insurance coverage. Forms for this insurance are available in the Registrar's Office.

ACTS

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas Public Colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admission and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the internet by going to the ADHE Website and selecting Course Transfer.   hhtp://www.adhe.edu/ (Click) Arkansas Course Transfer System.
http://acts.adhe.edu/secure/institutiontransferinfo.aspx

The syllabus and the policies, guidelines, and dates included are subject to change at the Instructor's discretion.

Course Name: Nail Tech
Course Number: COSM 155
Semester and Year: Fall, 2023
Meeting Time: 8:00 a.m. – 10:00 a.m.
Meeting Place: T&I Building Room 106
Prerequisites: none
Required Laboratories: none
Credit Hours: 5
Clock Hours: 5
Revision Date: 08/01/2023

INSTRUCTOR INFORMATION:
Instructor: Karen Jones
Office Location: T&I Building, Room 128
Phone #: 870-816-1215
Cell 995-4326
Email Address: kjones@pccua.edu
Office Hours: MTWTH 8:00 – 4:30
(or by appointment)

COURSE DESCRIPTION:
This lecture course covers the principle of manicuring and pedicuring.

STUDENT LEARNING OUTCOMES:
1. Students will learn basic concepts of maintaining a healthy body and mind.
2. Students will learn basic communication skills.
3. Students will demonstrate basic proper human relationship skills in a salon environment.
4. Students will demonstrate basic infection control procedures.
5. Students will learn basic first aid.

GOALS AND OBJECTIVES:
This course is designed to prepare students for the Arkansas Department of Health/Cosmetology Section licensing examination for Nail Techs, using the basic skills learned in the student outcomes for successful entry level work in the profession of Nail Technician.

CORE COMPETENCES:
All students receiving a Technical Certificate/ Certificate of Proficiency from PCCUA will possess the following competencies:

Social and Civic Responsibility: Behavior that demonstrates adherence to legal/ethical standards established by society.
Technical Utilization: Use of the tools of the trade to achieve a specific outcome.
Analytical &Critical Thinking: Modes of reasoning including analyzing data, evaluating alternatives, setting priories, and predicting outcomes.
Communication: The interactive process through which there is an exchange of verbal and/or nonverbal information.
Cultural Awareness: Acknowledgement that society is diverse with groups of individuals possessing differing beliefs, values, attitudes, and customs that are shared from one generation to the next.

In this course, we will assess the following core competencies:

PCCUA Core Competency	Student Learning Outcome	Assessment Method/Measurement	Assessment Criteria
Analytical & Critical Thinking	Students will demonstrate ability to identify, analyze, and remediate problems critical to their chosen profession.	**Written Tests**	**70% of the students will score 79% or higher**

Communication Skills	Students will learn basic communication skills.	**Written Tests**	**70% of the students will score 79% or higher**
Social and Civic Responsibility	Students will demonstrate basic proper human relationship skills in a salon environment.	**Written Tests**	**70% of the students will score 79% or higher**

TEXTBOOKS:

1. Milady's Standard Nail Technology by Milady 6th Edition
2. Milady's Review for Exam by Milady 6th Edition

THEORY EXAMINATIONS:
    CHAPTER TESTS = 50%
    FINAL TEST   = 50%

GRADING:
    100 – 90   = A
    89 – 80   = B
    79 – 75   = C
    74 - 70   = D
    69 – 0   = F

PROGRESSION:
An Exit Exam towards the end of the 600 hours will be given in order to take the Arkansas Department of Health/ Cosmetology Section written exam. A grade of **"79"** will be required. If you fail the first time you have one (1) week to re-take, with only two more (2) times available with one week in between. Any student who maintains an A average **THROUGHOUT** the 1500 hours will be exempt from taking this exit exam.

GRADING:
    100 – 90   = A
    89 – 80   = B
    79 – 75   = C
    74 - 70   = D
    69 – 0   = F

PROGRESSION: A total of **"75"** on your Daily Activity Sheets + Mock Boards will be required before going to take the Arkansas Department of Health Cosmetology Section Practical's in Little Rock.

Practical Course Outline

All students with 60 or more hours are required to practice exam phases assigned a minimum of Three (3) times a day. Clients or mannequin.

08/21	Manicures with Polish; Acrylic Tips & Overlays
08/28	Pedicures with Polish; Nail Wraps & Sculptures
09/05	Tips & Overlays
09/11	Nail Wraps & Sculptures
09/18	Manicures with Polish; Acrylic Tips & Overlays
09/25	Pedicures with Polish; Nail Wraps & Sculptures
10/02	State Board Phases (ALL)
10/09	**Mock Boards**
10/16	Manicures with Polish; Acrylic Tips & Overlays
10/16	Pedicures with Polish; Nail Wraps & Sculptures
10/23	Tips & Overlays
10/23	Nail Wraps & Sculptures
10/30	State Board Phases (ALL)
11/06	State Board Phases (ALL)
11/13	**STUDY**
12/05	***FINAL PRACTICALS MOCK BOARDS***
	Course outline is subject to change at the discretion of instructors *Please see instructor about make up test*

ATTENDANCE POLICY:
Fall 2023: August 21 – December 14 (504 hours are possible)
<u>Absences:</u> Students are permitted **to miss 40 clock hours**.

- Thirty minutes are allowed for lunch and can be taken as early as 10:30 a.m., but no later than 2:30 p.m. without permission from the instructor. Lab students are responsible for their lunch time accordingly.
- Students leaving for any reason during school hours must have permission from the instructor and must inform the person at the reception desk. If students leave for any reason, they must clock out and sign out. Failure to do so will result in the student being sent home for the remainder of the day or not allowed to come the following day.

*Must attend EVERY day (8 hours) per day of the last week of school with clients!
*Results will be a failure in ALL sections!

-

CLASS PARTICIPATION:
Class participation and attendance is very important. Students should be on time for class and come prepared with book, paper, writing instrument and any assignments for that class period. If you know ahead of time that you will be absent, then you may be permitted to take the exam at an earlier time. The instructor reserves the right to allow make up work and will give permission based on each student's situation. When you know you will miss class, please let the instructor know and make arrangements to rearrange any client appointment.

DRESS CODE:
All **<u>BLACK SCRUBS,</u>** they must fit properly. You may wear a solid color turtleneck under scrubs. Lab coats will be optional, for those of you that are hot nature. No wearing scrub pants low on hips and showing of cleavage will be allowed. No wearing of personal jackets while you are on the lab floor. Exception: solid black light weight jackets that are **<u>pre-approved</u>** by the Director. Shoes must be tied if they have strings, Flip Flops will be allowed when weather permits.

COURSE EVALUATION AND ASSESSMENT
Students will be evaluated and assessed throughout the course of study by written and practical exams and mock boards. Each assessment is based upon the Arkansas Cosmetology State Exam Board requirements.

MISSED OR LATE ASSIGNMENTS
If you are aware of an impending absence or tardiness, you must contact your instructor so that allowance may be granted to make up any missed assignments or tests.

STUDENT RESPONSIBILITIES
Each student must purchase a student cosmetology kit.
If any part of the cosmetology student kit is lost or stolen, it must be replaced at the student's expense.

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Academic Policy Progress Evaluation Practical and Lab Manicure Course
All Practical and Lab projects completed are to be documented on the student's daily activity sheet Monday through Thursday each week by the student. They are to be initialed and approved by an instructor. Performance evaluation will be according to the procedure guideline of the national testing standards and Board exam procedures. Students will be allowed to work on the lab floor after completing **60 clock** hours **Nail Technology** students. Grades will be given on projects completed each week. Each student is required to have practiced 10 different practical/lab skills within his/her total projects.

0-35 hours	Beginning Student Initial Training
36-100 hours	Freshman Projects Completed each week 60 and up = A = (15 per day) 48-59 = C = (12 per day)
101-300 hours	Sophomore Projects completed each week 72 and up = A = (18 per day) 60-71 = C = (15 per day)
301-600 hours	Junior/Senior Projects completed each week 80and up = A = (20 per day) 72- 79 = C = (18 per day)

ACADEMIC HONESTY POLICY
Cheating Policy

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:
1. Represent the work of others as their own
2. Use or obtain unauthorized assistance in any academic work
3. Give unauthorized assistance to other students
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit
5. Misrepresent the content of submitted work

Administrative Procedure Number: 404.05
Cheating in any form (including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and assisting others in any such act) is forbidden. An instructor who has proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of "F" for the course and suspending the student from class. A description of the incident and the action taken will be reported through the dean to the Vice Chancellor for Instruction and placed in the student's file in the Office of Admissions and Records. The student may appeal either the finding of cheating or the penalty, or both, as described in Administrative Procedure No. 404.06, Academic Appeal Procedure.

Cheating in this class:
Cheating will not be tolerated. If you are cheating on one occasion, you will receive an "F" for the whole project's work (not limited to that one assignment). If found cheating on a second occasion, you will be asked to drop the class. If the cheating occurs after the drop date, or if you choose not to drop, you will receive an "F" for this class. All work must be in your notebook, unless the instructor directs you to destroy them or turn it in for a grade.

CHILDREN IN THE CLASSROOM
As per the student handbook, a student may not have unauthorized persons (children or adults) on campus. Children are permitted on campus for youth activities. However, children are not permitted to attend college classes unless specifically invited by an instructor for instructional purposes. Please see the instructor for any specific questions concerning this matter

CLASSROOM PROCEDURES:
6. Punctuality – Be on time and Be prepared for class
7. Please respect the instructor and peers
8. No Food or Drinks in the Classroom
9. Please turn off Cell Phones, Beepers, or Pagers
10. No Texting or checking messages during class

EARLY ASSESSMENT OF LEARNING MEASURE
Early assessment of learning will be completed by the fourth week of class through written tests and lab performance.

INTERVENTION BASED ON EARLY ASSESSMENT OUTCOME
Additional review and one-on-one assistance will be conducted with students identified in the Early Assessment as having problems with the material.

MISSED OR LATE ASSIGNMENTS
If you are aware of an impending absence or tardiness, you must contact your instructor so that allowances may be granted to make up any missed assignments or tests.

STUDENT RESPONSIBILITIES
Punctuality is expected. Classes will begin at the time designated by the college. After class attendance has been taken, your arrival to class is considered a tardy.
If any part of the cosmetology student kit is lost or stolen, it must be replaced at the student's expense. . **It is highly recommended to have a device other than your phone and have access to Wi-Fi to do the work in "THE LAB"**

SUPPORT FOR LEARNING
Students will be assessed weekly by taking chapter tests. Each student can meet with the instructor to discuss his/her progress at any time.

STUDENT E-MAIL ACCOUNT AND OTHER PCCUA WEB SERVICES E-MAIL ACCOUNT
My Ridgenet accounts are typically created within 24 hours after the student registers for the semester. Accessing the e-mail account:
- Click on the My Ridgenet link located on the PCCUA homepage, www.pccua.edu.
- Enter your PCCUA student email address, which is your first initial + last four digits of your student ID+@students.pccua.edu. (bjones1234@students.pccua.edu) Your password will be your date of birth (MMDDYYYY).
- Click on the "Student Email" icon

If you are unable to log into your account for any reason, please fill out a Helpdesk ticket by going to the PCCUA homepage, www.pccua.edu, and clicking on "Helpdesk". Please include a private email or phone number in your ticket for responses.

WEBADVISOR only allows for three (3) attempts to login to an individual's account. If a student cannot login, please go to the WebAdvisor homepage and click account help desk. Login will be reset within 24 hours. For specific login instructions, please visit *www.pccua.edu* under the student tab.

Forgot your password?
- Go to the main menu of WebAdvisor
- Click on "What's my password" in the bottom right screen"
- Click "Reset my password"
- Fill in the information
- Select an e-mail to send a temporary password
- Check your e-mail and login

CHECKING GRADES ONLINE *Students may now access their account information, including grades, using the following steps:*
- Click on the MyRidgenet link located on the PCCUA homepage, *www.pccua.edu*
- Enter your PCCUA student email address, which is your first initial + last four digits of your student ID+@students.pccua.edu, (bjones1234@students.pccua.edu). Your password will be your date of birth (MMDDYYYY).
- Click on the "WebAdvisor" icon, then "Log In". My RidgeNet accounts are typically created within 24 hours after a student register.

What is the RidgeRunner Alert System?
PCCUA's emergency response system notifies students of special college closings and news. Sign up using the RidgeRunner Alert icon in the My RidgeNet portal. Go to http://www.pccua.edu and click My RidgeNet at the top of the page. Cell phone number (no dashes/spaces) and phone provider are required. You will receive text notification in case of inclement weather, campus closings, or emergency situations.

Login Instructions
WEBADVISOR only allows for three (3) attempts to log-in to an individual's account. If a student cannot log-in, please go to the WebAdvisor homepage and click account help desk. Login will be reset within 24 hours.

CAMPUS SUPPORT SERVICES
Phillips Community College of the University of Arkansas provides student support services that assist students in achieving their educational objective. Those services include advising, financial aid, counseling and guidance, and safety and security.

ADA POLICY
Kimberley Johnson is the Vice Chancellor for Student Services and serves as the ADA Compliance Officer. As an open enrollment college, PCCUA strives to meet the needs of students with self-disclosed disabilities who wish to advance their education. A student with a disability must meet with the campus Disabilities Coordinator to obtain reasonable accommodations. Students who have met with the Coordinator are more likely to experience success in a positive learning environment.

If you have a disability please contact the Student Disabilities Coordinator for your campus.
- DeWitt – Shawanna Wansley (870) 946-3506 ext. 1628
- Helena – Doug Bielemeier (870) 338-6474 ext. 1135
- Stuttgart - Sylvia Boyd (870) 673-4201 ext. 1809

The process of student referral under the Americans with Disabilities Act can be found in the Student Handbook or on the College web site at http://www.pccua.edu/students/studentassistance/students-with-disabilities/.

FERPA POLICY
Phillips Community College of the University of Arkansas complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all of his/her records that meet the definition of educational records. No third party has the right to review student records without

the student's permission, with very limited exceptions. For more information contact the Registrar's Office.

INSURANCE
Phillips Community College of the University of Arkansas does not provide insurance for its students. The college does encourage each student to secure his/her own insurance, and for that reason, the college has contacted an insurance agency to assist any student with individual student insurance coverage. Forms for this insurance are available in the Registrar's office.

ACTS
The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas Public Colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admission and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE Website and selecting Course Transfer. https:///www.adhe.edu/students-parents/colleges-universites/transfer-info.-for-students/

COLLEGE DELAY OR CLOSURE
Weather, natural disasters, health, or emergencies may require PCCUA administrators and staff to delay or close individual campuses or the college. We monitor weather, health, and other emergency situations carefully. In the event that there is a College closure, communications regarding the situation will be shared. Just because the K-12 district makes the decision to close, does not mean the college will close. If the roads are passable, and we are able to offer our classes, we will remain open. Just because one campus is closed does not mean all three campuses are closed.

If the College closes for one or two days, faculty will not hold students responsible for any missed classes and each faculty member will ensure that missed work due to the closure or delay is completed within the context of the course assignments and class time.

If for some reason there is an extended school closure, the student is responsible for following the instructions for assignments posted on **Blackboard**.

All courses that are currently delivered via a distance (online or synchronized interactive) video) will continue to be delivered by that format in the event of a school closure.

Students who are currently delivered classes through synchronous interactive video courses will be able to join those conferences from home by accessing a user link provided by the instructor.

The syllabus and the policies, guidelines, and dates included are subject to change at the instructor's discretion.

Course Name: Nail Tech Lab
Course Number: COSM 1510
Semester and Year: Fall, 2023
Meeting Time: 10:00 a.m. – 4:30 p.m.
Meeting Place: T&I Building Room 106
Prerequisites: none
Required Laboratories: none
Credit Hours: 10
Clock Hours: 10
Revision Date: 8-1-2023

INSTRUCTOR INFORMATION:
Instructor: Karen Jones
Office Location: T&I Building, Room 128
Office Phone #: 870-816-1215
      Cell 995-4326
Email Address: kjones@pccua.edu
Office Hours: MTWTH 8:00 – 4:30
(or by appointment)

COURSE DESCRIPTION:
Students develop manicuring skills through practical application.

STUDENT LEARNING OUTCOMES:
1. Students will learn basic concepts of maintaining a healthy body and mind.2
2. Students will learn basic communication skills.
3. Students will demonstrate basic proper human relationship skills in a salon environment.
4. Students will demonstrate basic infection control procedures.
5. Students will learn basic first aid.

GOALS AND OBJECTIVES:
This course is designed to prepare students for the Arkansas Department of Health/Cosmetology Section licensing examination for Nail Techs, using the basic skills learned in the student outcomes for successful entry level work in the profession of Nail Technician.

CORE COMPETENCES:
All students receiving a Technical Certificate/ Certificate of Proficiency from PCCUA will possess the following competencies:

Social and Civic Responsibility: Behavior that demonstrates adherence to legal/ethical standards established by society.
Technical Utilization: Use of the tools of the trade to achieve a specific outcome.
Analytical &Critical Thinking: Modes of reasoning including analyzing data, evaluating alternatives, setting priories, and predicting outcomes.
Communication: The interactive process through which there is an exchange of verbal and/or nonverbal information.
Cultural Awareness: Acknowledgement that society is diverse with groups of individuals possessing differing beliefs, values, attitudes, and customs that are shared from one generation to the next.

In this course, we will assess the following core competencies:

PCCUA Core Competency	Student Learning Outcome	Assessment Method/Measurement	Assessment Criteria
Social and Civic Responsibility	Students will understand and apply the basic knowledge of the properties of nails.	**Written Test**	**70% of the students will score 79% or higher**
Technical Utilization	Students will demonstrate the basic principles of nail care and design.	**Lab Rubric Written Tests**	**70% of the students will score 79% or higher**
Social and Civic Responsibility	Students will understand and apply the basic knowledge of the properties of nail.	**Written Test**	**70% of the students will score 79% or higher**

TEXTBOOKS:

1. Milady's Standard Nail Technology by Milady 6th Edition
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THEORY EXAMINATIONS:
    CHAPTER TESTS = 50%
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    100 – 90   = A
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    69 – 0   = F

PROGRESSION:
A total of **"75"** on your Daily Activity Sheets + Mock Boards will be required before going to take the Arkansas Department of Health Cosmetology Section Practical's in Little Rock.

	Practical Course Outline
All students with 60 or more hours are required to practice exam phases assigned a minimum of Three (3) times a day. Clients or mannequin.
08/22	Manicures with Polish; Acrylic Tips & Overlays
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09/12	Nail Wraps & Sculptures
09/19	Manicures with Polish; Acrylic Tips & Overlays
09/26	Pedicures with Polish; Nail Wraps & Sculptures
10/03	State Board Phases (ALL)
10/10	**Mock Boards**
10/10	Manicures with Polish; Acrylic Tips & Overlays
10/17	Pedicures with Polish; Nail Wraps & Sculptures
10/24	Tips & Overlays
11/	Nail Wraps & Sculptures
11/15	State Board Phases (ALL)
11/22	State Board Phases (ALL)
11/29	**STUDY**
12/13	***FINAL PRACTICALS MOCK BOARDS***
	Course outline is subject to change at the discretion of instructors *Please see instructor about make up test*

ATTENDANCE POLICY:
Fall 2023: August 21 – December 14 (504 hours are possible)
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*Must attend EVERY day (8 hours) per day of the last week of school with clients!

*Results will be a failure in ALL sections!

CLASS PARTICIPATION:
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36-100 hours   Freshman Projects Completed each week 60 and up = A = (15 per day) 48-59 = C = (12 per day)
101-300 hours   Sophomore Projects completed each week 72 and up = A = (18 per day) 60-71 = C = (15 per day)

301-600 hours   Junior/Senior Projects completed each week
  80and up = A = (20 per day)
  72- 79 = C = (18 per day)

CHILDREN IN THE CLASSROOM
As per the student handbook, a student may not have unauthorized persons (children or adults) on campus. Children are permitted on campus for youth activities. However, children are not permitted to attend college classes unless specifically invited by an instructor for instructional purposes. Please see the instructor for any specific questions concerning this matter

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EARLY ASSESSMENT OF LEARNING MEASURE
Early assessment of learning will be completed by the fourth week of class through written tests and lab performance.

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- Enter your PCCUA student email address, which is your first initial + last four digits of your student ID+@students.pccua.edu. (bjones1234@students.pccua.edu) Your password will be your date of birth (MMDDYYYY).
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Forgot your password?
- Go to the main menu of WebAdvisor
- Click on "What's my password" in the bottom right screen"
- Click "Reset my password"
- Fill in the information
- Select an e-mail to send a temporary password
- Check your e-mail and login

CHECKING GRADES ONLINE *Students may now access their account information, including grades, using the following steps:*
- Click on the MyRidgenet link located on the PCCUA homepage, *www.pccua.edu*
- Enter your PCCUA student email address, which is your first initial + last four digits of your student ID+@students.pccua.edu, (bjones1234@students.pccua.edu). Your password will be your date of birth (MMDDYYYY).
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ACADEMIC HONESTY POLICY
<div align="center">

Phillips Community College of the University of Arkansas
Academic Misconduct Policy
</div>

If a student discovers or attempts to discover the contents of an exam before the contents are revealed by the instructor, or obtains, uses, and/or attempts to supply to any person unauthorized material or devices. He/she will be subject to punishment for academic misconduct. The instructor has the responsibility for instructional activities of the course being taught, including the determination of cheating, plagiarism, or any other activity pertinent to the course or program function. Any student found guilty of an act of academic misconduct may be subject to either of the following penalties:

His/her grade in the course or on the examination affected by the misconduct may be reduced to any extent, including reduction to failure.

The student may be placed on probation or suspended from the college for a specific definite period.

In the case of repeated offenses, appropriate action up to and including permanent suspension from the college will be taken. The student may appeal either the finding of cheating or the penalty, or both, to the Student Relations Committee. Suspension and dismissal for academic reasons are not governed by the due process requirements of the Fourteenth Amendment; therefore, the disciplinary procedures do not apply.

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Phillips Community College of the University of Arkansas provides student support services that assist students in achieving their educational objective. Those services include advising, financial aid, counseling and guidance, and safety and security.

ADA POLICY
Kimberley Johnson is the Vice Chancellor for Student Services and serves as the ADA Compliance Officer. As an open enrollment college, PCCUA strives to meet the needs of students with self-disclosed disabilities who wish to advance their education. A student with a disability must meet with the campus Disabilities Coordinator to obtain reasonable accommodations. Students who have met with the Coordinator are more likely to experience success in a positive learning environment.

If you have a disability please contact the Student Disabilities Coordinator for your campus.
- DeWitt – Shawanna Wansley (870) 946-3506 ext. 1628
- Helena – Doug Bielemeier (870) 338-6474 ext. 1135
- Stuttgart - Sylvia Boyd (870) 673-4201 ext. 1809

The process of student referral under the Americans with Disabilities Act can be found in the Student Handbook or on the College web site at http://www.pccua.edu/students/studentassistance/students-with-disabilities/.

FERPA POLICY
Phillips Community College of the University of Arkansas complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all of his/her records that meet the definition of educational records. No third party has the right to review student records without the student's permission, with very limited exceptions. For more information contact the Registrar's Office.

INSURANCE
Phillips Community College of the University of Arkansas does not provide insurance for its students. The college does encourage each student to secure his/her own insurance, and for that reason, the college has contacted an insurance agency to assist any student with individual student insurance coverage. Forms for this insurance are available in the Registrar's office.

ACTS
The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas Public Colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admission and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE Website and selecting Course Transfer. https:///www.adhe.edu/students-parents/colleges-universites/transfer-info.-for-students/

COLLEGE DELAY OR CLOSURE
Weather, natural disasters, health, or emergencies may require PCCUA administrators and staff to delay or close individual campuses or the college. We monitor weather, health, and other emergency situations carefully. In the event that there is a College closure, communications regarding the situation will be shared. Just because the K-12 district makes the decision to close, does not mean the college will close. If the roads are passable, and we are able to offer our classes, we will remain open. Just because one campus is closed does not mean all three campuses are closed.

If the College closes for one or two days, faculty will not hold students responsible for any missed classes and each faculty member will ensure that missed work due to the closure or delay is completed within the context of the course assignments and class time.

If for some reason there is an extended school closure, the student is responsible for following the instructions for assignments posted on **BlackBoard**.

All courses that are currently delivered via a distance (online or synchronized interactive) video) will continue to be delivered by that format in the event of a school closure.

Students who are currently delivered classes through synchronous interactive video courses will be able to join those conferences from home by accessing a user link provided by the instructor.

The syllabus and the policies, guidelines, and dates included are subject to change at the instructor's discretion.