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Course Overview:

Our school's objective is to provide quality educational programs in order to prepare students to pass the Washington State Department of Licensing written and practical examinations for licensure. Also, to provide opportunities for our students to gain employment within their chosen field by means of exposure to local businesses that provide employment in the beauty industry.

Course Objectives and Units:

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

The course units are taught continuously, year round on a rotating basis.

□ Unit 1: Safety, Sanitation and Bacteriology

Each student during the year is selected to take on the leadership role of “Sani Captain”. Sani Captains are responsible for ensuring all students have performed their sanitation duties and returned all cleaning supplies.

□ Unit 2: Anatomy and Physiology

Students will teach what they know to their class and create activities that will support what they have taught their classmates in order to improve understanding and application of knowledge surrounding A&P.

□ Unit 3: Hair Cutting

Individually, students will be given scenarios indicating specific types of cuts (zero degree, 45 degree, 90 degree and 180 degree) to do on their manikin head. Using the proper tools, in accordance with salon protocol, and in a timely manner, students will perform each cut using their manikin head. Students will be assessed on their ability to follow the proper steps to complete each cut with accuracy and quality.

□ Unit 4: Chemical Texturing

Use their knowledge of scientific chemical processes and physical properties to perform a hair and scalp analysis on a manikin. Students will determine the correct chemical service and procedure to be used to achieve the desired results. At first, they will do this in pairs. After they have had time to practice and are comfortable with their skills, students will be assessed on their service decision and their ability to meet all state testing standards in a timely manner while adhering to salon protocols.

□ Unit 5: Hair Design

Students will perform services that incorporate various elements of a selected decade, including history, fashion/hair styles, motivations behind the styles, etc. Students will create a presentation of their rendition and learning of the decade to present to the class.

Students will perform services that identifies and incorporates elements of beauty from around the world. Students will research and create a presentation that demonstrates their ideas of beauty both historically and in present day.

□ Unit 6: Hair Color

Students will perform client consultations determine desired hair color change. Students will formulate and mix the appropriate color for application. They will perform a “Strand” test on the client before any application takes place. Once the students has determined the client is ready and able to have the color application done, they will apply the color using proper foil technique, and determine time, heat and other factors to achieve the desired color. The desired color may include (but is not limited to) color correction, color removal (bleaching), and color design techniques (Balayage). This will all be done to State Board Standards.

Students will be assessed on final client consultation and teacher evaluation.

□ Unit 7: Salon Business Operations

As part of their practice, students will complete a consultation, determine customer needs, perform the service requested, as well as make product recommendations. They will complete the “transaction” by determining the cost of the service provided as well as any products sold, complete the proper paperwork (to ensure inventory accuracy) and money transactions following up with booking the next appointment.

A variety of salons will come into class as guest speakers to discuss the variety of ways salons operate to ensure students understand how salon businesses operate. Students will create a group presentation on various salon business models. Students will take part in a “salon simulation” throughout the entire year. In salon teams, they will determine the type of salon business model they will operate under, determine the various roles (owner, manager, etc) they will assume and together they will create a salon manual. This manual will have their business license, insurance, SDS sheets, inventory, capital overhead and funding operating model, services and costs, etc.

Essentially the project will show students’, everything that a business would need to have in place to operate.

□ Unit 8: Leadership/Employability/Career Planning/Internships

Independently, brainstorm to develop a personal resume. These resumes will be peer and teacher assessed for accuracy and excellence. Students will revise them until they are “job-ready”.

Work together in teams to practice job interviewing skills, culminating into a mock interview experience. Individually, digitally document their best work to begin developing their personal portfolio.

Revise their resume from first year, adding any new information needed

Interview with Salon business owners. These owners will use these interviews as a means to determine student internship or job shadow placement.

□ Unit 9: Nails (Manicures)

Describe the structure, growth, diseases, disorders and conditions of the nails. Explain and demonstrate the services reviewed for natural nail care.

Explain and demonstrate the services reviewed for gel nail care. Apply knowledge and skills of nails to clients in a salon setting.

Analyze clients’ needs to determine appropriate tools, skills and outcomes necessary to complete the task. Critique own skills to determine needed growth in all aspects of nails

□ Unit 10: Esthetics

Discuss and apply competency skills to a variety of projects . Define the functions, composition and types of skin.

Identify the difference between disorders and diseases of the skin.

Explain and demonstrate steps used during a basic facial, including massage techniques. Identify the difference between temporary and permanent hair removal.

Explain the techniques for removing temporary and permanent hair. Explain the basic steps used during a makeup application.

Apply knowledge and skills of esthetics to models in a “mock” salon setting.

Analyze scenarios to determine what clients’ needs are to make decisions on appropriate tools, skills and outcomes necessary to complete the task.

Critique own skills to determine needed growth in all aspects of esthetics.

Course Supplies & Fees:

A student cosmetology kit is supplied to each student enrolled in the program. The kit student includes all of the essential tools needed for the program and are up to date with the needs of the industry. Also supplied are cosmetology text, work books and an exam review booklet. All supplies are the property of the school and will be retained on campus accordingly.

Course Fee: \$100.00 (non-refundable)

Grade Scale:

Percent	Letter	Percent	Letter
93-100	A	77-79	C+
90-92	A-	73-76	C
87-89	B+	70-72	C-
83-86	B	67-69	D+
80-82	B-	60-66	D
59 and below = F			

Employability:

Assessed through our Employability criteria. Attendance & Punctuality, Work Ethic, Attitude, Time Management, Electronic and Personal Devices, Working Independently, Initiative, Teamwork, Professional Language and Appearance. (See attached rubric at the end of this document.)

Skills: Assessed through "Weekly Requirements" and Client Services, where a student is given a list of assignments to complete. Grades are based on quantity and quality of work.

Knowledge: Assessed through test and reviews of the Milady text and work books. There are assignments in work books to be completed and tests at the end of each chapter.

Redo Policy:

Instructors will periodically inform students of missing or failing assignments, and the student will be given opportunities to make up or redo that work. It is ultimately the students' responsibility to obtain those assignments from an instructor and to complete those assignments, in order to maintain satisfactory academic progress. Students who do not complete the assignments of this course are at risk of failing and removal from the program.

In order to help students maintain satisfactory academic progress in the program and to ensure readiness for state licensing exams, the following rules have been implemented. (Excused absences will be taken into consideration.)

Requirement Sheets:

- Part Time Students - 17 assignments per week / Full Time Students - 25 assignments per week
- Due Saturday afternoon. It is the students' responsibility to turn work in on Saturday.

Workpackets:

- Turned in on time Full credit
- One day late -5%
- Two days late -15%
- Three days late -25%
- Four or more days late you will receive a "0" (receiving a "0" does not exempt a student from completing the assignment.)

Tests:

- Taken on time with workbooks turned in on time – Full credit for score of test.
- Passing grade is 70% or better. Students will be given two opportunities to retake a test, in a timely matter, to improve their scores to a passing grade.

Please note: The required number of hours and all course work must be completed in order to graduate and receive a certificate of completion. Upon completion of all requirements students can register for the written and practical exams with the State of Washington.

Homework Policy:

Home work is assigned for each chapter from the Milady Text book. Students will complete portions of their work books as homework. A schedule is posted in the school for the due dates of each homework assignment. Also, the instructors will write the due assignment and due dates on the white board in the classroom.

Food & Drink:

Food and drink are allowed during theory hour only. No food or drinks are allowed on the clinic floor or in the basic classroom (other than during theory). There is a lunch room for students to prepare food and dine when on their lunch break or 10 minute break.

Leadership:

Leadership activity is embedded in the curriculum and instruction.

Each student during the year is selected to take on the leadership role of "Sani Captain". Sani Captains are responsible for ensuring all students have performed their sanitation duties and returned all cleaning supplies.

Students will take part in a project that involves researching cosmetology styles and techniques for various decades starting with the 1920's through the 80's and included the influence each decade has had on this ever-changing industry. Students will be given the assignment to create their own salon. They will determine a budget for this project and then proceed with the project by visiting salons, for tours and interviews of owners. During their interviews, they will ask questions to gain understanding of salon ownership and how business is conducted. From the information gathered the students will determine what type of business model they want to pursue and either proceed independently or form a partnership with one or two other students. The students will create a presentation, which may include a model of their salon, to share with the rest of the class. Students will perform mock interviews, teambuilding exercises, and job skills demonstrations. These leadership activities contain the components to follow the requirements of 21st Skills: Thinking creatively, working creatively with others, implementing innovations, reasons effectively, using systems thinking, make judgments and decisions, solve problems, communicate clearly, collaborate with others, adapting to change, being flexible, manage goals and time, works independently, self-directed learner, interact effectively with others, works effectively with diverse teams, manages projects, produces results, guide and lead others, and be responsible to others.

Additional Policies and Course Requirements

NMSC Expectations & Policies – Student Handbook

Students are expected to review and follow the school rules, procedures, and processes outlined in the NMSC Student Employability Handbook. New Market Skills Center follows Tumwater School District board policies. Rules will not be reprinted in the syllabi

Cheating/Plagiarism

Students are expected to do their own work. Cheating and Plagiarism (presenting another writer's work as one's own) will not be tolerated.

Electronic Equipment

Personal electronic devices, including but not limited to, cell phones, iPods, PSP's, mp3 players, cd players can be a disruption to the educational process and are not permitted at school

Students violating the electronics policy can expect:

- 1st offense – Written Warning
- 2nd offense – Written Warning and a meeting with parent or guardian.
- 3rd offense – Written Warning and a meeting with parent or guardian and referral to New Market Administration.

Dress Code/Uniform Requirement in Addition to Student Handbook

Students are expected to maintain a neat, clean, and professional appearance at all times.

Students must adhere to the all-black, business casual dress code assigned by the Academy.

o Black slacks/jeans and skirts fingertip length or longer

o You may wear cropped pants/Capri pants and "Bermuda shorts"

o Nice, black regular length shorts maybe worn with leggings or decorative tights.

o Sleeveless tops must have wide straps. Bra straps may not be showing. Colored bras or straps that show through clothes are considered against academy dress code and you will be asked to clock out and change.

o You may wear a blazer, cardigan, or other professional cover up.

o Shoes must be black and must be closed toe and have at least a sling-back heel. Supportive and comfortable shoes are highly recommended.

The following clothing is not acceptable:

- O Exposed midriffs.
- O Strapless shirts.
- O Blue Jeans.
- O Athletic wear.
- O Open toed shoes.
- O Excessive exposure of upper body.

- O Hoodies, sweatshirts, coats, jackets,
- O Standard length shorts without leggings
- O Skirts above the fingertips without leggings
- O Any other clothing that is unappropriated unclean, unprofessional, or distracting

Hair must be combed and neat and makeup must be applied appropriately if worn.

Students must adhere to a high standard of personal hygiene including, but not limited to, regular bathing, use of deodorant, and oral hygiene. Perfume, cologne, and body sprays are not a substitute for effective personal hygiene. Scents may be used if they are light and not overpowering.

When provided (such as during school audits) students are required to wear school-issued name tags.

If you are not ready in appearance and materials by 8:30am you are considered tardy at the discretion of staff, even if you have clocked in.

In the event that you are tardy due to appearance or preparedness disciplinary action will be decided at the discretion of staff.

Safety Policy

Fosbre Academy is a Drug Free, Weapon Free and Harassment Free Zone. Should any student observe any of these situations they are asked to report the incident/activity to a school official. School officials are instructed to contact authorities in any emergency situation or a situation that could cause possible harm to any student. Any concerns of harassment are taken seriously by our staff. Any situation identified as harassment will be forwarded to New Market Skills Center administration and will be addressed by New Market administration according to the policies of the Skills Center.

In the case of fire, earthquake, other natural disasters or an active shooter, students are instructed to vacate the building through the nearest exit. In natural disasters students will meet in the parking lot behind the school. If the school does experience an active shooter, students are instructed to remove themselves as far away from the premises as possible and wait to hear that it is clear before returning.

Additional Documentation

Students will also be receiving an orientation packet which will include a copy of the school catalog, which includes rules and policies of the school and information regarding funding after a student has graduated from high school.

Please sign and return to instructor

I have read, understand, and agree to the class rules, grading and expectations outlined in this syllabi.

Student Name (Printed)_____

Student Signature_____ Date_____

Parent/Guardian Signature_____ Date_____

Communication between parents and staff is extremely important for student success. Please complete the information below and indicate which type of contact you prefer.

Parent Cell # _____ Student Cell# _____

Parent Email _____ Student Email _____