**Instructor:** Kelli Bolin **Paraeducator:** Carri Aldrich

**Contact Information: Contact Information:**

Phone: (231) 796-5805 Ext. 1116 Phone: (231) 796-5805 Ext. 1116

Email: kbolin@moisd.org Email: caldrich@moisd.org Alternate Phone: (231) 580-8305

**Credentials: Credentials:**

B.S. Technical Education MI Cosmetology Instructor’s License

MI Cosmetology Instructor’s License MI Cosmetology License

MI Cosmetology License

**Program Description:**

Cosmetology is a three-year program that provides students with the basic knowledge and skills required for passing the Michigan State Board of Cosmetology Examination. Instruction includes individual task completion, group instruction, lectures, theory work, demonstrations, field trips to exciting industry distribution centers, guest speakers to facilitate learning, as well as copious hands-on training. 13th year will also include working on the public in a real-world salon setting. Students will be required to complete 1500 hours of instruction including theory and practical work, and will be assessed on each of those categories, as well as their ability to demonstrate Career Ready Practices. Successful completion of all program requirements will give students the opportunity to take their State Board Examination and register for their Cosmetology license. Because this program is preparing the students for success in a career, there are high standards in place that should set every student up for success in the Cosmetology industry, or any career path that may be taken.

**Technical Standards**

1. Sanitation/Patron Protection/Laws and Rules/Personal Hygiene/Mechanical and Electrical Equipment Safety
	1. Sanitation
	2. Patron Protection
	3. Laws and Rules
	4. Personal Hygiene
	5. Mechanical and Electrical Equipment Safety
2. Scalp and Hair Treatments
	1. Scalp and Hair
3. Hairdressing
	1. Arranging, cutting, dressing, curling, pressing, artificial hair and finger waving.
4. Manicuring/pedicuring
	1. Manicuring/pedicuring
5. Chemical Hair Restructuring
	1. Permanent Waving
	2. Straightening and Relaxing
6. Hair Coloring
	1. Lightening and Coloring Hair
7. Facials
	1. Facial Services
8. Artificial Nails
	1. Artificial Nails
9. Applied Anatomy, Physiology, and Histology of the human head, hands, nails, skin and hair
	1. Applied Anatomy, Physiology, and Histology of the human head, hands, nails, skin, and hair
10. Applied Chemistry/Occupational Safety and Health Administration as related to skin, hair, nails, and scalp
	1. Applied Chemistry/OSHA as related to skin, hair, nails, and scalp
11. Salon Management/Clinic
	1. Salon Management/Clinic
12. State Board Preparation
	1. State Board Preparation

**Grading Scale for Written Assessments:**

|  |  |  |
| --- | --- | --- |
| **Grade Mark** | **High** | **Low** |
| A | 100.00% | 93.00% |
| A- | 92.99% | 90.00% |
| B+ | 89.99% | 87.00% |
| B | 86.99% | 83.00% |
| B- | 82.99% | 80.00% |
| C+ | 79.99% | 77.00% |
| C | 76.99% | 73.00% |
| C- | 72.99% | 70.00% |
| D+ | 69.99% | 67.00% |
| D | 66.99% | 63.00% |
| D- | 62.99% | 60.00% |
| F | 59.99% | 0.00% |
| I | 0.00% | 0.00% |

**Grading Scale for Hands on Assessments**

Description Rubric Score Percentage Letter Grade

Advanced 4 100 A

Advanced 3.75-3.99 97 A

Proficient 3.50-3.74 94 A

Proficient 3.25-3.49 90 A-

Proficient 3.00-3.24 87 B+

Developing 2.88-2.99 84 B

Developing 2.75-2.87 80 B-

Developing 2.63-2.74 77 C+

Developing 2.50-2.62 74 C

Developing 2.25-2.49 70 C-

Developing 2.00-2.24 67 D+

Beginning 1.75-1.99 64 D

Beginning 1.50-1.74 60 D-

Beginning 1.20-1.49 50 F

Beginning 0.90-1.19 40 F

Beginning 0.60-0.89 30 F

Beginning 0.03-0.59 20 F

Beginning 0.01-0.29 10 F

Refused to Attempt 0 0 F

**Grading Breakdown:**

30% Career Ready Practices

70% Assessments - this includes written and practical (hands-on)

Upon completion of the State required 1,500 hours, students will take the Cosmetology State Board Exam in order to receive licensure in the State of Michigan. The Board Exam consists of both a written assessment and technical assessment and in order to successfully complete the program and pass the Licensure Exam, students will be evaluated on written and technical work in the classroom in order to prepare them for the Exam. However, first and second year students will encounter more written work while learning and mastering some of the basic technical skills, so the grading distribution will put more emphasis on the written assessments than on technical skills. Career Ready Practices are standards that prepare the students for entering the workplace and help them to become successful, productive citizens and are an essential piece of the curriculum. The Career Ready Practices include such topics as; personal management, problem solving, and teamwork, as well as preparing, seeking, and maintaining employment.

**Remediation/Retest Policy:**

To be eligible to take the State Board examination, a student shall pass a final examination in each subject with a score of not less than 75%. In addition to that, in order to pass the State Board of Cosmetology exam it is a requirement that the written assessment is passed with a 70% or higher and that the technical assessment is passed with a 75% or higher. At the MOCC we strive for excellence and want to ensure that the students are properly prepared to successfully pass the state exam, therefore, all written assessments will be passed with a **75%** or higher and all practical assessments will be passed with an **80%** or higher. If not achieved, the students will have the opportunity to retest until they reach the required score and proficiency, and the final grade that will be entered into Skyward will be an average of each attempt. Here is an example for a written assessment: first attempt 50%, second attempt 67%, third attempt 82%, grade entered into Skyward for the assessment is 66% (50 + 67 + 82 = 199/3 = 66). As a result of these practices the MOCC has had a 100% passing rate from their students on the State Board exam!

**Final Assessment:**

First and Second Year Students:

At the end of the first and second year in the program, students will be required to complete each assignment from the current year, and will be required to earn a grade of not less than 75% on each written assessment and 80% on each practical assessment that they were given during the current school year.

*First year students* will take a cumulative written exam covering all the subjects that they learned in the first year of cosmetology. This exam is a requirement, and is held to the same standards of program testing, therefore, it will need to be passed with a 75% or better for the student to be set up for success in their second year of Cosmetology. The students do have the opportunity to retake the assessments until they achieve the required grade for the assessment.

*Second year students* will take a cumulative exam covering all the subjects they learned in the first and second year of cosmetology. This exam is a requirement, and is held to the same standards of program testing, therefore, it will need to be passed with a 75% or better for the student to be set up for success in their thirteenth year of Cosmetology. The students do have the opportunity to retake the assessments until they achieve the required grade for the assessment.

Thirteenth Year Students:

In order to graduate from the Cosmetology program at the MOCC all assignments are required to be completed, also, a 1,500 hour assessment will be given at the end of the year consisting of both written and technical portions. Both of which are set up like the Michigan State Board of Cosmetology’s State exam with similar requirements to help the students have a better chance of passing the state’s exam. The students must pass the written portion with a **75%** or higher, and the practical portion with an **80%** or higher in order to graduate from the program. The students do have the opportunity to retake the assessments until they achieve the required grade. All of the above is a requirement of the Cosmetology program at the MOCC, and must be completed before the instructor will submit the student’s paperwork to the state in order for them to apply for the State Board exam.

**Late-work Policy:**

Daily tasks and assignments are to be completed on the day assigned. If the student is absent the day the assignment is due they are required to turn the homework in on the first day they return. If a student fails to complete the assignment within the specified time there will be a grade reduction of their Career Readiness Practices in the gradebook. This is a reflection of what could happen in the working world if a requested project is not completed properly. For a student to graduate from the cosmetology program **ALL** homework must be completed and **ALL** assessments must be passed according to program policies.

**Attendance:**

Daily attendance is crucial to the cosmetology student. A total of 1500 hours, combined theory and practical study is required by the State Board of Cosmetology. This requirement, along with the required Minimum Practical Applications (MPAs) is to be met by each student before graduation and before the Michigan Cosmetology Exam can be taken. Accurate tracking of MPAs and hours is crucial to the student meeting requirements in a timely manner. Students taking personal responsibility by being aware of their hours and MPAs is also a huge part of their success.

The goal of the Cosmetology program is for the student to be career ready so that they can support themselves and have a successful career. Therefore, we treat class like the students are attending a job. All students are expected to be in their work area at the beginning of class time, (first and second year students will adhere to the transportation schedule provided by the sending schools), depending on which session that they are attending. They are required to be in the classroom, in uniform, and clocked in within five minutes after their bus arrives. Thirteenth year students are responsible for their own transportation and are required to be clocked in by 7:45 a.m.

First and Second Year: Thirteenth Year Schedule

A.M. Session 8:30 a.m. – 10:45 a.m. Monday 7:45 a.m. – 3:15 p.m.

P.M. Session 12:40 p.m. – 2:55 p.m. Tuesday: 7:45 a.m. – 3:15 p.m.

Wednesday: 7:45 a.m. – 3:15 p.m.

Thursday: 7:45 a.m. – 3:15 p.m.

Friday: 7:45 a.m. – 3:15 p.m.

ALL students are responsible for calling, messaging, or e-mailing an instructor in the event of an absence **at least 30 minutes before class starts** by one of the following methods: kbolin@moisd.org/caldrich@moisd.org/, a message using Remind to the instructor that is currently instructing them, or calling (231) 796-5805 ext. 1116. You may also reach Ms. Bolin through text or by calling (231) 580-8305. **Failure to call in 30 minutes or more before class time will result in the reduction of Career Ready Practice scores.**

**Hours:**

The State Board of Cosmetology requires that students must have 1500 hours of instruction. It is imperative that each student is in attendance each and every day to fulfill this requirement. Therefore, students must clock in and out on a daily basis in order to keep track of these hours. It is the **student’s** responsibility for clocking in and out.

While in high school students have the opportunity to receive approximately 350 hours each year they are in the program. This number is dependent on the sending school’s schedules, the number of sick days taken, and the number of snow days accumulated.

As early as January of their senior year students will start attending Cosmetology all day. This is an opportunity for the students to earn additional hours free of charge as soon as they have met all of the requirements of their sending school. At this point, students may ride the bus from their sending school to and from the MOCC and are not required to drive while their sending school is still in session.

Thirteenth year students are required to attend from 7:45 a.m. to 3:15 p.m. Monday through Friday. The Cosmetology program strives to prepare our students for real life employment experiences. This includes the thirteenth year students operating the A Touch of Class Salon. Because of this fact, attendance is crucial, just like it would be if the student was trying to maintain a position in a salon. Therefore, the following attendance policy has been implemented for the thirteenth year:

 10 Absences = Verbal warning, from instructor to the student

 12 Absences = Written warning, attendance contract signed

 15 Absences = A drop from the program

We understand that there are certain medical issues that may cause a student to miss more days than this. With a doctor’s note and proper communication the above policy is open to discussion.

**Virtual Learning:**

Students are required to be in the classroom during normal school days so that they are able to attain the required MPAs and hours, however, there may be times where the school is required to learn virtually. An example of this is when the school is required to close in a state of emergency such as COVID. If this were to happen again the cosmetology class meets five days a week for two hours so that the students are still able to acquire hours towards their licensing.

**Tuition:**

13th year students are required to pay tuition. **Students must pay tuition on a monthly basis and it is due the first of each month.** The monthly payment will be calculated after the student’s senior year is over and will be communicated to the students approximately two weeks after the end of the school year. (EXAMPLE: A student who earned 700 hours prior to his/her 13th year would have to pay tuition for the remaining 800 hours.) The following is the policy for payment of tuition:

30 days past due = A meeting with the instructor to discuss a plan for payment

60 days past due = A meeting with the instructor and administration to implement a

 payment system

90 days past due = Being dismissed from the program, once tuition payments have

 been made current, the student may re-enroll in the program.

**Kits:**

High school students will be issued a kit that contains the tools and implements needed to complete the requirements while in high school. The kit will be issued free of charge and they will be responsible for keeping the kit neat and in a sanitary condition at all times. If a student would like to take their kit or any part of it home they will be required to pay a $100.00 deposit. This deposit will be returned at the end of the school year as long as all items in the kit are accounted for. **Any items that are lost or damaged are required to be replaced by the student, or will be deducted .**

13th year students will purchase a kit per their contract. The MOCC will ensure that the 13th year kit will include the required tools for the State Board exam and will include the items needed to be successful in the workplace. Students will be responsible for keeping the kit neat and in a sanitary condition at all times, and if any item is lost or damaged the student must replace the item. Students who drop or are dismissed from the program, must return their kit/textbook and any item lost or damaged must be replaced by the student.

**Work-Based Learning:**

To support student achievement, the cosmetology program provides students with real world work experiences. The work-based activity within the Cosmetology program consists of the operation of the school salon, where students provide cosmetology services to the community.

*Work-Based Learning Goal:*

* To provide students with the opportunity to develop and apply a “real-world” work experience using the knowledge and skills they attained in their program of study
* To provide the institution with objective input from potential employers or customers of the program graduates

*Work-Based Learning Activity:*

According to the State Board of Cosmetology, a cosmetology student is allowed to work on clients after having received 350 hours of theory and hands-on training. Once the student has earned the required hours they can legally practice on the public under the supervision of a licensed cosmetology instructor. At the MOCC, students obtain real-world experiences while participating in the operation of the school salon.

***Instructional Plan***

***Work-Based Learning Activity:***

* Participation in the operation of the MOCC school salon; A Touch of Class Salon. This includes providing services to clients, fulfilling all positions found in a salon (manager, receptionist, inventory manager, etc.), and maintaining State Board sanitary conditions in the salon and in the classroom at all times. The following is an example list of what needs to be done to keep the salon sanitary to State Board standards: sweeping, mopping, laundering towels and capes, sanitizing and disinfecting implements, dusting product shelves and equipment, disinfecting shampoo bowls and stations.

**Refund Policy:**

The cosmetology program is designed to simulate an actual work experience in an effort to ensure student success in their chosen career path. Part of that experience is learning personal responsibility by students. The MOCC’S charges and refund policy, by design, requires students to take responsibility for their individual financial decisions while attending the Cosmetology program. This includes making sure the student’s tuition is paid for in a timely manner.

REFUNDS FOR WITHDRAWAL AFTER CLASS COMMENCES: Students enrolling in the 13th year cosmetology program are charged only for the 1,500 hours that are mandated by the Michigan State Board of Cosmetology. **Students will be responsible for the cost of any hours acquired while enrolled in the 13th year of the Cosmetology program.** However, no money will be refunded to the student until all other debts have been paid, and all kit items have been

returned or replaced. If a student had previously applied money toward his/her kit but at the time of withdrawing from the program still owes money towards tuition, the money from the kit will be applied to any outstanding tuition costs as long as the kit is returned.

REFUNDS FOR CLASSES OR PROGRAMS CANCELLED BY THE INSTITUTION: One hundred percent of the tuition and fees collected in advance of the start date of a class or program will be refunded upon class/program cancellation.

REFUNDS FOR STUDENTS WHO WITHDRAW ON OR BEFORE THE FIRST DAY OF CLASS: Students who withdraw on or before the first day of class and have paid tuition in advance of the start date of classes will receive 100% reimbursement of the money paid towards tuition.

**Uniforms:**

Students are required to meet State Board guidelines of acceptable appearance as defined by the MOCC staff. As stated in the State Board laws and rules, students are required to wear uniforms and name badges that will be kept neat, clean and in sanitary condition at all times. If a high school student does NOT have their uniform or any part of it, they will NOT be permitted to clock in for the day. 13th year students will be asked to leave and return in full uniform. However, we do have extra supplies of uniform parts for the students to borrow if they do forget part of their uniform so that they are able to clock in and earn MPAs. High school students will be responsible for purchasing black dress pants (NO jeans, yoga pants, or leggings), plain black, white, or grey shirt (no visible graphics, no hooded sweatshirts, or patterns), black socks, and 100% black shoes (closed back and closed toe, heels under 2 inches, without adornments - nurse type shoes work best). The MOCC will provide one lab coat to each student.

# Because the 13th year students will be operating the A Touch of Class salon their uniform will resemble more of what they will wear as a licensed cosmetologist. Students will have to provide their own black socks and 100% black shoes (closed toe and closed back, heel should be under 2 inches, without adornments - nurse type shoes work best), plain black, white, or grey dress shirt, and black dress pants (NO jeans, yoga pants or leggings). The student will also be required to wear a stylist apron. One is provided in their kit, but the student may wear additional aprons that have been approved by an instructor.

**Licensure:**

Towards the end of their 13th year students are required to submit a licensure application fee to the State of Michigan. This fee is currently $63.00 and must be paid via credit/debit card. Upon completion of the program, and after full payment of tuition and kit is made, students are required to pay the State Board practical and written exam fee, currently $167.00, also paid via credit/debit card.

 ***(The above mentioned fees are subject to change at any time through the State Board of Cosmetology.)***

**Articulation:**

Ferris State University **–** Upon passing the State Board Exam, Ferris will grant up to 12 credits towards a two year General Business degree.

If interested in attending a college or university other than Ferris it may be possible to articulate credits. For help with pursuing articulation contact the college you will be attending, or the Career Services Coordinator at the MOCC.

NOTICE OF NONDISCRIMINATION

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Career Center that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, language, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Assistant Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone 231-796-3543.

*Updated 05/24/2021*

**\*\*\* Acknowledgment of Receipt of the MOCC Cosmetology Syllabus \*\*\***

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print), the parent or guardian of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print), acknowledge that I have received

a personal copy of the Mecosta-Osceola Career Center Cosmetology Syllabus. I understand that

it is my child’s responsibility to become familiar with this syllabus, and understand that they are

expected to follow the rules and procedures contained within the syllabus.

The best phone number to reach me by is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My email address is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The best times to reach me are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to be added to Remind so that I can receive the messages that the instructors send out to the students: □ Yes □ No

At home our internet is: □ Reliable □ Spotty □ Unreliable □ We do not have internet

We have the following devices to access the internet (mark all that apply): □ Computer

□ Laptop □ Tablet □ Cell phone □ We do not have a device to access internet

The state of Michigan requires a Cosmetology student to earn 1500 hours in order to apply for

their license. In the case that we need to resume virtual learning the Cosmetology Program will

spend two hours per day meeting through Zoom:

 □ This would be possible for your child. □ This would not be possible for your child.

**Parents please initial in the boxes below.**

□ I acknowledge that in order for my child to take any part of their kit home that a $100.00

 deposit will have to be paid.

□ I acknowledge that for my child to complete their 13th year of Cosmetology tuition will

 have to be paid. (See contract for more details)

**Students please initial in the boxes below.**

□ I acknowledge that in order me to take any part of my kit home that a $100.00

 deposit will have to be paid.

□ I acknowledge that for me to complete my 13th year of Cosmetology tuition will

 have to be paid. (See contract for more details.)



*Parent or Guardian Signature Date*



*Student Signature Date*