



MASTER PLAN OF INSTRUCTION 2017 - 2018

**Janice Fischer, Instructor
Phyllis Hunter, Instructor**

MISSION

The mission of Fort Myers Technical College is to provide high quality career and technical training, in order to prepare students for current and emerging industries, delivered by a professional and caring staff in a positive learning environment.

The School District of Lee County does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status, pregnancy, or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Equity Coordinator, Fort Myers Technical College, 3800 Michigan Ave., Fort Myers, FL 33916, (239) 334-4544.

Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.



Fort Myers Technical College
3800 Michigan Avenue
Fort Myers, FL 33916
(239) 334-4544



COSMETOLOGY

INTRODUCTION

The Cosmetology program utilizes both theory and practical application and is designed to help students gain the knowledge needed to pass the Cosmetology State Board examination and become employed as a licensed hairdresser, hairstylist, or cosmetologist.

The program offers a broad foundation of skills and knowledge to prepare students for employment. An appropriate amount of time is spent in each area to thoroughly cover instructional material as well as necessary work experience. Leadership, communication, human relations and employability skills are an integral part of this program.

Each student must complete a number and type of required services and must complete written exams before applying to take the State Board examination.

PROGRAM MISSION

The mission of the Cosmetology program is to prepare students with the knowledge needed to pass the State Board of Cosmetology examination and to attain the skills necessary to become employed as a licensed hairstylist.

PROGRAM PHILOSOPHY

We believe in providing an active learning environment that develops technical skills, academic skills, and effective work habits by using innovative teaching methods to help students meet or exceed the industry standards.

PROGRAM CONTENT

- Fundamentals of cosmetology
- Bacteriology and sanitation
- Principles of the hair and scalp
- Shampooing
- Hair cutting and shaping
- Hairstyling
- Chemical hair restructuring
- Hair coloring
- Manicure/pedicure
- Facials and make-up
- Salon management
- Principles of chemistry
- Employability skills
- Entrepreneurship

Number and type of services required:

- 10 Facials including skin care and hair removal
- 20 Manicuring/pedicuring/nail extensions
- 75 Hair shaping
- 45 Scalp treatment/hair care rinses
- 50 Shampoos and rinses
- 300 Hair arranging/styling services
- 45 Hair coloring services
- 65 Chemical waving and relaxing/straightening services

ESSENTIAL TRAINING TASKS

Physical Requirements

- Maintain a minimal degree of dexterity
- Stand for periods of time

Cognitive Requirements

- Interpret a variety of instructions and assist in problem resolution
- Work well with others
- Make decisions based on interpretation of information
- Demonstrate a high degree of patience

ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or post-secondary student's accommodations plan to meet individual needs to ensure equal access. Post-secondary students with disabilities must self-identify, present documentation, required accommodations if needed, and develop a plan with their post-secondary service provider. Accommodations received in post-secondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology, and special communication systems. Documentation of the accommodations requested and services provided are maintained in a confidential file.

TUITION

Tuition is charged for adult students at a reasonable rate that may vary slightly from year to year and is due prior to the first day of each semester. Current fee information is available from Student Services. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinical.

CLASS SCHEDULE

Daytime certificated classes meet Monday through Friday from 8:00 A.M. until 2:30 P.M. This amounts to 30 hours of classroom instruction per week. Lunch breaks are 30 minutes in length.

ATTENDANCE POLICY

In an effort to develop appropriate employability skills, FMTC students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence. The student attendance policy for each post-secondary program is consistent with industry standards.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

All adult students are expected to be in attendance at least 90% of their scheduled hours during each semester. Adult students failing to maintain the 90% attendance standard may not be permitted to continue in their program and may be required to sit out one full semester, unless administration approves to waive the 90% standard based on special circumstances.

Absences

A student who is absent for 6 consecutive class sessions, without prior approval and without contact with the instructor, will be withdrawn from enrollment in his/her program. A student withdrawn for absenteeism must petition administration to return. Students exhibiting a pattern of consecutive absences of 4 days may be subject to dismissal as determined by a School Intervention Team. School Intervention Team meetings

will be held as necessary to attempt to alleviate issues resulting in excessive absences and to counsel the student of possible alternatives and consequences.

Students who are late for class, including returning late from lunch, must clock in. Students who leave school early must notify their instructor and clock out. This time out of class is recorded as time absent and is counted against the required 90% attendance. Excessive tardies or early departures will be reported to the Security Specialist and will result in a meeting with the School Intervention Team.

Adult students who know they will be out of school for an extended period of time (4 days or longer) may apply for a Leave of Absence from their program. A Leave of Absence will be granted only once during a twelve month period. **STUDENTS WHO EXERCISE A LEAVE OF ABSENCE MAY HAVE TO EXTEND THEIR TIME IN THEIR PROGRAM AND PAY ADDITIONAL FEES.**

Leaving Campus During School Hours

Students should notify their instructor when leaving campus early. This is for the safety of students, to accurately track time, and to allow the instructor to best utilize instructional resources.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

This program has a planned sequence of instruction and the students follow a prepared curriculum that consists of classroom and lab assignments. The students will attend a theory class each morning for an hour and will perform cosmetology services in the lab for five hours a day. Upon completion of the program, the students will have obtained 200 theory hours and 1000 lab hours.

Student hands-on activities will be performed on manikins and to the public in a salon atmosphere. The services performed on public patrons will be checked to follow the students' progress and suggestions will be given for improvement purposes.

Students are supplied materials needed to work on the public in the lab area. Students are responsible for personal tools.

Safety

A basic outline of safety standards and practices is covered during the first week of school and a continuous implementation of safety principles is stressed throughout the program.

Evaluation

Exams will be given on a weekly basis consisting of theory and practical questions. Students are required to complete a number and type of services which a checklist is used to evaluate their practical skills. The instructor observes services performed on manikins, fellow students, and on the public for the purpose of evaluating the students' progress. The weekly grade is based on theory exams, practical exam, or practical performance and employability skills.

GRADING PROCEDURE

Teacher Grading Procedure

Students must complete the course with an average of 75% or higher to receive a certificate of completion from Cosmetology. Students' attendance, behavior, written work, practical assignments, clinic duties, attitude, etc. are recorded on the employability record.

Nine week grades are computed as follows:

- 1/3 grade average of theory tests
- 1/3 practical tests
- 1/3 employability skill record

Students' practical work is evaluated, according to set standards, before working on a patron in the clinic. Students must complete the required services, tests, and hours before papers can be sent for state board examination. Final exams must be passed with an 85% grade or higher to complete the program.

County Grading Policy

All student work will be taken into consideration when determining student grades. Practical and written tests, group discussions, written work, checklists, homework, student projects, and employability skills are all representative means which may be used to determine student grades.

The grading scale for the county is:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Fort Myers Technical College is a post-secondary institute designed to provide trained individuals to industry. The approved post-secondary program grading requirements must be met if the student is to receive a certificate.

Program Progress

Students are required to complete the program of training within the hours allotted by the state of Florida for completion. Progress must be at a rate that will allow completion of the program with the number of membership hours stated in the Curriculum Frameworks.

Failure to progress at this rate will require the student to meet with the program instructor, career specialist, and an administrator in order to identify an appropriate completion point or to assist the student in selecting a more appropriate training program.

Work Habits

Effective work habits are the cornerstone to successful employment. Students are expected to demonstrate productive work habits during all phases of enrollment. Instructors will work with students who need assistance in this area to improve the overall possibility for successful employment.

Attendance: Attends class, arrives/leaves on time; begins and ends work as expected.

Character: Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility; displays a high level of effort and commitment to performing and completing work.

Teamwork: Respects the right of others; respects confidentiality; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior; encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit.

Appearance: Displays appropriate dress, grooming, hygiene, and etiquette; wears full regulation uniform.

Attitude: Displays a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest.

Productivity: Is prepared for class by reading assignments and completing homework; contributes to class discussions; and involvement in lab activities (in other words, no sleeping or daydreaming). Follows safety practices; conserves and maintains equipment and supplies; keeps work area neat and clean; follows directions and procedures; makes up assignments and tests punctually; notifies proper authorities of situations presenting potential safety hazards; does not use or knowingly permits others to use tools and equipment improperly; stays on task and utilizes time constructively.

Organization: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in adapting to changes.

Communication: Communicates accurate information to others in a professional and courteous manner; displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette),

grammar) skills; asks pertinent questions; listens attentively to others, notifies instructor in advance of absences or tardies.

SATISFACTORY ACADEMIC PROGRESS

In order to receive and continue to receive financial assistance of any type, a student must maintain satisfactory academic progress. The Financial Aid Advisor will require a progress report to be completed by the student's instructor and submitted to the Financial Aid Office prior to each disbursement.

Students are considered to be making Satisfactory Academic Progress (SAP) if they successfully complete their scheduled clock hours, achieve a specific cumulative grade evaluation or grade point average (GPA), and do not exceed the maximum time limits to complete their course of study. Each Student Academic Progress will be checked at 450 clock hours and prior to subsequent disbursements for students enrolled in programs one academic year or greater. Progress will be checked at the half-way point for programs less than one academic year. No SAP is required prior to the first disbursement.

REQUIREMENTS FOR A CERTIFICATE

All competencies specified in the Florida Department of Education Curriculum Frameworks for the program must be successfully completed. Successful completion is at least a 75% average in the areas of skills, knowledge, and work habits.

Proficiency in the competency standards listed in the Master Plan of Instruction must be demonstrated.

Students must meet minimum Test of Adult Basic Education (TABE) skill requirements prior to graduation.

In addition to the requirements above, the recommendation of the instructor for certification includes: consideration of personal appearance, employability skills, willingness to learn and to work, punctuality, cooperative attitude, and appropriate work habits.

Students, who exit the program early and have successfully completed each course or the competencies of an Occupational Completion Point (OCP), will be issued a partial certificate. This certificate does not require a student to master the state-mandated basic skills level.

STUDENT DRESS CODE

Students who attend FMTC shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear, and professional uniforms. All clothing must be neither distracting nor offensive and be clean, neat, modest, in good repair, and appropriately sized.

Administration has the final authority for determining whether or not a student's apparel conforms to the dress code. When it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

Dress Code/Uniforms Required: Lab coat – 1 black jacket is included in the kit fees and will be provided by the classroom teacher.

Students may purchase the following uniforms at any uniform store, Wal-Mart, etc.

- Black leather professional shoes (lace-up or Velcro or black leather athletic shoes).
- 2 Sets of Solid Black Scrubs only (Scrub pants must hemmed and in good condition, and must be worn at the waist). (Save your sales receipts until items are approved by the instructor in case you need to return or exchange them.)

JOB DESCRIPTIONS

Completion of 1200 hours, required services, and after passing the State Board, a student will be qualified to work in a salon performing services that include hair, nails and skin care.

OCP A	Grooming and Salon Services, Facial and Nails	(225 Hours)
	Cosmetology and Hairdressing 1	(300 Hours)
	Cosmetology and Hairdressing 2	(300 Hours)
	Cosmetology and Hairdressing 3	(375 Hours)

TEXTBOOKS

For the most recent book list for the Cosmetology program, visit FMTC's online bookstore – www.fmtcshop.com.

REQUIRED MATERIALS

Items students must provide:

- 3-ring hard back notebook
- #2 Pencils
- Paper

PROGRAM OBJECTIVES

See the attached Florida Department of Education Curriculum Frameworks for program objectives and competencies.

**Florida Department of Education
Curriculum Framework**

Program Title: Cosmetology
Program Type: Career Preparatory
Career Cluster: Human Services

PSAV	
Program Number	D500100
CIP Number	0612040102
Grade Level	30, 31
Standard Length	1200 hours
Teacher Certification	COSMETOL @7 7G PERS SERV @7 7G
CTSO	SkillsUSA, Inc.
SOC Codes (all applicable)	39-5012 Hairdresser, Hairstylists, and Cosmetologists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 8 Language: 8 Reading: 9

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

A student completing the Cosmetology program is prepared for employment as a licensed Hairdressers, Hairstylists, and Cosmetologists (SOC 39-5012). Instruction is designed to qualify students for employment upon successfully obtaining a Cosmetology license.

The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the cosmetology/nails specialist/facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nails specialist and facials specialist occupations.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry; planning, management, finance, technical and

production skills, underlying technological principles, labor, community, health, safety, and environmental issues.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program consists of a one occupational completion point. Students must complete the core, or demonstrate the mastery of skills standards contained in the core, before advancing in the program.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

The following table illustrates the post-secondary program structure:

OCP	Course Number	Course Title	Length	SOC Code
A	CSP0009	Grooming and Salon Services Core, Facials and Nails	225 hours	39-5012
	COS0002	Cosmetologist and Hairdresser 1	300 hours	
	COS0003	Cosmetologist and Hairdresser 2	300 hours	
	COS0009	Cosmetologist and Hairdresser 3	375 hours	

Regulated Programs

Students wishing to complete the Cosmetology program, OCP A – Hairdresser and Cosmetologist, shall complete the requirements listed in Rule 61G5-22 that outline the basic curriculum which shall be used in cosmetology schools in the State of Florida. This curriculum includes definitions, level of acceptable competency, knowledge of Florida law, and sanitation and sterilization practices. Additional curriculum

Rule Cite	Number and Type of Service Required
61G5-22.006, F.A.C.	Ten (10) facials including skin care and hair removal
61G5-22.0125, F.A.C.	Twenty (20) manicuring/pedicuring/nail extension services
61G5-22.007, F.A.C.	Seventy-five (75) hair shaping services
61G5-22.008, F.A.C.	Forty-five (45) scalp treatments and hair care rinses
61G5-22.009, F.A.C.	Fifty (50) shampoos and rinses
61G5-22.010, F.A.C.	Three hundred (300) hair arranging/styling services
61G5-22.011, F.A.C.	Forty-five (45) hair coloring services
61G5-22.012, F.A.C.	Sixty-five (65) chemical waving and relaxing/straightening services

requirements are listed in the table below:

Optional curricula may include beauty salon management as outlined in 61G5-22.014, F.A.C. This curriculum is not mandatory for the certification examination.

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Standards

- 01.0 Identify career opportunities.
- 02.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 03.0 Employ safe, sanitary and efficient work practices.
- 04.0 Demonstrate language arts knowledge and skills.
- 05.0 Demonstrate mathematics knowledge and skills.
- 06.0 Demonstrate science knowledge and skills.
- 07.0 Explain the importance of employability skill and entrepreneurship skills.
- 08.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 09.0 Demonstrate personal money-management concepts, procedures, and strategies.
- 10.0 Describe the importance of professional ethics and legal responsibilities.
- 11.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 12.0 Use information technology tools.
- 13.0 Solve problems using critical thinking skills, creativity and innovation.
- 14.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 15.0 Demonstrate the practice of performing manicures, pedicures, and apply artificial nails/nail wraps identifying the proper procedure and application of chemicals.
- 16.0 Perform facials, manipulation and related massage, make-up, hair removal, and artificial lash application. Identify the proper chemical to be prescribed using an understanding of the chemistry that affects the nails and skin that can be described, measured and predicted. Demonstrate proper procedure and application of chemicals.
- 17.0 Identify shampoo/hair conditioners and scalp treatments. Evaluate scalp and hair needs by analysis, demonstrating an awareness of diseases and disorders. Communicate an understanding of the chemical compositions and reactions of shampoos, conditioners, and rinses with water and each other. Demonstrate an understanding of electrical current, transfer of energy and how it affects the skin. Demonstrate application of shampoo, manipulations and rinsing.

- 18.0 Identify and perform hair shaping (cutting). Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
- 19.0 Identify and perform hairstyles. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
- 20.0 Identify and prepare hairpieces, wigs and hair attachments. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
- 21.0 Identify and perform permanent waving/reconstruction and curl/ chemical relaxing. Identify the proper chemical to be prescribed and understand the way chemicals affect the hair shaft and skin. Be able to demonstrate proper procedure and application of chemicals.
- 22.0 Identify and apply temporary/semi-permanent and permanent color/bleach and specialty color techniques. Identify the proper chemical to be prescribed. Understand the chemicals that affect the hair shaft and skin and be able to describe, measure, and predict chemical reactions. Demonstrate proper procedures including the measurement, mixing and application of chemicals.