

**Mecosta-Osceola Career Center**



***“Preparing Today’s Students for Tomorrow’s Careers”***  
2024-25 Cosmetology Course Syllabus  
CIP Code: 12.0400

**Instructor:** Kelli Bolin

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**Credentials:**

B.S. Technical Education

MI Cosmetology Instructor’s License

MI Cosmetology License

**Paraeducator:** Carri Aldrich

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**Credentials:**

MI Cosmetology Instructor’s License

MI Cosmetology License

**Program Description:**

Cosmetology program at the Mecosta-Osceola Career Center (MOCC) is a two-year program that provides students with the basic knowledge and skills required for passing the Michigan State Board of Cosmetology Examination, and to start their exciting cosmetology Career! Instruction includes individual task completion, group instruction, lectures, theory work, demonstrations, guest speakers to facilitate learning, as well as 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 apply 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**

- I. Sanitation/Patron Protection/Laws and Rules/Personal Hygiene/Mechanical and Electrical Equipment Safety
  - a. Sanitation
  - b. Patron Protection
  - c. Laws and Rules
  - d. Personal Hygiene
  - e. Mechanical and Electrical Equipment Safety
- II. Scalp and Hair Treatments
  - a. Scalp and Hair
- III. Hairdressing
  - a. Arranging, cutting, dressing, curling, pressing, artificial hair and finger waving.
- IV. Manicuring/pedicuring
  - a. Manicuring/pedicuring

- V. Chemical Hair Restructuring
  - a. Permanent Waving
  - b. Straightening and Relaxing
- VI. Hair Coloring
  - a. Lightening and Coloring Hair
- VII. Facials
  - a. Facial Services
- VIII. Artificial Nails
  - a. Artificial Nails
- IX. Applied Anatomy, Physiology, and Histology of the human head, hands, nails, skin and hair
  - a. Applied Anatomy, Physiology, and Histology of the human head, hands, nails, skin, and hair
- X. Applied Chemistry/Occupational Safety and Health Administration as related to skin, hair, nails, and scalp
  - a. Applied Chemistry/OSHA as related to skin, hair, nails, and scalp
- XI. Salon Management/Clinic
  - a. Salon Management/Clinic
- XII. State Board Preparation
  - a. 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% Career and Technical Education Technical Grade - this includes written and practical (hands-on) assessments and classroom activities

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. However, first 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 motto of the Career Ready Practices is “Are You R.E.A.D.Y.?” with a focus on Responsibility, Effort, Attitude, Dependability, and You.

**Assignments:**

In the cosmetology program we understand how busy life can be so we do not typically assign homework. We do, however, have activities to be completed in class. The students are provided enough time to complete these activities in class, but if the provided time is not used wisely, the students may have to complete the activity at home. To earn full credit for each activity they must be submitted by the due date. If they are not submitted on time each activity will receive a 20% deduction for each day it is late. If the student is absent the day the activity is due they are required to turn it in on the first day they return. If a student fails to complete it within the specified time there will be a grade reduction of their technical grade in the gradebook. All

activities, even when the student will be earning a zero, are required to be completed and turned in by the end of the school year in order for the student to be able to return for the 13th year of the program.

**Remediation/Retest Policy:**

To be eligible to take the State Board examination the state of Michigan requires that a student shall pass a final examination in each subject with a score of not less than 75%, therefore, all written assessments will be passed with a **75%** or higher. If not achieved, the students will have the opportunity to retest until they reach the required score and proficiency. The final grade that will be entered into Skyward will be an average of each attempt taken during the term that the assessment was originally taken. 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% ( $50 + 67 + 82 = 199/3 = 66$ ). If a passing grade is not earned by the end of that term the student will still have to pass the assessment, however, the opportunity for a grade change is not available after the end of the term it originated in.

At the MOCC we strive for excellence and want to ensure that the students are properly prepared to successfully work in the cosmetology industry. Since the cosmetology industry is based on hands-on work behind the chair, all practical assessments must be passed with an **80%** or higher. Just like with written assessments, they must be passed by the end of the term for a grade change, and by the end of the school year in order to return for the 13th year. As a result of these practices the MOCC has had a 100% passing rate from their students on the State Board exam!

**Final Assessment:**

*High School 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 as all 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 13th year of Cosmetology. The students do have the opportunity to retake the assessment until they achieve the required grade, with each attempt averaging together for the final grade in the gradebook.

*Thirteenth Year Students (graduated from high school):*

In order to graduate from the Cosmetology program at the MOCC all activities and assessments 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 to be like the Michigan State Board of Cosmetology's State exam so that the student is set up for success when they take the 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.

**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 a 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. 13<sup>th</sup> 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 are able to wear the clothing that they normally wear to school with the exception of pajama pants, and shoes must be full shoes (closed back and closed toe to prevent infection in the feet from hair slivers), and no slippers. Also, hats are not allowed. As future cosmetologists we should have our hair and makeup done so that we look like professional cosmetologists. The MOCC will provide one lab coat and one name tag to each student which is required to be worn each day. The student is required to replace the smock if it is neglectfully ruined. The cost to replace the smock is \$30.00. If the name tag is lost or ruined the student will be responsible for replacing it. There is a \$5.00 fee to have a new one made.

On some occasions the students will have the opportunity to not have to wear their lab coat. On these occasions the program has the following clothing requirements: the student must have on a full shirt that covers their chest, midriff, and arms, shorts that are longer than their fingertips, skirts that reach their knees, and pants that do not have holes above the fingertips. Full shoes (closed toe and closed back) are required to prevent infection in the feet from hair slivers, and pajama pants, sweat pants, leggings, jeggings, slippers and hats are not allowed. These requirements have been put into place to help the student learn professionalism when working with the public. For example, as a student is working practical work their arms are often lifted which would cause a short shirt, shorts or skirt to raise and expose parts of the body that would not be professional.

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 are able to wear a shirt that covers their chest, midriff, and arms, pants with no holes above the fingertips, shorts that are fingertip or longer, and skirts that are to the knee or longer. Shoes must be full shoes (closed toe and closed back) and are required to prevent infection in the feet from hair slivers. Slippers, pajama pants, sweat pants, leggings and jeggings are prohibited. Also, hats are not allowed. As future cosmetologists we should have our hair and makeup done so that we look like professional cosmetologists. The student will also be required to wear a smock or stylist apron. The school will loan a smock to the student for them to wear, and one apron is provided in their kit. The student may wear additional aprons that have been approved by an instructor. The student is required to pay for the smock if it is neglectfully ruined. If the name tag is lost or ruined the student will be responsible for replacing it. There is a \$5.00 fee to have a new one made.

#### **Cell Phone and Earbud Usage:**

In the cosmetology program cell phones are a useful tool. We encourage students to take pictures of their work to share in their digital portfolios. However, cell phones can be a distraction during learning so the students are required to place their phones in a designated area during class, and must ask permission to use them. If a student is on their phone without permission a deduction in their Career Ready Practices grade will result.

We do recognize that certain situations occur where a student may need to use their phone for

emergencies. If an emergency does arise, please discuss it with an instructor so that accommodations can be made.

Earbuds are not something that are needed in cosmetology. We need students to interact with each other on a regular basis so that they are practicing professional conversations for when they are working with clients. On some occasions, when students are able to independently study they may be given permission to use earbuds by an instructor. However, if a student is using earbuds without an instructor's permission there will be a reduction in their Career Ready Practices grade.

**Commented [1]:** Cell phones will not be allowed in MOCC hallways.

#### **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 in the state of Michigan. 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. **PLEASE**, have logs completed properly each day so that you can get credit for every minute you are in class and for each task completed. It is also very important that students use their time wisely so that they are able to complete all of the required MPAs in the 1500 hours. Students are responsible for taking personal responsibility by being aware of their hours and MPAs is 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:

A.M. Session 8:30 a.m. – 10:45 a.m.  
P.M. Session 12:40 p.m. – 2:55 p.m.

#### Thirteenth Year Schedule

Monday 7:45 a.m. – 3:30 p.m.  
Tuesday: 7:45 a.m. – 3:30 p.m.  
Wednesday: 7:45 a.m. – 3:30 p.m.  
Thursday: 7:45 a.m. – 3:30 p.m.  
Friday: 7:45 a.m. – 3:30 p.m.

ALL students are responsible for calling, messaging, or e-mailing an instructor in the event of an absence it is encouraged that the student call in **at least 30 minutes before class starts** by one of the following methods: [kbolin@moisd.org](mailto:kbolin@moisd.org)/[caldrich@moisd.org](mailto: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. Students who fail to call in at least five minutes prior to class will receive a reduction in their Career Ready point.

#### **Hour Requirements for High School Students:**

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.

*First Year Students (Seniors in High School):*

During their senior year in high school students have the opportunity to receive between 2 and 2.41 hours a day. In order for the cosmetology student to be able to complete the program successfully, attendance is crucial. Excessive absences will prevent the student from being able to complete the program, therefore, **the students should work hard to earn no less than 350 hours by the end of their first year in the cosmetology program.**

Once a student's requirements have been met at their sending school they are required to start attending the MOCC all day. This may happen as early as January of their senior year, and this provides students the opportunity to earn additional hours free of charge and provide them with a better opportunity of completing the program. At this point, students may ride the bus from their sending school to and from the MOCC, or with sending schools permission they may be able to drive.

**Hour Requirements for Thirteenth Year Students:**

Thirteenth year students are required to attend from 7:45 a.m. to 3:30 p.m. Monday through Friday. One of the goals of the Cosmetology program is 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 students along with the help of their instructors, will be tracking their progress with hours.

Opportunities for earning additional hours will be available. These opportunities may include the chance to compete in SkillsUSA, after hours school activities, and more. If a student's absences have put them behind in hours, and the student will not be able to successfully complete 1500 hours required by the State; the student will be released from their contract at the MOCC, and will be responsible for transferring to another cosmetology school to be able to complete their requirements.

**Distance Education:**

Students are required to be in the classroom during normal school days so they are able to attain the required MPAs and hours. However, there may be times where the student has the opportunity to earn hours virtually. These hours are distance education hours, and can only be theory hours. All practical, hands-on, education will happen in the classroom. While learning virtually you will be able to connect with an instructor in one of the following ways: Zoom, messaging, phone call, or email.

An example of how distance education could be used, is when the school has above six snow days. In this example the student will be provided the opportunity to earn theory hours through distance education. All hours earned will be tracked by an instructor, and reported accordingly to the state of Michigan. The information that is learned through distance learning will also be included in classroom evaluations.

In the case that you do not have a device please contact your LEA. If they do not have a device available inform an instructor for other options. To be able to earn virtual hours you will need internet access. The following are options to connect to the internet:

- Your LEA

- Local library
- Public access at restaurants or stores

Please be aware that distance education may not be accepted for reciprocity or licensure in some states. If you are planning to move to another state to finish school, or to work as a cosmetologist, some research will need to be done to find out what that state allows.

**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 350 hours prior to his/her 13th year would have to pay tuition for the remaining 1,150 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.

Tuition is based off of the 1,500 hours required by the state of Michigan and the hourly payment agreed upon from their contract. However, if a student is unable to complete the required MPAs and hours by the end of their 13th year, they will need to enroll in another cosmetology school to earn their hours and MPAs.

**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 from their deposit.**

13th year students will purchase a kit per their contract that is required to be paid for by the end of their 13th year.. 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 items lost or damaged must be replaced by the student.

**Career Experience:**

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.



*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

*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***

***Career Experience 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 this experience is learning personal responsibility. 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 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 canceled 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.

***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 08/29/2023*

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

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 (parent) by is

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My (parent) email address is

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The best times to reach me (parent) are

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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. Some distance learning for theory may be required to earn those hours:

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

***Parents, please complete the back of this page.***

**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 attendance is important for my child to be successful in their cosmetology education, and that there is an hour requirement at the end of each year for my student to be able to return to the program the following year.

I acknowledge that for my child to complete their 13th year of Cosmetology tuition will have to be paid. (See contract for more details)

Please initial in the box to acknowledge that any theory hours earned through distance learning may not be accepted for reciprocity, or licensure in some states.

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*Parent or Guardian Signature*

*Date*

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

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

I acknowledge that in order for me to take any part of my kit home that a \$100.00 deposit will have to be paid.

I acknowledge that attendance is important for my cosmetology education, and there is an hour requirement at the end of each year for me to be able to successfully complete the program.

I acknowledge for me to complete my 13th year of Cosmetology tuition will have to be paid. (See contract for more details.)

Please initial in the box to acknowledge that any theory hours earned through distance learning may not be accepted for reciprocity, or licensure in some states.

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*Student Signature*

*Date*