

**Human Services Cluster
Cosmetology Practicum IV
Course Number 12.42200**

Course Description:

This course provides practical application and the necessary experience for the development of skills required to become a cosmetologist. Cosmetology Practicum I and the tasks specified in this course will allow a student to earn hours toward completion of the 1500 training hours (250 theory + 1250 service application hours) required by the Georgia State Board of Cosmetology. In addition, this course offers the possibility of meeting articulation alignment with the technical colleges or other postsecondary options. Topics for this course include -chemical texturing, hair color & bleaching, skin, scalp, and hair treatments, styling, haircutting, manicuring and pedicuring. This course provides more in-depth competencies for the co-curricular student organization SkillsUSA and presents integral components that should be incorporated throughout instructional strategies developed for the course.

Pre-requisite: Introduction to Personal Care Services, Cosmetology Services II, Cosmetology Services III

Course Standard 1

HU-CPIV-1

The following standard is included in all CTAE courses adopted for the Career Cluster/Pathways. Teachers should incorporate the elements of this standard into lesson plans during the course. The topics listed for each element of the standard may be addressed in differentiated instruction matching the content of each course. These elements may also be addressed with specific lessons from a variety of resources. This content is not to be treated as a unit or separate body of knowledge but rather integrated into class activities as applications of the concept.

Standard: Demonstrate employability skills required by business and industry.

The following elements should be integrated throughout the content of this course.

1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.

Person-to-Person Etiquette	Telephone and Email Etiquette	Cell Phone and Internet Etiquette	Communicating At Work	Listening
Interacting with Your Boss	Telephone Conversations	Using Blogs	Improving Communication Skills	Reasons, Benefits, and Barriers
Interacting with Subordinates	Barriers to Phone conversations	Using Social Media	Effective Oral Communication	Listening Strategies
Interacting with Co-workers	Making and Returning Calls		Effective Written Communication	Ways We Filter What We Hear
Interacting with Suppliers	Making Cold Calls		Effective Nonverbal Skills	Developing a Listening Attitude
	Handling Conference Calls		Effective Word Use	Show You Are Listening
	Handling Unsolicited Calls		Giving and Receiving Feedback	Asking Questions
				Obtaining Feedback
				Getting Others to Listen

Nonverbal Communication	Written Communication	Speaking	Applications and Effective Résumés
Communicating Nonverbally	Writing Documents	Using Language Carefully	Completing a Job Application
Reading Body Language and mixed Messages	Constructive Criticism in Writing	One-on-One Conversations	Writing a Cover Letter

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Matching Verbal and Nonverbal communication		Small Group Communication	Things to Include in a Résumé
Improving Nonverbal Indicators		Large Group Communication	Selling Yourself in a Résumé
Nonverbal Feedback		Making Speeches	Terms to Use in a Résumé
Showing Confidence Nonverbally		Involving the Audience	Describing Your Job Strengths
Showing Assertiveness		Answering Questions	Organizing Your Résumé
		Visual and Media Aids	Writing an Electronic Résumé
		Errors in Presentation	Dressing Up Your Résumé

1.2 Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.

Teamwork and Problem Solving	Meeting Etiquette
Thinking Creatively	Preparation and Participation in Meetings
Taking Risks	Conducting Two-Person or Large Group Meetings
Building Team Communication	Inviting and Introducing Speakers
	Facilitating Discussions and Closing
	Preparing Visual Aids
	Virtual Meetings

1.3 Exhibit critical thinking and problem-solving skills to locate, analyze and apply information in career planning and employment situations.

Problem Solving	Customer Service	The Application Process	Interviewing Skills	Finding the Right Job
Transferable Job Skills	Gaining Trust and Interacting with Customers	Providing Information, Accuracy and Double Checking	Preparing for an Interview	Locating Jobs and Networking
Becoming a Problem Solver	Learning and Giving Customers What They Want	Online Application Process	Questions to Ask in an Interview	Job Shopping Online
Identifying a Problem	Keeping Customers Coming Back	Following Up After Submitting an Application	Things to Include in a Career Portfolio	Job Search Websites
Becoming a Critical Thinker	Seeing the Customer's Point	Effective Résumés:	Traits Employers are Seeking	Participation in Job Fairs
Managing	Selling Yourself and the Company	Matching Your Talents to a Job	Considerations Before Taking a Job	Searching the Classified Ads
	Handling Customer Complaints	When a Résumé Should be Used		Using Employment Agencies
	Strategies for Customer Service			Landing an Internship
				Staying Motivated to Search

1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.

Workplace Ethics	Personal Characteristics	Employer Expectations	Business Etiquette	Communicating at Work
Demonstrating Good Work Ethic	Demonstrating a Good Attitude	Behaviors Employers Expect	Language and Behavior	Handling Anger
Behaving Appropriately	Gaining and Showing Respect	Objectionable Behaviors	Keeping Information Confidential	Dealing with Difficult Coworkers
Maintaining Honesty	Demonstrating Responsibility	Establishing Credibility	Avoiding Gossip	Dealing with a Difficult Boss

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Playing Fair	Showing Dependability	Demonstrating Your Skills	Appropriate Work Email	Dealing with Difficult Customers
Using Ethical Language	Being Courteous	Building Work Relationships	Cell Phone Etiquette	Dealing with Conflict
Showing Responsibility	Gaining Coworkers' Trust		Appropriate Work Texting	
Reducing Harassment	Persevering		Understanding Copyright	
Respecting Diversity	Handling Criticism		Social Networking	
Making Truthfulness a Habit	Showing Professionalism			
Leaving a Job Ethically				

1.5 Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply teamwork skills.

Expected Work Traits	Teamwork	Time Management
Demonstrating Responsibility	Teamwork Skills	Managing Time
Dealing with Information Overload	Reasons Companies Use Teams	Putting First Things First
Transferable Job Skills	Decisions Teams Make	Juggling Many Priorities
Managing Change	Team Responsibilities	Overcoming Procrastination
Adopting a New Technology	Problems That Affect Teams	Organizing Workspace and Tasks
	Expressing Yourself on a Team	Staying Organized
	Giving and Receiving Constructive Criticism	Finding More Time
		Managing Projects
		Prioritizing Personal and Work Life

1.6 Present a professional image through appearance, behavior, and language.

On-the-Job Etiquette	Person-to-Person Etiquette	Communication Etiquette	Presenting Yourself
Using Professional Manners	Meeting Business Acquaintances	Creating a Good Impression	Looking Professional
Introducing People	Meeting People for the First Time	Keeping Phone Calls Professional	Dressing for Success
Appropriate Dress	Showing Politeness	Proper Use of Work Email	Showing a Professional Attitude
Business Meal Functions		Proper Use of Cell Phone	Using Good Posture
Behavior at Work Parties		Proper Use in Texting	Presenting Yourself to Associates
Behavior at Conventions			Accepting Criticism
International Etiquette			Demonstrating Leadership
Cross-Cultural Etiquette			
Working in a Cubicle			

Support of CTAE Foundation Course Standards and Georgia Standards of Excellence L9-10RST 1-10 and L9-10WHST 1-10:

Georgia Standards of Excellence ELA/Literacy standards have been written specifically for technical subjects and have been adopted as part of the official standards for all CTAE courses.

Course Standard 2

HU-CPIV-2

Perform the appropriate number of various hair color applications demonstrating knowledge of formulations, safety of, and chemistry involved with haircoloring and bleaching agents on mannequins/clients, as directed by the instructor.

2.1 Consult with clients to determine their needs and preferences.

- 2.2 Conduct a hair color service in accordance with client's needs and expectations.
- 2.3 Provide services in a safe environment for both the client and stylist including measures to prevent the spread of infectious diseases and use of PPE (personal protective equipment).
- 2.4 Perform predisposition test for possible allergies prior to service and respond appropriately.
- 2.5 Identify the client's natural level, determine classification of color product, and select appropriate application.
- 2.6 Perform 1 application of temporary color or 1 application of semi/demi permanent color.
- 2.7 Perform 2 applications of permanent virgin color and 1 application of retouch permanent color.
- 2.8 Perform application of bleach products (2 Virgin, 1 Retouch, 2 Foil, and/or 1 Free-hand, or Cap Highlight).
- 2.9 Perform 1 lash and brow tint.

Course Standard 3

HU-CPIV-3

Perform the appropriate number of applications of chemical texturing services on mannequins/clients in accordance with the manufacturers' directions demonstrating knowledge of the products used and the chemistry foundation, as directed by the instructor.

- 3.1 Consult with clients to determine their needs and preferences.
- 3.2 Provide services in a safe environment for both the client and stylist including measures to prevent the spread of infectious diseases and use of PPE (personal protective equipment).
- 3.3 Analyze the hair/scalp to identify scalp and hair conditions to determine if the client is eligible to receive service and respond appropriately.
- 3.4 Examine and record information obtained from the client consultation, service notes, and final results on the client intake form.
- 3.5 Utilize product guidelines by following all manufacturers' directions and safety precautions.
- 3.6 Perform 6 permanent waving applications.
- 3.7 Perform 5 virgin chemical hair relaxing applications.
- 3.8 Perform 5 retouch chemical hair relaxing applications.
- 3.9 Perform 1 soft curl permanent application.

Course Standard 4

HU-CPIV-4

Perform 24 hours (16 applications) of hairstyling services on client/mannequin and enhance skills learned in previous courses, as directed by the instructor.

- 4.1 Consult with the client to determine needs and preferences.
- 4.2 Evaluate current hairstyling trends, tools, and products.
- 4.3 Utilize design elements and principles within a two- or three-dimensional context to control the finished hairstyle.
- 4.4 Construct a hair design portfolio.
- 4.5 Generate appropriate hairstyles for different body proportions to create a balanced hair design.
- 4.6 Perform 10 hairstyle sets and comb-outs (including: updo's, hair wrapping, roller sets, chignons, French twist, hair pressing, braiding and hair extensions).
- 4.7 Perform 4 blow dry styles and comb-outs to include Marcel Iron.
- 4.8 Perform 1 pincurl style and comb-out.
- 4.9 Perform 1 finger wave style and comb-out.

Course Standard 5

HU-CPIV-5

Perform appropriate number of haircuts using various haircutting techniques with correct cutting implements on client/mannequin following all safety and decontamination practices during haircutting procedures, as directed by the instructor.

- 5.1 Consult with clients to determine their needs and preferences considering head/body proportion.
- 5.2 Examine the client's hair and scalp condition.
- 5.3 Provide services in a safe environment for both the client and stylist including measures to prevent the spread of infectious diseases and use of PPE (personal protective equipment).
- 5.4 Identify appropriate haircutting implements demonstrating proper use and maintenance.
- 5.5 Perform proper sectioning technique for each haircutting procedure.
- 5.6 Utilize traveling and stationary guidelines for applicable haircut.
- 5.7 Demonstrate cuts using shears, razor, trimmers, and clippers.
- 5.8 Demonstrate various texture techniques in haircutting.
- 5.9 Perform 16 haircuts using 0, 45, 90 and 180 degree projections.
- 5.10 Perform cross-checking on all haircuts for accuracy.

Course Standard 6

HU-CPIV-6

Perform the appropriate number of applications on client/mannequin for a corrective/preservative treatment of the skin, scalp, and hair following safety precautions for all treatments, as directed by the instructor.

- 6.1 Conduct services in a safe environment and take measures to prevent the spread of infectious material.
- 6.2 Use the most beneficial salon products while providing salon services.
- 6.3 Market recommended professional salon products to benefit client's individual skin, scalp, and hair needs.
- 6.4 Perform client consultations analyzing the skin, scalp, and hair for disorders prior to performing any treatment.
- 6.5 Demonstrate proper safety precautions for all electrical equipment.
- 6.6 Identify products and supplies needed to give scalp treatments.
- 6.7 Demonstrate massage manipulations.
- 6.8 Demonstrate procedures involved in a corrective scalp treatment for oily and dry scalp.
- 6.9 Perform 3 scalp treatments.
- 6.10 Identify products and supplies needed to give hair treatments.
- 6.11 Demonstrate procedures involved in a corrective hair treatment for dry and oily hair.
- 6.12 Perform 3 hair treatments.
- 6.13 Identify products and supplies needed to give facial treatments.
- 6.14 Perform 3 facials procedures (oily, dry or combination skin).
- 6.15 Perform 2 Make-up applications.
- 6.16 Perform 2 lip, chin or face hair removal services (tweezing, waxing, and/or threading).
- 6.17 Perform 2 brow tweezing.
- 6.18 Perform 2 brow waxing.

Course Standard 7

HU-CPIV-7

Perform the appropriate number of applications for the basic manicure and pedicure to the satisfaction of the client, as directed by the instructor.

- 7.1 Assess and consult with the client to determine their needs and preferences.
- 7.2 Prepare and conduct services in a safe environment and take measures to prevent the spread of infectious and contagious diseases.
- 7.3 Perform 3 manicures.

- 7.4 Perform 3 pedicures.
- 7.5 Perform 2 advanced nail techniques.

Course Standard 8

HU-CPIV-8

Perform 8 hours of receptionist duties, as directed by the instructor.

- 8.1 Utilizing proper business telephone etiquette.
- 8.2 Establish a calendar of salon appointments, including pre-booking client's next appointment.
- 8.3 Assess and maintain client records.
- 8.4 Maintain positive salon environment.
- 8.5 Greet and assist clients in a welcoming fashion.

Course Standard 9

HU-CPIV-9

Perform 7 hours of dispensary time, as directed by the instructor.

- 9.1 Mix, fill, and dispense products to other students.
- 9.2 Categorize and maintain record of salon inventory.
- 9.3 Notify the instructor of supply shortages and damages incurred.
- 9.4 Examine and employ 2 hours of disinfecting tools and properly store all salon equipment and supplies.
- 9.5 Arrange and maintain a clean work environment.

Course Standard 10

HU-CPIV-10

Explore and demonstrate skills used in the of cosmetology industry.

- 10.1 Utilize advanced techniques such as hair care and haircutting, long hair styling, nail care and design, and skin care and makeup application as needed for clientele and competition purposes.
- 10.2 Assess current industry trends, standards and practices that relate to the field of cosmetology.
- 10.3 Investigate career options and new techniques in Cosmetology utilizing industry professional as guest speakers as well as multimedia publications.

Course Standard 11

HU-CPIV-11

Maintain a safe work environment and accident prevention by using safety precautions and/or practices including adherence to hazardous labeling requirements and compliance with safety signs, symbols, and labels.

- 11.1 Analyze the role and the responsibilities of the personal care provider (student) in the classroom, laboratory, and various workplace settings in an emergency situation.
- 11.2 Demonstrate preparedness procedures for each emergency situation—fires, electric shock, overloading a circuit, inclement weather, blood spills, and other emergency situations that may occur in the classroom/laboratory or workplace.
- 11.3 Adhere to all safety procedures when working with chemicals.
- 11.4 Demonstrate all infection controls procedures when working in the clinic lab.
- 11.5 Implement and apply proper care and safety protocol when working with models/clients.

Course Standard 12

HU-CPIV-12

Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events.

- 12.1 Research the history of SkillsUSA.
- 12.2 Discuss the mission, purpose, motto, colors, official dress, and other distinguishing

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characteristics of SkillsUSA.

- 12.3 Explain how participation in SkillsUSA can promote lifelong responsibility for community service and professional growth and development.
- 12.4 Create a personal leadership plan to participate in programs, conferences, community service and competitive events on the local, state, and national level that align with the competencies, skills, and knowledge of this course.