

College of Agriculture and Applied Sciences

School of Applied Sciences, Technology and Education (ASTE)

Utah State University Eastern

# Assessment Plan

For the Undergraduate Program in  
Cosmetology

Fall 2016

## Department Profile

USU Eastern's Cosmetology program blends theory with valuable hand-on instruction. Students prepare for the State Licensing Exam by developing technical abilities to the highest level. Students become trained and skilled professionals for successful cosmetology careers.

The course covers the beauty services of permanent waving, shampooing, hair styling, hair cutting, clipper cutting, scalp treatments, arching, lash and brow tinting, manicuring and other material essentials to being a successful cosmetologist / barber. Several different procedures are discussed in the theory courses including, sterilization, sanitation and bacteriology, permanent waving, chemical hair relaxing, hair cutting, hair coloring and lightening, superfluous hair removal, electricity and lighting therapy, barbering, men's shaves, shampooing, hair styling, finger waving, thermal curling, hygiene and good grooming, professional and personal relations, scalp treatments, wigs, state law and reviewing for the state boards.

Lab hours give the student practical hand-on experience in hair styling, permanent waving, hair shaping, manicuring, pedicuring, tinting and bleaching, scalp treatments and facials.

Additional courses are also offered in nail technology. The 300 hour course includes manicures, pedicures and nail enhancements.

### Examples of Goals, Measurements and Outcomes

Each course has a clearly outlined course syllabus.

The department brings in, on a regular basis, outside instructors from the industry to teach specialized classes and techniques. This practice allows students to receive a broad range of information, which affords an up-to-date state of the art type environment, which goes beyond just the required classes; also state and private advanced workshops / State Board Training classes.

The department maintains an effective advisory board that provides a link to the community and allows for excellent feedback to the instructors.

#### **Summary of strengths, deficiencies and recommendations**

The Cosmetology Department at USU Eastern is committed to developing high skilled artistic professionals in the field of cosmetology, skin care specialists and nail technicians.

**The school mission for the student is:**

#### **GOALS**

- Develop technical abilities to the highest possible levels.
- Counsel each student in the opportunities available in their chosen field.

- Introduce and teach the techniques involved in the latest product, equipment and styling trends.
- Provide a solid leaning environment with a knowledgeable faculty, clean well equipped facility and a solid clientele for the student to work on.
- Meet the requirements of the Utah State Board of Cosmetology.
- Provide a two-year Associate of Science Degree.

## Measurements and Outcomes

- Assessment Packets: Packets will be given to students the first week of each semester. Weak areas will be addressed. At the end of the semester students will be reevaluated.
- Students will be assessed through hands-on performance in the lab.
- Advanced students will be tested on prior theory classes that have been taught. Weak areas will be addressed.
- Students will pass all theory exams with a score of 80% or above. Weak areas will be evaluated and addressed.
- Students will be strengthened in performing fast service skills. This will be a timed service. Students will be better prepared for the salon.

Given the geographic location of USU Eastern campus, many departments struggle to access instructional resources. There seems to be adequate books and videos reserved at the library for cosmetology students use. There is also a reserve of instructional videos available on-site in one of the classrooms. Several instructors come into the classroom from out of the area on a regular basis to advise students on the latest market techniques. This enable students to receive a well-rounded perspective of what is happening outside of the area and the latest trends.

The program runs at close capacity, which is limited by the number of stations available for labs. Sections of classes are usually full and students are afforded the opportunity for individualized attention and close learning relationships with students and faculty. Specialized courses and presentations from outside presenters offers students a unique opportunity for learning and growth.

Based on current and projected enrollments (see Table 1), and including program ambitions, the space meets the needs of the students and faculty. The classrooms and stations contained in the McDonald Career Center building are clean and well maintained, adequate for learning and easily accessible. There is adequate financial support from the college to purchase equipment as needed. Another classroom has been added to accommodate our thriving nail program.

Cosmetology	Post-Secondary	Secondary	Nail Tech
Fall 2014	31	6	
Spring 2015	24	6	6
Fall 2015	25	4	
Spring 2016	22	5	8
Fall 2016	28	11	8

## **Appendix 3 A**

### **Supporting Documents**

#### **Student Task Records & Lab Assessment**

Name \_\_\_\_\_

Date due: September 30, 2016

**ALL SERVICES MUST BE DONE WHEN HAIRCUTTING INSTRUCTOR IS WORKING**

**FALL SEMESTER 2016  
HAIRCUTTING ASSESSMENT  
GRADING 20 PTS. EACH SECTION**

**SHAVING WITH STRAIGHT RAZOR - LIVE MODEL REQUIRED**

Sanitation done appropriately  
All implements and supplies correctly set-up  
Draping  
Lather applied correctly  
Steam towel tested and applied appropriately  
Procedure of strokes done correctly  
Finger placement for stretching on stroke 14  
Body position  
Correct completion of shave

Goal of 30 minutes

Start time: \_\_\_\_\_

Instructor approved: \_\_\_\_\_ Grade: \_\_\_\_\_

**STATE BOARD BASIC MEN'S FACIAL - MANNEQUIN ALLOWED**

Sanitation done appropriately  
All implements and supplies correctly set-up  
Draping  
Hair secured appropriately  
Correct procedure order of facial  
Product applied safely and correctly  
Steam towels applied safely and correctly  
Correct massage techniques (requirements of three)  
Correct completion of facial

Goal 10 minutes

Start time: \_\_\_\_\_

Instructor approved: \_\_\_\_\_ Grade: \_\_\_\_\_

**STATE BOARD MEN'S HAIRCUT - LIVE MODEL REQUIRED**

- Sanitation done appropriately
- All implements and supplies correctly set-up
- Draping
- Use of clippers to establish a TAPER/FADE haircut
- Uses attachments on sides of head with no weight line and blended throughout.
- Use of shears on top of client
- Uses consistent subsections and guidelines
- Haircut is uniform and blended with no weight lines, balding around ears, no divets.
- Correct use of shears/ clippers
- Establishes correct arching around temples, ears and sides of neck
- Cuts a minimum of ¼" from hair

Goal of 30 minutes

Start time: \_\_\_\_\_

Instructor approved: \_\_\_\_\_ Grade: \_\_\_\_\_

**STATE BOARD WOMEN'S HAIRCUT - MANNEQUIN ALLOWED**

- Sanitation done appropriately
- All implements and supplies correctly set-up
- Draping
- Hair is parted into sections
- Uses razor to establish nape guideline
- Cuts ENTIRE neck section with razor using elevation
- Handles tools safely and correctly
- Follows ½" guideline throughout haircut
- Nape is uniform in length
- Haircut is blended correctly
- Cuts at least 1" of hair throughout haircut

Goal is 30 minutes

Start time: \_\_\_\_\_

Instructor approved: \_\_\_\_\_

**BLOOD SPILL PROCEDURE - DONE IN FRONT OF INSTRUCTOR ORALLY**

**- KITS DUE IN STATIONS BY SEPTEMBER 12, 2016**

Blood spill kit in correct container

Correct protection of client/ candidate is followed

Applies styptic/antiseptic appropriately

Applies appropriate dressing(s)

**CORRECTION SANITATION STANDARDS FOLLOWED**

Contaminated articles in appropriate containers and disposed of properly

Name \_\_\_\_\_

USU Eastern  
Student Task Record - 2016

The following tasks must be completed during the next 100 hours of training in Cosmetology/Barber. All tasks are checked by the instructor.

**SHAMPOO**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**SCALP TREATMENTS**

1. Sea Breeze/Manipulations \_\_\_\_\_ 2. \_\_\_\_\_ 3. Conditioner \_\_\_\_\_ 4. \_\_\_\_\_

**MANICURES**

1. Plain \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. Oil \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

**PEDICURES**

1. \_\_\_\_\_ 2. \_\_\_\_\_

**HAIR COLORING APPLICATION**

1. Virgin Tint Darker \_\_\_\_\_ 2. Virgin Tint Lighter \_\_\_\_\_

3. Tint Retouch \_\_\_\_\_ 4. Virgin Bleach \_\_\_\_\_

5. Bleach Retouch \_\_\_\_\_ 6. Weave: Slice \_\_\_\_\_, Bounce \_\_\_\_\_

**FACIALS**

1. Manipulations \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. Honey \_\_\_\_\_

4. Yeast \_\_\_\_\_ 6. Make up \_\_\_\_\_ 7. \_\_\_\_\_

Eye Brow Arch 1. \_\_\_\_\_ 2. \_\_\_\_\_

Lash & Brow Tint 1. \_\_\_\_\_ 2. \_\_\_\_\_



**PERMANENT WAVE**

- 1. Basic (straight back) \_\_\_\_\_ . 2. Curvature \_\_\_\_\_
- 3. Piggyback / Double tool \_\_\_\_\_ 4. Spiral (with rods) \_\_\_\_\_ (benders) \_\_\_\_\_
- 5. Weave \_\_\_\_\_ 6. Brick lay \_\_\_\_\_

**CHEMICAL RELAXER**

- 1. Virgin Relaxer \_\_\_\_\_ 2. Retouch Relaxer \_\_\_\_\_

**HAIR CUTS**

Mannequin #1

Horizontal Blunt \_\_\_\_\_

Horizontal Blunt \_\_\_\_\_

Horizontal Layering

Light Layer \_\_\_\_\_

Vertical Layering

Medium Layer \_\_\_\_\_

Short Layers \_\_\_\_\_

Mannequin #2

Horizontal Blunt \_\_\_\_\_

Horizontal Blunt \_\_\_\_\_

180o long Layer \_\_\_\_\_

Vertical Layering

A-Line \_\_\_\_\_

A-Line Stack \_\_\_\_\_

Horizontal Layering

Vertical Layers \_\_\_\_\_

Short Layers \_\_\_\_\_

Men's Haircut

Horizontal Blunt \_\_\_\_\_

Long Layer \_\_\_\_\_

Medium Layer \_\_\_\_\_

Short Layer \_\_\_\_\_

Low Taper \_\_\_\_\_

Medium Taper \_\_\_\_\_

High Taper \_\_\_\_\_

Completed Haircutting \_\_\_\_\_

**HAIR STYLES**

1. Braid \_\_\_\_\_ 2. French Twist \_\_\_\_\_ 3. Barrel Curls \_\_\_\_\_

Pincurls 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Roller Sets 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ Back combing 1. \_\_\_\_\_, 2. \_\_\_\_\_ 3. \_\_\_\_\_

Pivot Point 1. \_\_\_\_\_, 2. \_\_\_\_\_

Blow-comb 1. \_\_\_\_\_ 2. Curling Iron \_\_\_\_\_, 3. \_\_\_\_\_

Finger Waves 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_

NAME \_\_\_\_\_ Date \_\_\_\_\_

Grade \_\_\_\_\_

### *The Standard Style*

1. Please style your mannequin. This style should represent YOUR BEST UPDO WORK.
2. It has to be at least ½ up, no particular event just more then an every day hairstyle. Feel free to use all your current abilities and talents. Find a style you like and try to execute it yourself, or make one up.
3. Have this style completed by Sep 6, 2016 before class.
4. Bring along with your styled mannequin A PRINTED PICTURE of your style on your mannequin to class.
5. BRING THIS ENTIRE PACKET BACK TO CLASS EVERY TUESDAY
6. Put an X on the line if you are a transfer student. \_\_\_\_\_

---

#### Grading Points

1. Hair style needs to be as smooth as possible. \_\_\_\_\_
  2. Style needs to be completed before class. \_\_\_\_\_
  3. It needs to be your best work to date. \_\_\_\_\_
  4. Style should be all your own work. \_\_\_\_\_
- Total** \_\_\_\_\_

## Fall 2016 Cosmetology Hairstyling Syllabus

1. Hair styling is on Tuesdays. All students are responsible to bring required equipment and tools needed for class. For a complete list refer to Hairstyling List of Tools and Implements work sheet.
2. Hair Styling theory tests will be on Tuesdays.
3. A hairstyle will be assigned every Class session. All hairstyles must be completed and turned in with paperwork for credit. We will be working on the styling skills of proper pinning, no stray hairs, smoothing and other techniques. Advanced hairstyling students will also be working on speed and style placement.
4. All students will be required to use their hairstyling mannequin (unless approved by a signature). Any student un-prepared will be signed out and sent home for the day. All other mannequins must be signed out/ in by the student and an instructor. All un-returned mannequins must be paid for by the student prior to final grade distribution.
5. Any missed assignments/tests due to absents in compliance with policy must be made up by the next week unless otherwise authorized. It is solely the students' responsibility to find out what they missed and to acquire and complete the work for credit.
6. Students will acquire 5 to 10 points a day for attendance, preparedness, and participation (daily points). All students will be graded on assigned hair styles. Points will be determined by difficulty of style. The students' execution of the assigned style and or techniques will result in a grade for that style. The daily points and Style points accumulate to create the lab grade for Hairstyling.
7. Quizzes may be given periodically to determine comprehension and mastery of theory concepts and practical applications.
8. All Information and rules found in the USU Eastern Cosmetology -Barbering Policy and Procedures are applied to this course and will be followed.
9. All other procedures, guidelines, grading, and instructional information released by the Cosmetology Department and, or programs there in, including the USU Eastern Cosmetology - Barbering Syllabus are observed and followed.

I understand all above requirements for Hairstyling

Print Name \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

## Fall 2016 Cosmetology Hairstyling Syllabus

1. Hair styling is on Tuesdays. All students are responsible to bring required equipment and tools needed for class. For a complete list refer to Hairstyling List of Tools and Implements work sheet.
2. Hair Styling theory tests will be on Tuesdays.
3. A hairstyle will be assigned every Class session. All hairstyles must be completed and turned in with paperwork for credit. We will be working on the styling skills of proper pinning, no stray hairs, smoothing and other techniques. Advanced hairstyling students will also be working on speed and style placement.
4. All students will be required to use their hairstyling mannequin (unless approved by a signature). Any student un-prepared will be signed out and sent home for the day. All other mannequins must be signed out/ in by the student and an instructor. All un-returned mannequins must be paid for by the student prior to final grade distribution.
5. Any missed assignments/tests due to absents in compliance with policy must be made up by the next week unless otherwise authorized. It is solely the students' responsibility to find out what they missed and to acquire and complete the work for credit.
6. Students will acquire 5 to 10 points a day for attendance, preparedness, and participation (daily points). All students will be graded on assigned hair styles. Points will be determined by difficulty of style. The students' execution of the assigned style and or techniques will result in a grade for that style. The daily points and Style points accumulate to create the lab grade for Hairstyling.
7. Quizzes may be given periodically to determine comprehension and mastery of theory concepts and practical applications.
8. All Information and rules found in the USU Eastern Cosmetology -Barbering Policy and Procedures are applied to this course and will be followed.
9. All other procedures, guidelines, grading, and instructional information released by the Cosmetology Department and, or programs there in, including the USU Eastern Cosmetology - Barbering Syllabus are observed and followed.

Student Copy

# HAIR STYLING

## List of Implements & Tools Needed

The Implements & Tools on this list need to be available in the building at all times.

All items with \* need to be brought to class for technique styling days.

Date needed by \_\_\_\_\_

1. \*Mannequin and Tripod or Stand & Piece of Felt.
2. Mannequin must be clean & dry prior to class. (The rougher you are on your mannequin the less hair it will have by the end of the year.)
3. \*Tail comb
4. \*Bristle Brush
5. Round brush
6. Vent Brush
7. Large Tooth comb
8. \*Bobby pins Small & Large (only need 25 large)
9. \*50 Hair Pins
10. \*Clips
11. Product (Must have and use professional product.)
  - Hair spray
    - Finishing spray (Hold level above 5)
    - Working spray (Hold level 5 or below)
  - Pomade or Light wax
  - Gel
  - Silicone shiner (Date Needed \_\_\_\_\_)
12. Curling Irons/ Flat Iron
13. Blow dryer

**Use of unprofessional product on any assignment will result in a ZERO**

**No Exceptions!**

# Hair styling Technique Sheet

**Name** \_\_\_\_\_

**Date Due** \_\_\_\_\_

TECHNIQUE	SECTION #	DATE	SIGNED OFF
-----------	-----------	------	------------

**Parting 6 Sections (Section & Sub Sections)**

Parting A			
Parting B			
Parting C			

**Braiding**

Single Braid, Box Braid, Individual Braid			
<i>Single Braid with "Tendrils"</i>			
Fish Tail Braid			
Rope Braid			

**French Braids**

Invisible ,Overhanded Tec., Inverted, French Braid			
Visible, Underhanded Tec., Plaiting			

**Cushioning Techniques, Back Combing** ( Foundation of style )

Backcombing ,Base Teasing, Teasing, Matting, Rattig, or French Lacing			
Backbrushing Volume Teasing, Ruffing			
Hold Teasing (Piece Teasing)			

**Pinning Techniques**

Crisscross Pinning			
Star Pinning			
Laying Pin On The Side (slide pinning)			
Tail Pinning			
Hide Pinning (Hair Pin)			
Hide Pinning (Bobby Pin)			

**Other Required Techniques**

Barrel Curls			
Strand Knotting			
Lacing			
Folding			
Twisting			
Banding			
Ribboning			
Smoothing (on assigned style )			
Two Loops or figure 8 (with Thermal Iron)			
French Pleat/ Twist			

<b>Total Points</b>	
	150



Grade \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

## **Stacked Barrel Curls**

1. The hair needs to be pulled up securely.  
(tail pinning technique) \_\_\_\_\_
  2. Barrel curls need to have good form. \_\_\_\_\_
  3. Barrel curls need to be smooth with no stray hairs. \_\_\_\_\_
  4. Style needs to be completely smooth & no stray hairs. \_\_\_\_\_
  5. There should be no pins showing anywhere in the style. \_\_\_\_\_
  6. No back combing should be showing anywhere in the style \_\_\_\_\_
  7. Notes \_\_\_\_\_
- Total \_\_\_\_\_

Notes



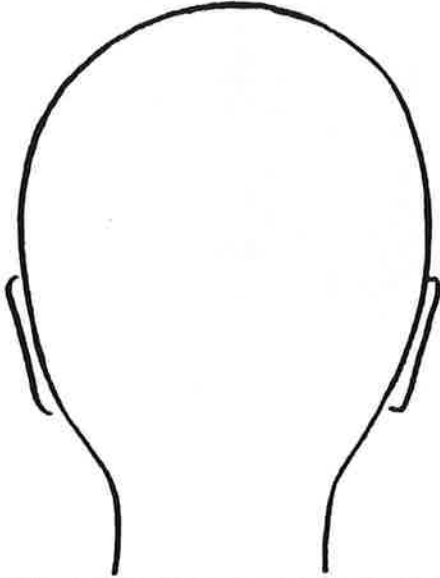


# STYLE PLAN

Style:

Back

Front



Right Side

Left Side



NOTES:

---

---

---

---

M# \_\_\_\_\_

NAME \_\_\_\_\_

Date \_\_\_\_\_

Grade \_\_\_\_\_

**French Twist with Backcombing**

1. French Twist should be centered with a loop that has good form. \_\_\_\_\_
  2. Pins are not visible anywhere in the style. \_\_\_\_\_
  3. Use cross pinning up the back and slide pinning to secure the twist. \_\_\_\_\_
  4. Ends of the hair need to be tucked in and smooth. \_\_\_\_\_
  5. Style should be good looking and have a smooth over all look. \_\_\_\_\_
  6. The entire head should be backcombed, and must have 1-inch volume in crown. \_\_\_\_\_
  7. Style must contain a part, and be completed. \_\_\_\_\_
  8. Notes \_\_\_\_\_
- Total** \_\_\_\_\_

Notes
-------

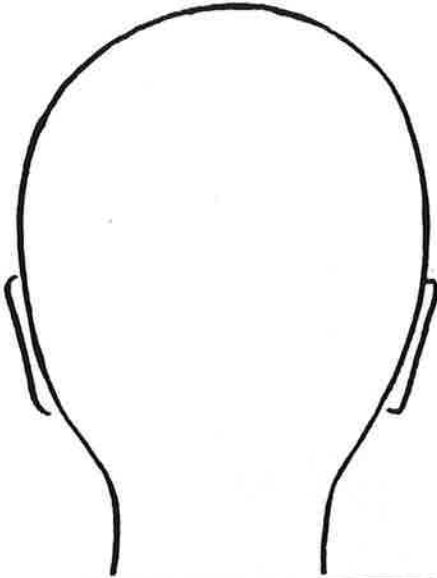


# STYLE PLAN

Style:

Back

Front



Right Side

Left Side



NOTES:

---

---

---

Grade \_\_\_\_\_

Name \_\_\_\_\_

M# \_\_\_\_\_

Date \_\_\_\_\_

**Curvature Strand Knots with Spiral Curls (Ringlets)**

1. The style should flow down from the knots to the ends. \_\_\_\_\_  
*(The curls should cover the backside of knots.)*
2. Curls should have enough spring to last the event. \_\_\_\_\_
3. There should be no pins showing. \_\_\_\_\_
4. The Strand Knots should add to the attractiveness of the style.  
*(Completely smooth, no stray hairs)* \_\_\_\_\_
5. The ends of the curls should not be fuzzy. *(No Fish Hooks.)* \_\_\_\_\_
6. The style is uniform, centered, and appealing to the eye. \_\_\_\_\_
7. The style should be completely smooth  
*(No stray hairs. Partings at the base should be clean)* \_\_\_\_\_
8. Notes \_\_\_\_\_

**Total** \_\_\_\_\_

Notes

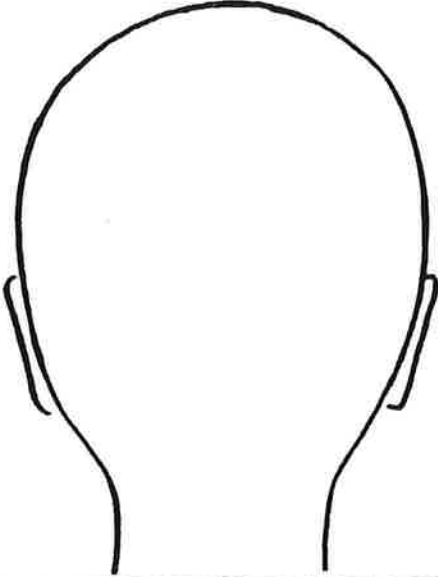


# STYLE PLAN

Style:

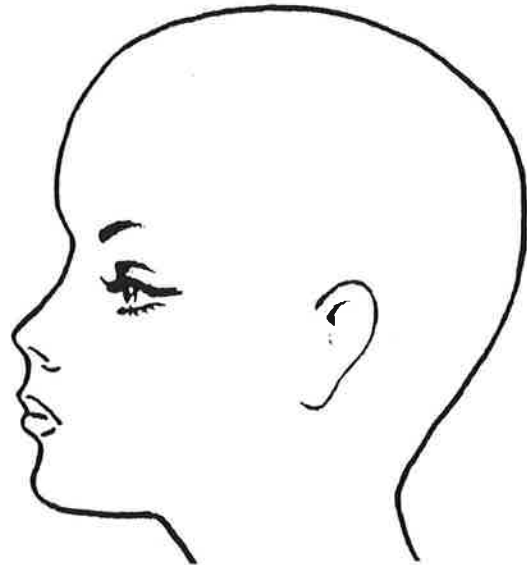
Back

Front



Right Side

Left Side



NOTES:

---

---

---

---

M# \_\_\_\_\_

NAME \_\_\_\_\_

Date \_\_\_\_\_

Grade \_\_\_\_\_

**Ribboning Style**

**Put an X on the line if you are a second year student.** \_\_\_\_\_

1. Hair style needs to be OVAL shaped with pleasing BALANCE. \_\_\_\_\_
2. Ribbons need to have GOOD FORM. \_\_\_\_\_
3. PINS are NOT VISIBLE anywhere in the style. \_\_\_\_\_
4. It needs two ribbons that make complete loops or curls. \_\_\_\_\_
5. It needs to have two ribbons that are open ended. \_\_\_\_\_
6. Style should be good looking and have a SMOOTH over all appearance. \_\_\_\_\_
7. Style should have NO STRAY HAIRS. \_\_\_\_\_
8. Style needs to be  $\frac{3}{4}$  **smooth** and  $\frac{1}{4}$  **style**. \_\_\_\_\_

2<sup>nd</sup> year -5 points if not completed in \_\_\_\_\_

**Total** \_\_\_\_\_

Notes
-------

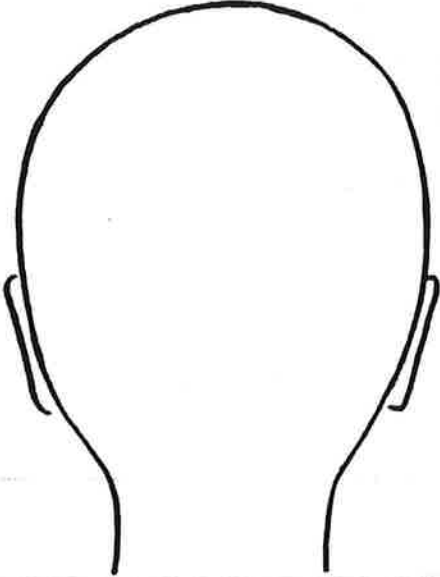


# STYLE PLAN

style:

Back

Front



Right Side

Left Side



NOTES:

---

---

---

---

NAME \_\_\_\_\_

Date \_\_\_\_\_

## TECHNIQUE STYLE

List all techniques used. (Minimum 6, one must be a pinning technique.)

List 6 Techniques below. Student will be graded on technique application.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. Is the style completely smooth? \_\_\_\_\_

8. Are there any stray hairs? \_\_\_\_\_

9. Are there any pins showing? \_\_\_\_\_

10. Notes \_\_\_\_\_

Total \_\_\_\_\_

Notes

All styles must have a smooth over all appearance with no stray hairs. No pins should be visible anywhere in the style and all elastics should be covered.



Station # \_\_\_\_\_

Name \_\_\_\_\_

### Set-up Preparation

Yes no

- Sanitizes hands**
- Disinfects work area** or uses protective covering
- Sets up work area with **supplies labeled in English**
- Disposes of soiled materials** using infection control procedures
- Uses a **neck strip or towel**
- Applies drape**
- Re-sanitizes hands**

### THERMAL CURLING

#### Preparation

- Sets up implements that are **visibly clean and sanitary**
- Tests temperature** of iron prior to applying to hair

#### Demonstration of Thermal Curling

- Subsections hair same **width as barrel** of iron
- Subsections hair no longer than **3 inches**
- Establishes a **base**
- Distributes **hair evenly around iron**
- Forms a **complete curl**
- Protects scalp from **iron with comb**
- Forms curls so that hair is **smooth and unmarked**

#### Safety and Infection Control

- Uses iron **safely** at all times
- Maintains neck strip or towel** and drape for protection throughout service
- Practices **infection control procedures** safely throughout service (open container)
- Maintains **work area** in a **safe** manner throughout service

#yes    # no

**Total Score** \_\_\_\_\_

Name of Test Proctor \_\_\_\_\_