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 if 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.

<table>
<thead>
<tr>
<th>Cosmetology</th>
<th>Post-Secondary</th>
<th>Secondary</th>
<th>Nail Tech</th>
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<tbody>
<tr>
<td>Fall 2014</td>
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<td>Spring 2015</td>
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<tr>
<td>Fall 2016</td>
<td>28</td>
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</table>
Appendix 3 A

Supporting Documents

Student Task Records & Lab Assessment
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
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 ____

**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  
180° 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


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. ________
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:_____________________________ Date:________________________

Student signature __________________________________________________________________________
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

<table>
<thead>
<tr>
<th>TECHNIQUE</th>
<th>SECTION #</th>
<th>DATE</th>
<th>SIGNED</th>
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<tr>
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<td>Parting C</td>
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<tr>
<td>Braiding</td>
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<td>Single Braid, Box Braid, Individual Braid</td>
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<tr>
<td>Single Braid with &quot;Tendrils&quot;</td>
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<tr>
<td>Fish Tail Braid</td>
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<tr>
<td>Rope Braid</td>
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<tr>
<td>French Braids</td>
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<tr>
<td>Invisible, Overhanded Tec., Inverted, French Braid</td>
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<td>Visible, Underhanded Tec., Plaiting</td>
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<td>Cushioning Techniques, Back Combing</td>
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<td>Backcombing, Base Teasing, Teasing, Matting,</td>
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<td>Ratting, or French Lacing</td>
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<td>Backbrushing Volume Teasing, Ruffing</td>
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<td>Hold Teasing (Piece Teasing)</td>
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<tr>
<td>Pinning Techniques</td>
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<td>Crisscross Pinning</td>
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<tr>
<td>Star Pinning</td>
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<tr>
<td>Laying Pin On The Side (slide pinning)</td>
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<tr>
<td>Tail Pinning</td>
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<tr>
<td>Hide Pinning (Hair Pin)</td>
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<td>Hide Pinning (Bobby Pin)</td>
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<tr>
<td>Other Required Techniques</td>
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<tr>
<td>Barrel Curls</td>
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<tr>
<td>Strand Knotting</td>
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<td>Lacing</td>
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<td>Folding</td>
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<td>Twisting</td>
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<tr>
<td>Banding</td>
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<tr>
<td>Ribboning</td>
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<tr>
<td>Smoothing (on assigned style)</td>
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<tr>
<td>Two Loops or figure 8 (with Thermal Iron)</td>
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<tr>
<td>French Pleat/ Twist</td>
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**Total Points**

150
Chignon or Knot style

1. Is the style pinned correctly? _____
2. Was the elastic put in properly?
   (Tail Pinning) _____
3. Is the style smooth and sleek? _____
4. Is the hairstyle free of stray hairs? _____
5. There should be no pins showing. _____
6. Does the style look like a Chignon? _____
7. Notes _____

Total _____

Notes
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
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 overall 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
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

OTES:
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. ______

$2^{nd}$ year -5 points if not completed in ____________

Total ______

Notes
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.
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 ________________________