

Adult School of Cosmetology
STUDENT HANDBOOK PROGRAM ADDENDUM



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1 Program Overview

This handbook serves as a supplement to the Wayne County Schools Career Center Adult Education Handbook. Initially, it is used to document student progress as they prepare for the program. The section *Entrance Requirements* focuses on these items. A second objective is to outline the general guidelines for students while they complete the program. More precisely, these components, namely the *Code of Conduct* and the *Dress Code* sections, instruct students what's expected in terms of their behavior and appearance while attending class and participating in their internship experience.

The third aim of the Adult School of Cosmetology Student Handbook is to provide a vehicle for documenting academic progress. This is a critical component, as specific criteria must be met prior to setting up the internship experience. Once the requisite number of hours are completed, a student may commence the internship experience, assuming they continue to meet the general requirements listed in the *Code of Conduct* and *Dress Code* sections.

Finally, the last section of this document, *Signature Pages*, provides an area for your instructor and the Adult Education Career Services Coordinator to document milestones and their endorsement of a student's work as they prepare to graduate. The entire Adult Education team congratulates you on your commitment to furthering your education and stand ready to provide whatever supports you require as you pursue your goals. This document provides the guidelines for making this a successful partnership!

2 Staff

Students should become familiar with the following individuals, as they are primarily responsible for the administration of the Adult School of Cosmetology. Contact information is provided for the student's convenience.

Staff Member	Title/Department	Email Address	Extension
Andrew Cerniglia	Program Supervisor	acerniglia@wcsc.org	2021
Paul Sites	Instructor	psites@wcsc.org	2062
Josi Weaver-Kranz	Career Services Coord.	JWeaver-Kranz@wcsc.org	6013
Taryn Wolf	AE Financial Aid	twolf@wcsc.org	1323

3 State Board of Cosmetology

The WCSCC Adult Education Cosmetology program is approved by the Ohio State Board of Cosmetology. The licensure to practice as a cosmetologist is granted by this State Board. For your convenience, the contact information for the Ohio State Board of Cosmetology is provided below.

Ohio State Board of Cosmetology
1929 Gateway Circle
Grove City, Ohio 43123
614.466.3834

4 Documentation

The following documents must be completed and submitted prior to beginning the program.

- | | |
|---|-----------|
| <input type="checkbox"/> Drug Statement | Date_____ |
| <input type="checkbox"/> Information Release Form | Date_____ |
| <input type="checkbox"/> Emergency Medical Form | Date_____ |
| <input type="checkbox"/> Liability Waiver | Date_____ |
| <input type="checkbox"/> Photo Release | Date_____ |
| <input type="checkbox"/> Network User Agreement | Date_____ |

5 Code of Conduct

Student behavior is expected to reflect the high standards and expectations of the Career Center. Inappropriate behavior outside of school that involves law enforcement may impact your enrollment status. Other reasons for disciplinary actions are listed below.

1. Any action that may jeopardize the safety or well-being of a client, a peer or oneself
2. Plagiarism, cheating, or any other academic behavior deemed unacceptable by the Career Center staff
3. Any unprofessional behavior, including cursing, vulgar language, fighting, inappropriate gesturing, insubordination, sleeping in class, or other behaviors deemed disruptive to the learning environment
4. General violations of school or Board of Education policies
5. Absenteeism or habitual tardiness
6. Lack of aptitude or unsafe performance in the clinical area, resulting in possible harm to client, co-worker or self
7. Unprofessional behavior in the classroom, lab, or internship setting with regard to clients, faculty, staff, visitors, high school students, or a classmate
8. Disrespectful treatment of others, including threatening comments

6 Dress Code

The Wayne County Schools Career Center's Adult Cosmetology Program strives to promote professionalism in our students. Personal appearance is a reflection on you, your profession, and your school. Each student is expected to maintain appropriate appearance at all times. This includes personal grooming and attire.

General Appearance

1. Smock must be clean, fit appropriately and worn at all times
2. A shirt, sweater, or warm-up top must be worn underneath the smock
3. An identification badge (ID) must be worn at all times

Tops

1. Scrub tops must be clean and fit appropriately
2. Warmer tops (sweatshirts, warm-up tops, sweaters) may be worn underneath scrubs.

Pants and Shoes

1. Pants must be black (no jeans)
2. Shoes are to be closed-toed. Sandals are not permitted.
3. Dresses or skirts are to be no more than two inches above the knee

Failure to comply with the preceding dress code may result in dismissal from the class and be considered a class absence.

7 Courses

The following outline provides a structured description of the Cosmetology program curriculum.

Course	Theory Hours	Clinical Hours	Total Hours
Salon Operations	37	71	108
Bacteriology	16	30	46
Scalp Care	32	60	92
Styling	53	101	154
Cutting	70	130	200
Manicuring	32	60	92
Skin	32	60	92
Textures	64	121	185
Color	64	120	184
Professional Development	151	0	151
Internship	0	135	135
State Board Review	21	40	61
Total Hours	525	976	1500

7.1 Course Costs

Tuition costs are based on an hourly rate of \$7.00 and a total Book/Supply cost of \$1,150.00 for the program. There is an additional \$350.00 for student support services included in the program cost. The cost for a work permit (\$7.50) and to sit for the State Board Licensure test (\$32.50) is not included tuition.

Course	Total Hours	Tuition	Books/Supplies
Class Kit with Books	-	-	\$750.00
Student Support Services Feas	-	-	\$350.00
Salon Operations	108	\$756.00	\$28.78
Bacteriology	46	\$322.00	\$12.26
Scalp Care	92	\$644.00	\$24.52
Styling	154	\$1078.00	\$41.04
Cutting	200	\$1400.00	\$53.30
Manicuring	92	\$644.00	\$24.52
Skin	92	\$644.00	\$24.52
Textures	185	\$1295.00	\$49.30
Color	184	\$1288.00	\$49.07
Professional Development	151	\$1057.00	\$40.27
Internship	135	\$945.00	\$36.00
State Board Review	61	\$427.00	\$16.27
Totals	1500	\$10500.00	\$1500.00

7.2 Course Topics

The following list enumerates the topics covered in each of the above-listed courses. Internship, State Board Review, and Professional Development are excluded as the first two are self-explanatory, and Professional Development is a general requirement for all Adult Education programs at the Wayne County Schools Career Center.

- Bacteriology [B]
 - Sanitation, sterilization, & bacteriology
 - Dispensary requirements and operations
- Scalp Care [SC]
 - Anatomy of the head, hair, and scalp
 - Shampooing, rinses, and massage
 - Scalp treatments, disorders, and diseases
- Cutting and Styling [CS]
 - Marcelling, iron curls
 - Fingerwave, pin curls
 - Basic hair styling and techniques

- Haircutting, hair trimming
- Care of wigs, braiding, pressing
- Color and Texture [CT]
 - Applied chemistry
 - Permanent wave
 - Chemical relaxing
 - Tinting, bleaching, highlights
- Manicuring [MCR]
 - Anatomy of nails, bones, skin, and muscles
 - Basic water, oil, and electric nail techniques
 - Artificial nail applications
 - Hand and arm massage

- Skin [S]
 - Anatomy of the body
 - Facial and make-up
 - Masks and facial scrubs
 - Eyebrow arching
 - Body massage and client health issues
- Salon Operations [SLO]
 - Communication skills
 - Human relations
 - Personality and presentation
 - Salon operation and management
 - Sales and interpersonal skills
 - Career Development
- Professional Development [PD]
 - Ohio cosmetology statutes and rules
 - Inspection and enforcement
 - Marketing and Clientele

7.3 Potential Occupations

Employment opportunities upon completion of the program are provided for the student's convenience.

- Cosmetologist
- Cutting Specialist
- Esthetician
- Extension Specialist
- Film/Theatrical Stylist
- General Business
- Hair Color Specialist
- Hair Designer
- Instructor
- Platform Artist
- Product Educator
- Make-up Artist
- Nail Technician
- Sales Consultant
- Salon Manager
- Salon Owner
- Salon Trainer
- State Board Member
- Texture Specialist

8 The Internship

Cosmetology students are required to complete 135 hours of internship during the program. This page documents the internship process and any additional requirements that must be met prior to being released to begin the internship experience.

1. Students must be current in their coursework, and making satisfactory progress (C or better) to be considered for the internship.
2. Students must maintain a 90% overall attendance record to be considered for the internship.
3. Students must meet with one of the instructors once they have completed 50% of the program hours so that they may collaboratively generate a list of possible sites based on the student's interest and the instructor's expertise in the field. The results of this meeting will be documented on the *Internship Release Form* included in this handbook.
4. Students are then required to obtain the requisite signature at the bottom of the *Internship Release Form* and make an appointment with the Career Services Externship Coordinator who will make the internship arrangements with the site. (Please note: We wish to place students where they have an interest, but it is not always possible to grant a first choice based on the availability of the site listed.)
5. Students must meet all requirements of an individual site, in addition to the requirements listed in this handbook.
6. The Externship Coordinator will explain the paperwork and ensure the correct paperwork is distributed to both the student and the internship site supervisor.

Notes

Internships are handled on a student-by-student basis. The WCSC staff takes great care in matching students and site, based on student-preference and site-availability. As such, there may be cases in which a student meets all of the above-listed requirements yet is not immediately put on placement. All students will be placed as quickly as possible.

Students must inform the WCSC staff of their site preference(s). Students are not to contact sites directly.

Students must meet additional requirements while on internship. These requirements are listed below and must be met to successfully complete the internship experience.

1. Students are responsible to document internship hours on the time-sheets provided by the Externship Coordinator on a weekly basis, and turn them in to the Adult Education Office.
2. Students are responsible to complete the Student's Evaluation of the internship site and return it to the Externship Coordinator at the conclusion of their internship.
3. Students are required to call off to both their internship site and the Externship Coordinator, should an absence be necessary.
4. Should student concerns arise at an internship site, the Program Supervisor and the Externship Coordinator should be notified as soon as possible, and attendance at the site should continue until handled by the Program Supervisor and/or the Externship Coordinator.

9 Additional Information

- All students enrolled in the cosmetology program or career center are entitled to discounted services and products.
- Cosmetology students must come in on their own time Monday-Thursday for services. You cannot be clocked in when receiving service without instructor approval.
- Cosmetology students are not permitted to come in on Saturdays for service.
- Cosmetology students will only pay for a product charge when receiving a service.
- All currently enrolled career center students and Instructor's receive a 10% discount on product purchases and 50% on hair services,
- No in-store credits or refunds will be allowed.

10 Signature Pages

Each of the following signature pages corresponds to a specific period of the program. The *Entrance Page* is completed prior to beginning the program, once all of the entrance requirements are documented as complete. The *Internship Release* is filled out by the signatories once a student has met the prescribed objectives. Finally, the *Graduation Page* will be signed once a student has fulfilled all program requirements and is ready to graduate.

Entrance Requirements

By signing below, staff indicates that they entrance requirements, as outlined in the Entrance Requirements section, have been completed by the student.

- WORKKEYS COMPLETE
- DOCUMENTATION COMPLETE
- FINANCIAL MEETING COMPLETE

_____ (student name) HAS COMPLETED ALL
ENTRANCE REQUIREMENTS DELINEATED ABOVE.

AE Career Services Officer

Financial Aid Officer

Program Supervisor

Internship Release

By signing below, staff indicates that the internship requirements, as outlined in this document, have been completed by the student.

OPTION 1

Name: _____

Contact: _____

Phone: _____

OPTION 2

Name: _____

Contact: _____

Phone: _____

OPTION 3

Name: _____

Contact: _____

Phone: _____

_____ (student name) HAS COMPLETED ALL
INTERNSHIP REQUIREMENTS DELINEATED IN SECTION 7 OF THIS HAND-
BOOK.

Program Instructor

AE Career Services Officer

Program Supervisor

Externship Coordinator

Graduation Requirements

By signing below, staff indicates that the graduation requirements, as outlined below, have been completed by the student.

CURRICULUM COMPLETE

INTERNSHIP COMPLETE

PAYMENT IN FULL

_____ (student name) HAS COMPLETED ALL
GRADUATION REQUIREMENTS DELINEATED ABOVE.

AE Career Services Officer

Financial Aid Officer

Program Supervisor

11 Student Contract

The Wayne County Schools Career Center - Adult School of Cosmetology is a 1500 hour program requiring 17.5 months to complete. Cohorts start approximately every three-to-four months.

Tuition for the program is \$10,500.00. Students are also responsible for \$1,500.00 in supplies and fees. The total cost of the program is \$12,000.00. The student is responsible for any costs not covered by financial aid. Monthly, interest free payments will be calculated by dividing the total amount due by the 18. Payments will be due prior to the each of the first 18 months of the program.

If it is necessary to withdraw from the program, notify you Career Services Advisor or instructor immediately. Any classes for which you have not completed the required coursework will be recorded as "incomplete" on your transcript. Pursuant to rule 4713-3011 of the Administrative Code, enrollment may be canceled by submitting written notice within three business days of the desired cancellation date. The reimbursement policy can be found in the adult education handbook.

Student Signature

Date

Any student or potential student who believes rule or regulations have not been followed may file a complaint with the State Board of Cosmetology at 1929 Gateway Circle Grove City, OH 43123 or at 614.466.3834

12 Timesheet

WAYNE COUNTY SCHOOLS CAREER CENTER ADULT SCHOOL OF
COSMETOLOGY
STUDENT TIMESHEET

Student Name: _____

Week Start Date: _____

Instructor Name: _____

Week End Date: _____

Time	Monday	Tuesday	Wednesday	Thursday	Saturday
Time In					
Time Out					
Meal Break					
Time In					
Time Out					
Totals					

Student Signature: _____

Date: _____

Instructor Signature: _____

Date: _____