

**Human Services Cluster
Cosmetology Practicum II
Course Number 12.41500**

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-CPII-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-CPII-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.

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- 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 1 Free-hand, and/or Cap Highlight).
- 2.9 Perform 1 lash and brow tint.

Course Standard 3

HU-CPII-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-CPII-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-CPII-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-CPII-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-CPII-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-CPII-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 appointments.
- 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-CPII-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-CPII-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-CPII-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-CPII-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.

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- 12.2 Discuss the mission, purpose, motto, colors, official dress, and other distinguishing 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.