



# SYLLABUS

## **Cosmetology: CIP 12.0401**

Heather Kusbit 2025-2026

Hkusbit@steelcentertech.com • 412.469.3200 x2558

### **Description:**

Throughout this course, students will develop a passion for cosmetology as well as life-long learning as it is important to continue education in the field of cosmetology to ensure success. The primary purpose of this cosmetology course is to train the students in basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level cosmetology positions or related career fields. Upon completion of the three-year program, and after earning 1250 hours, students will be eligible to take the Pennsylvania State Board of Cosmetology exam in order to earn a Cosmetology license.

**Objectives:** Upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, people relation skills, visual poise (self-control), and proper grooming.
3. Respect others as well as the need to deliver quality services.
4. Perform basic manipulative skills in the areas of hairstyling, hair shaping, haircoloring, texture and chemical services, scalp and hair conditioning, skin and makeup, manicures, pedicures, and nail extensions.
5. Perform basic analytical skills to determine proper makeup, hairstyle, and color application for the client's overall image.
6. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

## Reference Materials:

1. Pivot Point LAB: Pivot Point, 2025
2. Milady Standard Cosmetology: Milady, 2016
3. Milady Standard Cosmetology Exam Review: Milady, 2012
4. Milady Standard Cosmetology Theory Workbook: Milady, 2012
5. Chapter 7 State Board of Cosmetology-Pennsylvania Code: Department of State Bureau of Professional and Occupational Affairs, 2011 (State Board of Cosmetology laws are also accessible online at <http://www.pacode.com/secure/data/049/chapter7/chap7toc.html>)
6. Milady's Standard Nail Technology: Milady, 2011
7. Milady Standard Esthetic Fundamentals: Milady, 2013

**Please note:** The school will provide a textbook and reference materials for students to borrow, but students are responsible for and must replace lost or damaged materials.

**Daily Required Materials/Items:** Students are expected to show up for class prepared to learn. Therefore, it is imperative that students bring the following items to class on a daily basis:

1. Full uniform – black scrub pants, black scrub shirt, black closed-toe shoes **or** black smock, black pants, and black closed-toe shoes (**must wear full uniform to earn hours**).
2. Complete kit – must remain in the classroom at all times (students are responsible for replacing missing items promptly).
3. A pen and or pencil.
4. School assigned binder

## Grading(Weighted):

**\*Task Attainment 66%- Assessments of hands-on skills and knowledge associated with the task list, this includes:**

- ✓ **Tests** will be based on a 100% scale and no more than 100 points per test
  - ✓ **Daily Assignments** will be based on a 100% scale with no more than 25 points
  - ✓ **Homework Assignments** will be based on a 100% scale totaling 40 points per month.
  - ✓ **Quizzes** will be based on 100% scale with no more than 20 points
  - ✓ **“Warm-Ups”** will be done first thing when students come into the class every day and graded for completion and/or knowledge totaling 10 points/day or an average of 470 points per quarter.
  - ✓ **Developmental Writing and Culminating Projects:** Oral presentations, resumes, research papers, projects, or letters of application will be graded on a 100% scale based on a certain rubric.
- 
- ✓ Performance tasks are based on a 10 point scale. **Students are expected to practice skill competency which may require practicing the same skill multiple times throughout the three year program.**
  - ✓ **All hands-on performance tasks (ex. clipper cutting)** have a rubric for grading.

## Work Ethic: (34%)

- ✓ **Daily Grades** will be based on the Steel Center's Daily Grade Rubric (attached) totaling 10 points. Every student will start with a 10 out of 10; it is their responsibility to keep it!
- ✓ **Attendance: Earning the necessary 1250 hours is dependent upon good attendance.**
- ✓ **Unexcused Absence** will result in 0 out of 10 with no exceptions and no makeup work for credit.
- ✓ **Excused absences** will result in 1 out of 10, with the ability to earn up to 8 out of 10 by completing make-up assignments **(to earn credit for missed assignments, excuses must be turned in within three days).**
- ✓ **Make-up Assignments** are strictly student initiated. A 1 out of 10 will be entered into grade book as a grade. Students are expected to request assignments upon return, complete, and turn in those assignments by Friday of the following week except in cases of extended illnesses. A written assignment will be arranged by the instructor for any student requesting make-up work. By performing make-up work, students are able to obtain a work ethic (daily) grade up to a maximum 8 of 10 points for each day missed.

## Grade Scale

PERCENTAGE	RATING	GRADE
90-100	Excellent	A
80-89	Above Average	B
70-79	Average	C
60-69	Below Average	D
0-59	Failure – <b>results in no hours per failed quarter</b>	E / F
I	Incomplete	I

**\*Students must obtain a 70 or above per quarter to receive hours for the quarter**

## Reporting Grades

Teachers enter all grades electronically into “ESD” and keep a daily written grade sheet. All assignments have a due date, and any work handed in late will have a 10% deduction per day late. Work Ethic grades are entered every day. Knowledge grades can be entered any day after the assignment has been assigned, but must be entered within the same grading period. Skill grades (hands-on tasks) are based on the state issued POS. A score of 0-10 points is entered in any time the task is attempted or completed.

## Progress Reports

At Steel Center, instructors can issue progress reports at any time during the school year if the student is demonstrating difficulties. At the onset of issues, Steel Center teachers will contact families to provide information regarding student progress and collaborate to solve issues. Steel Center issues progress reports halfway through every 9-week grading period. Once a progress report is issued, the main office will mail it home.

Curriculum	Months
Intro	Sept. -Oct.
Safety and Decontamination	
Work Ethics	
Hair Removal	Oct.-Nov.
Skincare/Makeup	
Anatomy, Physiology, & Histology	Nov.-Feb.
Skin Diseases and Disorders	
Chemistry & Electricity	
PA. Cosmetology State Laws	
Trichology	
	Feb.-Mar.
<b>NOCTI</b> – Practical test for seniors is tentatively held in March	
PA Cosmetology State Laws	
Haircutting	Mar.-June
Hair Color	
Chemical Texture Services	

# **Cosmetology**

## **Classroom Rules**

### **The 5 P's**

1. Be Prompt
  2. Be Prepared
  3. Be Professional
  4. Be Productive
  5. Plus: Follow School Rules
- 

### **Consequences:**

1. Warning
  2. Daily Grade Points Deduction
  3. Behavior Plan = Lose privilege to participate in Cosmo Cash Day
  4. Write-up and Parent Contact
  5. Office Referral to Assistant Director
- 

**Academic Dishonesty: Cheating/Plagiarism**  
**Automatic zero (0) for assignment**

### **Cell Phone Policy**

Upon arrival, students will report to their program area, place their cell phone in the assigned cell phone holder. The cell phone holder provides a key to lock their cell phones up during class time. Students are not permitted to have their cell phones out during class time. Violations of this policy shall result in disciplinary action. Parents may call the main office to reach their student. Appropriate use of personal electronic devices can enhance instruction and learning; however, those same devices may also pose unnecessary distractions. Use of personal electronic devices for legitimate educational purposes is permitted, but only under the direction of staff with approval from administration in accordance with school policy. Pupils who violate this provision may incur consequences, inclusive of device confiscation.

# STEEL CENTER for CTE

## COSMETOLOGY

MRS. KUSBIT



---

### SYLLABUS AND PROGRAM RULES

### ACKNOWLEDGEMENT SHEET

#### FOR STUDENT:

With my signature, I acknowledge that I am fully aware of the rules, procedures, and expectations for my CTE program of study. I understand that my signature indicates awareness and not necessarily approval.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

#### FOR PARENT/GUARDIAN:

With my signature, I acknowledge that I am fully aware of the rules, procedures, and expectations for my son's or daughter's CTE program of study. I understand that my signature indicates awareness and not necessarily approval.

Parent/Guardian signature: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: This document shall be filed and maintained by program instructors. Unsigned or unreturned signature sheets are noted and filed accordingly.



