# *Cosmetology*

**Mecosta-Osceola Career Center**

***"Preparing Today's Students for Tomorrow's Careers"***

2026-27 Cosmetology Course Syllabus

CIP Code: 12.0400

**kelsh**

**Instructor:** Kelli Bolin


**Contact Information:**
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**Credentials:**
B.S. Technical Education Ferris State University
MI Cosmetology Instructor's License
MI Cosmetology License


**Program Description:**
Cosmetology program at the Mecosta-Osceola Career Center (MOCC) is a two-year program that provides students with the basic knowledge and skills required for passing the Michigan State Board of Cosmetology Examination, and to start their exciting cosmetology career! Instruction includes individual task completion, group instruction, lectures, theory work, demonstrations, guest speakers to facilitate learning, as well as hands-on training. 13th year (the year after high school graduation) will also include working on the public in a real-world salon setting at A Touch of Class School Salon. Students will be required to complete 1500 hours of instruction including theory and practical work, and will be assessed on each of those categories, as well as their ability to demonstrate Career Ready Practices.

Upon successful completion of the State required 1500 hours and all program requirements, students will have the opportunity to take their State Board Examination and apply for their Cosmetology license. The Board Exam consists of both a written assessment and technical assessment, and in order to successfully complete the program and pass the licensure exam, students will be evaluated on written and technical work in the classroom. However, first year students will encounter more written work while learning and mastering some of the basic technical skills, so the grading distribution will put more emphasis on the written assessments than on technical skills.

Career Ready Practices are standards that prepare the students for entering the workplace and help them to become successful, productive citizens and are an essential piece of the curriculum. The motto of the Career Ready Practices is "Are You R.E.A.D.Y.?" with a focus on Responsibility, Effort, Attitude, Dependability, and You. Because this program is preparing the students for success in a career, there are high standards in place that will set every student up for success in the Cosmetology industry, or any career path that may be taken.

**Technical Standards**

I. Sanitation/Patron Protection/Laws and Rules/Personal Hygiene/Mechanical and Electrical Equipment Safety
   a. Sanitation
   b. Patron Protection
   c. Laws and Rules
   d. Personal Hygiene
   e. Mechanical and Electrical Equipment Safety

II. Scalp and Hair Treatments

a. Scalp and Hair

III. Hairdressing
   a. Arranging, cutting, dressing, curling, pressing, artificial hair and finger waving.

IV. Manicuring/pedicuring
   a. Manicuring/pedicuring

V. Chemical Hair Restructuring
   a. Permanent Waving
   b. Straightening and Relaxing

VI. Hair Coloring
   a. Lightening and Coloring Hair

VII. Facials
   a. Facial Services

VIII. Artificial Nails
   a. Artificial Nails

IX. Applied Anatomy, Physiology, and Histology of the human head, hands, nails, skin and hair
   a. Applied Anatomy, Physiology, and Histology of the human head, hands, nails, skin, and hair

X. Applied Chemistry/Occupational Safety and Health Administration as related to skin, hair, nails, and scalp
   a. Applied Chemistry/OSHA as related to skin, hair, nails, and scalp

XI. Salon Management/Clinic
   a. Salon Management/Clinic

XII. State Board Preparation
   a. State Board Preparation

**Grading Scale for Written Assessments:**

| Grade Mark | High | Low |
|---|---|---|
| A | 100.00% | 93.00% |
| A- | 92.99% | 90.00% |
| B+ | 89.99% | 87.00% |
| B | 86.99% | 83.00% |
| B- | 82.99% | 80.00% |
| C+ | 79.99% | 77.00% |
| C | 76.99% | 73.00% |
| C- | 72.99% | 70.00% |
| D+ | 69.99% | 67.00% |
| D | 66.99% | 63.00% |
| D- | 62.99% | 60.00% |
| F | 59.99% | 0.00% |
| I | 0.00% | 0.00% |

**Grading Breakdown:**
30% Career Ready Practices
70% Career and Technical Education Technical Grade - this includes written and practical (hands-on) assessments and classroom activities

**Classroom Resources:**
Milady Standard Cosmetology Textbook
Milady Exam Review
Occupational Code Act 299 of 1980
PSI Test Takers Guide
Google Classroom will be used as our learning management system

**Assignments:**
In the cosmetology program we understand how busy life can be so we do not typically assign homework. We do, however, have activities where the students are provided enough time to complete these activities in class. If the provided time is not used wisely, the students may have to complete the activity at home. To earn full credit for each activity they must be submitted by the due date. If an activity is not submitted on time it will receive a 20% deduction for each day it is late. If the student is absent the day the activity is due they are required to turn it in on the first day they return. If a student fails to complete it within the specified time there will be a grade reduction of their classroom activity category in the gradebook, as well as, a reduction in R.E.A.D.Y. points. All activities, even when the student will be earning a zero, are required to be completed and turned in by the end of the school year in order for the student to be able to return for the 13th year of the program. 13th year students are required to turn in every assignment in order to complete the program.

**Remediation/Retest Policy:**
To be eligible to take the State Board examination the state of Michigan requires that a student shall pass a final written examination in each subject with a score of not less than 75%, therefore, all written assessments will be passed with a **75% or higher**. If not achieved, the students will have the opportunity to retest until they reach the required score and proficiency. The final grade that will be entered into Skyward will be an average of each attempt taken during the six week grading period that the assessment was originally taken.

Dates for each of the 6 week grading periods:
August 24th - October 2nd
October 5th - November 6th
November 9th - December 18th
January 4th - February 19th
February 22nd - April 16th
April 19th - June 3rd

Here is an example for an average of a written assessment that was retaken: first attempt 50%, second attempt 67%, third attempt 82%, grade entered into Skyward for the assessment is 66% (50 + 67 + 82 = 199/3 = 66). If a passing grade is not earned by the end of that term the student will still have to pass the assessment, however, the opportunity for a grade change is not available after the end of the term the assessment originated in.

To ensure that students are properly prepared to successfully work in the cosmetology industry all

classroom practical assessments must be passed with an **80% or higher**. This requirement is important in the students' success in the cosmetology industry which is based on hands-on work behind the chair. Just like with written assessments, they must be passed by the end of the term for a grade change, and by the end of the school year in order to return for the 13th year. These practices ensure that the students are successful on the State Board exam!

**Final Assessment:**
*High School Students* will take a cumulative written exam covering all the subjects that they learned in the first year of cosmetology. This exam is a requirement, and is held to the same standards as all program testing, therefore, it will need to be passed with a **75% or better** for the student to be set up for success in their 13th year of Cosmetology. The students do have the opportunity to retake the assessment until they achieve the required grade.

*Thirteenth Year Students (graduated from high school):*
In order to graduate from the Cosmetology program at the MOCC **all activities and assessments are required to be completed**, also, a **1500 hour assessment** will be given at the end of the year consisting of both written and technical portions. Both of which are set up to be like the Michigan State Board of Cosmetology's State exam so that the student is set up for success when they take the actual exam. The students must pass the written portion with a **75% or higher**, and the practical portion with an **80% or higher** in order to graduate from the program. The students do have the opportunity to retake the assessments until they achieve the required grade. All of the above is a requirement of the Cosmetology program at the MOCC, and must be completed before the instructor will submit the student's paperwork to the State in order for them to register for the State Board exam.

**Uniforms:**
Students are required to meet State Board guidelines of acceptable appearance as defined by the MOCC staff. As stated in the Occupational Code Act 299 of 1980, "students are required to wear uniforms and name badges that will be kept neat, clean and in a sanitary condition at all times." If a high school student does NOT have their uniform or any part of it, they will NOT be permitted to clock in for the day. 13th year students will be asked to leave and return in full uniform. **However, we do have extra supplies of uniform parts for the students to borrow if they do forget part of their uniform so that they are able to clock in and earn MPAs.**

The MOCC will provide all students with one smock and one name tag. Students must replace smocks damaged through neglect at a cost of $35. Additional or replacement name tags are the student's responsibility and cost $5 each. Students may wear their usual school clothing; however, pajama pants, sweatpants, leggings, jeggings, slippers, and hats are not permitted. Shoes must have closed toes and closed backs to protect students from hair slivers and possible foot infections. As future cosmetologists, students are expected to maintain a professional appearance, including appropriately styled hair and makeup.

On designated occasions, students may be permitted to attend without their smocks. On these days, shirts must cover the chest, midriff, and arms; no hoodies; shorts must extend beyond the fingertips; skirts must reach the knees; and pants may not have holes above the fingertips; closed toes and closed back shoes. These requirements help students develop professionalism while working with the public and ensure appropriate coverage during practical work, when lifting or moving the arms may cause shorter clothing to shift and expose areas that should remain covered in a professional environment.

Because the 13th year students will be operating the A Touch of Class salon their uniform will resemble more of what they will wear as a licensed cosmetologist. This allows the 13th year student to choose between a smock or a stylist apron. If the student chooses to wear an apron (one is provided in their kit) the clothing requirement will reflect the non-smock days.

**Cell Phone and Earbud Usage:**
MOCC policy is that students are prohibited from using or possessing active (i.e., turned on) electronic communication devices (Cell Phones) in restrooms, locker rooms, offices, and other locations where students and staff have reasonable expectation of privacy. Phones will need to remain in your classroom. See MOCC Handbook for further details.

In the cosmetology program cell phones are a useful tool. Students are encouraged to take pictures of their work to share on their ***professional*** digital platforms. However, cell phones can be a distraction during learning so the students are required to place their phones in a designated area during class, and must ask permission to use them. If a student is on their phone without permission a deduction in their R.E.A.D.Y. grades will result. If cell phone usage without permission is a continuous problem, the student's cell phone will be held in the teacher's possession until the end of class, or until reclaimed by the student's parent/guardian.

Smart watches will not be allowed in the classroom. They are a distraction during class, and while working on clients. If a student wears a smart watch it will be required to be kept in the same designated area as the student's phone, and will follow the same consequences as the phone policy.

We do recognize that certain situations occur where a student may need to use their phone for emergencies. If an emergency does arise, parents will need to discuss it with the instructor so that accommodations can be made. Otherwise, if a parent needs to communicate with a student during school hours they may call the MOCC office at 231-796-5805 or Ms. Bolin at 231-580-8305.

Earbuds and headphones are not something that are needed in cosmetology. We need students to interact with each other on a regular basis so that they are practicing professional conversations for when they are working with clients. Therefore, earbuds and headphones should remain in your bags or lockers.

**Daily Requirements:**
Daily attendance is crucial to the cosmetology student. A total of 1500 hours, combined theory and practical study is required by the State Board of Cosmetology in the state of Michigan. This requirement, along with the required Minimum Practical Applications (MPAs) is to be met by each student before graduation, and before the Michigan Cosmetology Exam can be taken. Accurate tracking of MPAs and hours is crucial to the student meeting requirements in a timely manner. ***PLEASE***, have logs completed properly each day so that you can get credit for every minute you are in class and for each task completed. It is also very important that students use their time wisely so that they are able to complete all of the required MPAs within the 1500 hours required by the state of Michigan. A huge part of the student's success is that they take personal responsibility by being aware of their hours and MPAs.

**Attendance:**
The goal of the Cosmetology program is for each student to be career ready so that they can support themselves and have a successful career. Therefore, we treat class like the students are attending a job. All students are expected to be in their work area at the beginning of class time, (high school students will adhere to the transportation schedule provided by the sending schools). They are required to be in

the classroom, in uniform, and clocked in within five minutes after their bus arrives. Thirteenth year students are responsible for their own transportation and are required to be clocked in by 8:00 a.m.

First and Second Year:
A.M. Session 8:30 a.m. – 10:45 a.m.

Thirteenth Year Schedule

| | |
|---|---|
| Monday | 8:00 a.m. – 2:45 p.m. |
| Tuesday: | 8:00 a.m. – 2:45 p.m. |
| Wednesday: | 8:00 a.m. – 2:45 p.m. |
| Thursday: | 8:00 a.m. – 2:45 p.m. |
| Friday: | 8:00 a.m. – 2:45 p.m. |

ALL students are responsible for calling, messaging, or emailing their instructor in the event of an absence. It is encouraged that the student calls in **at least 30 minutes before class starts** by one of the following methods: emailing kbolin@moisd.org, a message using Remind, or calling (231) 796-5805 ext. 1116. You may also reach Ms. Bolin through text or by calling (231) 580-8305. Students who fail to call in at least five minutes prior to class will receive a reduction in their R.E.A.D.Y. points.

**Hour Requirements for High School Students:**
The State Board of Cosmetology requires that students must have 1500 hours of instruction. Therefore, students must clock in and out on a daily basis in order to keep track of these hours. It is the student's responsibility for clocking in and out. It is **imperative that each student is in attendance each and every day** as much as possible to fulfill this requirement.

High school students have the opportunity to earn 2.25 hours a day, and to earn approximately 495 hours their first year. **They should be working hard to earn no less than 400 hours by the end of their first year in the cosmetology program.** Excessive absences will prevent the student from being able to complete the program.

Once a student's requirements have been met at their sending school they are **required to start attending the MOCC all day.** This may happen as early as **January of their senior year**, and provides students the opportunity to earn additional **hours free of charge** and provide them with the opportunity of completing the program earlier. At this point, students may be able to ride the bus from their sending school to and from the MOCC, or with sending schools permission they may be able to drive. In addition to the above opportunities, the MOCC **has extended the Cosmetology school year up to three additional weeks** based on student need. This decision will be made with the input from the instructor and determined by the principal. Additionally, this means that the students will be attending Cosmetology school through June providing the students up to **90 additional hours free of charge**. The MOCC is offering these hours to guarantee students success with completing their 1500 hours.

According to the State Board of Cosmetology, a cosmetology student is allowed to work on clients after having received 350 hours of theory and hands-on training. Once the student is able to attend all day, and has earned the required hours they can legally practice on the public under the supervision of a licensed cosmetology instructor.

**Hour Requirements for Thirteenth Year Students:**
Thirteenth year students are required to attend from 8:00 a.m. to 2:45 p.m. Monday through Friday. One of the goals of the Cosmetology program is to prepare our students for real life employment experiences. This includes the thirteenth year students operating A Touch of Class Salon. Because of this fact, attendance is crucial, just like it would be if the student was trying to maintain a position in a salon.

Therefore, the students along with the help of their instructors, will be tracking their progress with hours. There are 1,170 hours available during the 13th year, and as long as attendance is good, obtaining 1500 hours is possible.

Opportunities for earning additional hours will be available. These opportunities may include the chance to compete in SkillsUSA, after hours school activities, and more. However, if a student's absences have put them behind in hours, the student will not be able to successfully complete 1,500 hours required by the State. If this happens the student may be released from their contract at the MOCC. If this happens, the student will be responsible for transferring to another cosmetology school to be able to complete their requirements.

Participation in the operation of the MOCC school salon, A Touch of Class, includes providing services to clients, fulfilling all positions found in a salon (manager, receptionist, inventory manager, etc.), and maintaining State Board sanitary conditions in the salon and in the classroom at all times. The following is an example list of what needs to be done to keep the salon sanitary and up to State Board standards: sweeping, mopping, laundering towels and capes, sanitizing and disinfecting implements, dusting product shelves and equipment, disinfecting shampoo bowls and stations. The Michigan State Board of Cosmetology does conduct school inspections and if these things are not completed to the state requirements fines will be implemented for each offense that they find.

**Distance Education:**
Students are required to be in the classroom during normal school days so they are able to attain the required MPAs and hours. However, there may be times where the student has the opportunity to earn hours virtually. These hours are distance education hours, and can only be theory hours. All practical, hands-on, education will happen in the classroom. While learning virtually you will be able to connect with an instructor in one of the following ways: Zoom, messaging, phone call, or email.

An example of how distance education could be used is when the school has above six snow days. In this example the student may be provided the opportunity to earn theory hours through distance education. All hours earned will be tracked by an instructor, and reported accordingly to the state of Michigan. The information that is learned through distance learning will also be included in classroom evaluations.
In the case that you do not have a device please contact your Local Educational Agency (LEA). If they do not have a device available, inform Ms. Bolin so that she can look for additional options. To be able to earn virtual hours you will need internet access. The following are options to connect to the internet:

- Your LEA
- Local library
- Public access at restaurants or stores

Please be aware that distance education may not be accepted for reciprocity or licensure in some states. If you are planning to move to another state to finish school, or to work as a cosmetologist, some research will need to be done to find out what that state allows.

**Tuition:**
13th year students are required to pay tuition. At the very least, **students must pay tuition on a monthly basis, and it is due the first of each month.** The monthly payment will be calculated after the student's senior year is over and will be communicated to the students approximately two weeks after the last day that they were clocked in. Here is an example:

| Hours Earned in First Year | Hours Needed | Tuition Owed (Hours needed x $4.50) | Number of Installments | Monthly Payments Due the First of Each Month ***(This does not include kit cost.)*** |
|---|---|---|---|---|
| 457.52 | 1042.48 | $4,691.16 | 9 | $521.24 |

Students also have the option to pay tuition ahead of schedule, however, if the student falls behind in payments the following is the policy will be implemented:

**30 days past due** = A meeting with the instructor to discuss a plan for payment
**60 days past due** = A meeting with the instructor and administration to implement a payment system
**90 days past due** = Being dismissed from the program, once tuition payments have been made current, the student may re-enroll in the program.

Tuition is based off of the 1,500 hours required by the State and the hourly payment agreed upon from their contract. However, if a student is unable to complete the required MPAs and hours by the end of their 13th year, they may need to enroll in another cosmetology school to earn their hours and MPAs.

**Kits:**
High school students will be issued a kit that contains the tools and implements needed to complete the requirements while in high school. The kit will be issued free of charge and they will be responsible for keeping the kit neat and in a sanitary condition at all times. **Any items that are lost or damaged are required to be replaced by the student.**

13th year students will purchase a kit per their contract and it is required to be paid in full by the end of their 13th year. The MOCC will ensure that the 13th year kit will include the required tools for the State Board exam and will include the items needed to be successful in the workplace. Students will be responsible for keeping the kit neat and in a sanitary condition at all times, and if any item is lost or damaged the student must replace the item. **13th year students who drop or are dismissed from the program, must return their kit/textbook and any items lost or damaged must be replaced by the student.**

**Refund Policy:**
The cosmetology program is designed to simulate an actual work experience in an effort to ensure student success in their chosen career path, part of this experience is learning personal responsibility. The MOCC'S charges and refund policy, by design, requires students to take responsibility for their individual financial decisions while attending the Cosmetology program. This includes making sure the student's tuition is paid for in a timely manner. However, if program completion is not an option, the following policies will be implemented.

*Refunds for withdrawal after class commences:* Students enrolling in the 13th year cosmetology program are charged for the 1,500 hours that are mandated by the Michigan State Board of Cosmetology. **Students will be responsible for the cost of any hours acquired while enrolled in the 13th year of the Cosmetology program.** However, no money will be refunded to the student until all

other debts have been paid, and all kit items have been returned or replaced. If a student had previously applied money toward his/her kit but at the time of withdrawing from the program still owes money towards tuition, the money from the kit will be applied to any outstanding tuition costs as long as the kit is returned.

*Refunds for classes or programs canceled by the institution:* One hundred percent of the tuition and fees collected in advance of the start date of a class or program will be refunded upon class/program cancellation.

*Refunds for students who withdraw on or before the first day of class:* Students who withdraw on or before the first day of class and have paid tuition in advance of the start date of classes will receive 100% reimbursement of the money paid towards tuition.

**Licensure:**
Towards the end of their 13th year students will submit an application for licensure to the State of Michigan which includes the first two years of licensure. Also, upon completion of the program students are required to take the State Board written and practical exams. Fees for both the application and the tests are paid by the MOCC when all program requirements are completed.

**Articulation:**
Upon passing the State Board Exam the following schools grant articulation for Cosmetology:

Ferris State University: up to 12 credits towards a two year General Business degree

Washtenaw Community College: 20 credits of elective credits

If interested in attending a college or university other than those listed above it may be possible to articulate credits. For help with pursuing articulation contact the college you will be attending, or the Career Services Coordinator at the MOCC.

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***** Acknowledgment of Receipt of the MOCC Cosmetology Syllabus by Parents*****

I, (please print) _____ , the parent or guardian of (please print)

_____ , acknowledge that I have received a personal copy of the Mecosta-Osceola Career Center Cosmetology Syllabus. I understand that it is my child's responsibility to become familiar with this syllabus, and I understand that they are expected to follow the rules and procedures contained within the syllabus.

The best phone number to reach me (parent/guardian) by is:

_____

My (parent/guardian) email address is

_____

The best times to reach me (parent/guardian) are _____

I would like to be added to Remind so that I can receive the messages that the instructors send out to the students: □ Yes □ No

At home our internet is: □ Reliable □ Spotty □ Unreliable □ We do not have internet

We have the following devices to access the internet (mark all that apply): □ Computer □ Laptop □ Tablet □ Cell phone □ We do not have a device to access internet

The state of Michigan requires a Cosmetology student to earn 1500 hours in order to apply for their license. Some distance learning for theory may be required to earn those hours:

□ This would be possible for your child. □ This would not be possible for your child.

***Parents, please complete the next two pages.***

**Parents/Guardians please initial in the boxes below.**

☐ I acknowledge that if my child loses or intentionally breaks any items in their kit they are responsible for paying to replace those items.

☐ I acknowledge that if my child's smock or badge are lost or ruined they are responsible for replacing them. (Smock $35, badge 5)

☐ I acknowledge that attendance is important for my child to be successful in their Cosmetology education. I understand that there is an hour requirement for their first year of the program in order for my student to be able to return to the program for their 13th year. *(There are approximately 1260 hours available during the 13th year. Therefore, the cosmetology student should earn no less than 400 hours their first year in the program.)*

☐ I understand that in order for my child to complete the program within the 1500 hours required by the state of MI they will need to clock in and out as if they are at a job, and keep accurate daily logs to track their hours and MPAs (minimum practical applications).

☐ I understand that in order for my child to complete the cosmetology program they need to have all assignments completed, all written assessments passed with a 75% or higher, and all practical assessments passed with an 80% or higher. Once all of these things are completed paperwork to take the State Board exam will be completed.

☐ I acknowledge that if my child does not earn 1500 hours by the end of their 13th year, they may be required to complete their requirements at another cosmetology school.

☐ I acknowledge that for my child to complete their 13th year of Cosmetology tuition will have to be paid, as well as, a kit purchased. (See contract for more details.) (And DON'T WORRY. There are resources available to help with those costs. Please reach out to Ms. Bolin if

you have questions or concerns. I will do everything I can to help your child succeed in the program!!!)

☐ I acknowledge that any theory hours earned through distance learning may not be accepted for reciprocity, or licensure in some states.

[redacted]

*Parent or Guardian Signature* *Date*

***** Acknowledgment of Receipt of the MOCC Cosmetology Syllabus by Students*****

**Students please initial in the boxes below.**

☐ I acknowledge that if I lose or intentionally break any items in my kit I am responsible for paying to replace those items.

☐ I acknowledge that if my smock or badge are lost or ruined I am responsible for replacing them. (Smock $35, badge 5)

☐ I acknowledge that attendance is important for my cosmetology education. I understand that there is an hour requirement for my first year of the program in order for me to be able to return to the program for my 13th year. *(There are approximately 1260 hours available during the 13th year. Therefore, I should earn no less than 400 hours my first year in the program.)*

☐ I understand that in order for me to complete the program within the 1500 hours required by the state of MI I will need to clock in and out as if I am at a job, and keep accurate daily logs to track my hours and MPAs (minimum practical applications).

☐ I understand that in order for me to complete the cosmetology program I need to have all assignments completed, all written assessments passed with a 75% or higher, and all practical assessments passed with an 80% or higher. Once all of these things are completed paperwork to take the State Board exam will be completed.

☐ I acknowledge that if I do not earn 1500 hours by the end of my 13th year, I may be required to complete my requirements at another cosmetology school.

☐ I acknowledge for me to complete my 13th year of Cosmetology tuition will have to be paid, as well as, a kit purchased. (See contract for more details.) (And DON'T WORRY. There are resources available to help with those costs. Please reach out to Ms. Bolin if you have and questions or concerns. I will do everything I can to help you succeed in the program!!!)

☐ I acknowledge that any theory hours earned through distance learning may not be accepted for reciprocity, or licensure in some states.

[redacted]

*Student Signature* *Date*