



P.O. Box 477200 Tulsa, OK 74147 918.828.5000

## PROGRAM HANDBOOK

Program: Cosmetology

Site: Broken Arrow, Peoria, and Sand Springs

School Year: 2022-2023

### Instructor and Contact Information

Instructor Name: Aubrey Brunger (BA), Kerri Bowman (BA), Emily Brunger (SS), Michelle Storey (Peoria), Mindy Gerving (Peoria),

Instructor Phone: (BA) ext: 3013, Bowman (BA) ext:3029, Brunger (SS) ext:1324, Storey (Peoria) ext: 2065, Gerving (Peoria) ext. 2064

Instructor Email:

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[Kerri.bowman@tulsatech.edu](mailto:Kerri.bowman@tulsatech.edu)

[Emily.brunger@tulsatech.edu](mailto:Emily.brunger@tulsatech.edu)

[Michelle.storey@tulsatech.edu](mailto:Michelle.storey@tulsatech.edu)

[Mindy.gerving@tulsatech.edu](mailto:Mindy.gerving@tulsatech.edu)

Instructor Office Hours: Daytime Instructors 7:30 am – 4:00 pm.

Instructor Credentials: All instructors hold a current and up to date master instructor of cosmetology state license. See Instructor personal syllabi for individual credentials.

Instructor Biography: See Instructor personal syllabi.

Instructional Philosophy: Educating people for success in the workplace.

Per State Board Rules and Regulations:

Students shall attend cosmetology school at least three (3) hours per day, five (5) days per week for a total of fifteen (15) hours per week, as stated per Oklahoma State Board of Cosmetology rules and regulations 175:10-3-60.

**If a circumstance should arise to prevent you from being present, please contact the instructor and attendance office in advance, preferably before 7:45 am. If we are not available to take your call.**

### Campus/Site Information

Attendance Office: (BA)918-828-3036, (S.S.) 918-828-1000, (Peoria) 918-828-2000

**If a circumstance should arise to prevent you from being present, please contact the instructor and attendance office in advance, preferably before 7:45 am. If we are not available to take your call.**

**LEAVE A MESSAGE.** Highschool students must have a parent/guardian notify the attendance office of your absence. You are expected to notify us of your absence as you would an employer. More than three absences will be considered excessive and you may be put on a probationary contract. After an absence, **the student is responsible for obtaining the out-of-class assignments from a classmate and for completing any missed assignments by the due date. While there is no grade penalty for poor attendance, students may not make up in-class graded assignments or quizzes such as bell work. Student must make up clock hours missed. Please note that make up time opportunities are limited and vary per campus.**

It is helpful for students to exchange telephone numbers and/or email addresses with at least three classmates so that they can exchange information in the event of absence or confusion about an assignment.

Counselor(s): BA- Mike Roark and Tammy Garcia, SS-Lisa Kirk, Peoria - Stacy Duncan or Dhea Hudson

Administration:

BA- Jerry Bogle 918-828-3001

SS- Clarence Jackson 918-828-1301

Peoria- Randy Craven 918-828-2001

### Program Information

Program Name: Cosmetology – public, Daytime - Cosmetologist, Evening - Cosmetologist.

Description: *What will the students learn and what should students be able to do upon successful completion?*

This program consists of multiple courses. Each course has assigned course hours. Students may be eligible to take state, national, or industry certifications. See program plan of study for specific information on courses, hours, and certifications available.

Career and/or College Opportunity: *Career titles, college majors, etc.*

## Eligibility for Admissions

Secondary and adult students are admitted to programs on the basis of their interest, indicators of ability to succeed in their chosen occupation, aptitude and prior performance in school and work. In addition, other factors may be considered that affect the student's ability to fully participate or complete a program, or to obtain professional credentials at the program's conclusion.

*Add any additional information regarding the admittance into your program*

## Schedule

Class Times: 8:00 am- 11:00 am/12:00pm- 3:00pm

Break Times: See campus schedule

## Classroom Procedure & Expectations

### **Grading**

It is the policy of the Board of Education of Tulsa Technology Center to issue a grade to each student enrolled according to the policy and procedures of the district. All course and program grade totals will be calculated in the district designated gradebook on a point-based system.

The following criteria will be used for the assignment of letter grades, grading scales and percentage grades for students:

- A 100-90%
- B 89 – 80%
- C 79 – 70%
- D 69 – 60%
- F 59 – 0%

(List grading requirements for your program if needed)

### **Makeup Work:**

Students are expected to make up the work missed while they are absent. It is the responsibility of the student to contact the instructor and make arrangements to complete the work missed. No penalty will be assessed if the work is made up within two days for each day missed. Make up work shall be meaningful and relevant to the course missed. Some situations may require more time due to the nature of the program. In these cases, the instructor will set the completion date for the make-up work.

**Teaching Methods:**

This course may be taught through a variety of delivery methods which may include face to face, lecture, activities, shops/labs, and work-based experience.

**Professionalism:**

Wear appropriate scrubs and shoes every day to class.

**Attendance:**

Students must adhere to Tulsa Tech's district attendance policy.

Tulsa Tech District Policies (<https://tulsatech.edu/about/district-policies>)

To qualify for the State Board of Cosmetology Exam, a secondary student must complete 1000-hour requirement. An adult student must complete 1500 hours requirement order to complete the 1000 hour requirement student must maintain 100% attendance.

**ID Badges:**

ID Badges must be worn at all times

**Accident Reporting:**

If there is an accident of any kind, please report it to the teacher or member of administration immediately.

**Code of Conduct:**

Tulsa Tech's student conduct code prohibits threatening behavior, harassment, intimidation and bullying. This policy applies to all students regardless of classification as a secondary or adult student.

**Additional Information****Transportation/Parking:**

Please park in student parking designated areas only.

**WBL or Clinical Information:**

*Any further information beyond what you already listed. Include any requirements and that it is subject to business and industry availability.*

**College Credit Opportunities:**

Tulsa Tech students may earn college credit by Transfer Credit or Prior Learning Assessment (PLA). Depending on the college and degree pursued, students may earn credit by showing a transcript, certification or license, taking an institutional assessment at the college, showing a portfolio, or demonstrating knowledge.

## Oklahoma Career Tech Student Organizations & Honor Recognitions



Career & Technical Education



NTHS – The National Technical Honor Society



PATH – Professional, Academic, Technical, and Honor

All Tulsa Tech Policies apply to all programs. All policies listed in this handbook are in addition to district policies. Read Tulsa Tech's policy manual at: <https://tulsatech.edu/about-the-district/district-policies/>