



MASTER PLAN OF INSTRUCTION 2023 - 2024

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MISSION

The mission of Fort Myers Technical College is to provide high quality career and technical training, in order to prepare students for current and emerging industries, delivered by a professional and caring staff in a positive learning environment.

The School Board of Lee County, Florida does not discriminate nor tolerate discrimination on the basis of race (including anti-Semitism), color, ethnicity, national origin, sex, sexual orientation, gender identification, gender expression, disability (physical or mental), pregnancy, marital status, age (except as authorized by law), religion, military status, socioeconomic status, linguistic preference, genetic information, ancestry, or any other reason protected under applicable federal, state, or local law in the provision of educational programs, activities or employment policies as required by Title II, Title VI, and Title VII Civil Rights Act of 1964 including, Title IX of the United States Education Amendments of 1972, Age Discrimination in Employment Act of 1967 (ADEA), Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, Florida Civil Rights Act of 1992, Genetic Information Nondiscrimination Act of 2008, Americans with Disabilities Act of 1990 (ADA) and the Amendment Act of 2008 (ADAAA), and the Florida Educational Equity Act of 1984. The School Board also provides equal access of its facilities to youth groups, as required by the Boy Scouts of America Equal Access Act. Any sections of the District's collectively bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above. As required by Florida's Educational Equity Act, the Superintendent shall submit an annual equity report addressing the District's educational and employment practices. The School Board of Lee County, Florida, prohibits retaliation by any District personnel against a person for reporting, filing or being a witness in a discrimination (including harassment) charge, complaint, investigation or lawsuit associated or in connection with this policy. Established grievance procedures and appropriate discrimination complaint forms are available from the Office of Civil Rights & Equity, Academic and Student Support Services or the Equity Coordinator at each school. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to: For Employees: Office of Civil Rights & Equity Compliance at (239) 337-8134 or at CivilRightsEquity@leeschools.net. For Students: Office of Positive Prevention at (239) 939- 6858.

Lack of English language skills will not be a barrier to admission and participation. The District may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.



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The Cosmetology program utilizes both theory and practical application and is designed to help students gain the knowledge needed to pass the Cosmetology State Board examination and become employed as a licensed hairdresser, hairstylist, or cosmetologist.

The program offers a broad foundation of skills and knowledge to prepare students for employment. An appropriate amount of time is spent in each area to thoroughly cover instructional material as well as necessary work experience. Leadership, communication, human relations and employability skills are an integral part of this program.

Each student must complete a number and type of required services and must complete written exams before applying to take the State Board examination.

PROGRAM MISSION

The mission of the Cosmetology program is to prepare students with the knowledge needed to pass the State Board of Cosmetology examination and to attain the skills necessary to become employed as a licensed hairstylist.

PROGRAM PHILOSOPHY

We believe in providing an active learning environment that develops technical skills, academic skills, and effective work habits by using innovative teaching methods to help students meet or exceed the industry standards.

PROGRAM CONTENT

- Fundamentals of cosmetology
- Bacteriology and sanitation
- Principles of the hair and scalp
- Shampooing
- Hair cutting and shaping
- Hairstyling
- Chemical hair restructuring
- Hair coloring
- Nail extensions
- Facials and make-up
- Salon management
- Principles of chemistry
- Employability skills
- Entrepreneurship

Number and type of services required:

- 10 Facials including skin care and hair removal
- 20 Manicuring/pedicuring/nail extensions
- 75 Hair shaping
- 45 Scalp treatment/hair care rinses
- 50 Shampoos and rinses
- 300 Hair arranging/styling services
- 45 Hair coloring services
- 65 Chemical waving and relaxing/straightening services

ESSENTIAL TRAINING TASKS

Physical Requirements

- Maintain a minimal degree of dexterity
- Stand for periods of time

Cognitive Requirements

- Interpret a variety of instructions and assist in problem resolution

- Work well with others
- Make decisions based on interpretation of information
- Demonstrate a high degree of patience

ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or post-secondary student's accommodations plan to meet individual needs to ensure equal access. Post-secondary students with disabilities must self-identify, present documentation, required accommodations if needed, and develop a plan with their post-secondary service provider. Accommodations received in post-secondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology, and special communication systems. Documentation of the accommodations requested and services provided are maintained in a confidential file.

TUITION

Tuition is charged for adult students at a reasonable rate that may vary slightly from year to year and is due prior to the first day of each payment period. Current fee information is available from Student Services. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinical.

CLASS SCHEDULE

Classes meet Monday through Friday from 8:00 A.M. until 2:30 P.M. This amounts to 30 hours of classroom instruction per week. Lunch breaks are 30 minutes in length.

ATTENDANCE POLICY

In an effort to develop appropriate employability skills, FMTC students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of the absence. The student attendance policy for each post-secondary program is consistent with industry standards.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

All adult students are expected to be in attendance at least 90% of their scheduled hours during each payment period. Adult students failing to maintain the 90% attendance standard may not be permitted to continue in their program and may be withdrawn.

Absences

A student who is absent for 6 consecutive class sessions, without prior approval and without contacting the instructor, will be withdrawn from enrollment in his/her program.

Students who are late for class, including returning late from lunch, must clock in. Students who leave school early must notify their instructor and clock out. This time out of class is recorded as time absent and is counted against the required 90% attendance.

Adult students who know they will be out of school for an extended period of time may apply for a Leave of Absence from their program. Students who exercise a Leave of Absence may have to extend their time in their program and pay additional fees.

Leaving Campus During School Hours

Students must notify their instructor when leaving campus early. This is for the safety of students, to accurately track time, and to allow the instructor to best utilize instructional resources.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

This program has a planned sequence of instruction and the students follow a prepared curriculum that consists of classroom and lab assignments. The students will attend a theory class each morning for an hour and will perform cosmetology services in the lab for five hours a day. Upon completion of the program, the students will have obtained 200 theory hours and 1000 lab hours.

Student hands-on activities will be performed on manikins and to the public in a salon atmosphere. The services performed on public patrons will be checked to follow the students' progress and suggestions will be given for improvement purposes.

Students are supplied materials needed to work on the public in the lab area. Students are responsible for personal tools. Students will pay a lab fee to cover the materials and supplies used for hands-on activities performed on manikins.

Safety

A basic outline of safety standards and practices is covered during the first week of school and a continuous implementation of safety principles is stressed throughout the program.

Evaluation

Exams will be given on a weekly basis consisting of theory and practical questions. Students are required to complete a number and type of services, and a checklist is used to evaluate their practical skills. The instructor observes services performed on manikins, fellow students, and on the public for the purpose of evaluating the students' progress. The weekly grade is based on theory exams, practical exam, or practical performance and employability skills.

GRADING POLICIES

Students must complete each course with an average of 75% or higher to receive a certificate of completion from Cosmetology. Students' attendance, behavior, written work, practical assignments, clinic duties, attitude, etc. are recorded on the employability skills record. Students' practical work is evaluated, according to set standards, before working on a patron in the clinic. Students must complete the required services, tests, and hours before papers can be sent for state board examination. Final exams must be passed with an 85% or higher to complete the program.

Grading Categories:

Assessments	40%
Career Application	20%
Employability Skills	40%

Grading Scale:

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

Each program has an employability skills rubric based on employee expectations in the industry.

Program Progress

Students are required to complete the program of training within the hours allotted by the state of Florida for completion. Progress must be at a rate that will allow completion of the program with the number of hours stated in the Curriculum Frameworks.

Work Habits

Effective work habits are the cornerstone to successful employment. Students are expected to demonstrate productive work habits during all phases of enrollment. Instructors will work with students who need assistance in this area to improve all overall possibility for successful employment.

Attendance: Attends class, arrives/leaves on time; begins and ends work as expected.

Character: Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility; displays a high level of effort and commitment to performing and completing work.

Teamwork: Respects the right of others; respects confidentiality; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior; encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit.

Appearance: Displays appropriate dress, grooming, hygiene, and etiquette; wears full regulation uniform.

Attitude: Displays a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest.

Productivity: Is prepared for class by reading assignments and completing homework; contributes to class discussions; and involvement in lab activities (in other words, no sleeping or daydreaming). Follows safety practices; conserves and maintains equipment and supplies; keeps work area neat and clean; follows directions and procedures; makes up assignments and tests punctually; notifies proper authorities of situations presenting potential safety hazards; does not use or knowingly permit others to use tools and equipment improperly; stays on task and utilizes time constructively.

Organization: Manifests skill in prioritizing and managing time and stress; demonstrates flexibility in adapting to changes.

Communication: Communicates accurate information to others in a professional and courteous manner; displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills; asks pertinent questions; listens attentively to others, notifies instructor in advance of absences or tardies.

SATISFACTORY ACADEMIC PROGRESS

In order to receive and continue to receive financial assistance of any type, a student must maintain satisfactory academic progress. The Financial Aid Administrator will require a progress report to be completed and submitted to the Financial Aid Office prior to each disbursement.

Students are considered to be making Satisfactory Academic Progress (SAP) if they successfully complete their scheduled clock hours, achieve a specific cumulative grade average (CGA), and do not exceed the maximum time limits to complete their course of study. Each student's academic progress will be checked at 450 clock hours (300 hours for CHCA) and prior to subsequent disbursements for students enrolled in programs one academic year or greater. Progress will be checked at the half-way point for programs less than one academic year.

No SAP is required prior to the first disbursement.

REQUIREMENTS FOR CERTIFICATE

Certification for FULL program completion is determined by (1) mastery of 85% of program competencies as determined by the instructor, (2) a final grade of 75% or better in each course, and (3) proof of state-mandated basic skills levels; (4) attendance of a minimum of 90% of scheduled program hours (95% of scheduled hours for some Health Science programs). Under unique circumstances, instructors in our competency-based programs have the discretion to graduate students who fall short of 90% as long as #1-3 above are met. Students meeting these requirements are awarded a full program certificate.

A record of the student's progress is kept up-to-date by the instructor and available to the student in the FOCUS Student Portal. High school grades are reported to the assigned high school.

DRESS CODE

Each program at FMTC has a designated uniform.

Uniform Required: FMTC uniform black scrubs, stylish closed-toe black shoes, and visible FMTC student ID badge.

PROGRAM STRUCTURE

Below is a summary of the Cosmetology program structure. For more detailed information for each course, visit the FLDOE Curriculum Framework website: <https://www.fl DOE.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2023-24-frameworks/human-services.stml>.

After completing 1200 clock hours, all required services, and passing the State Board, a student will be qualified to work

in a salon performing services that include hair, nails and skin care.

OCP A

**Grooming and Salon Services, Facial and Nails
Cosmetology and Hairdressing 1
Cosmetology and Hairdressing 2
Cosmetology and Hairdressing 3**

TEXTBOOKS

The textbook is included in the supply kit.