



**CSME 2441.502**  
**Prep for State Licensing**  
**Fall 2021**  
**Monday, Tuesday, and Thursday**  
**Dates 10/18-2021 – 12/10/2021**

**Instructor Information:** Mrs. Candice Edmonston, [cburgess1@com.edu](mailto:cburgess1@com.edu), 409-933-8481

**Student office hours and location:** Monday, Tuesday, and Thursday 7:30am till 8:00am then Wednesday 7:30am till 3:30pm GroupMe, phone and email.

**Required Textbook:** Milady Standard Cosmetology hard cover text; Milady Study Guide; Milady Online Licensing Prep; and Milady Mind Tap. (Bundle package) 2016 Texas Cosmetology Laws and Rules Book, Texas Department of Licensing and Regulation

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Course Description:** Identify fundamental concepts related to skills required by the Texas Department of Licensing and Regulation (TDLR); demonstrate basic required skills by TDLR standards.

**Course requirements:** Preparation for the state licensing examination.

**Determination of Course Grade/Detailed Grading Formula:**

Professionalism	5%
Attendance	5%
Test, Assignments,	30%
Practical's	30%
Final exam	30%

**Grading Scale:**

A = 90-100  
B = 80-89  
C = 70-79  
D = 60-69  
F = 59 and below

**Student Learner Outcomes:** Be able to define related terminology, demo the Safety and Sanitation and Exhibit workplace competencies

Upon successful completion of this course:

1. Define related terminology
2. Demonstrate basic manicuring procedures
3. Demo safety and sanitation
4. Exhibit workplace competencies

**General Education Core Objectives:** Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Critical thinking
2. Empirical & Quantitative Skills
3. Social Responsibility
4. Personal Responsibility

<i>Student's will be able to Exhibit knowledge for the written state licensing exam</i>	<i>Critical thinking</i>	<i>Tests</i>
<i>Students will be able to Demonstrate knowledge for the practical state licensing exam</i>	<i>Empirical &amp; Quantitative Skills</i>	<i>Skills Assignments</i>
<i>2. Students will be able to demonstrate an understanding of the sanitation &amp; sterilization laws set up for salons by TDLR</i>	<i>Social Responsibility</i>	<i>Test</i>
<i>3. Students will demonstrate workplace competencies</i>	<i>Personal Responsibility</i>	<i>Lab Skills Evaluation</i>

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

**Attendance Policy:** Every class is important to your success in school. Make every effort to attend all classes. A sign in sheet will be provided in each class. Each student must sign themselves in and

out daily. If a student misses more than half the class period, the grade will reflect an absence. Any time missed will affect the total number days required for completion. Attendance grades are calculated as follows: Each tardy is 5 points off the attendance grade. Each absence is 10 points off the attendance grade.

If a student misses more than 4 absences, they will be dismissed from the course, according to College of the Mainland policies. All courses must be completed and passed with a C or better to be able to advance to the next courses and to be able sit for the licensor exam. It is the student's responsibility to understand the course requirements and maintain sufficient attendance and work completion.

**Tardiness Policy:** Entering the class after the time class begins is counted as a tardy. Entering the class after the halfway mark of the class is counted as an absence. Every four tardies equals one absence.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are only permitted to withdraw six times during their college career by State law. The last day to withdraw for the 1<sup>st</sup> 8-week session is October 7<sup>th</sup>, November 23<sup>rd</sup> for 16 week courses and December 3<sup>rd</sup> for the 2<sup>nd</sup> 8 week session.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Academic Dishonesty:** Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

**Plagiarism:** Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate discipline action. Google search, copy and paste are considered plagiarism.

**Make-Up Policy:** Written assignments/Work books may be turned in on the *First* day back from an absence at the beginning of class; Written tests may be made up by making arrangements with the instructor on the first day back from an absence (this is the students responsibility; Practical skills & Oral Reports may not be made up. **NO LATE WORK IS ACCEPTED**

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <[https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.* [https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college career. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

## **Institutional Policies and Guidelines**

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**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Department Chair Jamie Hunsucker [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu) 409-933 8608.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Counseling Statement:** Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to setup their appointment. Appointments are strongly encouraged; however some concerns may be addressed on a walk-in basis.

**COVID-19 Statement:** All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at [www.com.edu/coronavirus](http://www.com.edu/coronavirus). In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit [com.edu/coronavirus](http://com.edu/coronavirus) for future updates.

### **Contagious Illness**

In the event a student contracts a contagious illness, such as COVID 19 or strep, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. For COVID 19, self-report on the COM website. Follow the instructions given.
2. Email the instructor with a copy of a doctor's note stating that you may not attend school, with dates and your name. (Any days missed prior to this will count toward total absences)
3. Once the instructor receives the doctor's note, they will email the student (to COM email) instructions on assignments that can be completed from home. These will be assigned on a case-by-case basis. Communicate with your instructor about this. If these assignments are completed by the due date, the days missed will not count toward your absences.

### **Exposure / Quarantine**

In the event a student has been exposed to COVID 19 and must quarantine, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. Self-report on the Com website. Follow instructions given.
2. Email your instructor and inform them how many days you must quarantine.
3. The instructor will email the student (to COM email) instructions for attending class virtually via Teams or Zoom, and on assignments that can be completed from home. These will be on a case-by-case basis. If the student attends class virtually and assignments are completed by the due date, the days missed will not count toward your absences.
4. Should the student become ill while quarantined, communicate that to the instructor. Adjustments may be made to the assignments.

**IMPORTANT:** Eligibility for an occupational license may be impacted by one's criminal history. Students with a criminal history should confer with faculty or the department chairperson. Students have a right to request a criminal history evaluation letter from the applicable licensing agency.

**Notice to Students Regarding Licensing:** Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements: [www.tdlr.texas.gov](http://www.tdlr.texas.gov) Should you wish to request a review of the impact of criminal history on your potential TDLR Cosmetology Operator Certificate which leads to testing for licensure, prior to or during your quest for a certificate, you can visit [www.tdlr.texas.gov](http://www.tdlr.texas.gov) and request a "Criminal History Evaluation": This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

**Disclaimers/Additional Policies:** Instructors may, at their discretion, withdraw a student due to lack of attendance, or the inability to maintain the prescribed minimum rate of progress (70% test average) stated in the course syllabus. Also, any behavior detrimental to the learning process of the student or class. Students should be familiar with the Cosmetology Welcome Packet & Student Expectations.

**Professionalism Grading Rubric:** Prompt, Prepared, Uniform & Compliance & Hair/Make-up. All five areas must be met to receive a grade of 100%. If not met the daily professional grade will be 0.

**Zero Tolerance Policies:**

1. Bullying. Physical or Mental. We will strive to maintain a positive atmosphere at all times.
2. Uniform. Wear it or return home, get in uniform and return to school including lab jacket
5. No Borrowing. Bring your supplies or go home, retrieve your supplies and return to school.

**Concerns/Questions Statement:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact the Department Chair Jamie Hunsucker, [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu) or 409-933-8608 or Department chair Carla Boone [cboone@com.edu](mailto:cboone@com.edu) or 409-933-8616

# **Prep for State Licensing**

## **Week 1**

First day orientation (uniform, rules, expectation)

How to use Blackboard

Review syllabus and TDLR practical's (PSI)

You will need all your cosmetology supplies plus Ziploc's, scissors and packing tape

**Note: Always bring station set up!!**

### **Online Assignments:**

Outlines for chapter 5, 8, 10

Online test Chapters 5, 8, 10

### **Skills Assignment**

Next week bring TDLR Pre Examination Set- up and Monomer & Polymer.

## **Week 2**

We will be practicing the Acrylic overlay for TDLR

### **Online Assignments**

Outlines for chapter 15, 16, 17

Online Test 15, 16, 17

### **Skills Assignment**

Next week bring Blood exposure incident bag and eyelash strip application bag

## **Week 3**

Next week bring your facial bag and waxing bag

### **Online Assignments**

Outlines for chapter 11, 18, 20

Online Test 11, 18, 20

### **Skills Assignment**

Bring Facial supplies a manikin and Hair removal supplies

We will practice waxing and TDLR facials

## **Week 4**

Next week bring Hair cutting bag

**Online Assignments**

Outlines for chapter 4, 21, 22

Online Test 4, 21, 22

**Skills Assignment**

We will be practicing the 180-degree hair cut bring a manikin

**Week 5**

Bring Permanent wave bag and blow drying and thermal curling bags

**Online Assignments**

**Outlines for chapter 6, 23, 24**

Online Test 6, 23, 24

**Skills Assignment**

We will be going over the TDLR perm and blow drying and thermal.

**Week 6**

Bring your chemical bags

**Online Assignments**

Outlines for chapter 7, 25, 26

Online Test 7, 25, 26

**Skills Assignment**

We will be going over Chemical preparation, Foil highlights, Hydroxide virgin relaxer and Hydroxide relaxer retouch.

**Week 7**

Bring all your bags we will be running through the whole Practical Test.

**Online Assignments**

Outlines for chapter 9, 27

Online test 9, 27

**Skills Assignment**

State board practice practical test

**Week 8**

Bring all your bags for your practical final test

**Online Assignments**

Outlines for chapter 28, 29

Online test 28, 29

**Skills Assignment**

Practical Final





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I \_\_\_\_\_ (please print), that I have received, read and understand the syllabus.

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Student Signature

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Date

**Candice Edmonston**  
**Associate Professor**  
**Department Coordinator**  
**College of the Mainland Cosmetology Department**