



**Course Number and Section CSME 2251.101**  
**TDLR Preparation for the State Board Written Licensing Examination**  
**Course Semester (Spring 2024)**  
**Monday-Thursday 9:00am–12:00pm & 1:00pm–4:00pm**

**Instructor Information:** Ms. Savannah Davis sdavis@com.edu 409-933-8116  
Cosmetology Dept. 10000 Emmett F. Lowry Expressway Suite 4000 Texas City, TX 77591

**Student hours and location:** : Monday – Wednesday 4:00PM-7:00PM

**Required Textbook/Materials:** Milady Standard Foundations with Standard Esthetics: Fundamentals, 12th edition, ISBN 9780357263792  
Milady CIMA™ Online Platform  
Texas Occupations Code General Rules & Regulations Texas Department of Licensing & Regulations  
(OPTIONAL LEARNING MATERIAL)  
Milady's Standard Fundamentals for Esthetics Student CD-ROM  
Cosmetology PRACTICAL EXAM REVIEW, 4th Edition  
Cosmetics Ingredient Dictionary

**Course Description:** Practical skills for Texas State Board preparation; including terminology, application, and workplace competencies.

**Course requirements:** Preparation for the state licensing practical examination. Instructor approval required.

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

<b>Professionalism</b>	<b>10%</b>	<b>A – 93 to 100</b>
<b>Attendance</b>	<b>20%</b>	<b>B – 92 to 85</b>
<b>Project</b>	<b>10%</b>	<b>C – 84 to 77</b>
<b>Lab Skill Sheet</b>	<b>20%</b>	<b>D – 76 to 69</b>
<b>Practical Final Exams</b>	<b>30%</b>	<b>F – 68 &amp; Below</b>

**Late Work, Make-Up, and Extra-Credit Policy:**

Assignment due dates are listed in advance. Every effort must be made to complete all assignments before or by the due date. ***Late assignments will not be accepted.*** Students will receive a “0”. ***Incomplete assignments will not be accepted.*** Students will receive a “0”. Chapter exams/test/quiz/lecture and homework must be taken at/in designated hours & allotted time period. Final exams cannot be made up; therefore, any student missing, any Final Exam (written or practical) will receive a failing number grade of “0”. (See Cosmetology Department Rules & Regulations).

**Attendance Policy:**

Every class is important to your success in school. Make every effort to attend all scheduled classes. A sign-in and sign-out sheet will be provided in each class. Each student must sign themselves in and out daily. If a student misses more than one (1) hour or up to half the class period, the grade will reflect an absence. Any student missing time in daily class attendance (morning, mid-day, or afternoon), shall be considered absent for the day. Any time missed will affect the total number of hours needed for completion. Attendance grades are calculated as follows: each tardy equals 20 points off the attendance grade. Each absence equals 100 points off the attendance grade. If a student misses four (4) absences, they will be dismissed from the program. *It is the student's responsibility to withdraw through the admissions department.*

**Tardy 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 *two* (2) tardies will equal one absence.

**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. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Explain and practice professional ethics.	Social responsibility	Graded Paper Professional Evaluation
2. Identify the regulations and requirements of: a. Institution: b. Department: c. Demonstrate state safety and sanitation steps	Personal responsibility	Graded Paper Professional Evaluation
3. Demonstrate knowledge of underarm waxing procedures.		
4. Demonstrate knowledge of leg waxing procedures.	Critical thinking	Graded Paper Skills Evaluation
5. Demonstrate and practice Professional Eyelash Extensions application.	Personal responsibility	Graded Paper Skills Evaluation

**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. Many assignments, written and practical are completions grades. Assignment that are "Inc" will receive a number grade of a "O".

**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 J. Hunsucker 409-933-8608 [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu)

## Course outline

Week 13 April 15 - 18, 2024	Syllabus Review TDLR KIT PACKING Review TDLR Exam Procedures Mock State Board Exam
Week 14 April 22 - 25, 2024	TDLR Exam Procedures Mock State Board Exam
Week 15 April 29 – May 2, 2024	TDLR Exam Procedures Mock State Board Exam
Week 16 May 6 - 9, 2024	TDLR Exam Procedures Mock State Board Final Exam

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## Institutional Policies and Guidelines

**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 [Student Handbook 2022-2024 v4.pdf \(com.edu\)](#). *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.*

**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.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**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.

**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 permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is March 1. The last date to withdraw from the 16-week session is April 24. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 3.

**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. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are 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.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**ALL TDLR Online Exams Completed - eligibility for all facial students must have been complete for esthetics program requirements. All exam grades must have been witnessed and signed by the instructor on duty with a score of 85% or higher.**

CSME 2251.101 Spring 2024

TDLR Preparation for the State Board Written Licensing Examination

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 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 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% average in all grading categories) 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.

Zero Tolerance Policies:

- 1. Bullying: physical or mental. We will always strive to maintain a positive atmosphere.
2. Uniform: Wear it or return home, get in uniform and return to school including lab jacket.
3. No Borrowing. Bring your supplies or go home. Retrieve your supplies and return to school. The student’s attendance grade will be affected by having to leave class to retrieve needed supplies.

The instructor can update the syllabus at any time. Please refer to COM email or D2L BrightSpace for updates or changes.

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

Student Signature\_\_\_\_\_

Date \_\_\_\_\_

Instructor Signature\_\_\_\_\_

Date \_\_\_\_\_



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<p>Wednesday April 10 9:00am-4:00pm</p> <p><b>Complete Required Exams</b></p> <p><b>Complete Required Practical</b></p>	<p>Thursday April 11 9:00am-4:00pm</p> <p><b>Client Services</b></p> <p><b>Complete Required Exams</b></p> <p><b>Complete Required Practical</b></p> <p><b>Participation Grade: _____</b></p> <p><b>Professionalism Grade: _____</b></p>
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<p><b>Week 13</b>  <b>Monday April 15 9:00am-4:00pm</b></p> <p><b>Syllabus Review</b>  <b>TDLR KIT PACKING</b>  <b>Review TDLR Exam Procedures</b>  <b>Mock State Board Exam</b></p> <ol style="list-style-type: none"> <li>1. Pre-Examination Set Up and Disinfection</li> <li>2. Eyelash Strip Application</li> <li>3. Cleansing</li> <li>4. Steaming</li> <li>5. Massage s</li> <li>6. Mask /Tone / Moisturizing</li> <li>7. Waxing with Soft Wax</li> <li>8. Blood Exposure</li> <li>9. End of Examination Disinfection</li> </ol> <p style="text-align: right;">Instructor Sign _____</p> <p><b>6 DIFFERENT CREATIVE COMBOS:</b>  <b>May consist of any skill listed. (+) Completed</b>  <b>ALL SKILLS MUST BE COMPLETED</b></p> <ol style="list-style-type: none"> <li>1. Take a Moment Facial _____</li> <li>2. Journey Facial _____</li> <li>3. Extreme Facial _____</li> </ol>	<p><b>Monday April 16 9:00am-4:00pm</b></p> <p><b>INSTRUCTOR DEMO EYELASH EXTENSIONS</b></p> <p><b>Eyelash Extensions 20 Per Eye on Mannequin</b></p> <p style="text-align: right;">Instructor Sign _____</p> <p><b>Eyelash Extensions 40 Per Eye on Mannequin</b></p> <p style="text-align: right;">Instructor Sign _____</p> <p><b>Eyelash Extensions 60 Per Eye on a Person</b></p> <p style="text-align: right;">Instructor Sign _____</p> <ol style="list-style-type: none"> <li>1. Pre-Examination Set Up and Disinfection</li> <li>2. Eyelash Strip Application</li> <li>3. Cleansing</li> <li>4. Steaming</li> <li>5. Massages</li> <li>6. Mask /Tone / Moisturizing</li> <li>7. Waxing with Soft Wax</li> <li>8. Blood Exposure</li> <li>9. End of Examination Disinfection</li> </ol>	<p><b>Wednesday April 17 9:00am 4:00pm</b></p> <ol style="list-style-type: none"> <li>1. Pre-Examination Set Up and Disinfection</li> <li>2. Eyelash Strip Application</li> <li>3. Cleansing</li> <li>4. Steaming</li> <li>5. Massages</li> <li>6. Mask /Tone / Moisturizing</li> <li>7. Waxing with Soft Wax</li> <li>8. Blood Exposure</li> <li>9. End of Examination Disinfection</li> </ol> <p style="text-align: right;">Instructor Sign _____</p> <p>Student Practical Lab</p> <p>(3) Table Setup</p> <p>(3) Patron Protection</p> <p>(3) Day Makeup (Lighter Shades)</p> <p>(3) Sanitation</p> <p>Instructor Sign (1) _____</p> <p style="text-align: right;">(2) _____</p> <p style="text-align: right;">(3) _____</p>	<p><b>Thursday April 18 9:00am-4:00pm</b></p> <p><b>Client Services</b></p> <p><b>Complete Required Exams</b></p> <p><b>Complete Required Practical</b></p> <p><b>Participation Grade: _____</b></p> <p><b>Professionalism Grade: _____</b></p>
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<p><b>Week 14</b> <b>Monday April 23 9:00am-4:00pm</b></p> <p><b>MOCK TDLR PRACTICAL EXAM</b></p> <ol style="list-style-type: none"> <li>1. Pre-Examination Set Up and Disinfection</li> <li>2. Eyelash Strip Application</li> <li>3. Cleansing</li> <li>4. Steaming</li> <li>5. Massage</li> <li>6. Mask /Tone / Moisturizing</li> <li>7. Waxing with Soft Wax</li> <li>8. Blood Exposure</li> <li>9. End of Examination Disinfection</li> </ol> <p>Instructor Sign _____</p>	<p><b>Tuesday April 24 9:00am-4:00pm</b></p> <p><b>MOCK TDLR PRACTICAL EXAM</b></p> <ol style="list-style-type: none"> <li>1. Pre-Examination Set Up and Disinfection</li> <li>2. Eyelash Strip Application</li> <li>3. Cleansing</li> <li>4. Steaming</li> <li>5. Massage minutes</li> <li>6. Mask and Moisturizing</li> <li>7. Waxing with Soft Wax</li> <li>8. Blood Exposure</li> <li>9. End of Examination Disinfection</li> </ol> <p>Instructor Sign _____</p>	<p><b>Wednesday April 25 9:00am-4:00pm</b></p> <p><b>MOCK TDLR PRACTICAL EXAM</b></p> <ol style="list-style-type: none"> <li>1. Pre-Examination Set Up and Disinfection</li> <li>2. Eyelash Strip Application</li> <li>3. Cleansing</li> <li>4. Steaming</li> <li>5. Massage</li> <li>6. Mask /Tone / Moisturizing</li> <li>7. Waxing with Soft Wax</li> <li>8. Blood Exposure</li> <li>9. End of Examination Disinfection</li> </ol> <p>Instructor Sign _____</p>	<p><b>Thursday April 26 9:00am-4:00pm</b></p> <p><b>Client Services</b></p> <p><b>Complete Required Exams</b> <b>Complete Required Practical</b></p> <p><b>Participation Grade: _____</b></p> <p><b>Professionalism Grade: _____</b></p>
<p><b>Week 15</b> <b>Monday April 29 9:00am-4:00pm</b></p> <p><b>MOCK TDLR PRACTICAL EXAM</b></p> <ol style="list-style-type: none"> <li>1. Pre-Examination Set Up and Disinfection</li> <li>2. Eyelash Strip Application</li> <li>3. Cleansing</li> <li>4. Steaming</li> <li>5. Massage minutes</li> <li>6. Mask and Moisturizing</li> <li>7. Waxing with Soft Wax</li> <li>8. Blood Exposure</li> <li>9. End of Examination Disinfection</li> </ol> <p>Instructor Sign _____</p>	<p><b>Tuesday April 30 9:00am-4:00pm</b></p> <p><b>MOCK TDLR PRACTICAL EXAM</b></p> <ol style="list-style-type: none"> <li>1. Pre-Examination Set Up and Disinfection</li> <li>2. Eyelash Strip Application</li> <li>3. Cleansing</li> <li>4. Steaming</li> <li>5. Massage minutes</li> <li>6. Mask and Moisturizing</li> <li>7. Waxing with Soft Wax</li> <li>8. Blood Exposure</li> <li>9. End of Examination Disinfection</li> </ol> <p>Instructor Sign _____</p>	<p><b>Thursday May 1 9:00am-4:00pm</b></p> <p><b>MOCK TDLR PRACTICAL EXAM</b></p> <ol style="list-style-type: none"> <li>1. Pre-Examination Set Up and Disinfection</li> <li>2. Eyelash Strip Application</li> <li>3. Cleansing</li> <li>4. Steaming</li> <li>5. Massage minutes</li> <li>6. Mask and Moisturizing</li> <li>7. Waxing with Soft Wax</li> <li>8. Blood Exposure</li> <li>9. End of Examination Disinfection</li> </ol> <p>Instructor Sign _____</p>	<p><b>Thursday May 2 9:00am-4:00pm</b></p> <p><b>Client Services</b></p> <p><b>Complete Required Exams</b> <b>Complete Required Practical</b></p> <p><b>Participation Grade: _____</b></p> <p><b>Professionalism Grade: _____</b></p>
<p><b>Week 16 Monday May 7 9:00am-4:00pm</b></p> <p><b>Complete Required Exams</b> <b>Complete Required Practical</b></p>	<p><b>Tuesday May 8 9:00am-4:00pm</b></p> <p><b>MOCK TDLR PRACTICAL FINAL EXAM</b></p> <ol style="list-style-type: none"> <li>1. Pre-Examination Set Up and Disinfection</li> <li>2. Eyelash Strip Application</li> <li>3. Cleansing</li> <li>4. Steaming</li> <li>5. Massage minutes</li> <li>6. Mask Tone Moisturizing</li> <li>7. Waxing with Soft Wax</li> <li>8. Blood Exposure</li> <li>9. End of Examination Disinfection</li> </ol>		

	Instructor Sign _____ <b><u>All LAB SHEETS DUE</u></b>		
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