



**Course Number and Section CSME 2251.101
 TDLR Preparation for the State Board Written Licensing Examination
 Course Semester (Spring 2023)
 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-6:30PM Teams Online Chat/Video

Required Textbook/Materials: Milady Standard Foundations with Standard Esthetics: Fundamentals, 12th edition, ISBN 9780357263792
 Milady MindTap™ 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:

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

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

Make-Up Policy: Written assignments may be turned in on the first day back from an absence. Online tests may not be made up. Practical skills tests may not be made up. Final Exams, Written or Practical may not be made up. Student will receive a number grade "O" and a letter grade of an "F". Assignments, written and practical are completions grades. Assignment that are "incomplete" will receive a number grade of a "O".

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, up to half the class period, the grade will reflect an absence. Any student missing 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 10 points off the attendance grade. Each absence equals 15 points off the attendance grade. If student misses more than 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 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 makeup procedures.		
4. Demonstrate knowledge of underarm & leg waxing procedures.	Critical thinking	Graded Paper Skills Evaluation
5. Show proficiency in Micro-Currant techniques.	Critical thinking	Graded Paper Skills Evaluation
6. Demonstrate and practice Microdermabrasion.	Personal responsibility	Graded Paper Skills Evaluation
7. Identify and practice basic Cavitation peel.	Personal responsibility	Graded Paper Skills Evaluation
8. 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

Course outline

Week 13 May 17 - 20, 2023	Syllabus Review TDLR KIT PACKING Review TDLR Exam Procedures Mock State Board Exam
Week 14 April 24 - 27, 2023	INSTRUCTOR DEMO EYELASH PERMING TDLR Exam Procedures Mock State Board Exam
Week 15 May 1 - 4, 2023	INSTRUCTOR DEMO EYELASH EXTENSIONS TDLR Exam Procedures Mock State Board Exam
Week 16 May 8 - 11, 2023	Review TDLR Exam Procedures Mock State Board Exam

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 2022-2023 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. 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 1st 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 2nd 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 or communityresources@com.edu.