

Principles of Eyelash Extensions



Principles of Eyelash Extensions

CSME 1308.101 CL (3940)

Summer 2025

06/06/2025 - 08/08/2025

9:00AM-12:00PM and 1:00PM-4:30PM

Instructor Information: Nickey R. Fowler, nfowler@com.edu, 409-933-8480

Instructor office hours are: 15 minutes before and after class starts and ends, GroupMe, School phone, TEAMS or email. Adjunct Office Suite 149 COM (College of the Mainland) (College of the Mainland) (College of the Mainland) City Centre. 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.

Student hours and location: Fridays from 9:00am-12:00pm and 1:00pm-4:30pm at COM City Centre, Room 137

Required Textbook/Materials: Texas Cosmetology Laws and Rules Book, TDLR/PSI Packet, 3- inch ring notebook/binder, highlighters, USB/jump drive, pens, paper, notecards, all supplies for E-Portfolio and Design Branding Commercial/ Project. Special supplies: Eye Lash Kit, Magnifying glasses if needed, bolster, tweezers of choice, ring light etc. Kit list will be given by instructor first day of class.

Course Description: This course provides the student with the theoretical and practical skills necessary to apply eyelash extensions safely and effectively. Students will demonstrate the proper safety procedures, before, during, and after the eyelash extension procedure; identify the various eye shapes; determine the appropriate application procedure; and apply knowledge of adverse client reactions to products- 80 Hours

Course requirements: Weekly homework assignments, weekly tests, weekly practical skills, E-Portfolio Project, Final Exam, class attendance, and professional behavior. An online portfolio of all the students' work will be required at the end of the course in PowerPoint format with pictures and a detailed description of each skill. Students will also participate in an Eyelash Design Branding Project.

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.

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

Daily Assignments and Homework 10%

Professionalism and Attendance 20%
Quizzes/Exams and Practical Skills Sheet 20%
Virtual E-Portfolio & Design Branding Project 30%
Final Written and Practical Exams 20%

Grading Scale:

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

Daily Grades: Consist of daily attendance and participation grades. This also includes a duty that will be assigned to each student each week. If the daily grades and daily duty are not performed correctly and timely, 10 points will be deducted from the daily participation grade as it does affect your performance. Each day you are absent there will be a 10-point deduction from your daily attendance grade and a 5-point deduction for each tardy. Being absent and/or tardy will also affect your daily participation grade by 5 points for a tardy and 10 points for an absence.

Grade Policy: Students must maintain a 70% average or above in each area of study; including but not limited to being professional at all times, be prepared, bringing your OWN supplies daily, attending every class, not being tardy for class or coming back late from lunch, do not leave early, all assignments must be turned in to the instructor in hand or electronically, assignments must be on time, turn in completed /neat/legible work, study for exams, come to class in the proper uniform daily, make sure clothing is clean, make sure you look very professional, please DO NOT WEAR HATS/ SCARVES/ WRAPS when class is in session, please make sure your hair and nails are well groomed. IF AT ANY TIME YOUR GRADE AVERAGE IS BELOW 70% IN ANY SUBJECT AREA YOU ARE AT RISK TO BE DROPPED FROM THE PROGRAM. YOUR TEST/QUIZZES/EXAM AVERAGE MUST BE ABOVE 70% AT ALL TIMES OR YOU WILL BE AT RISK TO BE DROPPED FROM THE PROGRAM. Students will have weekly written and weekly practical assignments to be turned in on time.

Late Work, Make-Up, and Extra-Credit Policy: Make-Up Policy: Arrangements for written exams must be made up the next day of class. If a student misses classwork, it must be turned in the following class period after the work was given. Late work is not excepted; all work must be turned in on time, or the student will receive a zero. Written assignments may be turned in on the first day back from an absence; written tests may be made up by THE STUDENT deciding with the instructor on the first day back from an absence; practical skills tests or final exams may not be made up. It is up to the student to ask or inquire about make-up work and assignments. Pop Quizzes may not be made up, Practical Exams may not be made up after the assigned date. The student can arrange for the exam before the scheduled date if they inform the instructor in advance and it is agreed upon.

Tests/Exams:

Missed written test arrangements must be made up and turned in on the day the student returns to school. The student is responsible for scheduling the makeup test session with the course instructor If the test is not made up within the week of the absence, the student will receive a zero

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 class. Each student must sign themselves in and out daily. If a student misses more than an hour of class, the grade will reflect an absence. Any time missed will affect the total number of 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 eligible for the license or exam. It is the student's responsibility to understand the course requirements and maintain sufficient attendance and work completion.

Tardiness Policy: Entering the classroom after the time class begins or leaving before class has ended is considered tardy. If a student enters the class late and misses more than an hour of class time it will no longer be considered a tardy, it will be considered an absence. If a student leaves class early and misses more than an hour of class time the same rule would apply. Four tardies equal one absence. For Excused absences see Welcome Packet.

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 statements requiring monitoring and communication expectations via D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
Personal Responsibilities	1. Demonstrate competencies of the rules, regulations, and laws.	Sanitizing Implements, workstation and tools
Critical Thinking	2. Identify the fundamental concepts of knowing the eyelash growth cycles and the selection of eyelashes.	Taking tests, quizzes and final exam
Social Responsibility	3. Explain the concepts of adverse client reactions to products, including safety and sanitation procedures.	Practical skills and tests
Critical Thinking	4. Explain the chemistry relative to eyelash extensions during application procedures.	Tests and quizzes
Critical Thinking	5. Exhibit the procedure for isolating, separating, and applying eyelash extensions.	Practical Exam

Academic Dishonesty: Any incident of Academic Dishonesty will be dealt with in accordance with the College of the Mainland Policy and Student Handbook. Academic dishonesty, such as cheating on an exam, plagiarism and collusion is a serious offense and will result in a grade of zero on that exam. The students involved will be referred to the Office of Student Conduct for appropriate discipline.

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, 409-933-8608

Course outline:

June 6th Go over syllabus, return signed class agreement, go over E- Portfolio rubric (due week 10 August 8,2025), go over Design Branding Project (due week 8 July 25,2025),

Go over kits and supplies, Instructor Demo, Practical Lab (take photos), Assign Homework

June 13th - Quiz, Lecture/Assign Homework, Instructor Demo Practical Lab (take photos), Homework Due, Live Models @ 1:15pm for eyelash strips and clusters

June 20th- Quiz, Lecture/Assign Homework, Instructor Demo, Practical Lab (take photos), Live Models @1:15pm, Homework Due

June 27th - Quiz, Lecture/Assign Homework/Guest Speaker, Instructor Demo, Practical Lab (take photos), Live Models @ 1:15pm, Homework Due (take photos)

July 4th – INDEPENDENCE DAY; NO SCHOOL

July 11th - Quiz, Lecture/Assign Homework, Practical Lab (take photos), Live Models @ 1:15pm, Homework Due

July 18th - Quiz, Lecture/Assign Homework, Practical Lab (take photos), Live Models @1:15pm, Homework Due

July 25th - Quiz, Lecture/Assign Homework, Hand out Written Final Comprehensive Exam Review Packet, Practical Lab (take photos), Live Models @1:15pm, Homework Due

August 1st - Written Final Comprehensive Exam, Lecture, Practical Lab (take photos), Live Models @1:15pm

August 8th - Final Practical Exam, Certificate Presentations, Practical Lab/ Live Models @1:15pm (take photos)

Times and Dates are subject to change due to the discretion of the instructor.

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 [https://www.com.edu/student-services/docs/Student_Handbook_2024-](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf)

[2025_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.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.*

Academic Success & Support Services: College of the Mainland is committed to providing students with the necessary support and tools for success in their college careers. Support is offered

through our Tutoring Services, Library, Counseling, and 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, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, 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 5-week session is June 30. The last date to withdraw from the 10-week session is July 29. The last date to withdraw for the 2nd 5-week session is August 1.

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.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis

prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Academic Dishonesty: Any incident of Academic Dishonesty will be dealt with in accordance with College of the Mainland Policy and Student Handbook. Academic dishonesty, such as cheating on an exam, plagiarism and collusion is a serious offense and will result with the grade of a zero on that exam. The student/ students involved will be referred to the Office of Student Conduct for the appropriate discipline.

Plagiarism: The practice of taking someone else's work or ideas and passing them off as one's 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.

Link to resource about ways to avoid plagiarism:
<http://en.writecheck.com/ways-to-avoid-plagiarism/>

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% 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.

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**I, _____ have received, read, and
understand this syllabus and class schedule.**

Student signature _____

Date _____