



**CSME 1443.502**  
**Manicuring and Related Theory**  
**Fall 2021**  
**Monday, Tuesday, and Thursday**  
**Dates 8/23-2021 – 10/15/2021**

**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.

**Special Materials:** MANICURE STATION SET UP, ACRYLIC BRUSH AND PROJECT SUPPLIES.

**Course Description:** This course will help the student identify fundamental concepts related to skills required by Texas Department of Licensing and Regulation: Cosmetology Division.

**Determination of Course Grade:** Exams, written work, project, oral reports, class participation & attendance.

**Detailed Grading Formula:**

Professionalism	10%
Attendance	10%
Final Exams	30%
Project	30%
Unit Exams, Written Assignments, Lab skills and oral reports	20%

**Grading Scale:**

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

**Student Learner Outcomes:** Be able to define related terminology, Demo the basic manicuring procedures, 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. Communication
2. Critical thinking
3. Social Responsibility
4. Teamwork

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Define Related Terminology	Communication	Oral Report
2. Demo. Basic Manicuring Procedures	Critical Thinking	Lab Assignments
3. Demo. Safety and Sanitation	Social Responsibility	Sanitation Test
4. Exhibit Workplace Competencies	Teamwork	Group Project

**QEP (Quality Enhancement Plan) (If applicable):**

This class has been selected to include oral communication in its curriculum, as part of College of the Mainland's Quality Enhancement Plan (QEP) on oral communication across the curriculum. A small percentage of classes will also be video recorded for institutional purposes.

**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 tardy 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 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 October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8-week session is December 2.

**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 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.

**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/Book work 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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**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).. Students are required to watch a training [video](#), complete the [self-screening](#), and acknowledge the safety guidance at: [www.com.edu/selfscreen](http://www.com.edu/selfscreen). In addition, students, faculty, and staff must perform a [self-screening](#) prior to each campus visit. Finally, students, faculty, or staff which have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the [self-report tool](#).

### **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 always maintain a positive atmosphere.
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.

**Manicure Class Project**

1. Each student will pick a theme.
2. Once you have picked your theme you will need at least 5 odorless artificial nails.
3. You will need a background or stage.
4. You must have it labeled with the name of your them.
5. You also need to be able to present your project.
6. One typed page on why you picked you project and what you had to do to create your project.
7. I would really like to see your creative side.
8. This is a fun project but very time consuming so you will have to work on it at home.

**PowerPoint Presentation/Oral report** - You will pick a product or two that we use in manicuring and tell me all about it. The reason for this presentation is to teach us something we may not know about this product. Your PowerPoint must have a cover page with your name the name of the class and title of what product you are covering. The presentation must be at least five slides and no more than ten slides.

1. Is it harmful to us?
2. What is it made of?
3. How is it used.
4. Why do we need it?
5. The MSDS on the product.
6. Where can we get it?

# **Manicuring and Related Theory Fall 2021 Schedule**

## **Week 1**

First day orientation (uniform, rules, expectation)

Review syllabus, schedule, manicuring project, and oral report

You will need all your manicuring supplies.

Chapter 9 Nail Structure and Growth

Basic manicure

How to polish/French tip

Chapter 9 vocabulary and review questions due on the following Tuesday.

Test on Tuesday morning

Do MindTap Chapter 9

Test on Tuesday morning

## **Week 2**

Turn in chapter 9 review questions and vocabulary.

Test over chapter 9 Nail Structure and Growth

Start chapter 10 Nail Disorders and Diseases

You will need all your manicuring supplies

Hot oil manicure

Manicure using paraffin

Decide your theme for your nail project

Chapter 10 vocabulary and review questions due on the following Tuesday

Chapter 10 MindTap

## **Week 3**

Turn in chapter 10 review questions and vocabulary

Test over chapter 10 Nail Disorders and Diseases

Start chapter 25

Practice gel nails

Chapter 25 review questions and vocabulary are due the following Tuesday

Chapter 25 MindTap

#### **Week 4**

Turn in chapter 25 review questions and vocabulary

Test over chapter 25

Start chapter 26 Pedicuring

Bring all your pedicuring supplies

We will go over the basic pedicure and the spa pedicure

You will present your oral report on Tuesday

Chapter 26 review questions and vocabulary are due the following Tuesday

#### **Week 5**

Turn in chapter 26 review questions and vocabulary

Test over chapter 26 pedicuring

Start chapter 27 and 28

Learn how to place the nail tip on the nail correctly

How to use glue

How to cut the nail tip and shape

Demo overlays nails

Chapter 27 - 28 review questions and vocabulary due the following week

#### **Week 6**

Turn in chapter 27 workbook and vocabulary on Tuesday

Test over chapter 27 Tuesday

Demo overlays

Wednesday turn in chapter 28 workbook and vocabulary

Test over 28 Wednesday

Demo acrylics

Practice acrylics

Start chapter 29

#### **Week 7**

Turn in your review questions and vocabulary for chapter 29

Test over 29



Practice with your odorless monomer and polymer  
Time drills over TDLR Acrylic  
Review for final

### **Week 8**

You will present your project on Monday

You will take your written final exam on Monday

You will Take your practical exam on Tuesday

You will turn in your practical sheet Tuesday

*Syllabus may change at the discretion of Instructor*



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

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

\_\_\_\_\_  
Date

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