



**CSME 2441.301CL
Prep for State Licensing Exam
Spring 2022
1:30pm to 6:30pm, Mon - Fri**

Instructor Information: Beth Darden, bdarden1@com.edu 409-933-8129

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.

Student hours and location: 11:30 pm – 6:30 pm Cosmetology Building Room #119

Required Textbook: Milady’s Standard Cosmetology 2016 Edition Milady Publishing Corp., Bronx, NY 1046

Milady Online Exam Preparation for Operators www.milady.com, Delmar Publishing, Thompson Learning Cengage Learning Mind TAP www.cengage.com/mindtap/Texas

Cosmetology Laws and Rules, 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 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. (The schedule is attached to the end of this syllabi).

Course requirements: See course outline below.

Determination of Course Grade/Detailed Grading Formula:

TDLR Students:

Professionalism & Attendance	20%
Daily Grade: (Practical Sheets, Syllabus, Daily Participation)	20%
MindTap Assignments & Outlines (TDLR Only)	20%
Chapter Exams: (Chapters Exams *See Below & TDLR Laws & Rules)	20%
Final Exams: (Comprehensive Exam & Practical Exam)	20%

TDLR Students: The student will complete exams in MindTap (Click on the IQ App) *Chapters 5, 6,7,8,9,10,11,15,16,17,18, 19,20, 22, 25,26,27,29) and MindTap assignments Chapters 1-3. Must pass each test with an 85 or higher to receive credit for

the exam.

Fundamental Students: Will complete Chapters 1-3 on MindTap.

Both TDLR and Fundamental classes will include TDLR Law & Regulations exams.

Grading Scale:

A 90 to 100

B 80 to 89

C 70 to 79

D 60 to 69

F 59 & below

Attendance Policy: Every class is important to your success in school. Make every effort to attend all classes. Each student must clock 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 of hours needed for completion. (1000 hours) Attendance grades are calculated as follows: Each tardy is 5 points off the attendance grade. Each absence is 10 points off the attendance grade.

Tardiness Policy: Entering the class after the time class begins is counted as a tardy. Leaving the class before it is over is a tardy. Entering the class after the halfway mark of the class is counted as an absence. Every 4 tardies equal one absence. If you receive 4 absences, you will be dropped from the program.

Make-Up Policy: Written Exams can be made up the next day of class. There will be no make-up for any practical exam. Students check dates for exams on course schedule.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

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 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2nd 8-week session is May 4.

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 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.

Classroom Conduct Policy: College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. <http://www.com.edu/student-services/student-handbook.php> . Students should always act in a professional manner. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class. If you follow the rules and show me respect, I will do the same and we will have an awesome semester!!

Professionalism Rubric: You will receive an A, B, C or F. Multiple infractions of any rule will result in a grade of zero for the day in professionalism.

The student will receive a 10-point deduction if the following rules are not followed:

- *Cell phones only in designated areas
- *Dress code – Not in dress code student will be asked to go home & change
- *Follow all TDLR rules and COM cosmetology rules
- *Punctual in attendance and stays till class is release
- *NO Sleeping in class,
- *NO talking & texting on the phone while in lecture, working on practical lessons or servicing a guest
- *Professional language ONLY.
- *Student must bring required supplies to class every day.
- *Student must NOT bully another student or disrespect COM staff
- *Student must do daily duties

Zero Tolerance Policies:

1. If a student is out of the building while on the clock the student will be sent home lose the hours for the day and must make an appointment with Dr.Kimbark before being allowed to return. **TDLR RULE 83.72**
2. Students found clocking another student in or out will be sent home, lose the hours for the day and must make an appointment with Dr.Kimbark before being allowed to return.
3. Bullying, Physical or Mental. We will strive to maintain a positive atmosphere all times.
4. Uniform wear it or return home, et in uniform and return to school.
5. No Borrowing, bring your supplies or go home, retrieve your supplies and return to school.

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, inability to maintain the prescribed minimum rate of progress (70% test average) stated in the course syllabus or for behavior detrimental to the learning process of the student or class. Students should be familiar with the Cosmetology Welcome Packet & Student Expectations.

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 the Department Chair Jamie Hunsucker, jhunsucker1@com.edu or 409-933-8608 or Dr. Carla Boone Dean of Continuing Education and Workforce cboone@com.edu or 409-933-8616

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Identify Fundamental Concepts	Communication	Practical Quiz
2. Demo. Professional Ethics	Personal Responsibility	Professional rubric
3. Demo. TDLR Safety and Sanitation	Social Responsibility	Sanitation Test
4. Demo. TDLR Skills	Critical Thinking	Practical Test

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>. *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

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.

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. The Office of Services for Students with Disabilities is 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. Counseling services are available on campus in the student center for free and students can also email 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. 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 for future updates.



**CSME 1405.502CL
TDLR Spring 2022
1:30pm to 6:30pm Monday - Thursday**

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

Student Signature

Date

**Beth Darden
Faculty
College of the Mainland
Cosmetology Department**

TDLR Theory Outline
Practical Videos are on Blackboard

MINDTAP CODE # MTPN1D2ZP9XP

Week 1 – Monday, March 21st – Sunday, March 27th

Exam & Outline – Chapter 5:	Infection Control
Exam & Outline – Chapter 6:	General Anatomy & Physiology
Exam & Outline – Chapter 7:	Skin Structure, Growth & Nutrition
Exam & Outline – Chapter 8:	Skin Disorders & Diseases

*Exams & outlines this week are due Sunday, March 27th.

Week 2 – Monday, March 28th – Sunday, April 3rd

Exam & Outline – Chapter 9:	Nail Structure & Growth
Exam & Outline – Chapter 10:	Nail Disorders & Diseases
Exam & Outline – Chapter 11:	Properties of the Hair & Scalp

*Exams & outlines this week are due Sunday, April 3rd.

Week 3 – Monday, April 4th – Sunday, April 10th

Exam & Outline – Chapter 16:	Haircutting
Exam & Outline – Chapter 17:	Hairstyling
Exam & Outline – Chapter 18:	Braiding & Braiding Extensions
Exam & Outline – Chapter 19:	Wigs & Hair Additions

*Exams & outlines this week are due Sunday, April 10th.

Review TDLR Laws & Regulations Book (Cosmetology Section – Health & Safety, Responsibilities of Licensee) – Test Week 6

Week 4 – Monday, April 11th – Sunday, April 17th

Exam & Outline – Chapter 20:	Chemical Texture Services
Exam & Outline – Chapter 22:	Hair Removal
Exam & Outline – Chapter 23:	Facials
Exam & Outline – Chapter 24:	Facial Makeup

Review TDLR Laws & Regulations Book (Cosmetology Section – Health & Safety, Responsibilities of Licensee) – Test Week 6

*Exams & outlines this week are due Sunday, April 17th.

Week 5: - Monday, April 18th – Sunday, April 24th

Exam & Outline – Chapter 27:	Nail Tips & Wraps
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Exam & Outline – Chapter 29: Light Cured Gels
Exam & Outline – Chapter 25: Manicuring
Exam & Outline – Chapter 26: Pedicuring

Review TDLR Laws & Regulations Book (Page 40 – 90) – Test Week 6

***Exams & outlines this week are due Sunday, April 24th.**

Week 6: - Monday, April 25th – Sunday, May 1st

Exam – Chapter 15: Scalp Care, Shampooing & Conditioning (Exam Only)
Exam & Outline – Chapter 21: Haircoloring
Exam & Outline - Chapter 28: Monomer Liquid & Polymer Powder

TDLR Administration Laws & Rules Test: TDLR Laws & Rules Book (book TDLR mailed you)
Test covers Administrative Rules of the Texas Dept. of Licensing & Regulation 16 Texas Admin Code, Chapter 83 (Page 40 – 90)

***Exams & outlines this week are due Sunday, May 1st.**

Week 7: - Monday, May 2nd – Sunday, May 8th

Catch Up & review for Finals next week

Week 8: - Monday, May 9th – Sunday, May 13th

Written Finals COMPREHENSIVE State Board Exam - Online Preparation (ALL CHAPTERS) *Must pass with an 85 or above

Practical Final – State Board Exam

Fundamentals Theory Outline

Week 1-2

Chapter 1: History & Career Opportunities

- Read: Introduction
- Do: Pre-Assessment Activity
- Understand the History of Cosmetology
 - Read: Chapter 1
 - Watch: The History of Cosmetology
 - Do: The History of Cosmetology Case Study
 - Quiz: **Historical Figures in Cosmetology**
- Learn the Importance of Continuing Education and Discover Career Paths for Cosmetologists
 - Read: Continuing Education and Career Paths
 - Watch: Find the Career that Fits
 - Quiz: **Continuing Education and Career Paths**
- Chapter Review
 - Read: Study Notes
 - Do: Flash Cards

Chapter 1 Exam (Due Sunday, April 10th @ midnight)

Week 2-3

Chapter 4: Communicating for Success

- Read: Introduction
- Do: Pre-Assessment Activity
- Practice Communication Skills
 - Read: Practice Communication Skills
 - Quiz: **Communications**
- Conducting the Client Consultation
 - Read: Conducting the Client Consultation
 - Watch: The Client Consultation
 - Watch: Photo Finish
 - Quiz: **Client Consultation Quiz**
- Handling Communication Barriers
 - Read: Handling Communication Barriers
 - Do: Communication Barriers Case Study
- Guidelines for In-Salon Communication
 - Read: Guidelines for In-Salon Communication
 - Watch: Guidelines for In-Salon Communication
 - Quiz: **In-Salon Communication**
- Chapter Review
 - Read: Study Notes
 - Do: Flash Cards

Chapter 4 Exam (Due Sunday, April 17th @ midnight)

Week 3-4

Chapter 15: Scalp Care, Shampooing, & Conditioning

- Read: Introduction
- Watch: The Battle for Beauty

Safely & Effectively Use in Massage in Scalp Care
Read: Safely and Effectively Use Massage in Scalp Care
Watch: Scalp Rescue
Quiz: Do: Massage in Scalp Care Quiz

Massage in Scalp Care Procedure
Read: Procedure 15 – 7

Learn the Benefits of Proper Hair Brushing
Read: Learn the benefits of Proper Hair Brushing
Quiz: Proper Hair Brushing

Proper Hair Brushing Procedure
Read: Procedure 15-3

Provide a Proper and Effective Shampoo Service
Read: Provide a Proper and Effective Shampoo Service
Watch: The Power of Product
Quiz: Shampooing Quiz

Shampoo Service Procedure
Read: Procedure 15-6

Recommend and Use Conditioners
Read: Recommend and Use Conditioners
Watch: Conditioners
Quiz: Conditioners Quiz

Use Professional Draping
Read: Use Professional Draping
Quiz: Draping Quiz
Quiz: Professional Draping Quiz

Professional Draping Procedures
Read: Procedure 15-4
Read: Procedure 15-5
Read: Procedure 15-1
Read: Procedure 15-2

Chapter Review
Read: Study Notes
Do: Flashcards to review for exams

Chapter 15 Exam

Review TDLR Laws & Regulations Book (Cosmetology Section – Health & Safety, Responsibilities of Licensee) – Test Week 6

Week 5

Catch up week

Review TDLR Laws & Regulations Book (Cosmetology Section – Health & Safety, Responsibilities of Licensee)
– Test Week 6

Week 6

Catch up week

TDLR Laws & Regulations Exam

Week 7

Review for Finals next week

Week 8

Monday, May 9th – Sunday, May 13th

Final Exams – Tuesday, April 10th

(must be present on this day to take exam – NO MAKEUP EXAMS)

TDLR/Fundamentals Spring Schedule

Week 1 Monday	Tuesday	Wednesday	Thursday	Friday
Go over syllabi for Fundamentals & TDLR Supplies needed Go over PSI Packet PSI Notecards BlackBoard MindTap Codes Professional: _____ Participation: _____	Kit Packing Timed Drills/Review for: -Station Set Up -Blood Exposure Incident Professional: _____ Participation: _____	Timed Drills/Review for: - Eyelash Strip -Facial Professional: _____ Participation: _____	Quiz over: -Station Set Up -Blood Exposure Incident -Eyelash Strip -Facial Prep for Client Lab Professional: _____ Participation: _____	
Week 2 Monday Test over: -Station Set Up -Blood Exposure Incident -Eyelash Strip -Facial Professional: _____ Participation: _____	Tuesday Timed Drills/Review for: -Waxing - Haircutting Professional: _____ Participation: _____	Wednesday Models - Friends & Family Professional: _____ Participation: _____	Thursday Client Lab Evaluations Professional: _____ Participation: _____	Friday
Week 3 Monday Quiz over: -Waxing -Haircutting Timed Drills/Review for: - Permanent Wave -Blow Drying & Thermal Curling Professional: _____ Participation: _____	Tuesday Timed Drills/Review for: - State Board Chemicals Professional: _____ Participation: _____	Wednesday Models - Friends & Family Professional: _____ Participation: _____	Thursday Client Lab Professional: _____ Participation: _____	Friday

<p>Week 4 Monday</p> <p>Quiz over: -Permanent Wave -Blow Drying & Thermal Curling</p> <p>Professional: _____ Participation: _____</p>	<p>Tuesday</p> <p>Timed Drills/Review for: - Haircutting</p> <p>Professional: _____ Participation: _____</p>	<p>Wednesday</p> <p>Timed Drills/Review for: - End of Examination</p> <p>Professional: _____ Participation: _____</p>	<p>Thursday</p> <p>Client Lab Evaluations</p> <p>Professional: _____ Participation: _____</p>	<p>Friday</p>
<p>Week 5 Monday</p> <p>Quiz over: -Haircutting -End of Examination</p> <p>Professional: _____ Participation: _____</p>	<p>Tuesday</p> <p>Run thru of 1st 5 sections of practical exam</p> <p>Professional: _____ Participation: _____</p>	<p>Wednesday</p> <p>Run thru of last 5 sections of practical exam</p> <p>Professional: _____ Participation: _____</p>	<p>Thursday</p> <p>Client Lab</p> <p>Professional: _____ Participation: _____</p>	<p>Friday</p>
<p>Week 6 Monday</p> <p>Catch Up Day</p> <p>Professional: _____ Participation: _____</p>	<p>Tuesday</p> <p>Catch Up Day</p> <p>Professional: _____ Participation: _____</p>	<p>Wednesday</p> <p>Catch Up Day</p> <p>Professional: _____ Participation: _____</p>	<p>Thursday</p> <p>Client Lab</p> <p>Professional: _____ Participation: _____</p>	<p>Friday</p>
<p>Week7 Monday</p> <p>Review for Finals</p> <p>Professional: _____ Participation: _____</p>	<p>Tuesday</p> <p>Review for Finals</p> <p>Professional: _____ Participation: _____</p>	<p>Wednesday</p> <p>Review for Finals</p> <p>Professional: _____ Participation: _____</p>	<p>Thursday</p> <p>Client Lab</p> <p>Review for Finals</p> <p>Professional: _____ Participation: _____</p>	<p>Friday</p>

Week 8 Monday	Tuesday	Wednesday	Thursday	Friday
Finals				
Professional: _____	Professional: _____	Professional: _____	Professional: _____	
Participation: _____	Participation: _____	Participation: _____	Participation: _____	

