



**Course Number and Section CSME 2251.101**  
**TDLR Preparation for the State Board Written Licensing Examination**  
**Course Semester (Spring 2025)**  
**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–Tuesday 4:00PM-7:00PM & Wednesday 4:00PM-5:30PM

**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>25%</b>
<b>Attendance</b>	<b>25%</b>
<b>Lab Skill Sheet</b>	<b>20%</b>
<b>Practical Final Exams</b>	<b>30%</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 "O". All Brightspace D2L assignment/exams/test/quizzes or categories must be completed by the required due dates with the 70% (C) required GPA. (See Cosmetology Department Rules & Regulations). Only one MAKE-UP MOCK TDLR Practical will be give on May 5<sup>th</sup> 2025, @ 9:00 AM. Any additional missed mock practical exam will result in an

incomplete skills sheet. Which will result in the number grade of “0” and the letter grade of “F” for the lab skills portion of this course.

**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 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 30 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 ***three*** (3) 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 responsibly	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:**

<b>Week 12 April 8 - 10, 2025</b>	<b>TDLR KIT PACKING Review TDLR Exam Procedures STUDENT PRACTICAL SKILLS</b>
<b>Week 13 April 14 - 17, 2025</b>	<b>Eyelash Extensions Mock State Board Exam STUDENT PRACTICAL SKILLS</b>
<b>Week 14 April 21 – 24, 2025</b>	<b>Mock State Board Exam STUDENT PRACTICAL SKILLS</b>
<b>Week 15 April 28 – May 1, 2025</b>	<b>Mock State Board Exam STUDENT PRACTICAL SKILLS</b>
<b>Week 16 May 5 - 8, 2024</b>	<b>Mock State Board Final Exam STUDENT PRACTICAL SKILLS</b>

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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 [https://www.com.edu/student-services/docs/Student\\_Handbook\\_2024-2025\\_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 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, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto: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. Additional items will be needed.

**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 February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2<sup>nd</sup> 8-week session is April 30.

**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).

**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.





## TDLR Preparation for the State Board Written Licensing Examination Spring 2025

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**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% average in all grading categories) stated in the course syllabus and in D2L platform. Also, any behavior detrimental to the learning process of the student or class.

**Zero Tolerance Policies:**

**\* Bullying:** physical or mental. We will always strive to maintain a positive atmosphere. **\* Uniform:** Wear it or return home, get in uniform and return to school including lab jacket. **\* 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.**

**Client Lab expectations:**

- Students must show up on time, at 9:00 AM.
- Client services begin at 9:30 AM; must be completely set up by 9:20 AM.
- In proper uniform, with required white lab coats.
- Shoes must be closed toe, solid white or black only. Absolutely NO Crocs.
- Hair needs to be neat, secure and put back, no loose or dangling jewelry.
- Always show respect to your classmates, clients, and instructors.
- Show respect to the machines, devices, and tools.
- Sanitize your station after each client.
- No lounging in the lab on client days. Students must remain in designated areas.
- No food or drink in the service lab.
- Students may only be in the service lab while working on clients or completing practical skills.
- Must have all supplies needed every Thursday.
- Students must give 24-hour notice if you will not be able to attend client day.
- Even if you are off books, always be prepared to take a walk in or if a classmate calls out.
- Each client must be charted in Meevo; if failure to chart, you will not receive a signature for that day.
- All duties must be completed before leaving for the day to receive signatures
- If this contract is breached, you will be asked to leave for the day and receive a write-up.

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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**Course Semester Spring 2025**

	<p><b>Week 12 Tuesday April 8 9:00am 4:00pm</b></p> <p style="text-align: center;"><b>Syllabus Review</b>  <b>Complete TDLR KIT PACKING</b>  <b>Review TDLR Mock State Board Exam</b></p> <p style="text-align: center;"><b>Complete Required Practical</b></p>	<p style="text-align: center;"><b>Wednesday April 9 9:00am 4:00pm</b></p> <ol style="list-style-type: none"> <li>1. Pre-Examination Set Up and Disinfection</li> <li>2. Cleansing</li> <li>3. Steaming</li> <li>4. Massages</li> <li>5. Mask / Rinse / Tone / Moisturizing</li> <li>6. Waxing with Soft Wax</li> <li>7. Blood Exposure</li> <li>8. End of Examination Disinfection</li> </ol> <p style="text-align: right;">Instructor Sign _____</p> <p style="text-align: center;"><b>Complete Required Practical</b></p>	<p style="text-align: center;"><b>Thursday April 10 9:00am-4:00pm</b></p> <p style="text-align: center;"><b>Client Services</b></p> <p style="text-align: center;"><b>Complete Required Practical</b></p> <p style="text-align: center;">Participation Grade: _____</p> <p style="text-align: center;">Professionalism Grade: _____</p>
<p><b>Week 13 Monday April 13 9:00am-4:00pm</b></p> <p><b>8 DIFFERENT CREATIVE COMBOS:</b>  <b>May consist of any or at least 4 skills listed.</b>  <b>ALL SKILLS MUST BE COMPLETED</b></p> <ol style="list-style-type: none"> <li>1. Take a Moment Facial _____</li> <li>2. Refresh &amp; Renew Facial _____</li> <li>3. Ultimate Rejuvenation Facial _____</li> <li>4. Crystal Microderm _____</li> <li>5. Diamond Peel _____</li> <li>6. Cold Globe Therapy _____</li> <li>7. Paraffin Mask _____</li> <li>8. Modeling Mask _____</li> <li>9. Salt &amp; Oil Scrub _____</li> <li>10. Parafango Back Treatment _____</li> <li>11. Cavitational Peel (Cleanse &amp; Infuse) _____</li> <li>12. Wood's Lamp Analysis _____</li> <li>13. LED Photo Light _____</li> <li>14. Dermal Roller _____</li> <li>15. Chemical Peel _____</li> <li>16. Marine Enzyme Peel _____</li> <li>17. Gommage _____</li> <li>18. B3 Enzyme _____</li> <li>19. Lucas Sprayer _____</li> </ol>	<p><b>Monday April 14 9:00am-4:00pm</b></p> <ol style="list-style-type: none"> <li>1. Pre-Examination Set Up and Disinfection</li> <li>2. Cleansing</li> <li>3. Steaming</li> <li>4. Massages</li> <li>5. Mask / Rinse / Tone / Moisturizing</li> <li>6. Waxing with Soft Wax</li> <li>7. Blood Exposure</li> <li>8. End of Examination Disinfection</li> <li>9.</li> </ol> <p style="text-align: right;">Instructor Sign _____</p> <p>Student Practical Lab  (3) Table Setup  (3) Patron Protection  (3) Artificial Lashes Bands  (3) Evening Makeup (Dramatic Shades)  (3) Sanitation</p> <p>Instructor Sign</p> <p>(1) _____ (2) _____ (3) _____</p>	<p><b>Wednesday April 15 9:00am 4:00pm</b></p> <ol style="list-style-type: none"> <li>1. Pre-Examination Set Up and Disinfection</li> <li>2. Cleansing</li> <li>3. Steaming</li> <li>4. Massages</li> <li>5. Mask / Rinse / Tone / Moisturizing</li> <li>6. Waxing with Soft Wax</li> <li>7. Blood Exposure</li> <li>8. End of Examination Disinfection</li> </ol> <p style="text-align: right;">Instructor Sign _____</p> <p>Student Practical Lab  (3) Table Setup  (3) Patron Protection  (3) Day Makeup (Lighter Shades)  (3) Sanitation</p> <p>Instructor Sign</p> <p>(1) _____ (2) _____ (3) _____</p>	<p style="text-align: center;"><b>Thursday April 16 9:00am-4:00pm</b></p> <p style="text-align: center;"><b>Client Services</b></p> <p style="text-align: center;"><b>Complete Required Practical</b></p> <p style="text-align: center;">Participation Grade: _____</p> <p style="text-align: center;">Professionalism Grade: _____</p>



20. Indirect High Frequency Massage ____ 21. ParaFango Back Treatment 22. Back Mud Mask 23. Micro-Current ____ 24. Brow Bleaching ____ 25. Eyelash Flares (8 Per Eye) ____ 26. Lash Tinting ____ 27. Brow Tinting ____ 28. Lip Wax ____ 29. Brow Wax ____ 30. Under Arm Wax ____ 31. Leg Waxing ____ 32. Eye & Lip Treatment ____	Instructor Sign  1. _____  2. _____  3. _____  4. _____	Instructor Sign  5. _____  6. _____  7. _____  8. _____	
<b>Week 14</b> <b>Monday April 20 9:00am-4:00pm</b>  <b>INSTRUCTOR DEMO EYELASH EXTENSIONS</b>  <b>Eyelash Extensions 20 Per Eye on Mannequin</b>  Instructor Sign _____  <b>Eyelash Extensions 40 Per Eye on Mannequin</b>  Instructor Sign _____  <b>Eyelash Extensions 60 Per Eye on a Person</b>  Instructor Sign _____	<b>Tuesday April 21 9:00am-4:00pm</b>  <b>MOCK TDLR PRACTICAL EXAM</b>  1. Pre-Examination Set Up and Disinfection 2. Cleansing 3. Steaming 4. Massage 5. Mask / Rinse / Tone / Moisturizing 6. Waxing with Soft Wax 7. Blood Exposure 8. End of Examination Disinfection  Instructor Sign _____	<b>Wednesday April 22 9:00am-4:00pm</b>  <b>MOCK TDLR PRACTICAL EXAM</b>  1. Pre-Examination Set Up and Disinfection 2. Cleansing 3. Steaming 4. Massage 5. Mask /Tone / Moisturizing 6. Waxing with Soft Wax 7. Blood Exposure 8. End of Examination Disinfection  Instructor Sign _____	<b>Thursday April 23 9:00am-4:00pm</b>  <b>Client Services</b>  <b>Complete Required Practical</b>  <b>Participation Grade:</b> _____  <b>Professionalism Grade:</b> _____

<b>Week 15</b> <b>Monday April 27 9:00am-4:00pm</b>  <b>MOCK TDLR PRACTICAL EXAM</b>  1. Pre-Examination Set Up and Disinfection 2. Cleansing 3. Steaming 4. Massage 5. Mask / Rinse / Tone / Moisturizing 6. Waxing with Soft Wax 7. Blood Exposure 8. End of Examination Disinfection  Instructor Sign_____	<b>Tuesday April 28 9:00am-4:00pm</b>  <b>MOCK TDLR PRACTICAL EXAM</b>  1. Pre-Examination Set Up and Disinfection 2. Cleansing 3. Steaming 4. Massage 5. Mask / Rinse / Tone / Moisturizing 6. Waxing with Soft Wax 7. Blood Exposure 8. End of Examination Disinfection  Instructor Sign_____	<b>Thursday April 29 9:00am-4:00pm</b>  <b>MOCK TDLR PRACTICAL EXAM</b>  1. Pre-Examination Set Up and Disinfection 2. Cleansing 3. Steaming 4. Massage 5. Mask / Rinse / Tone / Moisturizing 6. Waxing with Soft Wax 7. Blood Exposure 8. End of Examination Disinfection  Instructor Sign_____	<b>Thursday May 1 9:00am-4:00pm</b>  <b>Client Services</b>  <b>Complete Required Practical</b>  <b>Participation Grade: _____</b>  <b>Professionalism Grade: _____</b>
<b>Week 16 Monday May 5 9:00am-4:00pm</b>  <b>MAKEUP DAY</b>  <b>MOCK TDLR PRACTICAL</b>  <b>Complete Required Practical</b>	<b>Tuesday May 6 9:00am-4:00pm</b>  <b>MOCK TDLR PRACTICAL FINAL EXAM</b>  1. Pre-Examination Set Up and Disinfection 2. Cleansing / Rinse 3. Steaming 4. Massage / Rinse 5. Mask / Rinse / Tone / Moisturizing 6. Waxing with Soft Wax 7. Blood Exposure 8. End of Examination Disinfection  Instructor Sign_____  <u><b>All LAB SHEETS DUE</b></u>	<b>Tuesday May 7 9:00am-4:00pm</b>    <b>LAST DAY OF CLASS</b>  <b>CONGRADULATIONS</b>  <b>PARTY!!!!!!!</b>	