



CSME 1443.501
Manicuring and Related Theory
Spring 2023
Monday, Tuesday, and Thursday
Dates 1/17/2023 – 3/10/2023

Instructor Information: Mrs. Candice Edmonston, cburgess1@com.edu, 409-933-8481

Student office hours and location: Monday – Tuesday 8:00 to 8:30, 12:00 to 1:00 and Thursday 7:30 to 8:00 and 12:00 to 1:00 plus 4-6 Thursday virtually. Also, GroupMe and email.

Required Textbook: Milady Standard Cosmetology hard cover text; Milady standard Foundations; Milady Online CIMA. (Bundle package) 14th Edition
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.

Late work: I do not except late work

Daily Grades will consist of a daily participation grade. This also includes a duty that will be assigned each week. If the duty is not performed, 10 points will be deducted from the Daily Grade.

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

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
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

Students must maintain regular attendance to guarantee completion of hours by the end of the program. Every class is important to your success in school. A sign-in sheet will be provided in each class. Each student must sign themselves in and out daily.

Day time classes are Full Time Block scheduling. This means that all 3 classes are to be taken each semester. All classes must be passed with a grade of C or better to move to the next course. Due to this, schedule changing from daytime to evening or evening to daytime is not allowed. Only with special permission from the department chair and advisor can this be done; and it is limited to one switch per student. Plan your schedule accordingly throughout the program.

Tardiness:

Entering the class after the time class begins OR leaving the class before it has ended will be counted as a tardy. Each tardy will result in a 5-point deduction from the attendance grade. Four (4) tardies are equal to one absence. Please refer to your classes' syllabi for specific guidelines on your instructor's tardy policy.

Absence:

Any time missed will affect the total number of hours needed for completion.

If a student misses 1 hour or more per session, the grade will reflect an absence. Each absence will result in a 10-point deduction from the Attendance grade.

If a student misses more than 10 percent of class time in any one course, they will be dismissed from that course. If prior to "W" day, the student may withdraw to receive a grade of W. Otherwise the grade will be F. It is the student's responsibility to withdraw through the admissions department.

Please refer to your classes' syllabi for specific guidelines on your instructor's absence policy.

COVID:

In the event a student contracts or is exposed to COVID 19 the following steps can be utilized to avoid being withdrawn for excessive absences.

1. For COVID 19

- a. self-report on the COM website. Follow the instructions given.
- b. Email your instructors with a copy of the doctor's note or test result. These should be dated.
- c. Make-up work will be assigned on a case-by-case basis.

2. For other contagious illnesses

- a. These will be handled on a case-by-case basis. Communicate with your instructor and you may be referred to the department chair.

Prenatal appointments:

For doctor appointments due to maternity, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. Communicate with your instructor prior to the appointment of the absence.
2. Bring a note from the doctor stating the appointment date and time upon returning to class. You are expected to attend class before or after your appointment.
3. Make-up work will be assigned on a case-by-case basis.

No other absences will be excused.

*Any absence will affect your success in class. Do your best to attend every class. Communicate with your instructors when issues arise and know what assignments need to be made up. *

Attendance Policy: 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. You may fail one test and re-take after your second failed test you could be dropped from the program.

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 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 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 student's responsibility; Practical skills & Oral Reports may not be made up.

NO LATE WORK IS ACCEPTED

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.

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 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 or 409-933-8608 or Department chair Carla Boone cboone@com.edu or 409-933-8616.

Manicure Class Project Due February 27th

1. Each student will pick a theme.
2. Once you have picked your theme you will need at least 10 artificial nails.
3. 5 must have 3-D art, stickers are not 3-D.
4. You will need a background or stage.
5. You must have it labeled with the name of your them.
6. You also need to be able to present your project.
7. One typed page on why you picked you project and what you had to do to create your project.
8. I would really like to see your creative side.
9. This is a fun project but very time-consuming so you will have to work on it at home.

E-Portfolio/Presentation Due March 6th – You will take before and after pictures and save them in a creative way to OneDrive. They must be labeled, and you will email and present them on March 6th.



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Manicuring and Related Theory Spring 2023 Schedule

Week 1

First day orientation (uniform, rules, expectation)
Review syllabus, schedule, manicuring project, and E-Portfolio
manicuring supplies.

Chapter 5 Nail Structure and Growth
Basic Manicuring

How to polish/French tip

Chapter 5 CIMA and vocabulary due on due Monday January 23rd
Test on Monday morning

Week 2

Turn in chapter 5 CIMA and vocabulary.
Test over chapter 5 Nail Structure and Growth.
Start chapter 6 Nail Disorders and Diseases You will need all
your manicuring supplies.
Hot oil Manicure using paraffin.
Decide your theme for your nail project!
Chapter 6 vocabulary and CIMA due on Monday January 30th

Week 3

Turn in chapter 6 vocabulary Test over chapter 6 Nail Disorders and Diseases.

Start chapter 20 Manicuring.

Practice gel nails and nail art.

Chapter 20 CIMA and vocabulary are due On Monday February 6th.

Week 4

Turn in chapter 20 CIMA and vocabulary.

Test over chapter 20

Start chapter 22 Nail Extensions and resin Systems.

Learn how to place the nail tip on the nail correctly.

How to cut the nail tip and shape demo overlays nails.

Chapter 22 CIMA and vocabulary due on February 13th.

Week 5

Turn in chapter 22 CIMA and vocabulary.

Test over chapter 22.

Start Chapter 23 Liquid and powder Nail Enhancements

Practice Acrylic and 3-D art.

Chapter 23 CIMA and Vocabulary due on February 20th

Week 6

Turn in chapter 23 CIMA and vocabulary.

Test over chapter 23

Start Chapter 24 Light-Cured Gels and Chapter 21 Pedicuring

Practice odorless and pedicuring.

Chapter 24 and 21 due on February 27th

Hand out review questions

Week 7

You will present your project on Monday February 27th.

Turn in chapter 24 and 21 CIMA and vocabulary.

Test over chapter 24 and 21.

Go over review questions for the final exam.

Practice with your odorless monomer and polymer time drills for final practical

Review for final

Week 8

You will present your project on Monday February 27th.

You will present your E-Portfolio on Monday March 6th.

You will take your written final exam on Monday March 6th.

You will Take your practical exam on Tuesday March 7th.

You will turn in your practical sheet on Tuesday March 7th.

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**