



CSME 1308.101 CL (9887)
Principles of Eyelash Extensions
Summer 2024 06/07/2024 - 08/09/2024
9:00AM-12:00PM and 1:00PM-4:30PM

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

Student hours and location: 15 minutes before and after class starts and ends, GroupMe, School phone, TEAMS email, or email. Adjunct Office Suite Room 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.

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.

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:

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

Daily Grades: Consist of a daily attendance and participation grade. This also includes a duty that will be assigned to each student each week. If the daily grades and daily duty is 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: 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.

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 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 advance to the next courses and sit for the licensor exam. It is the student's responsibility to understand the course requirements, maintain sufficient attendance, and work completion.

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. Instructors will create a Group Me for the class to connect outside of class. Updates and quick answers can be communicated through this app. Peer to peer communication is also available through this method.

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

Academic Dishonesty: College of the Mainland is committed to providing students with 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.

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 please contact Human Service Career's

Department Chair Jamie Hunsucker jhunsucker1@com.edu 409-933 8608. The Dean of Instruction, over our program is Dr. Vega-Vasquez at vvega2@com.edu or 409-933-8181.

Course outline:

June 7th- Lecture, return signed class agreement, go over E- Portfolio (due week 8 July 26th), go over Design Branding Project (due week 8 July 26th), Notebook (due week 8 July 26th), Order kits and supplies, Instructor Demo, Practical Lab (take photos), Assign Homework

June 14th- Quiz, Lecture/Assign Homework, Instructor Demo Practical Lab (take photos), Homework Due

June 21st- Quiz, Lecture/Assign Homework, Instructor Demo, Practical Lab (take photos), / Live Models @1:15pm, Homework Due

June 28th- Quiz, Lecture/Assign Homework/Guest Speaker, Instructor Demo, Practical Lab (take photos), / Live Models @1:15pm, Homework Due

July 5th- Quiz, Lecture/Assign Homework, Practical Lab (take photos), / Live Models @1:15pm, Homework Due

July 12th- Quiz, Lecture/Assign Homework, Practical Lab (take photos), / Live Models @9:30am and 1:15pm, Homework Due

July 19th- Quiz, Lecture/Assign Homework, Practical Lab (take photos), / Live Models @ 9:30am and 1:15pm, Homework Due

July 26th- Quiz, Lecture/Assign Homework, Hand out Written Final Comprehensive Exam Review Packet, Practical Lab (take photos), / Live Models @9:30am and 1:15pm, Homework Due, Notebook Due Today, E-Portfolio Due Today, Design Branding Project Due Today

August 2nd- Written Final Comprehensive Exam, Lecture, Practical Lab (take photos), / Live Models @1:15pm

August 9th- Final Practical Exam, Certificate Presentations, Practical Lab/ Live Models @1:15pm

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_2023-2024_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 through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodation is requested to contact Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is 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 5-week session is July 1. The last date to withdraw from the 10-week session is July 30. The last date to withdraw for the 2nd 5-week session is August 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. Issuing the FN grade is at the instructor's discretion. 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 especially 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, someone in the Student Success Center will contact you to schedule a meeting to see what assistance they can offer 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 tough 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 in any area of study (must maintain 70% average at all times, in all areas of study, including tests, professionalism, attendance, homework, daily grades, practical skills, unit exams, final exams etc.) as stated in the course syllabus. Also, any behavior detrimental to the learning process of the student or class will result in a written warning and/or withdrawal of the student from the class/program. Students should be familiar with the Cosmetology Welcome Packet & Student Expectations of the department and the campus.

Professionalism Grading Rubric: Prompt, Prepared, Uniform/shoes in Compliance, All supplies/required materials, Hair/Make- up in compliance. 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 is not allowed at all, whether it is physical or mental. We will always strive to maintain a positive atmosphere.
2. Uniforms, including proper shoes and lab jackets, are imperative and must be on before you enter the classroom.
3. No Borrowing. Bring your supplies or go home.
4. No Cell phone conversations during class. If you need to accept a call, please excuse yourself from the classroom and return promptly.
5. No sleeping in class.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual based on 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.

CSME-1308.101 CL (9887) Principles of Eyelash Extensions Summer 2024

<p>WEEK 1 June7,2024</p>	<p>Classroom/Lecture:</p> <p>First day Orientation Go over Syllabus Course requirements TDLR Laws and Rules Uniforms Class Products and Supplies Discuss E-Portfolio Discuss Notebook Discuss Design Branding Project</p> <p>Eye Extension overview: Follow along with Milady Standard Textbook Packet</p> <p>Theory Content:</p> <p>What are eyelash extensions? How long do they take?</p> <p>The distinct types (Classic, Flats, Pre-made fans, Handmade fans, volume fans, YY lashes, Clover lashes etc.)</p> <p>How are eyelash extensions measured? What thickness can clients support? In-depth volumetric lash calculations (calculating the correct weight for every client) The different lash curls How to we control our room levels for optimum lash retention Audit trails Patch testing</p>	<p>Practical Lab:</p> <p>The consultation process Patch testing Contractions Table Set -Up Infection Control How to sanitize How to properly Disinfect tools How to clean adhesive from tweezers Cleaning and lash storage Preparation for the treatment room Preparation for the treatment table Preparation for the working table Preparation for the client's body and head draping preparation for the clients' eyes Lash procedure step- by -step guides Lash mapping Drawing your map Glue/Adhesive dipping Practice Dexterity Practice on the hand Practice on Foam Mannequin Practice on Mannequin Strip Eyelash Application Cluster Eyelash Application Individual Eyelash Application Dexterity Symmetry Balance Safety</p> <p>INSTRUCTOR DEMO: Table Set -Up</p>
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	<p>Contractions How to deal with reactions Cleaning and lash storage Lash procedure step by step guides Lash mapping Drawing your map Symmetrical lashing Top line effect Hybrid sets Volume Sets Correct isolation Glue/Adhesive dipping How to correctly attach the extension How do we finish the set Infill procedure How much should you charge Bonus lash styling guides Consultation & Patch test Form examples</p>	<p>Infection Control Strip Eyelash Application Cluster Eyelash Application (8 clusters per eye) Individual Eyelash Application (one eyelash extension per real eyelash) Dexterity Symmetry Balance Safety</p> <p>ALWAYS TAKE PHOTOS OF TABLE SETUP BEFORE DURING AND AFTER FOR YOUR E-PORTFOLIO PROJECT</p>
<p>WEEK 2 June 14,2024</p>	<p>Classroom/Lecture: Follow along with Milady Standard Textbook Packet</p> <p>Anatomy / Chemistry and Benefits – Application Summary Log Set up and Disinfection Hair Growth Cycle Sizing lashes, diagraming, Adhesives Adverse Client Reactions TDLR Rules and Laws Best lash practices Choose the correct eye shape and pattern. Effective communication Eyelash Growth cycle</p>	<p>Practical Lab: Continue to practice isolating methods. Practice Pulling a lash extension from the eyelash row. Correctly taping the bottom eyelash row Practice placing lash extensions on the side and 1/16 of an inch away from the eyelash line Client Aftercare Follow Up with client</p> <p>INSTRUCTOR DEMO: Table Set -Up</p>

	<p>The newest lash curls Distinct types of natural lash Lash lengths and correct use of length for each client The different type of tweezers Lash adhesive - the science How to work correctly with your adhesive Meeting and working with your clients Booking fees/deposits The consultation process Contraindications Reactions/sensitivities to eyelash extensions The lash equipment Lash room set- up Lash cleansing, Prepping lashes Marking the eye Working a system of lashing Lashing in layers Direction and uniformity Dealing with flickery and watery eyes How to pick up an extension Placing the extensions Peeling extensions off Aftercare Lash removal Marketing your business</p>	<p>Infection Control Hybrid Eyelash Application Volume Eyelash Application Eyelash Removal Dexterity Symmetry Balance Safety</p> <p>ALWAYS TAKE PHOTOS OF TABLE SETUP BEFORE DURING AND AFTER FOR YOUR E-PORTFOLIO PROJECT</p>
<p>WEEK 3 June 21,2024</p>	<p>Classroom/Lecture: Set up and Disinfection Exhibit the procedure for isolating, separating, and applying eyelash extensions chemistry relative to eyelash extensions during application procedures. Face and Eye shapes Lab: Practice placing lash extensions.</p>	<p>Practical Lab: LIVE MODEL DAY @1:15pm YAY!!!</p> <p>Practice placing lash extensions.</p> <p><i>INSTRUCTOR DEMO: IF NEEDED</i></p> <p>ALWAYS TAKE PHOTOS OF</p>

	<p>Go over distinct types of adhesives</p> <p>How to set up your lashes</p> <p>Correct placement of lashes</p> <p>How to attach the lashes</p> <p>How to hold your isolation tweezers</p> <p>Placement practice on a mannequin head</p> <p>Lash mapping practice on mannequin head</p> <p>Practice lash removal on mannequin head</p> <p>Case study requirements</p> <p>Isolation practice on Mannequin head</p> <p>Practice peeling extensions off</p> <p>Creating a set, following map on mannequin head to create an even set</p>	<p>TABLE SETUP BEFORE DURING AND AFTER FOR YOUR E-PORTFOLIO PROJECT</p>
<p>WEEK 4 June 28,2024</p>	<p>Classroom/Lecture:</p> <p>Begin the mapping process</p> <p>Practicing placing lash extensions</p> <p>LIVE MODELS IN THE AFTERNOON TODAY!!!</p> <p>Come back from lunch on time and prepare before you go to lunch.</p> <p>Practice lash application</p> <p>Practice “the cat eye” pattern</p> <p>Set up and Disinfection</p> <p>Asymmetrical eye shape</p> <p>Wet eyelashes look for uneven eyes</p> <p>Corrective student work examples</p> <p>Tips for uneven eyes</p> <p>Male lashing</p> <p>Male lashing top tips</p>	<p>Practical Lab:</p> <p>LIVE MODEL DAY @1:15pm</p> <p>ALWAYS TAKE PHOTOS OF TABLE SETUP BEFORE DURING AND AFTER FOR YOUR E-PORTFOLIO PROJECT</p>

	<p>Brown extensions Colored extensions Working with colored layers Combining different colored curls White lashes Distinct color lengths per layer As we age we will be likely to see the following happen: 1 - Eyes may become hooded, with the skin on the eyelids drooping and covering the eye, creating in the illusion of a much smaller or droopy eye 2 - Natural eyelashes become shorter, finer, sparser and more delicate/fragile 3 - Natural eyelashes lose pigment 4 - Skin becomes more oily which can result in poor retention</p>	
<p>WEEK 5 July 5,2024</p>	<p>Classroom/Lecture: Set up and Disinfection Eyelash Length, thickness, and curl patterns Caring for lashes Mature client styles Salon Development Marketing Tools Preparing to run a Salon/Spa Resources Retailing Commission -vs-Booth Rental On the Job Taxes Add on Services Eyelash Perming Eyelash Tinting</p>	<p>Practical Lab: LIVE MODEL DAY @1:15pm</p> <p>Practice “The baby doll eye” pattern Practice “Open eye” pattern</p> <p>ALWAYS TAKE PHOTOS OF TABLE SETUP BEFORE DURING AND AFTER FOR YOUR E-PORTFOLIO PROJECT</p>

	<p>Eyebrow Perming Eyebrow Tinting</p>	
<p>WEEK 6 July 12,2024</p>	<p>Classroom/Lecture: Set up and Disinfection</p>	<p>Practical Lab: LIVE MODEL DAY @9:30am and 1:15pm</p> <p>ALWAYS TAKE PHOTOS OF TABLE SETUP BEFORE DURING AND AFTER FOR YOUR E-PORTFOLIO PROJECT</p>
<p>WEEK 7 July 19,2024</p>	<p>Classroom/Lecture: Set up and Disinfection</p> <p>NOTEBOOK BINDER IS DUE NEXT WEEK FOR GRADE OF 100% AS A TEST GRADE</p>	<p>Practical Lab: LIVE MODEL DAY @9:30am and 1:15pm</p> <p>ALWAYS TAKE PHOTOS OF TABLE SETUP BEFORE DURING AND AFTER FOR YOUR E-PORTFOLIO PROJECT</p>
<p>WEEK 8 July 26,2024</p>	<p>Classroom/Lecture: Set up and Disinfection</p> <p>All E-Portfolios are due TODAY.</p> <p>All Design Branding Projects are due TODAY. (Students will present their projects to the class)</p> <p>NOTEBOOK BINDER DUE TODAY FOR GRADE OF</p>	<p>Practical Lab: LIVE MODEL DAY @9:30am and 1:15pm</p> <p>ALWAYS TAKE PHOTOS OF TABLE SETUP BEFORE DURING AND AFTER FOR YOUR E-PORTFOLIO PROJECT</p>

	<p>100% AS A QUIZ/TEST GRADE</p> <p>GO OVER FINAL WRITTEN COMPREHENSIVE EXAM REVIEW TO BE ADMINISTERED ON WEEK 9 AT 9:15AM</p>	
<p>WEEK 9 August 2,2024 WRITTEN FINAL COMPREHENSIVE EXAM AT 9:15AM</p>	<p>Classroom/Lecture: Set up and Disinfection</p> <p><i>NO MODELS UNTIL AFTER LUNCH</i></p> <p>WRITTEN COMPREHENSIVE EXAM AT 9:15AM TODAY</p> <p>QUICK REVIEW FOR FINAL PRACTICAL EXAM AFTER WRITTEN EXAM IF NEEDED</p> <p>MODELS CAN ARRIVE AT 1:00PM</p>	<p>Practical Lab: LIVE MODEL DAY</p> <p><i>@1:15pm ONLY... NO MORNING APPOINTMENTS</i></p> <p>ALWAYS TAKE PHOTOS OF TABLE SETUP BEFORE DURING AND AFTER FOR YOUR E-PORTFOLIO PROJECT</p>
<p>WEEK 10 August 9,2024 MODEL NEEDED FOR FINAL PRACTICAL EXAM AT 9:15AM</p>	<p>Classroom/Lecture: Set up and Disinfection</p> <p>Please make sure your live models are on time (@9:15am) for the Final Practical Exam</p>	<p>Practical Lab: FINAL LIVE MODEL DAY @1:15pm</p> <p><i>FINAL PRACTICAL EXAM AND CERTIFICATE PRESENTATIONS THIS MORNING</i></p> <p>(students must have their own live model for the practical examination this morning at 9:00am)</p>

	PLEASE BE PREPARED!	The model can arrive at 1:00PM TODAY.
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I, (please print) _____ have received, read, and understand this syllabus and class schedule.

Student signature

Date