



**CSME 2250.221CL**  
**TDLR Preparation for the State Board Written Licensing**  
**Spring 2024**  
**4/8/24- 5/9/24 Monday- Thursday 5pm-10:15pm**

**Instructor Information:** M. Massey, mmassey1@com.edu, 409-933-8114

**Student hours and location:** 3:45pm-5pm & 10:15pm-10:30pm Monday & Wednesdays, 4pm-5pm & 10:15-10:30pm Tuesdays & Thursdays, at The Salon, Spa & Barbering at COM: 10000 Emmett F. Lowry Expressway Suite 4100 Texas City, TX 77591 office #148; 4:30-6:30pm virtually on Fridays

**Required Textbook/Materials:** Milady Standard Foundations with Standard Esthetics: Fundamentals, 12th edition, with CIMA™ Online Platform ISBN: 9780357993842  
Texas Occupations Code General Rules & Regulations Texas Department of Licensing & Regulations. <https://www.tdlr.texas.gov/cosmet/cosmetrules.htm>

882-E Scantrons, #2 Pencil

(OPTIONAL LEARNING MATERIAL)

Milady Online Exam Preparation for Esthetics; Milady's Standard Ingredient Dictionary  
Esthetics PRACTICAL EXAM REVIEW, newest Edition

**Course Description:** Theory and practical skills for Texas State Board preparation; including terminology, application, and workplace competencies.

**Course requirements:** TDLR Exam eligibility for all facial students must complete esthetic program requirements. All exam grades must be witnessed and signed by the instructor on duty with a score of **85% or higher**. No exam notes, books or cell phone may be used while testing. All exams must be taken and passed in chronological order.

**Determination of Course Grade/Detailed Grading Formula:**

Paper Assignment: CIMA assignments	20%
Final:	30%
Professionalism:	10%
Attendance:	20%
Lab Practical Skill Sheet:	20%

**Professionalism Grading Rubric:** Prompt, Participation on the day's assignment, Prepared, Uniform & Compliance with & Hair/Make- up, compliance with department expectations and student handbook rules/regulations. 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 always strive to maintain a positive atmosphere.
2. Uniform: Wear it or return home, get in uniform and return to school including lab jacket.
3. No Borrowing. Bring your supplies or go home, retrieve your supplies and return to school.
4. Under the influence or in possession of drugs or alcohol.

**Late Work, Make-Up, and Extra-Credit Policy:** Late tests or homework/assignments will be deducted 10 points for being late, even 1 day. Any CIMA activities needing extended dates will be 10 points deducted for each request. Makeup work must be completed in a timely manner. It is your job to get your missed assignments the first day you return to class. The due date will be determined for the assignment at that time. If it is not turned in by the determined due date, it will be counted late and points are then deducted according to the late work policy. **Practical sheets must be completed in its entirety to obtain a grade of 100. If the practical sheet is not complete at the end of class, it is a zero grade. Any practicals not completed according to the book, with proper draping and patron protection, WILL NOT receive a signature. If the practical sheet is lost, the signatures will also be lost and the student must start over.**

**Attendance Policy:** The faculty believes that experiences in the classroom and laboratory cannot be adequately duplicated if a student is absent. In addition, the Skin Care / Cosmetology Programs are designed to teach professional work habits, such as attendance. Each absence is a zero for the attendance grade and a 50 for each tardy (arriving late or leaving early).

Since this course is not an 8 week or longer class, you will only be allowed **2 absences**. If you are absent for client lab on Tuesday evenings, it will result in 2 absences for that Tuesday. Even 1 tardy after your allotted two (**2**) days missed, in either lecture or lab, will result in a dismissal from the program. Missing more than an hour of class is considered an absence. Remember 4 tardies equal 1 absence. Each absence is a zero for the attendance grade and a 50 for arriving late or leaving early. A tardy is if you arrive after class starts or if you leave before class is dismissed.

If you do not come prepared or are not in the correct uniform, you will be sent home and the attendance rules will be enforced with either the tardy or absence, depending on how long you are out of the classroom.

**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. We will also communicate through Microsoft Teams

**Academic Dishonesty:** Any incident of Academic Dishonesty will be dealt with in accordance with College of the Mainland Policy and Student Handbook. Academic dishonesty, such as cheating on an exam, plagiarism and collusion is a serious offense and will result with the grade of a zero on that

exam. The student/ students involved will be referred to the Office of Student Conduct for the appropriate discipline. All students must maintain an **Exam GPA of “70” or higher** to remain in registered class. Students failing to maintain required written exam average will be dropped from the program.

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 “0” and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

Link(s) to resource(s) about ways to avoid plagiarism: <http://en.writecheck.com/ways-to-avoid-plagiarism/>

**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 Chair of Human Service Careers at [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu) or 409-933-8608. The Dean of Instruction, over our program is Dr. Vega-Vasquez at [vvega2@com.edu](mailto:vvega2@com.edu) or 409-933-8181.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
Identify the regulations and requirements of: a) Institution, b) Department, c) Understanding, the Texas Occupation Code, Demonstrate safety and sanitation requirements	Social Responsibility	Assignment Exam
2. Chapter assessment for all chapters.	Critical thinking	Written Assignment Exam
3. Demonstrate basic skills for practical skills.	Personal responsibility	Skills Assignment -Practicals

---

**Course outline:** All from Milady Esthetic’s (white book). CIMA has assigned due dates. Please make sure you complete all assignments within the designated time, late assignments will have points deducted. Any test not taken during test day, will be deducted 10 points. You must also have all supplies needed in order to complete your practical assignment signatures. Any student that does not have all his/her supplies will not receive a signature. If you miss a step within the practical, a signature will not be given. Also, if you do not have correct patron protection or are out of order, a signature will not be given. You must take your final on the day it is assigned. Please note you must have your supplies and each step must be correct in its correct order, to

receive a signature. If you forget gloves, headband, get steps out of order, etc., you will have to repeat the practical FROM THE BEGINNING to receive a signature.

Bring your books, laptop and kit everyday.

**See D2L Brightspace for more detailed info:**

<b>Week</b>	<b>Dates</b>	<b>Student Assignment</b>
1	4/8-4/11	Review syllabus & exam score sheet/process. Re-create TDLR exam – group project using online, Milady books and TDLR book. Chapter reviews & exams: 3,4,5; assigned model/client days
2	4/15-4/18	Chapter reviews & Exams: 6, 7, 8, 9; assigned model/client days
3	4/22-4/25	Chapter reviews & Exams: 10, 11, 12, Found 5; assigned model/client days
4	4/29-5/2	Chapter reviews & Exams: TDLR Admin. Code 83 & Occupational Code, Title 9; 1602 & 1603; Written Final Exam 1 assigned model/client days
5	5/6-5/9	Complete Required exams; written comprehensive Final Exam 2; Clean the esthetics lab

**Out of the four available dates, you will choose three. If you cannot choose a minimum of 3 model/practical days, you will be assigned. Make arrangements to complete your models on your assigned day. If it is not your assigned lab day, you may utilize the classroom to work on CIMA, vocabulary terms or study. Days that are not model or client days will be for chapter reviews and for clarification on any information that you may not understand or need additional explanation. Please bring your laptops and all supplies needed to perform services on your models/clients. Do not book your model on our Tuesday, client days, to reduce any confusion on who is a paying client and who is a model. Professionalism grade will be dramatically affected if you are not present for client lab days. Also if you are not in proper uniform or prepared for class/lab, the professional grade will be a zero.**

You make the Grade

4 1/2 hrs for A per day	4 hrs for B per. day	3 1/2 hrs for C per day	3 hrs D per day	Less than 3 hrs F Per day	Appointments should be realistic and not all on one model. Put in appointment book; called and confirmed. If model cancels, call COM's clients and ask if they'd like to be a model.			
Date	Service	Time of Appt.	Time Started	Time Completed	Total time	Facials and Skin Treatments		
						Take a Moment Facial	TM	30 min
						The Refresh & Renew Facial	JF	45 min
						The Ultimate Facial	EF	60 min
						Microdermabrasion	MD	45 min
						COM Signature Chemical Peel	CP	30 min
						LED Photo Light Facial	LED	45 min
						Eye Brow Tint	EB T	15 min
						Eye Lash Tint	EL T	25 min
						Eye Brow & Lash Tint	EBL	25 min
						Brow Wax	B W	20 min
						Lip Wax	L W	8 min
						Chin Wax	C W	5 min
						Facial Wax	F W	45 min
						Washing/Drying folding/ put away clothes	WFC	time you put in
						Cleaning wax from floor / sanitizing door knobs & light switches	CLEAN	time you put in
						Eye lash extension - full set	EE	time you put in
						body waxing	BW	Time book estimates
						*Services done at COM lab on student's designated model days.		

1. Greet client/correct forms completed.
2. Escort model to table
3. Sanitized/towel down for supplies
4. Drape/protect model for procedure
5. Follow proper procedures for each practical

**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.

## **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](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 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](mailto: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 16-week session is April 22. The last date to withdraw for the 2nd 8-week session is May 1. The last date to withdraw for spring mini session is May 29.**

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

**Maternity 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.
3. Make up work will be assigned on a case-by-case basis.

\*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.

**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.