



CSME 1443.502C3
Manicuring and Related Theory
Fall 2025
Wednesday 9 AM-12 PM and 1-4:15 PM
Friday 8:30 AM - 12:30 PM
Dates 8/20/2025 – 12/03/2025

Instructor Information: Michaela Cruz, mcarrillo@com.edu, 409-938-8119 ext.8119
You may also reach me via Microsoft Teams.

Office hours and location: COM/Mainland City Centre
Wednesday: 8:30am-8:45am & 4:15pm-4:30pm
Friday: 8:15am-8:30am & 12:30pm-12:45pm

Required Textbook/Materials: Milady Standard Textbook, 14th edition, Texas Cosmetology Laws and Rules Book, CIMA: online for assignments and homework.

Course Description: This course is an introduction to the theory and practice of manicuring. Students will learn to identify the terminology related to nail treatments/services, demonstrate proper application, and exhibit workplace competencies in manicuring.

Course requirements: Students will have theoretical instruction and demonstrate understanding through discussion, chapter assignments, tests, and skills. E-portfolio of work completed.

Determination of Course Grade/Detailed Grading Formula: Attendance, unit assignments, unit tests, portfolio, lab assignments, and final exam. All written exams must be passed with a 70 or better. Students may retake one test per course.

- Daily Assignments/Quiz: 30%
- Lab/Attendance: 20%
- Tests/Exams: 50%

Late Work, Make-Up Work Policy: No late work will be accepted. Written assignments/online work may be turned in/completed on the **FIRST** day back from an absence. Written tests may be made up by planning with the instructor on the **FIRST** day back from an absence (this is the student's responsibility). Practical skills and final exams may not be made up.

Attendance Policy: Students must maintain regular attendance to guarantee completion of hours by the end of the program. A sign-in sheet will be provided in each class. Each student must sign themselves in and out daily.

Daytime 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 changes from daytime to evening or evening to daytime are not allowed. This can be done only with special permission from the department chair and advisor; 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 tardy. Four (4) tardies are equal to one absence. Please refer to your classes' syllabi for specific guidelines on your instructor's tardiness policy.

Absence: If a student misses 1 hour or more per session, the grade will reflect an absence. 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. 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. Students should be familiar with the Cosmetology Welcome Packet & Student Code of Conduct.

Close door policy: During theory, the door will be closed. To avoid disrupting the class, students arriving after the door has been closed will not be permitted until theory is over. The above policy will apply.

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. Terminology related to manicuring	Critical Thinking	Chapter Tests
2. Manicuring procedures	Empirical and Quantitative Skills	Skills assignments
3. Safety and sanitation practices	Personal Responsibility	TDLR Procedure Exam
4. Workplace competencies in skin care	Social Responsibility	Lab assignment

Academic Dishonesty: Any incident of academic dishonesty will be dealt with by 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.



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 Jamie Hunsucker at 409-933-8480, or jhunsucker1@com.edu

Course outline: See page 5.

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/student-handbook.html>. *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 accommodation is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: 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.

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 October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

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.

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.