



CSME 2251.201CL
TDLR Preparation for the State Board Practical
July 25th, 2024- August 8th, 2024
Summer 2024
Monday-Thursday 8:00pm–4:00pm

Instructor Information: Mrs. Luttrell; aluttrell@com.edu 409-933-8114

Student hours and location: Tuesday-Thursday 3-3:30PM

Required Textbook/Materials:

- Milady's Standard Cosmetology Milady Publishing Corp., Bronx, NY 10467
- MindTap ISBN: 9781337095150
- Milady's Standard Cosmetology On-Line Preparation E-Course Milady Publishing Corp., Bronx, NY 10467
- Texas Occupations Code General Rules & Regulations Texas Department of Licensing & Regulations <https://www.tdlr.texas.gov/cosmet/cosmetrules.htm>
- Variety of ziplock bags; tape; scissors; kit with necessary supplies
- PSI EXAM Candidate Packet
- 30 (+/-) - Exam Scantron No. 882-E

Course Description: Preparation for the state licensing practical examination. Practical skills and process for Texas State Board examination; including terminology, application, and workplace competencies.

Course requirements: Identify practicum related to TDLR/PSI Practical Exam; demonstrate the proper application and exhibit workplace competencies. TDLR Exam eligibility for all facial students must complete esthetic program requirements. No exam notes, books or cell phone may be used while testing for the Final Exam.

Determination of Course Grade/Detailed Grading Formula: (methods of evaluation to be employed to include a variety of means to evaluate student performance)

Professionalism	30%
Test/Homework/class assignments	20%
Lab Sheets	20%
Practical Mock Exam/Final	30%

Late Work, Make-Up, and Extra-Credit Policy: Any late MindTap activities will result in a 10-point deduction for each time it is requested to extend the due date. No work will be taken past the class end date. Tests and activities can be made up upon return with a 10-point reduction, (even if taken the next day). It is the student's responsibility to request make up tests and assignments. Extra credit is not available.

Attendance Policy: Due to excessive absences during client day last course, any absence on Tuesday, Client Lab night will result in two (2) absences instead of one. 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. Every class is important to your success in school so please make every effort to attend all classes. Excessive absences in either lecture or lab will result in a dismissal from the scheduled class. Students arriving late (after 8:15pm) or leaving early (before 3pm) or before class is dismissed is considered tardy. IF you are not back at the designated time for break, you will be counted tardy, and it will affect your attendance. Any student missing more than an hour of class per day will be counted absent. Any time past 4 absences, will result in being dropped from the course and can re-enroll next year.

Dr. notes will no longer be an automatic excused absence.

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.

For any other contagious illness: These will be on a case-by-case basis and will need communication with your instructor and possibly the department Chair.

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). Our class also uses the GroupMe app which can be downloaded to your personal mobile phone.

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

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 D. sanitation requirements	Social Responsibility	Assignment Exam

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2. Chapter assessment for crucial State board exam topics within the Milady Textbooks & TDLR book	Critical thinking	Written Assignment Exam
3. Demonstrate basic skills for practical skills	Personal responsibility	Skills Assignment Exam

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 “0”.

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 Ms. Hunsucker 409-933-8608 jhunsucker1@com.edu

Course outline:

CSME 2251.201 TDLR Preparation for the State Board Practical Rv.

Please note this is the final course within the program: you must have your supplies, and each step must be correct in 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 in order to receive a signature.

Every absence during this class will result in a 10-point deduction for your professionalism grade.

7/22 7/25	State Board Practical Review, kit check
7/29-8/1	Practice State Board Practical, pack kit
8/5-8/8	Practice State Board Practical, final kit check and packing.

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

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.

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.

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 (with correct shoes and lab coat) & 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 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. 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 D2L BrightSpace for updates or changes.