



CSME-1443-221CL
Manicuring and Related Theory
Fall 2021
Tuesday & Thursday 5-10pm

Instructor Information: Ashley Johnson (ajohnson66@com.edu) 409-933-8480

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.

Student hours and location: Tuesday & Thursday 5-10pm in Cosmetology Building #117

Required Textbook: Milady's Standard Fundamentals for Cosmetology 2016, Milady Publishing Corp., Bronx, NY 10467

Milady Standard Cosmetology hard cover text; Milady study guide; Online licensing prep; and Mind Tap. (Bundle package) 2015 Milady Publishing Corp., Bronx, NY 10467

Milady Online Exam Preparation for Operators www.milady.com, Delmar Publishing, Thompson Learning

Texas Cosmetology Laws and Rules, 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.

Course Description: This course will help the student identify fundamental concepts related to manicuring. Classroom skills are required by Texas Department of Licensing and Regulation: Cosmetology Division.

Course requirements: Special Assignment: Relevant Product Report includes an Oral Presentation & Written Report. Class Project: Student chooses a theme including 5 Nails using acrylics and nail art. Chapters 9,10,25,26,27,28 & 29 Theory & Exams of Milady Standard Textbook.

Due Dates:

- **Ch. 9 Test – 9/7**
- **Ch. 10 Test – 9/21**
- **Ch. 25 Test – 10/5**
- **Ch. 26 Test – 10/19**
- **Ch. 27 Test – 11/2**
- **Class Project & Oral Report – 11/9**
- **Ch. 28 Test – 11/16**
- **Ch. 29 Test – 11/30**
- **Practical Final – 12/2**
- **Written Semester Final – 12/7**

Detailed Grading Formula:

Professionalism	10%
Attendance	10%
Weekly Tests	20%
Nail Project & Oral Report	20%
Daily Grades & Skill Sheet	20%
Final exam	20%

Grading Scale:

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

Make-Up Policy: Written assignments/Work books are to 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 (students responsibility to schedule with instructor)

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. This ensures a backup record of attendance.

Tardiness Policy: Entering the class after the time class begins is counted as a tardy. Entering the class after the halfway mark of the class is counted as an absence. Every four tardies equals one absence.

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 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8week session is December 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. 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 is 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.

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.

Plagiarism: The practice of taking someone else's work or ideas and passing them off as one's 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 the appropriate discipline action.

Link to resource 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 Jamie Hunsucker at jhunsucker1@com.edu.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Define Related Terminology	Critical Thinking	Chapter Tests
2. Demo Proper Application	Empirical and Quantitative	Skills on Models
3. Demonstrate safety and sanitation	Social Responsibility	Demonstrating TDLR protocol
4. Exhibit workplace competencies	Professional Ethics	Working together in the classroom
5. Demonstration of basic manicure services	Practical Application	Course Nail Project

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 career. 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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to setup their appointment. Appointments are strongly encouraged; however some concerns may be addressed on a walk-in basis.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.

Contagious Illnesses: In the event a student contracts a contagious illness, such as COVID 19 or strep, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. For COVID 19, self-report on the COM website. Follow the instructions given.
2. Email the instructor with a copy of a doctor's note stating that you may not attend school, with dates and your name. (Any days missed prior to this will count toward total absences)
3. Once the instructor receives the doctor's note, they will email the student (to COM email) instructions on assignments that can be completed from home. These will be assigned on a case-by-case basis. Communicate with your instructor about this. If these assignments are completed by the due date, the days missed will not count toward your absences.

Exposure / Quarantine: In the event a student has been exposed to COVID 19 and must quarantine, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. Self-report on the Com website. Follow instructions given.
2. Email your instructor and inform them how many days you must quarantine.
3. The instructor will email the student (to COM email) instructions on assignments that can be completed from home. These will be on a case-by-case basis. If the assignments are completed by the due date, the days missed will not count toward your absences.
4. Should the student become ill while quarantined, communicate that to the instructor. Adjustments may be made to the assignments.

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 maintain a positive atmosphere at all times.
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.

I, _____ (please print) have received, read, and understand this syllabus and class schedule.

Student signature

Date

**College of the Mainland Fall 2021
Manicuring and Related Theory Class
Schedule**

<p>Week 1 August 24th Tuesday</p> <p>Go over syllabus, class schedule, and rules. Complete kit packing and student folders, etc.</p> <p>Home Work Read Chapter 9 for class Thursday!</p>	<p>Thursday Chapter 9 Nail Structure and Growth</p> <ul style="list-style-type: none"> Describe the structure and composition of nails <p>Demo of basic manicure</p> <p>Basic Manicure Instructor Sign _____</p> <p>Home Work Theory Workbook Ch. 9 Chapter Glossary Make procedure cards for Basic Manicure</p>		<p>Week 2 August 31st Tuesday</p> <p>Chapter 9 Nail Structure and Growth</p> <ul style="list-style-type: none"> Discuss Nail Growth <p>Basic Manicure Instructor Sign _____</p> <p>Home Work Theory Workbook Ch. 9 Chapter Glossary Make procedure cards for Basic Manicure</p>	<p>Thursday Chapter 9 Nail Structure and Growth</p> <ul style="list-style-type: none"> Nail Handout Review for Chapter 9 Test <p>Basic Manicure Instructor Sign _____</p> <p>Home Work Theory Workbook Ch. 9 Chapter Glossary Make procedure cards for Basic Manicure</p>
<p>Week 3 Sept. 7th Tuesday</p> <p>*Chapter 9 Test * Workbook Due Chapter Glossary Due Procedure cards for Basic Manicure Due</p> <p>Chapter 10 Nail Disorders and Diseases</p> <ul style="list-style-type: none"> Common and Uncommon Nail Disorders Worksheet Demo UV Gel Manicure <p>UV Gel Manicure Instructor Sign _____</p>	<p>Thursday Chapter 10 Nail Disorders and Diseases</p> <ul style="list-style-type: none"> Continue Common and Uncommon Nail Disorders Worksheet Introduce Class Nail Project <p>UV Gel Manicure Instructor Sign _____</p>		<p>Week 4 Sept. 14th Tuesday</p> <p>Chapter 10 Nail Disorders and Diseases</p> <ul style="list-style-type: none"> Recognize Nail Diseases Worksheet Demo Spa Manicure <p>Spa Manicure Instructor Sign _____</p>	<p>Thursday Chapter 10 Nail Disorders and Diseases</p> <ul style="list-style-type: none"> Continue Recognizing Nail Diseases Hand, Nail, & Skin Analysis Worksheet Review for Chapter 10 Test <p>Spa Manicure Instructor Sign _____</p> <p>Home Work</p>

<p>Home Work Theory Workbook Ch.10 Chapter Glossary Make procedure cards for Hot Oil manicure</p>	<p>Home Work Theory Workbook Ch. 10 Chapter Glossary Make procedure cards for Hot Oil manicure</p>		<p>Home Work Theory Workbook Ch. 10 Chapter Glossary Make procedure cards for Spa manicure</p>	<p>Theory Workbook Ch. 10 Chapter Glossary Make procedure cards for Spa manicure</p>
<p>Week 5 Sept. 21st Tuesday *Chapter 10 Test* Workbook Due Chapter Glossary Due Procedure cards for Hot Oil & Spa manicure Due</p> <p>Chapter 25 Manicuring</p> <ul style="list-style-type: none"> • Tools, Implements, products • Worksheets • Demo Spa Manicure <p>Spa Manicure Instructor Sign_____</p> <p>Home Work Practical Workbook Ch. 25 Chapter Glossary Procedure Cards for Hand and arm Massage</p>	<p>Thursday Chapter 25 Manicuring</p> <ul style="list-style-type: none"> • Basic, Spa & Men's Manicure, Hand & Arm Massage • Hand out on Anatomy • Worksheet <p>Spa Manicure w/ massage Instructor Sign_____</p> <p>Home Work Practical Workbook Ch. 25</p>		<p>Week 6 Sept. 28th Tuesday Chapter 25 Manicuring</p> <ul style="list-style-type: none"> • Aromatherapy, Paraffin Wax • Worksheet • Demo Spa Manicure w/ Paraffin <p>Spa Manicure W/ Paraffin Instructor Sign_____</p> <p>Home Work Practical Workbook Ch. 25 Chapter Glossary Procedure Cards for Polishing the Nails</p>	<p>Thursday Chapter 25 Manicuring</p> <ul style="list-style-type: none"> • Nail Art • Nail Art Assignment • Review for Chapter 25 Test <p>Basic Manicure W/ Nail Art Instructor Sign_____</p> <p>Home Work Practical Workbook Ch. 25 Chapter Glossary Procedure Cards for Polishing the Nails</p>

	<p>Chapter Glossary Procedure Cards for Hand and arm Massage</p>			
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<p>Week 7 Oct. 5th Tuesday *Chapter 25 Test* Workbook Due Chapter Glossary Due Procedure cards for Hand and Arm Massage & Polishing the Nails Due</p> <p>Begin Chapter 26 Pedicuring</p> <ul style="list-style-type: none"> • Equipment, Implements, Materials • Introduce Oral Report • Demo basic pedicure <p>Basic Pedicure Instructor Sign_____</p> <p>Home Work Practical Workbook Ch.26</p>	<p>Thursday Chapter 26 Pedicuring</p> <ul style="list-style-type: none"> • Pedicure products, Salon Servicing <p>Basic Pedicure Instructor Sign_____</p> <p>Home Work Practical Workbook Ch.26 Chapter Glossary</p>		<p>Week 8 Oct. 12th Tuesday Chapter 26 Pedicuring</p> <ul style="list-style-type: none"> • Massage, Reflexology • Demo Spa Pedicure <p>Hot Oil Spa Pedicure Instructor Sign_____</p> <p>Home Work Practical Workbook Ch.26 Chapter Glossary</p>	<p>Thursday Chapter 26 Pedicuring</p> <ul style="list-style-type: none"> • Cleaning, Disinfecting • Review for Chapter 26 Test <p>Paraffin Spa Pedicure Instructor Sign_____</p> <p>Home Work Practical Workbook Ch. 26 Chapter Glossary Procedure cards on Basic</p>
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<p>Chapter Glossary Procedure cards on Basic Pedicure & Spa Pedicure</p>	<p>Procedure cards on Basic Pedicure & Spa Pedicure</p>		<p>Procedure cards on Basic Pedicure & Spa Pedicure</p>	<p>Pedicure & Spa Pedicure</p>
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<p>Week 9 Oct. 19th Tuesday *Chapter 26 Test* Workbook Due Chapter Glossary Due Procedure cards for Basic & Spa Pedicure Due</p> <p>Chapter 27 Nail Tips & Wraps</p> <ul style="list-style-type: none"> • Nail Tips • Worksheet <p>Dip Application Instructor Sign_____</p> <p>Home Work Practical Workbook Ch. 27 Chapter Glossary</p>	<p>Thursday Chapter 27 Nail Tips & Wraps</p> <ul style="list-style-type: none"> • Nail Wraps • Worksheet • Practice Dip Nails <p>Dip Application with Tips Instructor Sign_____</p> <p>Home Work Practical Workbook Ch.27 Chapter Glossary Make Procedure cards for Nail</p>		<p>Week 10 Oct. 26th Tuesday Chapter 28 Nail Enhancements</p> <ul style="list-style-type: none"> • Chemistry Monomer & Polymer • Worksheet <p>Practice with Acrylics on paper Instructor Sign_____</p> <p>Home Work Practical Workbook Ch.28 Chapter Glossary</p>	<p>Thursday Chapter 28 Nail Enhancements</p> <ul style="list-style-type: none"> • Supplies for Monomer & Polymer • Worksheet • Chapter 27 Test Review <p>TDLR Manicure Instructor Sign_____</p> <p>Home Work Practical Workbook Ch. 28 Chapter Glossary</p>
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<p>Make Procedure cards for Nail Tips & Dip Application</p>	<p>Tips & Dip Application</p>		<p>Make Procedure cards for Nail Tips & Dip Application</p>	<p>Make Procedure cards for Nail Tips & Dip Application</p>
<p>Week 11 Nov. 2nd Tuesday *Chapter 27 Test* Workbook Due Chapter Glossary Due Procedure cards for Nail Tips & Dip Application Due</p> <p>Chapter 28 Nail Enhancements</p> <ul style="list-style-type: none"> Maintenance, Repair, Removal Practice with acrylics <p>TDLR Manicure Instructor Sign_____</p> <p>Home Work Practical Workbook Ch. 28 Chapter Glossary</p>	<p>Thursday Chapter 28 Nail Enhancements</p> <ul style="list-style-type: none"> Monomer liquid and Polymer Powder Products Practice TDLR Manicure <p>Acrylic on one hand Instructor Sign_____</p> <p>Home Work Practical Workbook Ch. 28 Chapter Glossary</p>		<p>Week 12 Nov. 9th Tuesday Chapter 28 Nail Enhancements</p> <p>*Give Oral Presentation*</p> <ul style="list-style-type: none"> Monomer and Polymer Nail Art <p>Acrylic Full set with tips Instructor Sign_____</p> <p>Home Work Practical Workbook Ch. 28</p>	<p>Thursday Chapter 28 Nail Enhancements • Practice Full set of Acrylic Nails with tips</p> <ul style="list-style-type: none"> Chapter 28 Test Review <p>*Bring In Model*</p> <p>Full Set with Tips on Model Instructor Sign_____</p> <p>Home Work Practical Workbook Ch. 28</p>

<p>Procedure cards for TDLR Manicure & Monomer/Polymer Nail Enhancement</p>	<p>Procedure cards for TDLR Manicure & Monomer/Polymer Nail Enhancement</p>		<p>Chapter Glossary Procedure cards for TDLR Manicure & Monomer/Polymer Nail Enhancement</p>	<p>Chapter Glossary Procedure cards for TDLR Manicure & Monomer/Polymer Nail Enhancement</p>
<p>Week 13 Nov. 16th Tuesday *Chapter 28 Test* Workbook Due Chapter Glossary Due Procedure cards for TDLR Manicure & Monomer/Polymer Nail Enhancement Due</p> <p>Chapter 28 Nail Enhancements</p> <ul style="list-style-type: none"> • Practice acrylic with tips • Work On Class Nail Project <p>Acrylic 3D Nail Art Instructor Sign_____</p> <p>Home Work Practical Workbook Ch. 29 Chapter Glossary</p>	<p>Thursday Chapter 28 Nail Enhancements</p> <ul style="list-style-type: none"> • Practice acrylic with tips • Work On Class Nail Project <p>Acrylic 3D Nail Art Instructor Sign_____</p> <p>Home Work Practical Workbook Ch. 29</p>		<p>Week 14 Nov. 23rd Tuesday Chapter 29 Light Cured Gels</p> <ul style="list-style-type: none"> • Chemistry, Supplies • Worksheet • Work on class nail project <p>Acrylic 3D Nail Art Instructor Sign_____</p> <p>Home Work Practical Workbook Ch. 29</p>	<p>Thursday</p> <p>No Class! Happy Thanksgiving</p>

<p>Procedure cards for UV Gel Nails</p>	<p>Chapter Glossary Procedure cards for UV Gel Nails</p>		<p>Chapter Glossary Procedure cards for UV Gel Nails</p>	
<p>Week 15 Nov. 30th Tuesday *Chapter 29 Test* Workbook Due Chapter Glossary Due Procedure cards for UV Gel Nails Due</p> <ul style="list-style-type: none"> Go over PSI for TDLR Manicure Final Work On Class Nail Project <p>Acrylic 3D Nail Art Instructor Sign_____</p> <p>Home Work Study for Final Exam</p>	<p>Thursday</p> <p>*TDLR Manicure Final*</p> <ul style="list-style-type: none"> Take TDLR Manicure Final Work On Class Nail Project Finish All Practical Work for Class <p>Acrylic 3D Nail Art Instructor Sign_____</p> <p>Home Work Study for Final Exam</p>		<p>Week 16 Dec. 7th Tuesday</p> <p>*Final Exam*</p> <ul style="list-style-type: none"> Present Class Nail Project Practical Sheet Turned in 	<p>Thursday</p> <p>Finish up all unfinished Assignments!</p>

Syllabus May Change at the Discretion of the Instructor