



**Manicuring CSME-1443-301CL
Manicuring & Related Theory
Semester: Spring 2024
Class Time: Monday – Thursday 1:30pm – 6:30pm**

Instructor Information:	Beth Darden Email: bdarden1@com.edu Phone: 409-933-8129 Office: 142
Student hours and location:	Mainland City Centre 10000 Emmett F. Lowry Expy, Suite 4000-1A, Texas City, TX 77591, Room 138
Class Time:	Monday - Thursday 1:30pm – 6:30pm
Student Hours:	Monday: 12:00pm – 1:30pm, 6:30pm-7pm Tuesday: 12:00pm – 1:30pm Wednesday: 12:30pm – 1:30pm, 6:30pm – 7pm Thursday: 12:30 pm – 1:30pm,6:30pm – 7pm Friday: 8am – 9am, 1pm-3pm (Virtual)
Required Textbook/Materials:	<ol style="list-style-type: none">1. Milady Standard Cosmetology Edition 142. Milady Standard Foundations3. CIMA Milady4. Texas Cosmetology Laws & Rules Book

Course Description: This course is a presentation of the theory and practice of nail technology. Instruction identifies terminology related to nail technology, demonstrates the proper application of nail technology and exhibits workplace competencies in nail technology.

Course requirements: We will be covering the following chapters:

Manicuring Chapters:

Chapter 5: Nail Structure & Growth – CIMA Assignments, Notes & Exam Due Tuesday, Jan 23rd

Chapter 6: Nail Disorders & Diseases – CIMA Assignments, Notes & Exam Due Tuesday, Jan 23rd

Chapter 20: Manicuring - CIMA Assignments, Notes & Exam Due Tuesday, Jan 30th

Chapter 21: Pedicuring – CIMA Assignments, Notes, Exam Due Tuesday, Feb 6th

Chapter 24: Light Cured Gels – CIMA Assignments, Notes, Exam Due Tuesday, Feb 13th

Chapter 23: Liquid and Powder Nail Enhancements CIMA Assignments, Notes, & Exam Due Tuesday, Feb 20th

Chapter 22: Nail Extensions and Resin Systems CIMA Assignments, Notes, & Exam Due Tuesday, Feb 27th

Special Project/Research Paper:

Disease & Disorder Research Paper, Due Tuesday, February 6th

Acrylic Nail Project Due Tuesday, February 27th

- See rubrics below

ePortfolio:

Due Monday, March 4th

Final Exams:

Practical Exam Tuesday, February 27th

Written Exam Tuesday, March 5th

Determination of Course Grade/Detailed Grading Formula:

Professionalism & Attendance:	20%
Daily Assignments, CIMA, Notes:	20%
E-portfolio, Skills Sheet, Syllabus Signature Page:	20%
Chapter Exams & Project:	20%
Final Exams:	20%

Grading Scale:

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

Course outline: See page 7.

Late Work, Make-Up Work, and Extra – Credit Policy: Late work is not accepted. CIMA assignments, notes, in class quizzes, oral report, nail project, ePortfolio, & chapter exams must be turned in on the due date mentioned above. Written and practical final exams cannot be made up if the student is absent.

Professionalism: Cell phone usage during lectures, client lab, while working on a guest, is unacceptable. If I see you on your phone during these times 5 points will be deducted from your professionalism grade. Do not answer calls, facetime, skype, watching shows etc. while in the classroom. Please step outside the classroom to take a phone call. You may listen to music during these times. If cell phone usage becomes abused, I will have to enforce a NO cell phone policy. Students must bring their own supplies every day. If a student must borrow supplies from another student, they will receive a 5-point deduction for each tool borrowed. Students may not gossip, curse, or disrespect one another. Sleeping during class time is not allowed. A 10-point deduction will be given if a student sleeps during class.

Late Work, Make-Up, and Extra-Credit Policy: There will be no late work 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, Oral Reports, 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. 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.

Tardiness: Entering the class after the time class begins OR leaving the class before it has ended will be counted as tardy. Each tardy will result in a 5-point deduction from the attendance grade. Four (4) tardies are equal to one absence. Please refer to your classes' syllabi for specific guidelines on your instructor's tardy policy.

Absence: Any time missed will affect the total number of hours needed for completion. If a student misses 1 hour or more per session, the grade will reflect an absence. Each absence will result in a 10-point deduction from the Attendance grade. If a student misses more than 4 classes in a 10-week time in this 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.

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.

*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. *

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)

Classroom Conduct Policy: College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook.
<https://www.com.edu/student-services/student-handbook.html>
 Students should act in a professional manner at all times. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for Student Conduct and may result in dismissal from this class.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Define Related Terminology	Communication.	Oral Report
2. Demo Basic Manicuring Procedures	Critical Thinking	Lab Assignments
3. Demo Safety & Sanitation	Social Responsibility	Sanitation
4. Exhibit Workplace Competencies	Teamwork	Group Projects

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 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 the Department Chair Jamie Hunsucker, jhunsucker1@com.edu or 409-933-8606. If further assistance is needed, please contact Rebecca Montz, rmontz@com.edu, 409-933-8948

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 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 February 28. 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.

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 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, 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.

Criminal History: 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.

Course outline: [Please see below.](#)

Manicuring and Related Theory Course Outline

Chapters covered: 5, 6, 20, 21, 22, 23, 24

CIMA & Chapter Exams will be due every Tuesday at 1:30pm
Client Lab Days will be every Wednesday

Week 1 – Jan 15 - 18

Ch. 5: *Nail Structure & Growth*

Ch. 6: *Nail Disorders & Diseases*

- Orientation -Welcome Packet - Syllabus – Skills Sheet - Handouts
- Practical Assignments: Basic Manicure w/ Polish, Gel Polish
- Review: Meevo – Client Lab – Hair Skills & Drills
- Research topics due 1/18. Papers due 2/6

<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>
Prof: _____	Prof: _____	Prof: _____	Prof: _____
Part: _____	Part: _____	Part: _____	Part: _____

Week 2 – Jan 22 – 25

Ch. 5 & 6 Exam, CIMA due on 1/23

Ch. 20: *Manicuring*

- Practical Assignments: Basic Manicure w/ Polish, Hot Lotion, Paraffin Wax
- Hair Skills & Drills

<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>
Prof: _____	Prof: _____	Prof: _____	Prof: _____
Part: _____	Part: _____	Part: _____	Part: _____

Week 3 – Jan 29 – Feb 1st

Ch. 20 Exam, CIMA due on 1/30

Ch. 21: *Pedicuring*

- Practical Assignments: Basic Pedicures, w/ Hot Lotion & Paraffin Wax
- Hair Skills & Drills

<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>
Prof: _____	Prof: _____	Prof: _____	Prof: _____
Part: _____	Part: _____	Part: _____	Part: _____

Week 4 – Feb 5th – 8th

Ch. 21 Exam, CIMA due on 2/6

Research Paper & Presentation Due 2/6

Ch. 24: *Light Cured Gels*

- Practical Assignments: Autoclave, Gel Nails, Dipped Nails
- Hair Skills & Drills

<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>
Prof: _____	Prof: _____	Prof: _____	Prof: _____
Part: _____	Part: _____	Part: _____	Part: _____

Week 5 – Feb 19th – 22nd

Ch. 24 Exam, CIMA due on 2/13

Ch. 22: *Nail Extensions & Resin Systems*

- Practical Assignments: Nail Tips, Acrylics
- Hair Skills & Drills

<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>
Prof: _____	Prof: _____	Prof: _____	Prof: _____
Part: _____	Part: _____	Part: _____	Part: _____

Week 6 – Feb 19th – 22nd

Ch. 22 Exam, CIMA due on 2/20

Ch. 23: *Nail Extensions & Resin Systems*

- Practical Assignments: Nail Tips, Acrylics
- Hair Skills & Drills

<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>
Prof: _____	Prof: _____	Prof: _____	Prof: _____
Part: _____	Part: _____	Part: _____	Part: _____

Week 7 – Feb 26th – 29th

Ch. 23 Exam, CIMA due on 2/20

Review for Finals

Written Final Exam Thursday, 2/29

- Practical Assignments: White Nail Tips, 3D Nail Art, Monomer & Polymer State Board Exam Review

- Hair Skills & Drills

<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>
Prof: _____	Prof: _____	Prof: _____	Prof: _____
Part: _____	Part: _____	Part: _____	Part: _____
_____	_____	_____	Part: _____

Week 8 – March 4th – 7th

Practical Final Exam on Tuesday 3/5
 ePortfolio & Skills Sheet Due Monday 3/4
 Written Final Exam Thursday, 2/29

- Practical Assignments: Practical Final Exam

<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>
Prof: _____	Prof: _____	Prof: _____	Prof: _____
Part: _____	Part: _____	Part: _____	Part: _____
_____	_____	_____	Part: _____

Important Dates & Information

Special Project/Research Paper:

Disease & Disorder Research Paper, Due Tuesday, February 6th
 Acrylic Nail Project Due Tuesday, February 27th

- See rubrics below

ePortfolio:

Due Monday, March 4th

Final Exams:

Practical Exam Tuesday, February 27th
 Written Exam Tuesday, March 5th

**CSME 1443.301CL
Manicuring & Related Theory
Spring 2024 – Dual Credit**

I _____ (please print), that I have received, read and understand the syllabus.

I understand that this schedule is subject to change.

Student Signature

Date

**Beth Darden
Faculty
Cosmetology Department
College of the Mainland**