



CSME 1330-101 CL (1418)
Orientation to Nail Technology
Summer 2021
8:00am - 12:00pm / Tuesday, Wednesday, and Thursday
Dates 6/08/2021 – 08/13/2021

Instructor Information: Mrs. Edmonston, cburgess1@com.edu, 409-933-8481

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 office hours and location: Tuesday 12:00 to 6:00 Thursday 12:00 to 1:30

Required Textbook: Milady Standard Cosmetology hard cover text; Milady Study Guide; Milady Online Licensing Prep; and Milady Mind Tap. (Bundle package) 2016
Texas Cosmetology Laws and Rules Book, 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.

Class Expectations:

1. Class participation, bring all supplies needed, engage in discussions, pass all requirements with a passing grade.
2. Attend each class meeting and arrive on time and stay the entire class period. If an emergency arises that prevents class attendance, late arrival, or early departure, inform the instructor as soon as possible. Keep in mind if you are absent, you cannot participate, **and this will affect your participation grade.**
3. Turn all cell phones to silent during class. If you are involved in a crisis situation and need to be available via cell phone, please talk to instructor prior to the start of class. A person needing to contact you with an emergency may call campus police at 409-933-8509
4. Be actively involved in class by thoughtfully contributing to discussions, tasks, and assignments.
5. Support the development of a classroom community of mutual respect, collaboration and support.
6. Complete all assignments on time (10 points each day assignments are late)

7. It is the student's responsibility to contact a class colleague to catch up on missed class content and/or to obtain class handouts.
8. There will be no make-up on practical test missed. Written test will be taken the next day after absence.

Course Assignment Description: Understanding the principals of advance nail technology. Notebook assignments for each topic with a portfolio collection of work. Note cards for each practical, textbook work and professionalism.

Course Requirements & Grading Guidelines

Assignment	Grade Guideline	Advanced Nail technology	160
Portfolio	200 points	Manicuring and Related Theory	40
Attendance	200 points	Monomer liquid and polymer powder related theory	30
Final Exam	200 points	Advanced nail and related theory	30
Daily grade (practical's & written assignments, test & participation	200 points	Demonstrate the proper procedures for applying acrylic nails and Related Theory	20
Professionalism	200 points	Advanced nail and Related Theory	7
		Chemistry	13
		Salon Management and Practices	10
		Nail enhancement and Related Theory	10

1000 -900 points = A, 890-800 points – B, 790-700 points = C,
690-600 points = D

Determination of Course Grade/Detailed Grading Formula:

Professionalism	10%
Attendance	10%
Portfolio	40%
Final Exam/ Practical Assignment	40%

Grading Scale:

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

Attendance Policy: Every class is important to your success in school. Make every effort to attend all classes. A sign in sheet will be provided in each class. Each student must sign themselves in and out daily. If a student misses more than half the class period, the grade will reflect an absence. Any time

missed will affect the total number days required for completion. Attendance grades are calculated as follows: Each tardy is 5 points off the attendance grade. Each absence is 10 points off the attendance grade.

If a student misses more than 4 absences, they will be dismissed from the course, according to College of the Mainland policies. All courses must be completed and passed with a C or better to be able to advance to the next courses and to be able sit for the licensor exam. It is the student's responsibility to understand the course requirements and maintain sufficient attendance and work completion.

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 only permitted to withdraw six times during their college career by State law. The last day to withdraw for the summer is August 2nd.

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.

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 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.

Plagiarism: 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** and the student will be referred to the Office of Student Conduct for the appropriate discipline action. Google search, copy and paste are considered plagiarism.

Make-Up Policy: Written assignments/Work books may 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 (this is the students responsibility; Practical skills & Oral Reports may not be made up.

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.

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 always maintain a positive atmosphere.
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.

The instructor reserves the right to make modifications to this syllabus as needed throughout the semester.

Course Calendar

Week	Material Cover
Week 1	Understanding monomer liquid and polymer powder nail enhancement, the chemistry and how it works
Week 2	Learning about Electric filing and the proper way to use them.
Week 3	Basic Nail application, different types of nail shapes
Week 4	Demonstrate the proper procedures for applying one-color monomer liquid and polymer powder and enhancements over tips and on natural nails.
Week 5	Demonstrate the proper procedures for applying two-color monomer liquid and polymer powder nail enhancements using formover nail tips and on natural nails.
Week 6	Practice on time drills and accuracy of the nail enhancement. Describe the most effective way to introduce clients to nail art.
Week 7	3D nail application and client consultations. Advance nail applications
Week 8	Full set on a model one-color application.

Week 9	Full set on a model twocolors.
Week 10	Final Exam and Timedpractical on a client.



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

Student Signature

Date

Candice Edmonston
Associate Professor
Department Coordinator
College of the Mainland Cosmetology Department