



**Advanced Nails of Technology**

**Course Semester:**

**CSME-1330-101CL**

**Summer 2023**

**Monday, and Wednesday**

**9:00 - 12:00 and 1:00 - 4:00**

**June 5<sup>th</sup> to August 10<sup>th</sup>**

**Instructor Information:** Mrs. Candice Edmonston, [cburgess1@com.edu](mailto:cburgess1@com.edu), 409-933-8481

**Student office hours and location:** Monday, and Wednesday, 8:00 to 9:00 and 4:00 to 5:00. GroupMe, phone and email.

**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.

**Required Textbook:** Milady Standard Cosmetology hard cover text; Milady Online Licensing Prep;

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.

**Course Assignment Description:** Understanding the principals of advanced nail technology. Notebook assignments for each topic with a portfolio collection of work. Textbook work and professionalism.

**Course Requirements & Grading Guidelines**

<b>Assignment</b>	<b>Grade Guideline</b>	<b>Advanced Nail technology</b>	<b>160</b>
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

**Daily Grades:** Consist of a daily participation grade. This also includes a duty that will be assigned each week. If the duty is not performed, 10 points will be deducted from the Daily Grade.

**Determination of Course Grade/Detailed Grading Formula:**

Professionalism	10%
Attendance	20%
Test, Assignments,	20%
Practical's	20%
Final exam	30%

**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 one hour of the class period, the grade will reflect an absence. Any time missed will affect the total number of days required for completion. Attendance grades are calculated as follows: Each tardy is 05 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.

#### **Attendance policy**

During theory, the door will be locked. To avoid disruption to the class, students arriving after the door has been locked will not be permitted in until theory is over. The above policy will apply.

**Tardiness Policy:** Entering the class after the time class begins is counted as a tardy. Leaving class before class is over is counted as a tardy. Every four tardies equals one absence.

**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.

**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 Summer 10-week classes is 7/31.

**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 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 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 appropriate discipline action. Google search, copy and paste are considered plagiarism.

**Make-Up Policy:** Written assignments 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 student's responsibility); Practical skills & Oral Reports may not be made up. **NO LATE WORK IS ACCEPTED**

### **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 [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *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.

**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 Department Chair Jamie Hunsucker [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu) 409-933 8608.

**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](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**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](http://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](http://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.

**Concerns/Questions Statement:** 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](mailto:jhunsucker1@com.edu) or 409-933-8608 or Department chair Carla Boone [cboone@com.edu](mailto:cboone@com.edu) or 409-933-8616.

## Schedule

### Week 1

First day orientation (uniform, rules, expectation)

Review syllabus and Material needed for this class.

We will cover Chapter 23

#### Skills Assignments

Basic Acrylic and terminology.

### Week 2

Do vocabulary for chapter 23.

#### Skills Assignments

Acrylic overlay and Tip placement.

### Week 3

Outline Chapter 23

#### Skills Assignments

Acrylic with 2 colors

### Week 4

Module day a whole set of Acrylic

### Week 5

Review chapter 23

#### Skill Assignment

Nail art and Pink and White

### Week 6

Test over Chapter 23

#### Skill Assignment

Module Day for Pink and White

### Week 7

**Skill Assignment**

Polygel

**Week 8**

**Skill Assignment**

Moduel Polygel

**Week 9**

**Skill Assignment**

Copy a Nail style

**Week 10**

Final Exam full set on a module completed in one hour.



**Advanced Nails of Technology**



**Summer 2023**  
**June 5<sup>th</sup> to August 10<sup>th</sup>**

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Candice  
Edmonston  
Associate  
Professor  
Department  
Coordinator  
Cosmetology Club  
Advisor  
College of the Mainland Cosmetology Department**