



College of the Mainland.

CSME 2441.221CL

Prep for State Licensing Exam

Course Semester: Spring 2024

Tuesday and Thursday

5:00pm- 10:00pm

January 17,2024-May 8,2024

**Instructor Information:** Ms. Nickey R. Fowler [nfowler@com.edu](mailto:nfowler@com.edu) 409-933-8480

**Student hours and location:** Tuesday and Thursday 15 minutes before and after class starts and ends, GroupMe, School phone or email. Adjunct Office Suite Room 149 COM City Centre  
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/Materials:** Milady Standard Foundations and Milady Standard Cosmetology, 14<sup>th</sup> Edition, CIMA online access, Texas Cosmetology Laws and Rules Book from TDLR

**Course Description:** An overview of the skills and knowledge necessary for the field of Cosmetology.

**Course requirements:** Weekly assignments in CIMA, weekly tests, weekly skills practice, an e-portfolio project, final exam, class attendance, and professional behavior.

**Daily Grades:** Consist of a daily attendance and participation grade. This also includes a duty that will be assigned to each student each week. If the Daily Grades daily duty is not performed correctly and timely, 10 points will be deducted from the daily participation grade as it does affect your performance. Each day you are absent there will be a 15-point deduction from your daily attendance grade and a 10-point deduction for each tardy. Being absent and/or tardy will also affect your daily participation grade

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

Professionalism	10%
Attendance	20%
Assignments	20%
Practical Skills Sheet/ E-Portfolio	20%
Final Exam	30%

**Grading Scale:**

A – 90-100

B – 80-89

C – 70-79

D – 60-69

F – 59-and below

**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 10 percent of class time in any one 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.

For Excused absences see Welcome Packet.

Instructors will create a Group Me for the class as a way to connect outside of class. Updates and quick answers can be communicated through this app. Peer to peer communication is also available through this method.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Demonstrate introductory Skills	Critical Thinking	Skill assessment
2. Demonstrate introductory Skills	Personal responsibility	Professionalism evaluation
3. Demonstrate safety and sanitation	Personal responsibility	Skill assessment
4. Explain the laws and rules of the state.	Communication (W)	Written Test

**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. <http://www.com.edu/student-services/student-handbook.php>. Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

**Academic Dishonesty:** Any incident of academic dishonesty 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 assignment and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

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

# Welcome to Prep for State Licensing Examination CSME 2241-221

**Week 1 Monday is MLK Holiday (no school)**

**January 16-18 2024**

**Weekly Written Assignment: Outlines and Notecards Due on Thursday**

**Chapter 3: Skin Structure and Growth**

**Chapter 4: Skin Disorders and Diseases**

**Red/White Milady Standard Cosmetology Textbook**

Read and review each assigned chapter. Prepare an outlined detailed summary of the chapter for your assignment grade and prepare note cards of the important glossary terms for each assigned chapter. (Each outline must be at least 2-3 pages in length) All written assignments are due on Thursday evenings at the beginning of class by 5:30pm (all assignments turned in after this time will be 20 points off for being late)

Go over each of the following:

First day orientation (uniform, rules, expectations)

Sign In Sheets

Scantrons

Professionalism

Student Duty Sheets

Review Syllabus

Review PSI Packet Details and Website

Sign and return last page of Syllabus

Create Group Me/TEAMS

**Discuss Skills Sheet Grading (ALL SIGNATURES FOR 100% OR NOTHING)**

**Any missed signatures or missing practical skills will result in a "0"**

**IMPORTANT:**

**DOWNLOAD AND PRINT COSMETOLOGY OPERATOR**

**LICENSE EXAMINATION CANDIDATE INFORMATION**

**BULLETIN Current date is**

**EACH DAY** You will need all of your Cosmetology supplies, products, textbooks, laptops, kit packing lists, Notecards, Ziploc bags, scissors, pens, paper, packing tape etc.

**Week 2**

**January 22-25,2024**

**Outlines and Notecards Weekly Written Assignment:**

**Weekly Written Assignment:** Read and review each assigned chapter. Prepare an outlined detailed summary of the chapter for your assignment grade and prepare note cards of the important glossary terms for each assigned chapter. (Outline must be at least 2-3 pages in length) All

## **Week 4**

**February 5-8,2024**

**Weekly Written Assignment:** Read and review each assigned chapter. Prepare an outlined detailed summary of the chapter for your assignment grade and prepare note cards of the important glossary terms for each assigned chapter. (Outline must be at least 2-3 pages in length) All assignments are due on Thursday evenings at the beginning of class by 5:30pm (all assignments turned in after this time will have 20 pts. taken off.)

**Outlines and Notecards Due on Thursday**

**Chapter 12: Hairstyling**

**Chapter 13: Braiding and Braid Extensions**

**Chapter 15: Chemical Texture Services**

**Test Online using CIMA Chapters: 5,6 and 7 Must make an average grade of 85 or better to receive a signature from Instructor for grade or credit.**

Review the entire PSI Packet

Review the Table of Contents

Discuss and Review taking the Written and Practical Exam

Review Testing Facilities and Locations Ways to Register and Pay

Review the Written Exam Portion Review the Practical Exam Portion

## **Week 5**

**February 12-15,2024**

**Outlines and Notecards**

**Chapter 16: Haircoloring**

**Chapter 20: Manicuring**

**Chapter 21: Pedicuring Due on Thursday**

**Test Online using CIMA Chapters: 8,10 and 11 Must make an average grade of 85 or better to receive a signature from Instructor for grade or credit. Red/White Milady Standard Cosmetology Textbook. Make sure the exam grade is recorded and reviewed by the instructor.**

Review Supplies and Equipment

Review Content Outline

Review Procedure Criteria

Review Safety Criteria

**Weekly Written Assignment: Read Outlines and Notecards Chapter 5: Infection Control Due on Thursday**

and review each assigned chapter. Prepare an outlined detailed summary of the chapter for your assignment grade and prepare note cards of the important glossary terms for each assigned chapter. (Outline must be at least 2-3 pages in length) All assignments are due on Thursday evenings at the beginning of class by 5:30pm (all assignments turned in after this time will have 20 pts. taken off.)

## **Week 6**

Chapters: 8,10 and 11

Must make an average grade of 85 or better to receive a signature from Instructor for grade or credit. Red/White Milady Standard Cosmetology Textbook. Make sure the exam grade is recorded and reviewed by the instructor

**Week 9**  
**March 11-14,2024**  
**NO SCHOOL**  
**SPRING BREAK**

**Week 10**  
**March 18-21,2024**

**Weekly Written Assignment:** Read and review each assigned chapter. Prepare an outlined detailed summary of the chapter for your assignment grade and prepare note cards of the important glossary terms for each assigned chapter. (Outline must be at least 2-3 pages in length) All assignments are due on Thursday evenings at the beginning of class by 5:30pm (all assignments turned in after this time will have 20 pts. taken off.)

Test Online using CIMA Test Online using CIMA Chapters: 12, 13 and 15

Must make an average grade of 85 or better to receive a signature from Instructor for grade or credit. Red/White Milady Standard Cosmetology Textbook. Make sure the exam grade is recorded and reviewed by the instructor.

Weekly Practical Skills Assignment:

Pre- Examination Set-Up and Disinfection Practical

Chemical Service Preparation Practical

Foil Highlights Application Service Practical

Hydroxide Virgin Relaxer Service Practical

assignments are due on Thursday evenings at the beginning of class by 5:30pm (all assignments turned in after this time will have 20 pts. taken off.)

Test Online using CIMA Test Online using CIMA Chapters: 22, 23 and 24

Must make an average grade of 85 or better to receive a signature from Instructor for grade or credit. Red/White Milady Standard Cosmetology Textbook. Make sure the exam grade is recorded and reviewed by the instructor.

Review Texas Rules and Laws Book questions from

Red/White Milady Standard Cosmetology Textbook and Rules and Laws Book

Weekly Practical Skills Assignment:

THURSDAY (#2) State Board Practical Exam (each student MUST be in proper uniform and Lab Coat)

All labels on bags and bottles MUST BE TYPED NOT HAND-WRITTEN IN ENGLISH ONLY

Students that are late will not be allowed to enter the testing facility until after all testing is completed or after the lunch break. DOORS WILL BE CLOSED AND LOCKED AT 5:15pm. PLEASE BE ON TIME, IN PROPER UNIFORM, WITH LAB COAT ON, PROPERLY PACKED KITS PREPARED, PROPER I.D., HAIR PULLED BACK NEATLY, PROPER LENGTH OF NAILS, NEATLY GROOMED HAIR AND PROPER SHOES. NO EXCEPTIONS

### **Week 13**

**April 8-11, 2024**

**Weekly Written Assignment:** Read and review each assigned chapter. Prepare an outlined detailed summary of the chapter for your assignment grade and prepare note cards of the important glossary terms for each assigned chapter. (Outline must be at least 2-3 pages in length) All assignments are due on Thursday evenings at the beginning of class by 5:30pm (all assignments turned in after this time will have 20 pts. taken off.)

Test Online using CIMA REVIEW Final PSI Packet Written Exam REVIEW

Pack Kits

Prepare clean/fresh bags and labels

Weekly Practical Skills Assignment:

THURSDAY (#4) State Board Practical Exam (each student MUST be in proper uniform and Lab Coat)

All labels on bags and bottles MUST BE TYPED NOT HAND-WRITTEN IN ENGLISH ONLY

Students that are late will not be allowed to enter the testing facility until after all testing is completed or after the lunch break. DOORS WILL BE CLOSED AND LOCKED AT 5:15pm.

PLEASE BE ON TIME, IN PROPER UNIFORM, WITH LAB COAT ON, PROPERLY PACKED KITS PREPARED, PROPER I.D., HAIR PULLED BACK NEATLY, PROPER LENGTH OF NAILS, NEATLY GROOMED HAIR AND PROPER SHOES. NO EXCEPTIONS

All labels on bags and bottles MUST BE TYPED NOT HAND-WRITTEN IN ENGLISH ONLY

Students that are late will not be allowed to enter the testing facility until after all testing is completed or after the lunch break. DOORS WILL BE CLOSED AND LOCKED AT 5:15pm. NO EXCEPTIONS

PLEASE BE ON TIME, IN PROPER UNIFORM, WITH LAB COAT ON, PROPERLY PACKED KITS PREPARED, PROPER I.D., HAIR PULLED BACK NEATLY, PROPER LENGTH OF NAILS, NEATLY GROOMED HAIR AND PROPER SHOES.

**Week 15**  
**April 22-25,2024**



Test Online using CIMA

**Weekly Written Assignment:** Read and review each assigned chapter. Prepare an outlined detailed summary of the chapter for your assignment grade and prepare note cards of the important glossary terms for each assigned chapter. (Outline must be at least 2-3 pages in length) All assignments are due on Thursday evenings at the beginning of class by 5:30pm (all assignments turned in after this time will have 20 pts. taken off.)

Test Online using CIMA Weekly Practical Skills Assignment:

THURSDAY (#6) State Board Practical FINAL Exam (each student MUST be in proper uniform and Lab Coat)

All labels on bags and bottles MUST BE TYPED NOT HAND-WRITTEN IN ENGLISH ONLY

Students that are late will not be allowed to enter the testing facility until after all testing is completed or after the lunch break. DOORS WILL BE CLOSED AND LOCKED AT 5:15pm.

PLEASE BE ON TIME, IN PROPER UNIFORM, WITH LAB COAT ON, PROPERLY PACKED KITS PREPARED, PROPER I.D., HAIR PULLED BACK NEATLY, PROPER LENGTH OF NAILS, NEATLY GROOMED HAIR AND PROPER SHOES. NO EXCEPTIONS

All labels on bags and bottles MUST BE TYPED NOT HAND-WRITTEN IN ENGLISH ONLY

Students that are late will not be allowed to enter the testing facility until after all testing is completed or after the lunch break. DOORS WILL BE CLOSED AND LOCKED AT 5:15pm. NO EXCEPTIONS

PLEASE BE ON TIME, IN PROPER UNIFORM, WITH LAB COAT ON, PROPERLY PACKED KITS PREPARED, PROPER I.D., HAIR PULLED BACK NEATLY, PROPER LENGTH OF NAILS, NEATLY GROOMED HAIR AND PROPER SHOES.