



CSME-1443-221CL
Manicuring and Related Theory
Fall 2022
Monday/Wednesday 5-10pm

Instructor Information: Sharon Goebel, sgoebel@com.edu, (832) 372 - 4635

Student hours and location: Monday/Wednesday 5-10 pm, Room #154, Lab. 137, COM/Mainland City Centre

Required Textbook/Materials:

- Milady's Standard Fundamentals for Cosmetology: 14th Edition 2022, 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

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: Three class projects will be required during this course. One will be a Written report, an Oral report, and a Nail Art Practical project.

Determination of Course Grade/Detailed Grading Formula:

Attendance	10%
Professionalism	10%
Skill Sheet	20%
Daily Grades	20%
Chapter Tests & Class Projects	20%
Final Exam	20%

Grading Scale: A- 90 to 100 B - 80 to 89 C- 70 to 79 D- 60 to 69 F- 59 and below

Late Work, Make-Up, and Extra-Credit Policy: Arrangements for written exams must be made up the next day of class. The student is responsible for scheduling the makeup test session with the course instructor. If a student misses classwork it must be turned in the following class period after the work was given. In general, late work is not accepted. All work must be turned in on time or the student will receive a zero.

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 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 of 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, maintain sufficient attendance, and work completion.

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 Blackboard or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Define Related Terminology	Critical Thinking	Chapter Tests
2. Demo Proper Application	Empirical Quantitative	Skills done on Models
3. Demo Safety and Sanitation	Social Responsibility	Final Exam
4. Workplace Competencies	Teamwork	Lab Skills
5. Demo Manicuring/Pedicuring, Nail Attachments, and Light-Cured Nails	Applying Textbook Knowledge	Lab Practical Final

Academic Dishonesty: Any incident of Academic Dishonesty will be dealt with in accordance with the 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 in a grade of a zero on that exam. The student/ students involved will be referred to the Office of Student Conduct for the appropriate discipline

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 [insert name and title of direct supervisor] at [phone number/email address].

Course outline:

August 22nd – Beginning of Semester

Semester consists of:

8 Tests

1 Final, written exam

A battery of practical's of nails and nail coverings, nail health and diseases, etc.

November 28th – Practical Final Exam

November 30th – Written Final Exam

Written projects

Oral projects

Nail Art Project

December 7th – Grades due

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://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 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 accommodations is requested to contact Michelle Brezina at 409-933-8124 or mvaldes1@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 October 5. The last date to

withdraw from the 16-week session is November 18. The last date to withdraw for the 2nd 8-week session is December 1.

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 or communityresources@com.edu.

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
 - a. self-report on the COM website. Follow the instructions given.
 - b. email your instructors with a copy of doctor's note or test result. These should be dated.
2. For other contagious illnesses
 - a. 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 Test result or 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.

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. **

DUE DATES:

- Listed in Daily Schedule (located at end of syllabus or to be found in separate document in BrightSpace).
- This includes Milady CIMA assignments.
- Quizzes will be in class, but other work will be in CIMA.
- If you are absent, the responsibility is yours to see what opens in CIMA and do the required assignments.

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

Student Signature

Date

Manicuring Fall 2022- Daily Schedule

<p>Week 1 - 8/22/2022 Monday</p> <ul style="list-style-type: none"> • <i>Go over Syllabus</i> • <i>Rules</i> • <i>Review requirements & expectations of the class</i> • <i>Write a 1-pg report of the students' expectations/hopes for manicuring class</i> • <i>Go over supply list</i> <p style="text-align: center;"><i>Signed daily-----</i> -----</p>	<p>8/24/2022 Wednesday</p> <ul style="list-style-type: none"> • <i>Read Ch. 5: Nail Structure and Growth</i> • <i>Assign Hmwk: Ch. 5: Nail Structure and Growth</i> • <i>Review Questions</i> • <i>Foundations workbook</i> • <i>Vocabulary</i> <p><i>Due: 9/7/22</i></p> <p>Lab:</p> <ul style="list-style-type: none"> • <i>Table Set-up</i> • <i>Demo basic manicures & perform</i> 	<p>Week 2 - 8/29/2022 Monday</p> <ul style="list-style-type: none"> • <i>Lecture Ch. 5: Nail Structure and Growth</i> • <i>Classwork: Ch. 5: Nail Disorders and Diseases</i> • <i>See CIMA Ch. 5</i> <ul style="list-style-type: none"> ○ <i>Warm-up</i> ○ <i>Due 9/7/22</i> <p>Lab:</p> <ul style="list-style-type: none"> • <i>Set up tables</i> • <i>Do manicures on each other</i> 	<p>8/31/2022 Wednesday</p> <ul style="list-style-type: none"> • <i>Worksheets: Ch. 5: Nail Structure and Growth</i> • <i>CIMA class assignments TBA</i> <p>Lab:</p> <ul style="list-style-type: none"> • <i>Continue basic manicures</i>
<p>Week 3 – 9/5/2022 Monday</p> <ul style="list-style-type: none"> • <i>Review sheet Ch. 5: Nail Structure and Growth (completed in class)</i> <p>Lab:</p> <ul style="list-style-type: none"> • <i>Demo table set-up & hot oil manicure</i> • <i>Perform hot oil manicure</i> 	<p>9/7/2022 Wednesday</p> <ul style="list-style-type: none"> • <i>Homework Ch. 5: Nail Structure and Growth due</i> • <i>Test Ch. 5: Nail Structure and Growth</i> • <i>Read Ch. 6: Nail Disorders & Diseases continued</i> • <i>Assign Hmwk: Ch. 6</i> • <i>Chapter 6: Foundations workbook</i> • <i>Review questions</i> • <i>Vocab</i> • <i>Due: 9/21/2022</i> <p>Lab: <i>Hot Oil manicures (both hands)</i></p>	<p>Week 4 - 9/12/2022 Monday</p> <ul style="list-style-type: none"> • <i>Test Corrections</i> • <i>Lecture Ch. 6: Disorders/Diseases</i> • <i>Work on Ch. 6: Disorders/Diseases hmwk in class</i> <p>Lab:</p> <ul style="list-style-type: none"> • <i>Demo hot lotion & perform</i> • <i>Demo Spa manicuring with paraffin & perform</i> 	<p>9/14/2022 Wednesday</p> <ul style="list-style-type: none"> • <i>Milady CIMA</i> <ul style="list-style-type: none"> ○ <i>Warm-up</i> ○ <i>Scope of Practice Research</i> ○ <i>Due 10/5/22</i> <p>Model Day</p> <ul style="list-style-type: none"> • <i>Complete a mani hot oil, plain, or hot spa on model</i>

<p>Week 5 – 9/19/2022 Monday</p> <ul style="list-style-type: none"> • Test Review Ch. 6: Disorders/Diseases in class • Watch video on pedicures • CIMA Life Skills <ul style="list-style-type: none"> ○ Warm-up ○ Case Study ○ Mission Statement ○ Discussion ○ Due 9/28/22 <p>Lab:</p> <ul style="list-style-type: none"> • Do pedicures on each other 	<p>9/21/2022 Wednesday</p> <ul style="list-style-type: none"> • Homework Ch. 6: Disorders/Diseases due • Test Chapter 6: Disorders/Diseases • Read Ch. 20: Manicuring • Assign hmwk: Ch. 20: Manicuring • Foundations workbook • Vocab • Review questions <p>Due: 10/5/2022</p> <p>Lab:</p> <ul style="list-style-type: none"> • Do plain pedicures 	<p>Week 6 - 9/26/2022 Monday</p> <ul style="list-style-type: none"> • Test Corrections • Lecture Chapter 20: Manicuring • Worksheets Chapter 20: Manicuring • View video on spa pedicure <p>Lab:</p> <ul style="list-style-type: none"> • Practice spa pedicures (hot oil and hot wax) 	<p>9/28/2022 Wednesday</p> <ul style="list-style-type: none"> • Worksheets Chapter 20: Manicuring • CIMA Class Assignments TBA • Life Skills Milady – in class quizzes <p>Lab:</p> <ul style="list-style-type: none"> • Instructor led/complete a pedicure (spa or plain)
<p>Week 7 – 10/3/2022 Monday</p> <ul style="list-style-type: none"> • Test Review Chapter 20: Manicuring (done in class) • Introduction to Nail Projects • CIMA Professional Image <ul style="list-style-type: none"> ○ Warm-up ○ Case study ○ Discussions ○ Due 11/28/22 <p>Lab:</p> <ul style="list-style-type: none"> • Demo light-cured gel nail & perform 	<p>10/5/2022 Wednesday</p> <ul style="list-style-type: none"> • Homework Chapter 20: Manicuring due • Test Chapter 20: Manicuring • Read Chapter 21: Pedicuring • Assign hmwk Ch. 21: Pedicuring • Foundations workbook • Vocab • Review questions • Life Skills Goals • Goal Planning Activity <p>Due: 10/19/2022</p> <p>Lab: Gel nails (at least one set)</p>	<p>Week 8 - 10/10/2022 Monday</p> <ul style="list-style-type: none"> • Test Corrections • Lecture Chapter 21: Pedicuring • CIMA Ch. 21 <ul style="list-style-type: none"> ○ Warm-up ○ Discussion boards ○ Due 10/19/22 <p>Lab:</p> <ul style="list-style-type: none"> • Demo a tip application & shaping • Gel tip build-up • Apply gel polish • Do at least one hand 	<p>10/12/2022 Wednesday</p> <ul style="list-style-type: none"> • Finish Chapter 21: Pedicuring • Worksheets Chapter 21: Pedicuring <p>Lab:</p> <p>Model Night</p> <ul style="list-style-type: none"> • Plain gel polish

<p>Week 9 – 10/17/2022 Monday</p> <ul style="list-style-type: none"> • Test Review Chapter 21: Pedicuring (in class) <p>Lab:</p> <ul style="list-style-type: none"> • Gel nails with tips (two hands) 	<p>10/19/2022 Wednesday</p> <ul style="list-style-type: none"> • Test Chapter 21: Pedicuring • Homework Ch. 21 due <p>Lab:</p> <ul style="list-style-type: none"> • Video dipped nails & tips (at least 3) • Dipped nails (at least 3) 	<p>Week 10 - 10/24/2022 Monday</p> <ul style="list-style-type: none"> • Test Corrections • Read Ch. 22: Nail Extensions & Resins • Lecture Ch. 22: Nail Extensions & Resins • Assign hmwk: Ch. 22: Nail Extensions & Resins • Foundations workbook • Review questions • Vocab • CIMA Ch. 22 <ul style="list-style-type: none"> ○ Warm-up <p>Due: 11/2/2022 Lab: Do set of dipped nails</p>	<p>10/26/2022 Wednesday</p> <ul style="list-style-type: none"> • Finish Lecture Ch. 22: Nail Extensions & Resins • CIMA (in-class) <ul style="list-style-type: none"> ○ Labeling ○ Quizzes <p>Lab:</p> <ul style="list-style-type: none"> • Continue dipped nails • Work on Nail Projects
<p>Week 11 – 10/31/2022 Monday</p> <ul style="list-style-type: none"> • Test Review Ch. 22: Nail Extensions & Resins (in class) • Begin written & oral report: final drafts and oral report due 12/1/2022 <p>Lab:</p> <ul style="list-style-type: none"> • Full set of dipped nails • Work on Nail Projects 	<p>11/2/2022 Wednesday</p> <ul style="list-style-type: none"> • Homework Ch. 22: Nail Extensions & Resins due • Test Ch. 22: Nail Extensions & Resins • Read Ch. 23: Liquid & Powder Enhancements • Assign hmwk: Ch. 23 • Foundations workbook • Review questions • Vocab <p>Due: 11/9/2022</p> <p>Lab:</p> <ul style="list-style-type: none"> • Demo acrylics • Begin doing acrylic overlays on white-tip nails 	<p>Week 12 - 11/7/2022 Monday</p> <ul style="list-style-type: none"> • Test Corrections • Lecture Ch. 23: Liquid & Powder Enhancements • CIMA Ch. 23 <ul style="list-style-type: none"> ○ Warm-up ○ Discussion ○ Due 11/9/22 • Test Review Chapter 23 (in class) • Do worksheets <p>Lab:</p> <ul style="list-style-type: none"> • One set of white-tip acrylic application • Work on projects when application complete 	<p>11/9/2022 Wednesday</p> <ul style="list-style-type: none"> • Homework Ch. 23: Liquid & Powder Enhancements due • Test Ch. 23: Liquid & Powder Enhancements <p>Lab:</p> <ul style="list-style-type: none"> • Do an overlay on any nail & complete colored polish • Work on projects

<p>Week 13 – 11/13/2022 Monday</p> <ul style="list-style-type: none"> • <i>Read Ch. 24: Light-Cured Gels</i> • <i>Assign hmwk: Ch. 24</i> • <i>Foundations workbook</i> • <i>Review questions</i> • <i>Vocab</i> • <i>Work on project report</i> • <i>CIMA Ch. 24</i> <ul style="list-style-type: none"> ○ <i>Warm-up</i> ○ <i>Crosswords</i> ○ <i>Discussion</i> ○ <i>Due: 11/21/2022</i> <p>Lab:</p> <ul style="list-style-type: none"> • <i>One set of colored acrylics</i> • <i>Catch up on any missed practical skills</i> 	<p>11/15/2022 Wednesday</p> <ul style="list-style-type: none"> • <i>Lecture Ch. 24: Light-Cured Gels</i> • <i>Work on homework for Ch. 24: Light-Cured Gels</i> • <i>Begin working on Oral Report for project: rough draft due – 11/21/2022</i> • <i>Test Review Ch. 24: Light-Cured Nails (in class)</i> <p>Lab: Client/Model Day</p> <ul style="list-style-type: none"> • <i>Complete set of acrylic nails with some art, polish, 3D, or stones</i> 	<p>Week 14 - 11/21/2022 Monday</p> <ul style="list-style-type: none"> • <i>Homework Ch. 24: Light-Cured Nails due</i> • <i>Test Ch. 24: Light-Cured Nails</i> • <i>Finish written report in class</i> • <i>Rough-draft of oral report due</i> <p>REMINDER: Final oral report and written report due: 11/30/2022</p> <p>Lab:</p> <ul style="list-style-type: none"> • <i>Practice one hand of acrylics with 3D art</i> • <i>Practice plain manicures & pedicures for practical final (held on 11/28/2022)</i> 	<p>11/23/2022 Wednesday *THANKSGIVING BREAK*</p> <ul style="list-style-type: none"> • <i>Plans to be announced</i>
<p>Week 15 – 11/28/2022 *FINAL* Monday</p> <p>*Practical Final*</p> <ul style="list-style-type: none"> • <u><i>Plain manicure</i></u> • <u><i>Plain pedicure</i></u> <p>Lab:</p> <ul style="list-style-type: none"> • <i>Work on projects</i> • <i>Skills sheet catch-up</i> 	<p>11/30/2022 *FINAL EXAM* Wednesday</p> <p>*Written Semester Final*</p> <ul style="list-style-type: none"> • <u><i>Projects & Oral reports due</i></u> <p>Lab:</p> <ul style="list-style-type: none"> • <i>Work on 3D project nails</i> • <i>Project set up</i> 	<p>Week 16 - 12/5/2022 Monday</p> <ul style="list-style-type: none"> • <i>Test Corrections</i> • <i>Turn in rough-draft written report (it will be returned Thurs. w/corrections for a final rewrite.)</i> <p>Lab:</p> <ul style="list-style-type: none"> • <i>Clients – any type of nails (manicures or pedicures)</i> 	<p>12/7/2022 Wednesday</p> <ul style="list-style-type: none"> • <i>Grades!</i> • <i>Christmas party!</i>

****Syllabus & Daily Schedule may change at the discretion of Instructor****