



**CSME 1443-502C3**  
**Manicuring and Related Theory**  
**Fall 2024**  
**Wednesday 9 AM-12 PM and 1 PM-4 PM**  
**Friday 8:30 AM- 12:30 PM (Client Lab)**  
**Dates 8/19/2024 – 12/05/2024**

**Instructor Information:** Mrs. Cynthia Alaniz, [cshelton@com.edu](mailto:cshelton@com.edu), 409-938-3705

**Student office hours and location:** Wednesday 8:00 AM to 8:30 AM, 12:00 PM to 12:30 PM. Also, Teams and email.

**Required Textbook:** Milady Standard Cosmetology hard cover text; Milady standard Foundations; Milady Online CIMA. (Bundle package) 14<sup>th</sup> Edition  
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.

**Special Materials:** MANICURE STATION SET UP, ACRYLIC BRUSH, PROJECT SUPPLIES & SUBJECT BINDER WITH DIVIDERS.

**Course Description:** This course will help the student identify fundamental concepts related to skills required by Texas Department of Licensing and Regulation: Cosmetology Division.

**Determination of Course Grade:** Exams, written work, nail project, oral reports, class participation, practical sheet, attendance, and professionalism.

**Late work:** I do not except late work

Daily Grades will 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, and they must be signed off by an instructor.

## **Detailed Grading Scale:**

|  |     |
|--|-----|
| Professionalism & Attendance                           | 10% |
| CIMA, Daily Grades, Client Lab                         | 30% |
| Final Exams (Written & Practical)                      | 20% |
| Projects (Nail Art & E-Portfolio) &<br>Practical Sheet | 20% |
| Unit Exams   | 20% |

## **Grading Scale:**

A- 90 to 100

B- 80 to 89

C- 70 to 79

D- 60 to 69

F- 59 & below

**Student Learner Outcomes:** Be able to define related terminology, Demo the basic manicuring procedures, demo the Safety and Sanitation and Exhibit workplace competencies.

Upon successful completion of this course:

1. Define related terminology.
2. Demonstrate basic manicuring procedures.
3. Demo safety and sanitation
4. Exhibit workplace competencies

**General Education Core Objectives:** Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Communication
2. Critical thinking
3. Social Responsibility
4. Teamwork

| <b>Student Learner Outcome</b>       | <b>Maps to Core Objective</b> | <b>Assessed via this Assignment</b> |
|--------------------------------------|-------------------------------|-------------------------------------|
| 1. Define Related Terminology        | Communication                 | Oral Report                         |
| 2. Demo. Basic Manicuring Procedures | Critical Thinking             | Lab Assignments                     |
| 3. Demo. Safety and Sanitation       | Social Responsibility         | Sanitation Test                     |
| 4. Exhibit Workplace Competencies    | Teamwork                      | Group Project                       |

**QEP (Quality Enhancement Plan) (If applicable):**

This class has been selected to include oral communication in its curriculum, as part of College of the Mainland's Quality Enhancement Plan (QEP) on oral communication across the curriculum. A small percentage of classes will also be video recorded for institutional purposes.

Additional Classroom Conduct:

- Students may not use phones during lectures or practical assignments. If students are using a phone during these times, 5-point deduction will occur on their professionalism grade.
- Students may not use social media on their phone or listen to ear pods during class time. There will be an automatic write up sent to the dean of students.
- Students must come to class in dress code every day. Students not in dress code will have a 10-point deduction on their professionalism grade. Students will also be asked to leave and come back after lunch. This will give you half an absence.
- Students must bring supplies to every class or 5 point deduction.

**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.

### **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. This is how I collect attendance for my class. If you fail to do this, you are marking yourself absent.

Day time classes are Full Time Block scheduling. This means that all 3 classes are to be taken each semester. All classes must be passed with a grade of C or better to move to the next course. Due to this, schedule changing from daytime to evening or evening to daytime is not allowed. Only with special permission from the department chair and advisor can this be done; and it is limited to one switch per student. Plan your schedule accordingly throughout the program.

### **Tardiness:**

Entering the class after the time class begins OR leaving the class before it has ended will be counted as a 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 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. Please refer to your classes' syllabi for specific guidelines on your instructor's absence policy.

**Attendance Policy:** 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. You may fail one test and re-take after your second failed test you could be dropped from the program.

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.

### **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.

No other absences will be excused.

\*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. \*

**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/Book work 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 [https://www.com.edu/student-services/docs/Student\\_Handbook\\_2024-2025\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_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 accommodations is requested to contact: Kimberly Lachney, Student Accessibility Services Coordinator  
Phone: 409-933-8919 Email: AccessibilityServices@com.edu  
Location: COM Doyle Family Administration Building, 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 2nd. The last date to withdraw from the 16-week session is November 15th. The last date to withdraw for the 2nd 8-week session is November 26th.**

**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).

**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 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.

**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) 409-933-8608 or Dean Rebecca Montz [rmontz@com.edu](mailto:rmontz@com.edu) or 409-933-8616.

**Manicure Nail Art Project Due November 6, 2024**

1. Each student will pick a theme.
2. Once you have picked your theme you will need at least 10 artificial nails.
3. 5 must have 3-D art, stickers are not 3-D.
4. You will need a background or stage.
5. You must have it labeled with the name of your theme.
6. You also need to be able to present your project.
7. One typed page on why you picked you project and what you had to do to create your project.
8. I would really like to see your creative side.
9. This is a fun project but very time-consuming so you will have to work on it at home and if class time allows.

**E-Portfolio/Presentation Due November 13, 2024** – All completed practical should be saved by a picture inserted into a PowerPoint. The assignment should be creative with a design, labeled before and after, in order, have a cover page that has your name, class name, semester with course year (*Fall 2024*), Instructors name (*Mrs. Alaniz*) and then emailed to instructor ([cshelton@com.edu](mailto:cshelton@com.edu)). This assignment must be turned in no later than April 24, 2024, by the end of class. I will not expect it if it's late.

- Basic Manicure
- Basic Pedicure
- Hot lotion/Paraffin wax
- TDLR Odorless monomer nail
- Dip powder Manicure
- Acrylic powder manicure



**CSME 1443.501**  
**Manicuring and Related Theory**  
**Spring 2024**

*\*DON'T FORGET TO TAKE BEFORE & AFTER PICTURES OF YOUR WORK\**

**Week 1**

First day orientation (*uniform, rules, expectation*)

Review syllabus, schedule, daily chapter assignments, manicuring project, E-Portfolio, nail disorders & diseases report, practical skills sheet, and manicuring supplies.

Chapter 5 Nail Structure and Growth

Basic Manicuring (*group work & poster board*)

How to polish

Chapter 5 vocabulary and check ins

*\* you will need all of your manicuring supplies everyday of class starting next week\**

**Week 2**

Turn in chapter 5 vocabulary and check ins.

Test over chapter 5 Nail Structure and Growth.

Start chapter 6 Nail Disorders and Diseases

Pick a disorder/disease, research and present (*group work*)

Hot oil Manicure using paraffin.

***\*\*Decide your theme for your nail project! \*\****

Chapter 6 vocabulary and check ins

**Week 3**

Turn in chapter 6 vocabulary and check-ins.

Test over chapter 6 Nail Disorders and Diseases.

Hot oil manicure using paraffin & Hot lotion (this is Spa Manicure w/hot towel wrap)

**Week 4**

Start chapter 20 Manicuring.

Watch 3D nail art & Dip nail videos, Practice gel nails using LED light.

Chapter 20 vocabulary and check-ins



### **Week 5**

Turn in chapter 20 vocabulary and check-ins.

Test over chapter 20

Start chapter 22 Nail Extensions and resin Systems. *(we are not testing over this chapter; you are responsible for reading this chapter and completing chapter vocabulary and check-ins)*

Learn how to place the nail tip on the nail correctly, cut the nail tip and shape.

Chapter 22 vocabulary and check-ins

Begin Nail Dip

### **Week 6**

Turn in chapter 22 vocabulary and check-ins.

Start Chapter 23 Liquid and powder Nail Enhancements

Practice Acrylic using acrylic sheet.

Chapter 23 Vocabulary and check-ins

### **Week 7**

Turn in chapter 23 vocabulary and check-ins.

Test over chapter 23

Work on TDLR odorless nail,

Chapter 24 vocabulary and check-ins

*(quick review for open book next week)*

\*watch video on pedicure\*

### **Week 8**

Turn in Chapter 24 vocabulary and check-ins.

Chapter 24 Light-Cured Gels

*(open book test)*

Chapter 21 Pedicuring

Practice odorless and pedicuring.

Chapter 21 vocabulary and check-ins

\*Spa Pedicure & exfoliation & hot towel\*

### **Week 9**

Turn in Chapter 21 vocabulary and check-ins.

Chapter 21 Test

Practice odorless and pedicuring.

**Week 10**

Work on practical sheet

**Week 11**

Work on nail project (*due Nov. 6<sup>th</sup>*)

**Week 12**

Work on nail project (*due Nov. 6<sup>th</sup>*)

**Week 13**

Work on E -Portfolio (*due Nov. 13<sup>th</sup>*)

**Week 14**

Turn in and present nail project!

Practice with your odorless monomer and polymer, time drills for final practical

**Week15**

Turn in E- Portfolio

Review for written final.

*(If you turn in completed final REVIEW you will earn extra credit!!)*

**Week 16**

Final written (*Nov. 27<sup>th</sup>*)

Final practical (*Dec. 4<sup>th</sup>*)

*Syllabus may change at the discretion of Instructor!!*



**CSME 1443.502**  
**Manicuring and Related Theory**  
**Fall 2023**  
**Wednesday and Friday**  
**Dates 8/30/2023 – 12/15/2023**

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

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

**Cynthia Alaniz**  
**Cosmetology Instructor**  
**College of the Mainland Cosmetology Department**