



**CSME 1308.101 CL
Orientation Eyelash Extensions
Summer 2021**

Class Meets- Monday 8am- 12pm and 1pm -5pm June 7, 2021 – August 9,2021

Instructor Information: Ms. Elaine Baker, ebaker@com.edu 409-933-8480

Student hours and location: Office #113 - Monday and Tuesday 7:30am – 8am and 12-1pm. Also you can contact me via email and Group Me Tuesday 1pm-5pm.

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: Texas Cosmetology Laws and Rules Book, TDLR

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 Description: Introduction to Classic Lash Extensions. Theory to Classic Lash Extensions.

Course requirements: Students will have theoretic instruction and demonstrate understanding through discussion, assignments, tests, and skills.

Special supplies: Eye Lashe kit. Magnifying glasses if needed. Kit list will be given by instructor first day of class.

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.

Determination of Course Grade:

Exams: Chapter test

Daily Grade: skills assignments

Professionalism

Detailed Grading Formula:

Attendance	20%	Professionalism	20%
Test and daily grade	20%	Lab skills	20%
Final Exam	20%		

Course outline: see attached outline beginning page 6.

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.

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/on line work may be turned in/completed on the ***First*** day back from an absence; 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.

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 Jamie Hunsucker, Director of the Cosmetology Department, jhunsucker1@com.edu 409-933-8480 or Dean of Workforce- Carla Boone cboone@com.edu or 409-933-8616.

Student Learner Outcomes:

Demonstrate competencies of the rules, regulations, and laws of the state licensing agency as they relate to eyelash extensions. Identify the fundamental concepts of eyelash growth cycles and selection of eyelashes. Explain the concepts of adverse client reactions to products including safety and sanitation procedures. Set up the supplies, materials and related equipment for eyelash extension service. Explain the chemistry relative to eyelash extension during application procedures. Exhibit the procedure for isolating, separating, and applying eyelash extensions.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate competencies of the rules, regulations and laws.	Personal Responsibilities	Exam
2. Identify the fundamental concepts of Know the eyelash growth cycles and the selection of eyelashes.	Critical Thinking	Exam
3. Explain the concepts of adverse client reactions to products including safety and sanitation procedures.	Social Responsibility	Exam
4. Explain the chemistry relative to eyelash extensions during application procedures.	Critical Thinking	Exam
5. Exhibit the procedure for isolating, separating, and applying eyelash extensions	Critical Thinking	Practical Exam

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/studentervices/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_20192020v5.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.

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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 maintain a positive atmosphere at all times.
2. Uniform. Wear it or return home, get in uniform, and return to school including lab jacket
3. No Borrowing. Bring your supplies or go home, retrieve your supplies, and return to school.

I _____ (please print) have received, read and understand the CSME 1308.101CL syllabus.

Student Signature

Elaine Baker

Associate Professor

College of the Mainland

Cosmetology Department

<p>Week 1</p>	<p>TDLR Law and Rules Eye Extension overview What are semi-permanent eyelashes? Who are they for? Are they safe? How do I prepare for the application? How long is the application? How long do they last? How does your client care for them? What type of eyelashes can you wear? Can your client use mascara? Set Up, Disinfection, Sanitation, infection control, eye health, diseases of the eye Am I a Candidate Waiver and release form Registration and History Form Client Consultation & Design Form The history of false lashes Adhesives – Cure Speed, open time, Fixture time (attachment time) Place & Release Attachment, Slide & Lock Attachment</p>	<p>Lab: Learning the tools, table set up How to correctly isolate and placement Measuring the lash diameter and length Adhesive Record keeping Application on mannequin Eye Shape Design Worksheet Intake Forms – Client Consultation</p>
<p>Week 2</p>	<p>Anatomy / Chemistry Milady Pg 834 and Benefits – 5 Application summary Log Set up and Disinfection Hair Growth Cycle Sizing lashes, diagraming, Adhesives Adverse Client Reactions TDLR Rules and Laws Best lash practices Choose correct eye shape and pattern Effective communication Eyelash Growth cycle</p>	<p>Lab: Continue isolating Practicing Pulling a lash extension Correctly taping the under eye Practicing placing lash extensions</p>
<p>Week 3</p>	<p>Set up and Disinfection Exhibit the procedure for isolating, separating, and applying eyelash extensions chemistry relative to eyelash extensions during application procedures. Face and Eye shapes</p>	<p>Lab: Practice placing lash extensions</p>

	Different adhesives	Model Day 1:15
Week 4	Begin the mapping process Practicing placing lash extensions Model PM Practice lash application Practice “the cat eye” pattern Set up and Disinfection	Lab: Model Day 1:15
Week 5	Set up and Disinfection Eyelash Length, thickness, and curl	Lab: Practice “The baby doll eye” pattern Practice “Open eye” pattern Model Day 1:15
Week 6	Set up and Disinfection	Model Day 8:15 and 1:15
Week 7 MODEL NEEDED FOR FINAL EXAM	Set up and Disinfection	Model Day 8:15 and 1:15
Week 8 MODEL NEEDED FOR FINAL EXAM	Set up and Disinfection	Model Day 8:15 and 1:15
Week 9	Set up and Disinfection MODEL NEEDED FOR FINAL EXAM Written Exam Review	Model Day 9:30 and 1:15 PM
Week 10 Written Exam Practical Exam Model to arrive at 12:45	Written Exam 8 AM Practical Exam 9:30 AM Certificate presentation	

****Instructor reserves the right to adjust syllabus as needed.**