



**Manicuring 1443-301CL**  
**Manicuring & Related Theory**  
**Semester: Spring 2021**  
**Class Time: Monday – Thursday 1:30pm – 6:30pm**

**Instructor Information:** Beth Darden, [bdarden1@com.edu](mailto:bdarden1@com.edu), 409-933-8129

**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.

**Student hours and location: Address:** 10000 Emmett F. Lowry Expressway Suite 4000 Texas City, TX 77591  
**Office hours:** Tuesdays 8am – 1:30pm, 6:30pm – 7pm, Wednesdays 8am – 1:30pm, 6:30pm – 7pm

**Required Textbook:** Milady's Standard Cosmetology Milady Publishing Corp., Bronx, NY 10467, 2016

Cengage Learning Mind Tap @ [www.cengage.com/mindtap/](http://www.cengage.com/mindtap/)

Texas Cosmetology Laws and Rules, Texas Department of Licensing and Regulation

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

**Course requirements (including description of any special projects or assignments):** We will be covering the following chapters:

**Chapter 9: Nail Structure & Growth** – MindTap Assignments, Notes, Q&As & Quiz Due Wednesday Jan 26<sup>th</sup>

**Chapter 10: Nail Disorders & Diseases** – MindTap Assignments, Notes, Q&As & Quiz Due Wednesday, Feb 2<sup>nd</sup>

**Chapter 25: Manicuring** - MindTap Assignments, Notes, Q&As, Quiz Due Wednesday, Feb 9<sup>th</sup>

**Chapter 26: Pedicuring** – MindTap Assignments, Notes, Q&As, Quiz Due Wednesday, Feb 16<sup>th</sup>

**Chapter 28: Monomer Liquid & Polymer Powder Nail Enhancements** – MindTap Assignments, Notes, Q&As, Quiz Due Wednesday, Feb 23<sup>rd</sup>

**Chapter 29: Light Cured Gels** MindTap Assignments, Notes, Q&As, Quiz Due Wednesday, Feb 23<sup>rd</sup>

**Nail Disorders & Diseases Oral Report & Presentation: Due Tuesday, March 8<sup>th</sup>. See rubric below.**

**Acrylic Nail Project Due: Tuesday, March 8<sup>th</sup>.  
See rubric below.**

**Determination of Course Grade/Detailed Grading Formula (methods of evaluation to be employed to include a variety of means to evaluate student performance):**

**Detailed Grading Formula: Detailed Grading Formula:**

Professionalism (Supplies, phones, bad language, bullying, uniform, hair, makeup, etc.)	10%
Attendance (Tardy, Absences)	10%
Written Assignments (MindTap, Q&A Bookwork, Notes, Money Sheets, Practical Sheets)	20%
Oral Report & Presentation, Acrylic Nail Project	20%
Chapter Exams & Quizzes (Ch. Exams are located on MindTap)	20%
Final Exams (Written & Practical)	20%

**Late Work, Make-Up Work, and Extra – Credit Policy:** Late work is not accepted. MindTap assignments & chapter exams, notes, Q&As, in class quizzes, oral report & nail project must be turned in on the due date mentioned above. Written and practical final exams cannot be made up if the student is absent.

**Professionalism** – Cell phone usage during lecture, client lab, while working on a guest, is unacceptable. If a student is on the phone during the times mentioned, 5 points will be deducted from their professionalism grade. Student must not answer phone calls, watch Netflix or other shows/movies etc. while in the classroom. When a student receives a phone call, they must step outside the classroom do avoid disruption. If cell phone usage becomes abused, the instructor will have to enforce a NO cell phone policy. Student must bring their own supplies every day. If student must borrow supplies from another student, they will receive a 5-point deduction for each tool borrowed. Students may not gossip, curse or disrespect one another. Sleeping during class time is not allowed. A 10-point deduction will be given if student is caught sleeping during class.

**Attendance Policy:** Experiences in the classroom and laboratory cannot be adequately duplicated if a student is absent. In addition, the Cosmetology Program is designed to teach professional work habits, such as attendance. A student is not allowed to miss more than 4 sessions per course. If the student’s absences surpass 4 sessions in any one course, the student will be dismissed from that course. The student will not receive credit for the course. If prior to “W” day, the student may withdraw from the course through the admissions office in order to receive a grade of “W”. If after “W” day, or if the student fails to withdraw themselves, a grade of “F” will be issued.

Each day that a student is absent during class, the student will receive a 10-point deduction from their attendance grade. If you have a school event or emergency, please discuss this with your instructor. Remember, each day that you are at school you are at an interview.

PLEASE SEE COVID POLICY BELOW.

**Tardiness Policy:** Entering the class after the time class begins in counted as a tardy. Leaving the class before it is over is tardy. Entering the class after the halfway mark of the class is counted as an absence. 4 tardies equals 1 absence. The student will be dropped after 4 absences. Each time the student is late for class, or leaves early a 5-point deduction will take place from their attendance grade

**Grading Scale:**

- A- 90 to 100
- B- 80 to 89
- C- 70 to 79

D- 60 to 69

E- 59 & below

**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 should act in a professional manner at all times. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class. If you follow the rules and show me respect, I will do the same and we will have an awesome semester!!

**Course outline** (include calendar with lecture topics, due dates): **Please see below.**

**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.

**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 the Department Chair Jamie Hunsucker, [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu) or 409-933-8606.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Define Related Terminology	Communication	Oral Report
2. Demo Basic Manicuring Procedures	Critical Thinking	Lab Assignments
3. Demo Safety & Sanitation	Social Responsibility	Sanitation
4. Exhibit Workplace Competencies	Teamwork	Group Projects

### 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](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](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 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](mailto: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](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to setup their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**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 1<sup>st</sup> 8-week session is March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 4.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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 F<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> 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.

**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](http://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](http://com.edu/coronavirus) for future updates.

**Contagious Illness: 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, self-report on the COM website. Follow the instructions given.
2. 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 doctor’s note, or test results 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.

**Exposure / Quarantine: In the event a student has been exposed to COVID 19 and must quarantine, the following steps can be utilized to avoid being withdrawn for excessive absences.**

1. Self-report on the Com website. Follow instructions given.
2. Email your instructor and inform them how many days you must quarantine.
3. The instructor will email the student (to COM email) instructions for attending class virtually via Teams or Zoom, and on assignments that can be completed from home. These will be on a case-by-case basis. If the student attends class virtually and assignments are completed by the due date, the days missed will not count toward your absences.
4. Should the student become ill while quarantined, communicate that to the instructor. Adjustments may be made to the assignments.

**Criminal History: 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.

## **Rubric: Research Paper & Presentation Diseases & Disorders**

**Due: Tuesday, March 8<sup>th</sup>**

Choose a disease or disorder that interests you the most. Must have topic approved by instructor.

Plagiarism (which is taking someone else's words and making them your own) is not allowed at College of the Mainland.

Please see grading rubric attached.

### **No late work is accepted.**

- Cover Sheet w /name, course name, semester and title: 5 points
- 2 pages typed: 10 points
- Single Spaced: 10 points
- Font smaller than 12: 10 points
- Opening paragraph describing the disease or disorder: 10 points
- Paragraph explaining the symptoms of the disease or disorder: 10 points
- Paragraph explaining treatment methods and contraindications for the disease or disorder: 10 points
- Reference page: 5 points
- 4 slide PowerPoint; title slide, two slides of labeled pictures, and reference slide; 20 points
- Labeled pictures: 10 points

# Rubric: Acrylic Nail Project

Due Tuesday, March 8<sup>th</sup>, 2022

## Manicure Class Project Rubric

1. Pick a theme. Creativity is: **10 Points**
2. Project must include a background, base or stage. **25 Points**
3. 5 artificial nails w/ theme: **25 Points**
4. Must include a label with your name & the name of the theme: **10 Points**
5. Project Presentation: **10 Points**
6. 1 typed page on why you picked you project & how it was created. Can be double spaced. 12 font. **20 Points**

Notes: This is a fun project but very time consuming so some work may be required to be done at home.

<p><b>Week 1</b> <b>1/17/22</b> <b>Monday</b></p> <p><b>Martin Luther King Day - Off</b></p>	<p><b>1/18/22</b> <b>Tuesday</b></p> <p><b><u>Instructor:</u></b> Introduction COM Cosmo Power Point Manicuring Syllabi Begin Ch. 9 Lecture &amp; Presentation - Nail Structure and Growth <b><u>Student Practical:</u></b></p>	<p><b>1/19/22</b> <b>Wednesday</b></p> <p><b><u>Instructor:</u></b> Ch. 9 Lecture - Continued Demo Basic Manicure <b><u>Student Practical:</u></b> Basic Manicure</p>	<p><b>1/20/22</b> <b>Thursday</b></p> <p><b>Client Lab</b></p> <p><b><u>Instructor:</u></b> Demo: Station Set Tup, Draping Shampoo &amp; Styling, Round Brush, Flat Iron, Marcel Curls Client Q &amp; A's (Whaley Created) <b><u>Student Practical:</u></b> All the above.</p>	<p><b>1/21/22</b> <b>Friday</b></p>
<p><b>Week 2</b> <b>1/24/22</b> <b>Monday</b></p> <p><b><u>Instructor:</u></b> Review Ch. 9 Demo Basic Manicure w/ Hot Oil <b><u>Student Practical:</u></b> Basic Manicure w/ Hot Oil</p>	<p><b>1/25/22</b> <b>Tuesday</b></p> <p><b><u>Instructor:</u></b> Ch. 9 – Quiz Tomorrow MindTap, Q&amp;A's &amp; Notes Due Tomorrow Begin Ch.10 Nail Disorders and Diseases – Lecture &amp; Notes Demo Paraffin Wax <b><u>Student Practical:</u></b> Basic Manicure w/ Paraffin Wax</p>	<p><b>1/26/22</b> <b>Wednesday</b></p> <p><b><u>Instructor:</u></b> Ch. 9 – Quiz Ch. 10 Lecture &amp; Notes Continued <b><u>Student Practical:</u></b> Product Knowledge Class Wet Sets &amp; Style</p>	<p><b>1/27/22</b> <b>Thursday</b></p> <p><b>Prep for Client Lab</b></p>	<p><b>1/28/22</b> <b>Friday</b></p>



<b>Week 3</b> <b>1/31/22</b> <b>Monday</b>	<b>2/1/22</b> <b>Tuesday</b>	<b>2/2/22</b> <b>Wednesday</b>	<b>2/3/22</b> <b>Thursday</b>	<b>2/4/22</b> <b>Friday</b>
<p><b><u>Instructor:</u></b></p> <p>Ch. 10 Kahoot – Quiz Wednesday</p> <p>Bookwork, MindTap &amp; Notes Due Wednesday</p> <p>DEMO – Autoclave &amp; Gel Nails</p> <p><b><u>Student Practical:</u></b></p> <p>Autoclave Gel Nails</p>	<p><b><u>Instructor:</u></b></p> <p>Begin Ch. 25 - Lecture &amp; Notes</p> <p>Oral Report &amp; Presentation Topic Due</p> <p><b><u>Student Practical:</u></b></p> <p>Gel Nails</p>	<p><b><u>Instructor:</u></b></p> <p>Ch. 10 Quiz</p> <p>Due Today: Bookwork, MindTap &amp; Notes</p> <p>Ch. 25 Lecture &amp; Notes Continued</p> <p><b><u>Student Practical:</u></b></p> <p>Basic All Over Color Application</p> <p>Shampoo &amp; Condition</p> <p>Round Brush Blow Dry</p> <p>Product Knowledge Report</p>	<p><b>Prep for Client Lab</b></p>	

<b>Week 4</b> <b>2/7/22</b> <b>Monday</b>	<b>2/8/22</b> <b>Tuesday</b>	<b>2/9/22</b> <b>Wednesday</b>	<b>2/10/22</b> <b>Thursday</b>	<b>2/11/22</b> <b>Friday</b>	
<b><u>Instructor:</u></b>	<b><u>Instructor:</u></b>	<b><u>Instructor:</u></b>			
Ch. 25 Quiz Wednesday	Begin Chapter 26 – Lecture & Notes	Ch. 25 Quiz Wednesday			
Kahoot Ch. 25	DEMO – Pedicures w/ Hot Oil & Paraffin Wax	Kahoot Ch. 25			
Bookwork Due Wednesday		Due Today: Bookwork, MindTap & Note			
DEMO - Pedicures	<b><u>Student Practical:</u></b>	Chapter 26 – Lecture & Notes Continued	<b>Client Lab</b>		
<b><u>Student Practical:</u></b>  Basic Pedicures	Pedicures w/ Hot Oil & Paraffin Wax	<b><u>Student Practical:</u></b>			
		Horizontal Weave Foiling			
		Square 0 Degree Haircuts 180 Degree Layered			
		Product Knowledge			

<p><b>Week 5</b> <b>2/14/22</b> <b>Monday</b></p> <p><b><u>Instructor:</u></b></p> <p>Ch. 26 Test Wednesday</p> <p>Review for Ch. 26</p> <p>Bookwork Due Wednesday</p> <p>Demo Nail Tip Application Glue, Cut &amp; Shape</p> <p><b><u>Student Practical's:</u></b></p> <p>Nail Tip Application Glue, Cut &amp; Shape</p>	<p><b>2/15/22</b> <b>Tuesday</b></p> <p><b><u>Instructor:</u></b></p> <p>Begin Ch. 27 &amp; 28 Lecture &amp; Notes</p> <p>Demo Dipped Nails</p> <p><b><u>Student Practical's:</u></b></p> <p>Nail Tip Application Glue, Cut &amp; Shape</p> <p>Dipped Nails</p>	<p><b>2/16/22</b> <b>Wednesday</b></p> <p><b><u>Instructor:</u></b></p> <p>Ch. 26 Quiz</p> <p>Due Today: Bookwork, MindTap &amp; Notes</p> <p>Ch. 27 &amp; 28 Lecture &amp; Notes – Continued</p> <p><b><u>Student Practical's:</u></b></p> <p>Triangular 0 Degree Haircut</p> <p>Triangular Layers</p>	<p><b>2/17/22</b> <b>Thursday</b></p> <p><b>Client Lab</b></p>	<p><b>2/18/22</b> <b>Friday</b></p>
<p><b>Week 6</b> <b>2/21/20</b> <b>Monday</b></p> <p><b><u>Instructor:</u></b></p> <p>Ch. 27 &amp; 28 Quiz Wednesday</p> <p>Review for Ch. 27 - 28 Quiz</p> <p>Bookwork Due Wednesday</p> <p>Demo Tip Application &amp; Overlays</p> <p><b><u>Student Practical:</u></b></p> <p>Tip Application &amp; Overlays</p>	<p><b>2/22/22</b> <b>Tuesday</b></p> <p><b><u>Instructor:</u></b></p> <p>Begin Ch. 29 Lecture &amp; Notes</p> <p>Demo White Tip/Acrylic Nails</p> <p><b><u>Student Practical:</u></b></p> <p>White Tip/Acrylic Nails</p>	<p><b>2/23/22</b> <b>Wednesday</b></p> <p><b><u>Instructor:</u></b></p> <p>Ch. 27 &amp; 28 Quiz</p> <p>Due Today: Bookwork, MindTap &amp; Notes</p> <p>Ch. 29 Lecture &amp; Notes Continued</p> <p><b><u>Student Practical:</u></b></p> <p>Diagonal Slice Weave Foiling</p> <p>Round 0 Degree Haircut</p>	<p><b>2/24/22</b> <b>Thursday</b></p> <p><b>Client Lab</b></p>	<p><b>2/25/22</b> <b>Friday</b></p> <p><b>Client Lab</b></p>

<p><b>Week 7</b> <b>2/28/22</b> <b>Monday</b></p> <p><b><u>Instructor:</u></b></p> <p>Ch. 29 – Quiz Wednesday</p> <p>Review - Ch. 29</p> <p>Bookwork Due Wednesday</p> <p>Demo 3D Art</p> <p><b><u>Student Practical:</u></b></p> <p>Acrylic Nail Application &amp; 3D Nail art</p>	<p><b>3/1/22</b> <b>Tuesday</b></p> <p><b><u>Instructor:</u></b></p> <p>Demo - TDLR Test Requirements – Acrylic Nails</p> <p><b><u>Student Practical:</u></b></p> <p>TDLR Test Requirements – Acrylic Nails</p>	<p><b>3/2/22</b> <b>Wednesday</b></p> <p><b><u>Instructor:</u></b></p> <p>Ch. 29 – Quiz–</p> <p>Due Today: Bookwork, MindTap &amp; Notes</p> <p>Demo Bayalage</p> <p><b><u>Student Practical:</u></b></p> <p><b>Bayalage</b></p>	<p><b>3/3/22</b> <b>Thursday</b></p> <p><b><u>Instructor:</u></b></p> <p><b>Client Lab</b></p>	<p><b>3/4/22</b> <b>Friday</b></p> <p><b><u>Instructor:</u></b></p>
<p><b>Week 8</b> <b>3/7/22</b> <b>Monday</b></p> <p><b><u>Instructor:</u></b></p> <p>Demo - TDLR Test Requirements – Acrylic Nails</p> <p><b><u>Student Practical:</u></b></p> <p>TDLR Test Requirements – Acrylic Nails</p>	<p><b>3/8/22</b> <b>Tuesday</b></p> <p><b>ORAL REPORT &amp; PRESENTATION DUE</b></p> <p><b>Nail Project Due</b></p> <p><b>Final Review</b></p>	<p><b>3/9/22</b> <b>Wednesday</b></p> <p><b>Written &amp; Practical FINALS</b></p>	<p><b>3/10/22</b> <b>Thursday</b></p> <p><b>Prepare for TDLR</b></p>	<p><b>3/11/22</b> <b>Friday</b></p>
<p><b>3/14/22</b> <b>Monday</b></p> <p><b>Spring Break</b></p>	<p><b>3/15/22</b> <b>Tuesday</b></p> <p><b>Spring Break</b></p>	<p><b>3/16/22</b> <b>Wednesday</b></p> <p><b>Spring Break</b></p>	<p><b>3/17/22</b> <b>Thursday</b></p> <p><b>Spring Break</b></p>	<p><b>3/18/22</b> <b>Friday</b></p> <p><b>Spring Break</b></p>

**CSME 1443.301CL**  
**Manicuring & Related Theory**  
**Spring 2022 – Dual Credit**

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

I understand that this schedule is subject to change.

---

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

**Beth Darden**  
**Faculty**  
**Cosmetology Department**  
**College of the Mainland**