



CSME-1443-221CL-8577
Manicuring and Related Theory
Spring 2024
Tuesdays & Thursday 5-10pm

Instructor Information: Ashley Johnson, ajohnson66@com.edu, 409-933-8480

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: Tuesdays & Thursdays 5-10pm COM City Centre, Room 137

Required Textbook: **Required Textbook:** Milady's Standard Cosmetology 14th Edition

CIMA by Milady Online Learning

Milady Online Exam Preparation for Operators www.milady.com, Delmar Publishing, Thompson Learning

Texas Cosmetology Laws and Rules, 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.

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

Course requirements: An online portfolio of all the students' work will be required at the end of the course in a PowerPoint format with pictures and a detailed description of each skill. Students will also participate in a Nail Project. They will choose a theme and use acrylic to create 5 nails with 3D art. The online portfolio and nail project for this course will be counted as 20% of the student's grade.

Required supplies: Station Set-Up Bag, nail files, buffers, cotton balls or pledgets, finger bowl, metal pusher, nail clippers, nail nippers, orange wood sticks, clear base coat, clear top coat, nail polish, cuticle remover, nail brush, massage lotion, nail oil, nail polish remover (acetone), callus softener, foot soak, pedicure paddle/foot file, foot scrub, nail tips, nail glue, nail tip cutter, dappen dish, monomer liquid, polymer powder, acrylic nail brush, nail primer, nail dehydrator, and gloves

Determination of Course Grade/Detailed Grading Formula:

Attendance	10%
Professionalism	10%
Daily grades & skills sheet	20 %
Chapter Tests	20%
Virtual Portfolio & Nail Project	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

Course outline:

January 30th – Chapter 5 Test
February 13th – Chapter 6 Test
March 5th – Chapter 20 Test
April 2nd – Chapter 21 Test
April 16th – Chapter 22 Test
April 30th – Chapter 23 Test
May 2nd – Practical Final Exam & Class Project Due
May 7th – Written Final Exam, Virtual Portfolio Due, Skills Sheet Due

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 an hour of class, 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 eligible 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 classroom after the time class begins or leaving before class has ended is considered a tardy. If a student enters the class late and misses more than an hour of class time it will no longer be considered a tardy, it will be considered an absence. If a student leaves class early and misses more than an hour of class time the same rule would apply. Four tardies equal 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 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 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.

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.

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

Plagiarism: The practice of taking someone else's work or ideas and passing them off as one's 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.

Link to resource about ways to avoid plagiarism:
<http://en.writecheck.com/ways-to-avoid-plagiarism/>

Make-Up Policy: Arrangements for written exams must be made up the next day of class. If a student misses classwork it must be turned in the following class period after the work was given. Late work is not excepted, all work must be turned in on time or the student will receive a zero.

- **Tests/Exams:**

- Missed written test arrangements must be made up on the day the student returns to school
 - The student is responsible for scheduling the makeup test session with the course instructor
 - If the test is not made up within the week of the absence, the student will receive a zero

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 Department Chair Jamie Hunsucker, jhunsucker1@com.edu, 409-933-8608

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Active Participation	Engage in active learning	Students will engage in online class participation while doing skills work
2. Utilize Information	Apply literacy knowledge to hands on practice	Upon reading from textbook, student will put that knowledge to use while practicing skills
3. Personal Responsibility	Demonstrate Safety & Sanitation	Sanitizing implements, workstation, and tools
4. Think Critically	Students will develop and practice analytical skills, and problem-solving skills	Taking Tests, quizzes, and final exam
5. Technology proficiency	Students will demonstrate computer and technology skills	Students will use computers and technology as appropriate in their course of study

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_2023-2024_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 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 Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

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 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
5. No Borrowing. Bring your supplies or go home, retrieve your supplies and return to school.

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

Student signature

Date

College of the Mainland Spring 2024

Manicuring and Related Theory

Class Schedule

<p>Week 1 Jan 16th Tuesday</p> <p>Go over syllabus, class schedule, and rules. Complete kit packing and student folders, etc.</p>	<p>Thursday Chapter 5 Nail structure & Growth</p> <ul style="list-style-type: none"> • The Natural Nail Unit p.106-107 • Demo Basic Manicure <p>Basic Manicure Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 5 Chapter Glossary CIMA</p>	<p>Week 2 Jan 23rd Tuesday Chapter 5 Nail Structure and Growth</p> <ul style="list-style-type: none"> • Nail Structures p.108-110 <p>*MODEL NIGHT* Basic Manicure Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 5 Chapter Glossary CIMA</p>	<p>Thursday Chapter 5 Nail Structure and Growth</p> <ul style="list-style-type: none"> • Nail Growth p.110-111 • Demo UV Gel Manicure <p>UV Gel Manicure Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 5 Chapter Glossary CIMA</p>
<p>Week 3 Jan 30th Tuesday</p> <p>Chapter 6 Nail Disorders and Diseases</p> <ul style="list-style-type: none"> • Why Study Nail Disorders & Diseases p.116-117 • Review for Chapter 5 Test <p>*MODEL NIGHT* UV Gel Manicure Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 6 Chapter Glossary CIMA</p>	<p>Thursday</p> <p>*Chapter 5 Test* Check-in Questions Due Chapter Glossary Due CIMA Due</p> <p>Chapter 6 Nail Disorders and Diseases</p> <ul style="list-style-type: none"> • Nail Disorders p.117-120 • Worksheet • Demo Spa Manicure <p>Spa Manicure Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 6 Chapter Glossary CIMA</p>	<p>Week 4 Feb 6th Tuesday Chapter 6 Nail Disorders and Diseases</p> <ul style="list-style-type: none"> • Nail Diseases p.120-124 <p>*MODEL NIGHT* Spa Manicure Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 6 Chapter Glossary CIMA</p>	<p>Thursday Chapter 6 Nail Disorders and Diseases</p> <ul style="list-style-type: none"> • Hand, Nail, & Skin Analysis p.125-126 • Demo Paraffin <p>Spa Manicure Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 6 Chapter Glossary CIMA</p>

<p>Week 5 Feb 13th Tuesday Chapter 20 Manicuring</p> <ul style="list-style-type: none"> • Manicure Station Equipment p.856-862 • Review for Chapter 6 Test <p>*MODEL NIGHT* Spa Manicure W/ Paraffin Instructor Sign_____</p> <p>Home Work Check-In Questions Ch. 20 Chapter Glossary CIMA</p>	<p>Thursday *Chapter 6 Test* Check-in Questions Due Chapter Glossary Due CIMA Due</p> <p>Chapter 20 Manicuring</p> <ul style="list-style-type: none"> • Multiuse & Single-Use Implements p.862-867 • Worksheet <p>Spa Manicure Instructor Sign_____</p> <p>Home Work Check-In Questions Ch. 20 Chapter Glossary CIMA</p>	<p>Week 6 Feb 20th Tuesday Chapter 20 Manicuring</p> <ul style="list-style-type: none"> • Products For Manicure & Consultation p.868-873 • Nail Art Assignment <p>*MODEL NIGHT* Basic Manicure W/ Nail Art Instructor Sign_____</p> <p>Home Work Check-In Questions Ch. 20 Chapter Glossary CIMA</p>	<p>Thursday Chapter 20 Manicuring</p> <ul style="list-style-type: none"> • The Basic Manicure p.873-877 • Demo Basic Pedicure <p>Basic Pedicure Instructor Sign_____</p> <p>Home Work Check-In Questions Ch. 20 Chapter Glossary CIMA</p>
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<p>Week 7 Feb 27th Tuesday Chapter 20 Manicuring</p> <ul style="list-style-type: none"> • Spa Manicure p.877-880 <p>*MODEL NIGHT* Basic Pedicure Instructor Sign_____</p> <p>Home Work Check-In Questions Ch. 20 Chapter Glossary CIMA</p>	<p>Thursday Chapter 20 Manicuring</p> <ul style="list-style-type: none"> • Clients with Disabilities & Nail Art p.880-885 • Demo Spa Pedicure <p>Spa Pedicure Instructor Sign_____</p> <p>Home Work Check-In Questions Ch. 20 Chapter Glossary CIMA</p>	<p>Week 8 March 5th Tuesday Begin Chapter 21 Pedicuring</p> <ul style="list-style-type: none"> • Pedicuring Equipment p.906-910 • Review for Chapter 20 Test <p>*MODEL NIGHT* Spa Pedicure w/ Paraffin Instructor Sign_____</p> <p>Home Work Check-In Questions Ch. 21 Chapter Glossary CIMA</p>	<p>Thursday *Chapter 20 Test* Check-in Questions Due Chapter Glossary Due CIMA Due</p> <p>Chapter 21 Pedicuring</p> <ul style="list-style-type: none"> • Implements & Unique Materials p.910-914 • Worksheet • Demo Dip Application <p>Dip Application Instructor Sign_____</p> <p>Home Work Check-In Questions Ch. 21 Chapter Glossary CIMA</p>
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<p>March 12th Tuesday</p> <p style="text-align: center;">No Class! Spring Break</p>	<p>March 14th Thursday</p> <p style="text-align: center;">No Class! Spring Break</p>	<p>Week 9 March 19th Tuesday</p> <p>Chapter 21 Pedicuring</p> <ul style="list-style-type: none"> Professional Pedicure Products p.914-916 <p>*MODEL NIGHT* Dip Application Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 21 Chapter Glossary CIMA</p>	<p>Thursday</p> <p>Chapter 21 Pedicuring</p> <ul style="list-style-type: none"> Client Consultation & Pedicure Services p.916-920 Demo Dip with tips <p>Dip Application with Tips Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 21 Chapter Glossary CIMA</p>
<p>Week 10 March 26th Tuesday</p> <p>Chapter 21 Pedicuring</p> <ul style="list-style-type: none"> Pedicure Massage Benefits p.920-922 Demo TDLR Manicure <p>TDLR Monomer & Polymer Over Tip Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 21 Chapter Glossary CIMA</p>	<p>Thursday</p> <p>Chapter 21 Pedicuring</p> <ul style="list-style-type: none"> Clients with Disabilities & Disinfecting Footbaths p.922-925 <p>TDLR Monomer & Polymer Over Tip Time Drills Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 21 Chapter Glossary CIMA</p>	<p>Week 11 April 2nd Tuesday</p> <p>Begin Chapter 22 Nail Extensions & Resin Systems</p> <ul style="list-style-type: none"> Preparing the Natural Nail & Nail Tip Types p.944-948 Demo Acrylic Review for Chapter 21 Test <p>Practice with Acrylics on Mat Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 22 Chapter Glossary CIMA</p>	<p>Thursday</p> <p>*Chapter 21 Test* Check-in Questions Due Chapter Glossary Due CIMA Due</p> <p>Chapter 22 Nail Extensions & Resin Systems</p> <ul style="list-style-type: none"> Nail Forms & Extension Shapes p.948-950 <p>Acrylic on one hand Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 22 Chapter Glossary CIMA</p>

<p>Week 12 April 9th Tuesday Chapter 22 Nail Extensions & Resin Systems</p> <ul style="list-style-type: none"> Properly Structured Enhancements & Resin Systems p.951-952 <p>*MODEL NIGHT* Acrylic Full set with tips Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 22 Chapter Glossary CIMA</p>	<p>Thursday Chapter 22 Nail Extensions & Resin Systems</p> <ul style="list-style-type: none"> Nail Wraps & Dip System Advantages p.953-956 Video Acrylic 3D Art <p>Acrylic 3D Nail Art Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 22 Chapter Glossary CIMA</p>	<p>Week 13 April 16th Tuesday Begin Chapter 23 Liquid & Powder Nail Enhancements</p> <ul style="list-style-type: none"> Chemistry of Liquid and Powder Nail Enhancements p.976-980 Review for Chapter 22 Test <p>*MODEL NIGHT* Service of Choice Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 23 Chapter Glossary CIMA</p>	<p>Thursday *Chapter 22 Test* Check-in Questions Due Chapter Glossary Due CIMA Due</p> <p>Chapter 23 Liquid & Powder Nail Enhancements</p> <ul style="list-style-type: none"> Service Supplies p.980-985 Video Acrylic 3D Art Work on Class Project <p>Acrylic 3D Nail Art Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 23 Chapter Glossary CIMA</p>
<p>Week 14 April 23rd Tuesday Chapter 23 Liquid & Powder Nail Enhancements</p> <ul style="list-style-type: none"> Liquid & Powder Nail Art p.985-986 <p>*MODEL NIGHT* Service of Choice Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 23 Chapter Glossary CIMA</p>	<p>Thursday Chapter 23 Liquid & Powder Nail Enhancements</p> <ul style="list-style-type: none"> Maintenance & Removal p.986-987 Review for Chapter 23 Test Work on Class Project <p>Acrylic 3D Nail Art Instructor Sign _____</p> <p>Home Work Check-In Questions Ch. 23 Chapter Glossary CIMA</p>	<p>Week 15 April 30th Tuesday *Chapter 23 Test* Check-in Questions Due Chapter Glossary Due CIMA Due</p> <ul style="list-style-type: none"> Review for Practical Final Work on Class Project <p>Acrylic 3D Nail Art Instructor Sign _____</p>	<p>Thursday</p> <p>*Practical Final*</p> <ul style="list-style-type: none"> Review for written final Class Project Due

<p>Week 16 May 7th Tuesday</p> <p>*Written Final Exam*</p> <ul style="list-style-type: none">• Practical Sheet Due• All work due	<p>Thursday</p> <p>Get ready for summer!</p>			
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Syllabus May Change at the Discretion of the Instructor