



Course Number and Section CSME 2251.101
TDLR Preparation for the State Board Written Licensing Examination
Course Semester (Spring 2022)
Monday-Thursday 9:00am–12:00pm & 1:00pm–4:00pm
4/11/2020-May /12/2020

Instructor Information: Ms. Savannah Davis sdavis@com.edu 409-933-8116
 Cosmetology Dept. 10000 Emmett F. Lowry Expressway Suite 4000 Texas City, TX 77591

Student hours and location: Monday – Wednesday 4:00PM-6:30PM Teams Online Chat/Video

Required Textbook/Materials: Milady Standard Foundations with Standard Esthetics: Fundamentals, 12th edition, ISBN 9780357263792
 Milady MindTap™ Online Platform
 Texas Occupations Code General Rules & Regulations Texas Department of Licensing & Regulations
 (OPTIONAL LEARNING MATERIAL)
 Milady’s Standard Fundamentals for Esthetics Student CD-ROM
 Cosmetology PRACTICAL EXAM REVIEW, 4th Edition
 Cosmetics Ingredient Dictionary

Course Description: Practical skills for Texas State Board preparation; including terminology, application, and workplace competencies.

Course requirements: Preparation for the state licensing practical examination. Instructor approval required.

Determination of Course Grade/Detailed Grading Formula:

Professionalism	10%	A – 93 to 100
Attendance	20%	B – 92 to 85
Project	10%	C – 84 to 77
Lab Skill Sheet	20%	D – 76 to 69
Final Exams	30%	F – 68 & Below

Late Work, Make-Up, and Extra-Credit Policy:

Make-Up Policy: Written assignments may be turned in on the first day back from an absence. Online tests may not be made up. Practical skills tests may not be made up. Final Exams, Written or Practical may not be made up. Student will receive a number grade "O" and a letter grade of an

"F". Assignments, written and practical are completions grades. Assignment that are "incomplete" will receive a number grade of a "O".

Attendance Policy: Every class is important to your success in school. Make every effort to attend all scheduled classes. A sign-in and sign-out sheet will be provided in each class. Each student must sign themselves in and out daily. If a student misses more than one (1) hour, up to half the class period, the grade will reflect an absence. Any student missing in daily class attendance (morning, mid-day, or afternoon), shall be considered absent for the day. Any time missed will affect the total number of hours needed for completion. Attendance grades are calculated as follows: each tardy equals 10 points off the attendance grade. Each absence equals 15 points off the attendance grade. If student misses more than 4 absences, they will be dismissed from the program. It is the student's responsibility to withdraw through the admissions department.

Tardy 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 two tardies will equal one absence.

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. Explain and practice professional ethics.	Social responsibility	Graded Pa per Professional Evaluation
2. Identify the regulations and requirements of: a. Institution: b. Department: c. Demonstrate state safety and sanitation steps	Personal responsibly	Graded Pa per Professional Evaluation
3. Demonstrate knowledge of makeup procedures.		
4. Demonstrate knowledge of underarm & leg waxing procedures.	Critical thinking	Graded Paper Skills Evaluation
5. Show proficiency in Micro-Currant techniques.	Critical thinking	Graded Paper Skills Evaluation
6. Demonstrate and practice Microdermabrasion.	Personal responsibility	Graded Paper Skills Evaluation
7. Identify and practice basic Cavitational peel.	Personal responsibility	Graded Paper Skills Evaluation
8. Demonstrate and practice Professional Eyelash Extensions application.	Personal responsibility	Graded Paper Skills Evaluation

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. Many assignments, written and practical are completions grades. Assignment that are "Inc" will receive a number grade of a "O".

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 J. Hunsucker 409-933-8608
jhunsucker1@com.edu

Course outline:

<p>Week 13 Monday April 15 9:00am-4:00pm</p> <p>Syllabus Review <u>TDLR KIT PACKING</u> <u>TDLR PRACTICAL</u> <u>REQUIREMENTS</u> Review Exam Procedures</p> <p>Combos may consist of: Take a Moment, Journey, Extreme, Crystal Microderm, Day Makeup, Diamond Peel, Cold Globe Therapy, Paraffin, Parafango Back, Cavitation Peel (Cleanse & Infuse), LED, Chemical Peel, Gommage, Lucas Sprayer, Indirect High Frequency Massage, Night Makeup, Micro-Current, Lash Perming, Lash Tinting, Brow Tinting, Light Lash Extensions, Artificial Flares, Natural Mask, Lip Wax, Brow Wax, Under Arm Wax, Leg Wax,</p> <p>1. _____ 2. _____ 3. _____ 4. _____</p> <p>ANY 4 DIFFERENT COMBO PRACTICAL_____</p>	<p>Tuesday April 16 9:00am-4:00pm</p> <p>MOCK TDLR PRACTICAL EXAM</p> <p>GROUP A 9:30PM GROUP B 1:30PM GROUP C 2:45PM</p> <p>1. Pre-Examination Set Up and Disinfection 2. Eyelash Strip Application 3. Cleansing 4. Steaming 5. Massage minutes 6. Mask and Moisturizing 7. Waxing with Soft Wax 8. Blood Exposure 9. End of Examination Disinfection</p> <p>Instructor Sign _____</p> <p>1. _____ 2. _____ 3. _____ 4. _____</p> <p>ANY 4 DIFFERENT COMBO PRACTICAL_____</p>	<p>Wednesday April 17 9:00am 4:00pm</p> <p>MOCK TDLR PRACTICAL EXAM</p> <p>GROUP A 9:30PM GROUP B 1:30PM GROUP C 2:45PM</p> <p>1. Pre-Examination Set Up and Disinfection 2. Eyelash Strip Application 3. Cleansing 4. Steaming 5. Massage minutes 6. Mask and Moisturizing 7. Waxing with Soft Wax 8. Blood Exposure 9. End of Examination Disinfection</p> <p>Instructor Sign _____</p> <p>1. _____ 2. _____ 3. _____ 4. _____</p> <p>ANY 4 DIFFERENT COMBO PRACTICAL_____</p>	<p>Thursday April 18 9:00am-4:00pm</p> <p>CLIENT SERVICE LAB</p> <p>9:30AM, 10:30AM & 1:30PM, 2:30PM (ONLY)</p> <p>Student Practical Lab / Required Practical Organize Supplies</p>
<p>Week 14 Monday April 22 9:00am-4:00pm</p> <p>MOCK TDLR PRACTICAL EXAM Group A 1:30pm</p> <p>1. Pre-Examination Set Up and Disinfection 2. Eyelash Strip Application 3. Cleansing 4. Steaming 5. Massage minutes 6. Mask and Moisturizing 7. Waxing with Soft Wax 8. Blood Exposure</p>	<p>Tuesday April 23 9:00am-4:00pm</p> <p>MOCK TDLR PRACTICAL EXAM Group B 1:30pm</p> <p>1. Pre-Examination Set Up and Disinfection 2. Eyelash Strip Application 3. Cleansing 4. Steaming 5. Massage minutes 6. Mask and Moisturizing 7. Waxing with Soft Wax 8. Blood Exposure 9. End of Examination Disinfection</p>	<p>Wednesday April 24 9:00am-4:00pm</p> <p>MOCK TDLR PRACTICAL EXAM Group C 1:30pm</p> <p>1. Pre-Examination Set Up and Disinfection 2. Eyelash Strip Application 3. Cleansing 4. Steaming 5. Massage minutes 6. Mask and Moisturizing 7. Waxing with Soft Wax 8. Blood Exposure</p>	<p>Thursday April 25 9:00am-4:00pm</p> <p>CLIENT SERVICE LAB 9:30AM, 10:30AM & 1:00PM, 3:00PM (ONLY)</p> <p>Total Program Hrs 696</p>

<p>9. End of Examination Disinfection</p> <p style="text-align: right;">Instructor</p> <p>Sign _____</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p style="text-align: center;">ANY 4 DIFFERENT COMBO PRACTICAL_____</p>	<p style="text-align: right;">Instructor</p> <p>Sign _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p style="text-align: center;">ANY 4 DIFFERENT COMBO PRACTICAL_____</p>	<p>9. End of Examination Disinfection</p> <p style="text-align: right;">Instructor</p> <p>Sign _____</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p style="text-align: center;">ANY 4 DIFFERENT COMBO PRACTICAL_____</p>	
<p>Week 15 Monday April 29 9:00am-4:00pm</p> <p style="text-align: center;">MOCK TDLR PRACTICAL EXAM Group A 1:30pm</p> <ol style="list-style-type: none"> 1. Pre-Examination Set Up and Disinfection 2. Eyelash Strip Application 3. Cleansing 4. Steaming 5. Massage minutes 6. Mask and Moisturizing 7. Waxing with Soft Wax 8. Blood Exposure 9. End of Examination Disinfection <p style="text-align: right;">Instructor</p> <p>Sign _____</p> <p>Complete Required Clock Hours Complete Required Practicals</p>	<p>Tuesday April 30 9:00am-4:00pm</p> <p style="text-align: center;">MOCK TDLR PRACTICAL EXAM Group B 1:30pm</p> <ol style="list-style-type: none"> 1. Pre-Examination Set Up and Disinfection 2. Eyelash Strip Application 3. Cleansing 4. Steaming 5. Massage minutes 6. Mask and Moisturizing 7. Waxing with Soft Wax 8. Blood Exposure 9. End of Examination Disinfection <p style="text-align: right;">Instructor</p> <p>Sign _____</p> <p>Complete Required Clock Hours Complete Required Practicals</p>	<p>Thursday May 1 9:00am-4:00pm</p> <p style="text-align: center;">MOCK TDLR PRACTICAL EXAM Group C 1:30pm</p> <ol style="list-style-type: none"> 1. Pre-Examination Set Up and Disinfection 2. Eyelash Strip Application 3. Cleansing 4. Steaming 5. Massage minutes 6. Mask and Moisturizing 7. Waxing with Soft Wax 8. Blood Exposure 9. End of Examination Disinfection <p style="text-align: right;">Instructor</p> <p>Sign _____</p> <p>Complete Required Clock Hours Complete Required Practicals</p>	<p>Thursday May 9:00am-4:00pm</p> <p style="text-align: center;">LAST CLIENT SERVICE LAB</p> <p style="text-align: center;">9:30AM, 10:30AM & 1:30PM, 2:30PM (ONLY)</p> <p>Student Practical Lab Required Practical / Organize Kit Supplies</p> <p style="text-align: center;">Participation: _____</p> <p style="text-align: center;">Professionalism: _____</p> <p style="text-align: center;">Total Program Hrs 720</p>
<p>Week 16 Monday May 11 9:00am-4:00pm</p> <p style="text-align: center;"><u>CLEAN FACIAL CLASS/LAB</u></p> <p>Complete Required Clock Hours Complete Required Practicals</p>	<p>Tuesday May 12 9:00am-4:00pm</p> <p style="text-align: center;">MOCK TDLR PRACTICAL FINAL EXAM Group A 9:30am Group B 10:45am Group C 1:30am</p> <ol style="list-style-type: none"> 1. Pre-Examination Set Up and Disinfection 2. Eyelash Strip Application 3. Cleansing 4. Steaming 5. Massage minutes 6. Mask and Moisturizing 7. Waxing with Soft Wax 8. Blood Exposure 	<p>Wednesday May 13 9:00am-4:00pm</p> <p style="text-align: center;"><u>CLEAN FACIAL CLASS/LAB</u></p> <p>Complete Required Clock Hours</p>	<p>Thursday May 14 9:00am-4:00pm</p> <p style="text-align: center;"><u>CLEAN FACIAL CLASS/LAB</u></p> <p style="text-align: center;"><u>LAST DAY OF CLASS</u></p> <p style="text-align: center;"><u>NO CLIENT SERVICES</u></p> <p style="text-align: center;"><u>COMPLETE REQUIRED CLOCK HOURS</u></p> <p style="text-align: center;">Total Program Hrs 768</p>

	<p>9. End of Examination Disinfection</p> <p style="text-align: right;">Instructor</p> <p>Sign _____</p> <p><u>ALL LAB SHEETS DUE</u></p>		
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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 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 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 set up 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 1st 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 2nd 8-week session is May 4.

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