

Clarendon College
CSME1443
Manicuring and Pedicuring
Summer_2019

CLARENDON COLLEGE
Cosmetology Department

Course Name: *Billings_Missie_CSME_1443_Summer_2019*

Credit Hours: 3

Semester: Summer_2019

Classroom Location: Cosmetology Department Amarillo

Instructor: Missie Billings

Office Location: *Cosmetology Department Telephone 806-322-7871*

E-mail: missie.billings@clarendoncollege.edu

Fax: 806-660-1876

Office Hours: Billings_Missie_Summer_2019_ Monday-thur 11:30-5:30

Course Description:

This class will teach the future professional the art of caring for the natural nails by manicuring, and pedicuring, then nails of the hand and the nails of the feet.

The basic massage movements including petrissage, efflurage and tapotment will be studied and practiced in this course.

Program Coordinator Jana Coats

- *workforce courses: Workforce Education Course Manual at <http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/>*

Statement of Purpose

This class is to satisfy the requirements for TDLR to take the examination for licensure. The requirements are 150 hours in manicuring and pedicuring.

Required Instructional Materials:

Textbook:

Milady's textbook of Cosmetology, Milady's practical workbook, Milady's theory workbook, and Milady's anatomy and physiology textbook.

Other Relevant Materials:

Student should bring pen, pencils, paper, a loose-leaf binder and a hi-lighter pen.

Student Requirements

The student will be required to take a written test as well as do practical demonstrations.

Methods of Instruction

The class will have a lecture, discussion, a demonstration, and then the student will practice manicuring and pedicuring.

Course Objectives0

1. Sanitation and disinfection as required by TDLR.
2. Identify the implements and tools required to complete procedure.
3. Identify the basic nail shapes
4. Perform the different types of nail enhancements.
5. Perform the different types of manicures.
6. Demonstrate the proper procedure for a pedicure.
7. Identify the different ways of using aromatherapy
8. Creating nail art by using what earth has to offer.

Grading Policies:

Theory grades will be as follows

100-90 A

89-80 B

79-70 C

69-0 F must be repeated

The dress code and class room polices will be listed in the Cosmetology Handbook given to the student the first class day. Attendance policy

Clarendon College must uphold a very strict attendance policy in order for this degree plan to be completed in 12 months. 6 days a semester is considered failing (5 days for part time and instructors). Warnings will be issued after 3 days of absence. There are no exceptions to this policy. Your participation grade depends on your attendance. Weekly grade sheets will be affected by your attendance. 6 or more missed days per semester will fail the program/failing grades are not posted to TDLR. These are TDLR rules.

On the 6th day of unexcused absence or excused absence not made up, you will be asked to withdraw from the program. Only excused absences will be eligible for makeup work. Excused absences include sick with a doctor's note, hospitalization with a doctor's note, immediate death in the family, and natural disaster. These absences must be approved by the director.

Makeup work policy

Only excused absences are eligible for makeup work. It is the responsibility of the student to contact the instructor immediately upon return to make arrangements for the missed work. All unexcused absences will receive a 0 for all missed work.

A student must make all test missed before, the student is allowed to take the next test. A student's final grade will be made available through Campus Connect at Clarendon College's website.

Dress Code

The student must wear

1. Black slacks or black jeans.
2. Black lab jackets
3. Comfortable athletic shoes (you will be standing)
4. T-shirt.

The student must:

1. Have hair and make-up completed before clocking in
2. Must not wear a cap, bandana, or other head covering (we are in the hair business)

Classroom Policies:

Students must clock in or out when entering or leaving the building failure to do so could mean loss of hours. Students must not clock another student in or out. These two rules are not rules of the Clarendon Cosmetology Department. These are rules of the Texas Department of Licensing and Regulations.

CELL PHONES:

Cell phones are prohibited in the classroom and the student salon. Students may use cell phones in the break room and when they leave the building.

Attendance Policy

Students must maintain an 85% attendance rate, if not they will be on probation until the % is brought up, if not a loss of a letter grade will be deducted.

Classroom Conduct

Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (4) entering an office or building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (9) Plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit.

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of that course will file a report with the Vice President of Student Services when a student is caught cheating in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved. Students who are reported as cheating to the Vice President of Student Services more than once shall be disciplined by the Vice President. The Vice President will notify all involved parties within fourteen days of any action taken.

American with Disabilities Act Statement:

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Office of Student

Services (806-874-3571 or 800-687- 9737). We will work with you to make whatever accommodations we need to make.

Dropping a Course:

A student who is enrolled in a developmental course for TSI purposes may not drop his/her only developmental course unless the student completely withdraws from the college. A student may drop any other course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is initiated by the student by procuring a drop form from the Office of Student Services. (Refer to other policies concerning this issue in the current college catalog online.)

Attendance Policy:

Handbook will be given to student the first day of class.

Dress Code

Will be given a copy the first day of class, and required to sign a copy for their file.

Withdrawal from College:

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office. The request must include the student's signature, the student's current address, social security number and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W."

<http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>.

"For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your instructor or the Vice President of Academic Affairs. You also have the right to request a criminal history evaluation letter from the applicable licensing agency."