

Clarendon College  
CSME 2430  
Nail Enhancements  
**Summer\_2019**

**Clarendon College**  
**Cosmetology Department**  
**Course Name CoatsJ\_CSME\_2430\_Summer\_2019**

Credit Hours: 4  
Semester: **Summer\_2019**  
Classroom Location: Cosmetology Department  
Instructor: Jana Coats  
Office Location: *Cosmetology Department Childress Center*  
*Phone 940-9367-7005*  
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Office Hours: CoatsJ\_ **Summer\_2019**  
Mon-Thurs 4:30-5:30

### **Course Description:**

This course is designed to teach the student the proper procedures for manicures, pedicures, and nail enhancements; including the pre-service and post-service procedures. This class will continue to require the sanitation and disinfection procedures be met required by the Texas Department of Licensing and Regulations. □

*Division director: Jana Coats*

- *current college catalog located at the **Students** link on Clarendon College's website*
- *workforce courses: Workforce Education Course Manual at <http://www.theccb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/> **Statement of Purpose** to not only satisfy the requirements for TDLR to take the examination for licensure but to ready the future professional for employment.*

### **Required Instructional Materials:**

**Textbook: Milady's Standard Nail Technology textbook, Milady's Standard Nail Technology theory workbook.**

### **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, then the student will practice each type of nail enhancement, manicuring and pedicuring.

### **Course Objectives**

1. Sanitation and disinfection as required by TDLR.
2. Identify the implements and tools required to complete procedure.
3. Understand and demonstrate the proper procedures and precautions.
4. Perform basic manipulative skills in the areas of manicures, pedicures, and nail enhancements.
5. Perform proper procedures for pre-service and post-service.
6. Understand the various rules and policies implemented by the school and by the governing agency TDLR.
7. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions and procedures.

### **Grading Policies:**

*Theory grades will be as follows*

*100-90 A*

*89-80 B*

*79-70 C*

*69-0 F must be repeated*

A student's final grade will be made available on the Clarendon College website  
.www.clarendoncollege.ed.

The student will be given a copy of the Clarendon College Cosmetology Handbook containing the dress code, polices, and procedures.

### **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 6<sup>th</sup> 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.

### **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) The student will be given a copy to sign to be placed in student file.

### **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. Absentee policy students must maintain an 85% attendance rate or be on probation until % is brought into compliance if it is not it will result in a loss of a letter grade. The student will be made aware of the disciplinary clock items.

### **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 Dean of Students 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 Dean of Students more than once shall be disciplined by the Dean. The Dean will notify all involved parties within fourteen days of any action taken.

**CELL PHONES:**

Cell phones are prohibited in the classroom and the student salon. Students should inform family calls are not allowed (unless an emergency) during theory class. (8:10-9:45)

**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 12<sup>th</sup> 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.)

**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 12<sup>th</sup> 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."