

Clarendon College
Fall 2024
CSME 1451
PRINCIPALS OF NAIL TECHNOLOGY 2

CLARENDON COLLEGE

Cosmetology Department

Course Name: Hatfield_Stacy_1451_Fall_2024

Credit Hours: 5

Semester: Fall_2024

Classroom Location: Cosmetology Department Amarillo Center

Office Hours: Hatfield_Stacy_Fall_2024_ Mon-Thurs. 4:00-4:30

Phone: 806-660-2010

E-mail: stacy.hatfield@clarendoncollege.edu

Director: Decee Surratt

Monday, Tuesday and Wednesdays 4:00 -4:30

Course Description:

This course is designed teach the student advanced 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 Mary Nell Kiser

- current college catalog located at the Students link on Clarendon College's website
- workforce courses: Workforce Education Course Manual at

<http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/>

Statement of Purpose to 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 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 Practical grades will be as follows

100-90 A 100-90 A

89-80 B 89-80 B

79-70 C 79-70 C

69-0 F must be repeated 69-0 F must be repeated

A student's final grade will be made available on the Clarendon College website

. www.clarendoncollege.edu

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

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 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.)

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>

Academic Integrity Policy

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic

dishonesty will be regarded by the faculty and administration as a serious offense. Academic dishonesty 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) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment ; (5) entering an office, classroom, laboratory, or building to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or, (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.) Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the associate dean, and/or dean. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports him/herself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith. Though the confession will not excuse the student for the violation, the confession will be

considered and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Dean of Students. The Dean of Students will maintain a file on all violations. If a faculty member prefers to report the case directly to the Dean of Students, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the Dean of Students. If the Dean of Students observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Dean is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Dean of Students is responsible for the timely notification (normally within two weeks) to all parties of an action taken. Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.