

CSME 1431

PRINCIPALS OF NAIL TECHNOLOGY 1

Fall _2025

CLARENDON COLLEGE

Cosmetology Department

Course Name: ClemenceM_CSME_1431_ Fall_2025

Credit Hours: 4

Semester: Fall_2025

Classroom Location: Cosmetology Department Childress

Office Hours ClemenceM_ Fall_2025_ Mon-Thurs. 4:00-5:00

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Office Hours: Fall_2025 Monday-Thursday 4pm -5

Course Description:

This course is designed 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: Decee Surratt

- *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 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

100-90 A

89-80 B

79-70 C

69-0 F must be repeated

Practical grades will be as follows

100-90 A

89-80 B

79-70C

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 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 -5 for all missed work.

Dress Code

The student must wear

1. Black scrubs.
2. Black lab jackets
3. Comfortable athletic shoes (you will be standing)

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.

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. (9:00- 10:00)

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.

STUDENT ACADEMIC INTEGRITY AND CLASSROOM ETHICS

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 an 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 activity; 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 vice president, 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.

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 Vice President of Academic Affairs. The Vice President of Academic Affairs will maintain a file on all violations. If a faculty member prefers to report the case directly to Vice President of Academic

Affairs, 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 Vice President of Academic Affairs. If the Vice President of Academic Affairs observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Vice President of Academic Affairs 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 Vice President of Academic Affairs 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.

Course Withdrawal--Students desiring to make schedule changes after their initial registration each semester must do so during the designated "Drop and Add" period as scheduled in the College Catalog. Students will be required to pay tuition and fees applicable to any class(es) added to their schedule.

Official withdrawal from a course is initiated in the Office of the Registrar. However, each student should consult with his/her academic advisor or the Associate Dean of Enrolment before officially withdrawing from a course. A student who stops attending a class without officially dropping it may receive a grade of "F" for that class.

The full details of **Student Rights and Responsibilities** policies can be viewed on Clarendon College's website at: [www.clarendoncollege.edu/Resources/Legal/24-25/FLA\(LEGAL\).pdf](http://www.clarendoncollege.edu/Resources/Legal/24-25/FLA(LEGAL).pdf)

Final Exams: The schedule of final exams times is published at the beginning of the semester. You can find the schedule for final exams at: <https://www.clarendoncollege.edu/insideCC>. Do not make plans to leave school before your scheduled final exam. Faculty members cannot on their own authorize a student to take a final exam early. In exceptional circumstances if a student needs to take a final exam early, he/she may request early final exams by filling out the form at: <https://www.clarendoncollege.edu/Resources/Admin/Request%20for%20Early%20Final%20Exams.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

