

CSME_1431
PRINCIPALS OF NAIL TECHNOLOGY 1
Spring_2025

CLARENDON COLLEGE
Cosmetology Department
Course Name: JohnsonK_CSME_1431_Spring_2025

Credit Hours: 4

Semester: Spring_2025

Classroom Location: Cosmetology Department

Office Hours JohnsonK_Spring_2025 Mon-Thurs. 11-11:30AM

Phone : 806-322-7871

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Office Hours: Spring_2025 Monday-Thursday 4pm -5, Friday1pm-2

Division Director: Decee Surratt

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. □

- 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 textbook 2023 , Milady's CIMA Online program.

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.edu

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

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>

"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."

Grievance/Appeals

If you have a dispute concerning your grade or policies in this class, it is the student's responsibility to contact the instructor to discuss the matter. Should things remain unresolved, please follow the procedures described in the Clarendon College Student Handbook or College Policy Manual.

Accommodation Statement

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT:

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the Associate Dean of Enrollment Services at 806-874-4837 / janean.reish@clarendoncollege.edu or visit the Clarendon campus at Clarendon College. It is the policy of Clarendon College to provide reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to contact the Associate Dean of Enrollment Services.

Nondiscrimination Policy

Clarendon College, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

It is the policy of Clarendon College not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one's ideas is not harassment and is fully protected by academic freedom, but personal harassment of individual students is not permitted.