

Clarendon College
CSME_1443
Manicuring and Pedicuring
Spring 2025

CLARENDON COLLEGE

Cosmetology Department

Course Name: Hatfield_Stacy_CSME_1443_Spring_2025

Credit Hours: 3

Semester: Spring 2025

Classroom Location: Cosmetology Department Pampa

Instructor: Stacy Hatfield

Office Location: Cosmetology Department Telephone 806—660-2010

E-mail: stacy.hatfield@clarendoncollege.edu

Office Hours: Monday-Thursday 4:00-5:00

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, effleurage and tapotement will be studied and practiced in this course.

Program Coordinator Decee Surratt

☐ 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:

The Milady's Standard Cosmetology eBook 2014, Milady's CIMA online theory course 2014.

Other Relevant Materials:

Comment: They must bring a pen, paper, spiral, and a hi-liter pen.

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 classroom polices will be listed in the Cosmetology Handbook given to the student the first-class day.

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

Students may wear

1. Black scrub pants
2. Black Clarendon College T-Shirt
3. Type of athletic shoe (with comfortable sole, you will be standing during practical class)
4. No hats, visors, or bandanas will be allowed. We are in the hair industry
5. Hair and make-up must be complete before clocking in.

The students will be given a copy of the dress code to sign and place in the file.

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.

Absentee Policy

Students must maintain an 85% attendance or be on probation until the student complies. If

This is not accomplished the student's grade will be lowered by one letter.

Any absences in the Fall, Spring and Summer semester exceeding three days (24 hours) are considered excessive and will place a student on departmental probation for the remainder of the semester. Students will receive a written warning. Students are responsible for making up any missed work.

CELL PHONES:

Cell phones are prohibited in the student salon and the classroom. Students may use them phones in the break room, and when outside on break. Students must inform family of theory class times 8:10- 11:30 on Monday and 8:10-9:30 on Tuesday through Friday. The cell phone policy will be in the handbook.

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 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 Vice President of Students 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.

Accommodation Statement

REQUIREMENTS FO THE AMERICAN WITH DISABLITIES 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](tel: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, based on race, color, national origin, religion, sex, 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, veterans' 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.

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 ay 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."

Tests:

Students will be responsible for making up tests during the following week of the test.

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

Criminal History

"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