



## Syllabus

### Course Information

**Course Title:** Manicuring and Related Theory

**Course Prefix & Number:** CSME 1443

**Course Credit Hours:** 4

### Course Description

Presentation of the theory and practice of nails services. Topics include terminology, application, and workplace competencies related to nail services.

### Student Learning Outcomes

Define terminology related to nail services; demonstrate the basic procedures of nail services; practice safety and sanitation according to the laws and rules of the state licensing agency; and exhibit workplace competencies in nail services.

### Instructor Information

**Instructors Name:** Teresa Benton, Program Coordinator, Instructor

Denice Collier, Instructor

Brandon Dixon, Instructor

**Office Location:** Cosmetology Building - 1401 Richmond Road, Texarkana, Texas

**Office Phone:** 903-823-3399

**Email:** [teresa.benton@texarkanacollege.edu](mailto:teresa.benton@texarkanacollege.edu)  
[carol.collier@texarkanacollege.edu](mailto:carol.collier@texarkanacollege.edu)  
[brandon.dixon@texarkanacollege.edu](mailto:brandon.dixon@texarkanacollege.edu)

**Office Hours:** Monday - Tuesday - Wednesday

**Day Class:** 4:00PM - 5:00PM

**Night Class:** 5:00PM - 5:30PM

Please schedule an appointment with an Instructor (*Monday is scheduled for tutoring*)

## Textbook & Course Materials

### Purchased through Texarkana College Book Store

- Pivot Point Designer's Approach Textbook Package ISBN: 978-997-009-0754
- Pivot Point Snap Cap Hair Package
- Pivot Point Essentials Kit / Electrical Styling Kit / Shears Kit
- Burmax Supplemental Kit
- Smockers Black Smock

### Purchased through Texarkana College Office of Admissions

- (3) Student ID's

### Required Materials

- iPad
- 3 Ring Binder
- Pens / Pencils / Paper

### Additional Fee's

- Pivot Point Online LAB \$150.00 *Fee also applies upon reentry in the program*
- TDLR Student Permit \$25.00

## Obligations While Enrolled in the Cosmetology Program

All Texarkana College Cosmetology students are required to attend all Texarkana College sponsored events, seminars or activities on or off campus as directed by the Program Coordinator. Attend and participate in all events hosted by the Cosmetology Department during or outside the regular scheduled times as directed by the Program Coordinator. Students who choose not to attend will be counted absent for the day and receive a grade of zero for daily participation. Unprofessional behavior will not be tolerated at such events.

## Requirements for Course Completion and Due Dates

Prior to the start of the student's final phase or during the student's final phase of education an "exit interview" form will be distributed. All students must complete the exit interview, which will be collected prior to the student's last date of attendance. It is the student's responsibility to ensure that all of his or her exams, curriculum, and other assignments are completed and to ensure that his or her financial obligations have been met prior to the completion of his or her hours and exams. Outstanding balances must be paid or a hold will be placed on a student's account.

## Graduation Requirements

### Students are encouraged to participate in TC graduation ceremony in May or December following completion of the program.

To graduate and receive a certificate from Texarkana College the following are required:

- 1 Complete 42 SCH, three full semesters for days and six full semesters for nights.
- 2 Complete all examinations, both written and practical and complete all assignments.
- 3 Passed the Texas State Board Written Exam.
- 4 Achieve a minimum cumulative average of 70% in practical and in theory.
- 5 Fulfill all financial obligations to the College as stipulated in the enrollment agreement (contract), payment schedules and addendum's as outlined by satisfactory payment agreement.
- 6 Complete an application for a program certificate.

## Student Assessment

<b>CSME 1443</b>	<b>Weight</b>	<b>Points</b>	
DAILY WORK	48%	1120	A - 90 to 100
TEST	19%	450	B - 80 to 89.99
COURSE EXAMS	31%	730	C - 70 to 79.99
ATTENDANCE	2%	50	F - 0 to 69.99
	100%	2350	

## Online Assignments

The Cosmetology Program consists of 3 semesters for days and 6 semesters for nights. Each semester requires different assignments and projects to be completed and turned in online and in class, by the required deadline to receive a grade.

### Chapter Test/Workbook

We will cover (4) Chapters from the Cosmetology Fundamentals textbook. You will be tested over these (4) Chapters with a 50-question test during the semester and a comprehensive Final Exam at the end of the semester with 100-questions. Chapter tests will be taken online through LAB.

### SMARTNOTES

SmartNotes will be due the day of the test, before the test is taken. No late work will be turned in. SmartNotes can be downloaded in LAB ([www.learnaboutbeauty.com](http://www.learnaboutbeauty.com)). You will need to download each section of the chapter into Adobe Reader, fill out, and upload each section to Showbie.

### LAB Online Course Exams

Within LAB you will be enrolled in modules that coincide with the courses you are enrolled in. You will need to view each video, download and turn in assigned work and take the lesson challenges, which will be your course test. All modules must be completed in order to ensure competency of the procedure associated with practical rubrics to be tested over.

### Online Projects

1st Semester and 2nd Semester students are required to complete a Stylebook and a Portfolio using Pinterest and LinkedIn. Students will be enrolled in each module in LAB and can access rubrics and directions for each of these to be used as a guideline. Both projects will need to be completed in digital format within each app and viewed by an instructor to receive a grade. Note that additional assignments and grades are associated with the Portfolio see below.

## Classroom Assignments

As part of your training to become a licensed professional you will be engaged in repetitious training to develop and sharpen your skill set for knowledge, speed and accuracy to match that of a professional. For this type of training you will be required to constantly repeat the same procedures over and over in order to gain the skills needed. We employ this training type through a Weekly Repetitious Training worksheet, Practical & Course Repetitious Training worksheet and Model Calls.

### Weekly Repetitious Training

This assignment requires you to be constantly engaged everyday by completing specific hands-on practical applications on your manikin. Each week you will be given a Weekly Repetitious Training worksheet with (25) manikin procedures. This is to be completed each week even with receiving clients. You will need to keep up with this worksheet and turn it in at the end of each week to receive a grade. This will be uploaded to Showbie at the end of each week by taking a picture of your sheet.

### Model Calls

As part of your training you will be required to become engaged with the general public, so that it's second nature in the field. For this assignment you will be asked to hand out Model Calls, which are vouchers for a free haircut and basic style to people that you normally would not become engaged with in public. I must add a disclaimer, that if a person seems to be dangerous, do not approach them. Use your best judgment when approaching strangers.

You will be required to bring in (3) Model Calls each month only. Each model must bring in a voucher, (not receive one at the front desk) an instructor must sign off on the voucher and verify that they have not received any services from TC. You will need to keep up with the voucher and turn it in at the end of each week to receive a grade. This will be uploaded to Showbie at the end of each week by taking a picture of the model call(s).

### Practical & Course Repetitious Training

This assignment is tailored for each semester to cover practical rubrics pertaining to the courses you are enrolled in. This will need to be completed and turned in no later than the assigned due date before the end of the semester. You will be responsible for accessing the content to complete practical assignments. Assignments can be viewed in LAB, myTC and your Syllabus.

### Course Rubric Testing

All course related work in LAB must be completed by the fourth week of the new semester. The following week one day will be set aside to demonstrate your proficiency in each course rubric. This date will be announced and posted at the beginning of each semester. This will count as a substantial portion of your grade. Please keep in mind that if you need help, ask in advance. If for some reason you do not complete the required modules for each course rubric prior to the testing date you will not be allowed to test that day. You will have to schedule a day to make up any exam(s) during office hours after school on Monday, Tuesday, or Wednesday and the highest grade you will be able to make is a 70%.

## Course Assignments

### **Compass Career & Transfer Center - Portfolio**

Students enrolled in 2nd and 3rd semester will need to make an appointment with a member of the Express Employment Professionals team located in the Truman Arnold Student Center Compass Career & Transfer Center, to have your resume reviewed prior to the end of each semester. Students will need to coordinate with an instructor prior to making an appointment to do a preliminary review of your resume. Once completed the student will be given a form that must be completed and returned to your instructor after your second visit with Express Employment Professionals. This assignment is tied to a course and must be completed.

### **Salon Mentoring & Shadowing**

Salon Shadowing is scheduled with participating salons for four weeks on Thursdays and Fridays. Students are required to clock in at the school on time just like another day. During that time students who are scheduled will need work on assignments in the classroom. When you have arrived at your salon you will need to have your mentor call the school to verify your arrival. Please keep in mind that you are representing Texarkana College and the Cosmetology Department and it's considered a privilege to be able to participate in this opportunity. You will need to wear your Texarkana College Cosmetology uniform and TC Student ID badge. Remember you will need to have your TDLR Student Permit with attached picture with you while at the salon. It's unlawful for you to receive compensation from the Salon and you are only able to shampoo and observe per TDLR Rules & Regulations.

### **Community Enrichment**

Texarkana College Cosmetology has partnered with several outreach programs in the city to help enrich out community. Through this we teach our students they all have a social responsibility to help those in the community that need it most. We require our students to participate in school sponsored events as well as participating in 2 additional community enrichment projects every semester. Please verify which event you will be helping at with an instructor prior to each event.

### **State Written Exam Practice**

Each student will be scheduled to use the computers in one hour time slots to practice for the State Written Exam. Students must be scoring in the upper 80% before scheduling this test. Instructors must verify your test scores. You are required to take and pass this test before the last week of the semester. This will count as a course grade.

### **State Practical Exam Mock Board Exam**

Each student will be required to participate in this exam. This will give you the opportunity to see the format of the practical exam and ask questions. This will count as a course grade.

## Clock-to-Credit Hours

Effective January 14, 2013, Texarkana College Cosmetology was approved by TDLR to use credit hours instead of clock hours to report to TDLR. Students will now be required to receive 42 semester credit hours, equaling three semesters for day and six semesters for night students to graduate. Students will still be required to clock in and out as a means to track student attendance. Students are required to pass each course and attend each semester in full before students can graduate and/or have hours released to TDLR to schedule testing for licensing. Students who withdraw, or drop for attendance or disciplinary reasons will receive the cumulative clock hours from enrollment date to drop date and will not receive credit for courses enrolled in.

## Class Schedule

All students are expected to complete 42 SCH in three semesters for full-time day students and six semesters for part-time night students. There is no financial aid for additional time needed to complete the program.

## Program Hours

Texarkana College Cosmetology is open 5 days a week Monday through Friday.

### Full-Time Days

Monday-Friday 8:00 a.m.-4:00 p.m.

### Part-Time Evenings

Monday-Thursday 5:30 p.m.-9:30 p.m.

## Course Instructional Technology

### Texarkana College

Coursework, Attendance, Syllabus, Gradebook  
myTC: <https://my.texarkanacollege.edu/ics>

### Pivot Point

Educational Materials - Textbooks, Videos, Forum, Handouts  
LAB: <http://www.learnaboutbeauty.com>

### Stylebook

Pinterest

### Portfolio

linkedin.com

### Wella Education

App Store

### Assignments

Showbie

## Locating Assignments in myTC

Each course you are enrolled in has assignments and due dates that must be completed. It's your responsibility to keep track of any work that is required. Log in to myTC -> click on the student tab -> scroll to the bottom and look for a section titled "Attendance & Grades - Jenzabar LMS" -> under this header you will find all the courses you are enrolled in, click on each course -> when you click on a course you will need to locate the light blue box on the top left hand side and select "Coursework" -> this is where you will find all the assignments due for the semester. Note that myTC is where you find your assignments LAB has the content.

## Locating Assignments in LAB

[learnaboutbeauty.com](http://learnaboutbeauty.com) is an interactive learning system provided by Pivot Point. You can view all content in LAB through videos, uploads and forums. Log in to LAB -> Click the Learn tab at the top to access your learning paths -> Each path has modules that need to be completed for a grade.

## Absentee Policy

### Workforce Classes (See Cosmetology Handbook regarding absences.)

Day Classes	Evening Classes
<p>Class meets:</p> <p>5 days a week (MTWRF)</p> <p>The instructor <b>may</b> withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an "F" in the program for that semester.</p> <p>Three tardies count as one absence.</p> <p>You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p>	<p>Class Meets:</p> <p>4 evenings a week (MTWR)</p> <p>The instructor <b>may</b> withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an "F" in the program for that semester.</p> <p>Three tardies count as one absence.</p> <p>You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p>

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she may be considered absent. Three tardies constitute one absence. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members are not obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student may receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W". Withdrawal from a course(s) may affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

## Excused Absences

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty\* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

*\*Students interested in Cosmetology should check with the Program Coordinator prior to entering the program.*

## Make-up Policy

If a student is absent on the day of an exam (written or practical), or on a day an assignment is due, he or she is required to make up all exams and/or turn in all assignments the same day of returning to class, and during times established by an educator. To maintain the credibility of the exam an alternate exam will be used. Failure to make up an exam or turn in assignments in accordance with the make-up policy requirements will result in a recorded grade of 0%, which will be factored into the student's grade average and will therefore impact the student's satisfactory progress determination.

## SCANS Skills

1. Foundation Skills: (for Academic & Technical Courses)

(a) Basic Skills: A student must read, write, perform arithmetic and mathematical operations, listen, and speak effectively.

These skills include:

- 1) Reading: Locate, understand, and interpret written information in texts, documents and manufacturers literature such as instruction manuals and other related material.
- 2) Writing: communicate thoughts, ideas, information, and messages in writing; and create documents such as client record keeping and appointment scheduling.

## Academic Dishonesty Policy

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu/PDFFiles/CurrentStudents/studenthandbook.pdf>.

## Disability Act Statement

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at (903) 823-3283, or go by the Advising Department located in the Administration building for personal assistance. If you have an accommodation letter from their office indicating that you have a disability, which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class.

*It is best to request these changes at the beginning if not before the start of class, so there is ample time to make the accommodations.*



## Statement of Equal Opportunity

Texarkana College is an Affirmative Action Equal Opportunity Institution. It is the policy of Texarkana College not to discriminate on the basis of sex, disabilities, race, color, age or national origin in its educational and workforce education programs, activities, or employment as required by Title IX, Section 504 and Title VI. The Texarkana College campus is accessible to the disabled. Texarkana College is committed to full compliance with both the Drug Free Workplace and the Drug Free schools and Communities Acts.

## Financial Aid

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

## Student Support Services

Student Support Services is a federally funded program designed to give a helping hand to Texarkana College students who show potential for success in college, but who need assistance in their efforts. Students entering the program have a variety of needs encompassing economic, academic, cultural, and handicapped challenges. Student Support services can help you by offering career information; tutoring, study skills, and college transfer information.

### STUDENT SUPPORT SERVICES

#### Texarkana College Library

2500 North Robison Road

Texarkana, TX 75599

(903) 823-3381

#### Office Hours

**8:00AM to 5:00PM, Monday - Friday**

## Course Management and Student Success Enclosures

- Attendance/Tardy and Dress Code Policy strictly enforced.
- Student must have tools/books and supplies first day of class.
- Student must attend/participate 4 community service events throughout the course.
- See Cosmetology Handbook for all other policies and procedures.
- Texarkana College Handbook and Cosmetology Handbook may be viewed on the Texarkana College website.
- In the event you are absent, upon your return you need to fill out the Attendance Documentation online form in the Student HUB. [bit.do/txkcosmo](http://bit.do/txkcosmo)
- In the event you leave early, you need inform an instructor you are leaving and fill out the Leaving Early Documentation online form in the Student HUB. [bit.do/txkcosmo](http://bit.do/txkcosmo)
- If you need to discuss your grades, attendance, or need help with assignments you need to make an appointment with an instructor through the Student HUB [bit.do/txkcosmo](http://bit.do/txkcosmo)



## Netiquette

*"Netiquette" is the term used to describe rules of courtesy in using electronic communication. These rules are intended to help use the medium effectively and considerately. The ideas below are intended to help with electronic class discussion.*

When communicating in an online course you are addressing a group of people. The following guidelines will help you to communicate effectively.

- Don't say things that you wouldn't say in a face-to-face environment, or in any public place.
- Don't share confidential information.
- Use the subject line to identify the content of the message.
- Stay up-to-date on forum postings by reading them regularly.
- Always comply with copyright by citing your references when posting online content.
- Use individual e-mail for messages to individuals rather than tying up the group list.
- Do not forward emails or discussion forum postings without asking permission from the original author.
- Electronic communication does not provide visual cues, such as smiles or frowns that face-to-face communication allows. Therefore, humor and/or sarcasm in written text might be misunderstood and interpreted as rude or inflammatory in the online environment. Choose your words carefully to avoid hurting, or angering anyone. Should emotions become inflamed, do not promote the anger. Take a cooling down period, perhaps overnight, before you engage in the online activity again.
- Avoid using all capital letters in your text. This is considered 'shouting' in the online classroom.
- Aim for clarity and readability in your text.
- Use proper English and remember to spell check.
- If you do not understand the assignment's directions or the posts of your classmates don't be afraid to ask for clarification.
- The online classroom is a community of learners. Participate actively in the community and reach out to your classmates with a helping hand.

## Computer and Technical Support

This is a hybrid online course. You will be required to purchase an iPad to participate and complete assignments online while enrolled in the Cosmetology program. It is your responsibility to possess the necessary skills to manage the hardware and software systems for this online course. In addition, if your normal computer facilities become unavailable for any reason, you are responsible for locating and operating other adequate computer facilities to meet the course deadlines. TC has computers available to students in the Career Education Center (CEC) building, Library and the Cosmetology Department. AUP Policy applies and can be found in your Student Handbook.

## Alternative Methods of Turning in Assignments

Even if your computer crashes or the school server goes down, you are still responsible for meeting the course deadlines. You are notified of due dates for all assignments well in advance to plan accordingly.

## TC Help Desk

If you have computer problems or technical issues, contact the TC Help Desk at:  
[helpdesk@texarkanacollege.edu](mailto:helpdesk@texarkanacollege.edu)

## Questions about Assignments or Course Material

If you have questions about the assignments or course material, contact your instructor through email, telephone or in person. Leave a message if no answer.

**THE PROGRAM COORDINATOR OF COSMETOLOGY RESERVES THE RIGHT TO MAKE CHANGES WHEN DEEMED NECESSARY.**

## Day Program Schedule

Use this schedule to help plan for your success. This is in no way a complete list of everything scheduled. Please refer to the Student Calendar posted outside the Theory Classroom for scheduled events and advanced classes.

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Theory</b> 8:16 a.m. - 9:15 a.m.  <b>Salon Success</b> 9:15 a.m. - 9:30 a.m.	<b>Theory</b> 8:16 a.m. - 9:30 a.m.	<b>Theory</b> 8:16 a.m. - 9:30 a.m.	<b>Theory</b> 8:16 a.m. - 9:30 a.m.	
<b>Clinic Floor</b> 9:30 a.m. - 3:00 p.m.	<b>Clinic Floor</b> 9:30 a.m. - 3:00 p.m.	<b>Clinic Floor</b> 9:30 a.m. - 3:00 p.m.	<b>Clinic Floor</b> 9:30 a.m. - 3:00 p.m.	<b>Clinic Floor</b> 8:16 a.m. - 3:00 p.m.
<b>Breaks A.M.</b> Phase 1 9:30 a.m. - 9:40 a.m.  Phase 2 & 3 9:45 a.m. - 11:00 a.m.	<b>Breaks A.M.</b> Phase 1 9:30 a.m. - 9:40 a.m.  Phase 2 & 3 9:45 a.m. - 11:00 a.m.	<b>Breaks A.M.</b> Phase 1 9:30 a.m. - 9:40 a.m.  Phase 2 & 3 9:45 a.m. - 11:00 a.m.	<b>Breaks A.M.</b> Phase 1 9:30 a.m. - 9:40 a.m.  Phase 2 & 3 9:45 a.m. - 11:00 a.m.	<b>Breaks A.M.</b> Phase 1 9:30 a.m. - 9:40 a.m.  Phase 2 & 3 9:45 a.m. - 11:00 a.m.
<b>Lunches</b> Phase 1 11:00 a.m. - 11:30 p.m.  Phase 2 & 3 11:30 a.m. - 1:00 p.m. *Assigned	<b>Lunches</b> Phase 1 11:00 a.m. - 11:30 p.m.  Phase 2 & 3 11:30 a.m. - 1:00 p.m. *Assigned	<b>Lunches</b> Phase 1 11:00 a.m. - 11:30 p.m.  Phase 2 & 3 11:30 a.m. - 1:00 p.m. *Assigned	<b>Lunches</b> Phase 1 11:00 a.m. - 11:30 p.m.  Phase 2 & 3 11:30 a.m. - 1:00 p.m. *Assigned	<b>Lunches</b> Phase 1 11:00 a.m. - 11:30 p.m.  Phase 2 & 3 11:30 a.m. - 1:00 p.m. *Assigned
<b>Breaks P.M.</b> Phase 1 2:00 p.m. - 2:10 p.m.  Phase 2 & 3 1:30 p.m. - 2:30 p.m.	<b>Breaks P.M.</b> Phase 1 2:00 p.m. - 2:10 p.m.  Phase 2 & 3 1:30 p.m. - 2:30 p.m.	<b>Breaks P.M.</b> Phase 1 2:00 p.m. - 2:10 p.m.  Phase 2 & 3 1:30 p.m. - 2:30 p.m.	<b>Breaks P.M.</b> Phase 1 2:00 p.m. - 2:10 p.m.  Phase 2 & 3 1:30 p.m. - 2:30 p.m.	<b>Breaks P.M.</b> Phase 1 2:00 p.m. - 2:10 p.m.  Phase 2 & 3 1:30 p.m. - 2:30 p.m.
<b>Clean Up Duties</b> 3:00 p.m. -3:30 p.m. *Assigned	<b>Clean Up Duties</b> 3:00 p.m. -3:30 p.m. *Assigned	<b>Clean Up Duties</b> 3:00 p.m. -3:30 p.m. *Assigned	<b>Clean Up Duties</b> 3:00 p.m. -3:30 p.m. *Assigned	<b>Clean Up Duties</b> 3:00 p.m. -3:30 p.m. *Assigned
<b>Study Hall</b> 3:30 p.m. - 4:00 p.m.	<b>Study Hall</b> 3:30 p.m. - 4:00 p.m.	<b>Study Hall</b> 3:30 p.m. - 4:00 p.m.	<b>Study Hall</b> 3:30 p.m. - 4:00 p.m.	<b>Study Hall</b> 3:30 p.m. - 4:00 p.m.
<b>Written Exam Practice</b> 9:45 a.m. - 3:00 p.m. For assigned students 1 hr. limit  Schedule After School 4:00 p.m. - 5:00 p.m.	<b>Written Exam Practice</b> 9:45 a.m. - 3:00 p.m. For assigned students 1 hr. limit  Schedule After School 4:00 p.m. - 5:00 p.m.	<b>Written Exam Practice</b> 9:45 a.m. - 3:00 p.m. For assigned students 1 hr. limit  Schedule After School 4:00 p.m. - 5:00 p.m.	<b>Salon Shadowing</b>  <b>Study Hall</b> <b>Clock in:</b> 8:00 a.m. <b>Clock Out:</b> 9:15 a.m. For assigned students  <b>Salon Schedule</b> 9:30 a.m. - 4:00 p.m.	<b>Salon Shadowing</b>  <b>Study Hall</b> <b>Clock in:</b> 8:00 a.m. <b>Clock Out:</b> 9:15 a.m. For assigned students  <b>Salon Schedule</b> 9:30 a.m. - 4:00 p.m.

THE PROGRAM COORDINATOR OF COSMETOLOGY RESERVES THE RIGHT TO MAKE CHANGES WHEN DEEMED NECESSARY.

## Night Program Schedule

Use this schedule to help plan for your success. This is in no way a complete list of everything scheduled. Please refer to the Student Calendar posted outside the Theory Classroom for scheduled events and advanced classes.

Monday	Tuesday	Wednesday	Thursday
<b>Theory</b> 5:46 p.m. - 7:00 p.m.	<b>Clinic Floor</b> 5:46 p.m. - 8:45 p.m.	<b>Clinic Floor</b> 5:46 p.m. - 8:45 p.m.	<b>Clinic Floor</b> 5:46 p.m. - 8:45 p.m.
<b>Break</b> 7:00 p.m. - 7:15 p.m.	<b>Breaks P.M.</b> Phase 1 7:00 p.m. - 7:10 p.m.	<b>Breaks P.M.</b> Phase 1 7:00 p.m. - 7:10 p.m.	<b>Breaks P.M.</b> Phase 1 7:00 p.m. - 7:10 p.m.
<b>Theory</b> 7:15 p.m. - 9:00 p.m.	Phase 2, 3, 4, 5 & 6 6:30 p.m. - 8:30 p.m.	Phase 2, 3, 4, 5 & 6 6:30 p.m. - 8:30 p.m.	Phase 2, 3, 4, 5 & 6 6:30 p.m. - 8:30 p.m.
<b>Study Hall</b> 9:00 p.m. - 9:30 p.m.	<b>Clean Up Duties</b> 8:45 p.m. - 9:00 p.m. *Assigned	<b>Clean Up Duties</b> 8:45 p.m. - 9:00 p.m. *Assigned	<b>Clean Up Duties</b> 8:45 p.m. - 9:00 p.m. *Assigned
<b>Salon Success</b> 8:45 p.m. - 9:15 p.m. <i>4th Monday of each month</i>	<b>Study Hall</b> 9:00 p.m. - 9:30 p.m.	<b>Study Hall</b> 9:00 p.m. - 9:30 p.m.	<b>Study Hall</b> 9:00 p.m. - 9:30 p.m.
	<b>Written Exam Practice</b> 5:45 p.m. - 9:00 p.m. For assigned students	<b>Written Exam Practice</b> 5:45 p.m. - 9:00 p.m. For assigned students	<b>Written Exam Practice</b> 5:45 p.m. - 9:00 p.m. For assigned students
	Schedule Before School 5:00 p.m. - 5:30 p.m.	Schedule Before School 5:00 p.m. - 5:30 p.m.	Schedule Before School 5:00 p.m. - 5:30 p.m.
			<b>Salon Shadowing</b> <b>Clock in:</b> 5:30 p.m. <b>Clock Out:</b> 5:45 p.m. Last 2 semesters <b>Salon Schedule</b> 5:30 p.m. - 9:00 p.m. <i>Or until salon closes.</i>

THE PROGRAM COORDINATOR OF COSMETOLOGY RESERVES THE RIGHT TO MAKE CHANGES WHEN DEEMED NECESSARY.

# CSME 1443 Manicuring

DAILY WORK	ASSIGNMENT INSTRUCTIONS	Possible Points	Due Date	Points Earned
SmartNotes - CH _____	<ul style="list-style-type: none"> <li>SmartNotes can be found in <b>LAB</b></li> <li>Open <b>LAB</b> -&gt; Click on <b>Learn</b> -&gt; Click on the <b>Theory</b> Learning Path -&gt; Click on each section in the chapter</li> <li>Download the SmartNotes for section of the chapter into <b>Adobe Acrobat</b> <ul style="list-style-type: none"> <li>Fill out content from your Cosmetology Fundamentals Text Book</li> </ul> </li> <li>Once complete you will need to:                             <ul style="list-style-type: none"> <li>Click on the box with the up arrow -&gt; select Open In... -&gt; select the Showbie icon (<i>not the open in Showbie</i>) -&gt; choose SmartNotes -&gt; lastly select the correct SmartNotes Chapter</li> </ul> </li> <li>You will do this for each section of the chapter and as a whole you will receive 25 points when all sections have been uploaded into the <b>Showbie App</b>.</li> </ul>	25		
SmartNotes - CH _____		25		
SmartNotes - CH _____		25		
SmartNotes - CH _____		25		
Weekly Sheets/Model Calls _____	Open <b>Showbie</b> -> Select Clinic Floor Assignments -> Choose the correct month for Weekly Sheets/ Model Calls -> Select the + symbol at the top right -> Select Camera and snap a picture of your work. You will need to do repeat the same steps if you are uploading any models call that week. Your name must be on each paper submitted and the start and end date of each week. You will also need to physically turn in both assignments at the end of each week.	130		
Weekly Sheets/Model Calls _____	<p><b>Weekly Sheets are worth 100pts. total</b> 25 procedures to complete each week with Instructor signatures. 1 point will be given for each signature. You must turn in at least 4 weekly sheets with 25 signatures on each to receive 100 pts.</p> <p><b>Model Calls are worth 30pts. total</b> 3 Model Calls each month need to be submitted to receive the 30 points. For each completed Model Call you will receive 10 points.</p>	130		
Weekly Sheets/Model Calls _____		130		
Weekly Sheets/Model Calls _____		130		
Community Enrichment	During the semester you will need to volunteer twice outside of school with an organization that gives back to the community. Instructor approval is required before you schedule. They will be 75 points a piece. Upon completion you will need to bring a letter stating you volunteered with the organization and upload photos into LAB under the @commUNITY Enrichment	150		
Attendance	Each day you are absent -10 points will be deducted from your overall grade, worth 50 points. You will need to fill out the Attendance Documentation online in the Student Hub. See handbook for this policy.	50		

PRACTICAL RUBRICS - LAB	ASSIGNMENT INSTRUCTIONS	Points		
COLOR - Alternation - Partial Highlight/ Slicing	<ul style="list-style-type: none"> <li>Each assignment can be found in <b>LAB</b></li> <li>Open <b>LAB</b> -&gt; Click on Learn -&gt; Click on 2nd semester Learning Path -&gt; Practical Rubrics</li> <li>View each video</li> <li>Download the Design Decision Chart to <b>Adobe Acrobat</b>, complete on your tablet, put name at the bottom</li> <li>Once completed you will need to screen shot it and upload it in <b>Showbie</b> by selecting LAB Practical Rubrics -&gt; then choose the correct procedure -&gt; select the + symbol at the top right -&gt; choose Photo Library and upload the Design Decision.</li> <li>Download the Rubric and use as a guide to complete the Workshop</li> <li>When done snap a picture of your completed design with your name on the front of the manikin and upload it into Showbie using the above directions</li> <li>Once you have completed and uploaded the Design Decision Chart and snapped a picture you will need to show an Instructor to get this signed off your practical sheet</li> <li>Make sure you upload each assignment into Showbie under the correct title</li> </ul> <p>Each assignment is worth 100pts. and must be completed in full to receive the points including all activities in each module.</p>	100		
HAIR DESIGN - Straight Volume - Airforming Forward Line		100		
SCULPTING - Increase-Layered Form Diagonal Forward Line		100		
TEXTURE - Freeform Pattern Compression		100		
TEXTURE - Zonal Pattern Exterior		100		

TEST	ASSIGNMENT INSTRUCTIONS	Points		
TEST CH _____	During each semester we will cover four chapters in theory as a class. You will be tested over each chapter in LAB. You will have one attempt for each test. Each test is 50 questions and worth 50 points.	50		
TEST CH _____		50		
TEST CH _____		50		
TEST CH _____		50		
FINAL EXAM	Comprehensive exam covering above chapters. Test will be taken in LAB. Final exam will be 100 questions and worth 100 points.	100		

CSME 1443 - COURSE WORK - LAB	ASSIGNMENT INSTRUCTIONS	Points		
14.1 Nail Theory	<p>Each assignment can be found in <b>LAB</b></p> <ul style="list-style-type: none"> <li>Open <b>LAB</b> -&gt; Click on <b>Learn</b> -&gt; Click on 2nd semester Learning Path -&gt; Click on Course 1254</li> <li>To complete each module:                             <ul style="list-style-type: none"> <li>View each video</li> <li>Download your Brainworks Activity/SmartNotes into <b>Adobe Acrobat</b> and complete, you don't have to upload these</li> <li>Complete all activities within <b>LAB</b> module</li> <li>Complete the Lesson Challenge, which is your course test</li> </ul> </li> <li>After passing the Lesson Challenge, you will need to mark <b>DONE</b> to complete this assignment</li> </ul>	100		
14.2 Natural Nail Care		100		
2.2 Infection Control		This assignment is worth 100pts. and must be completed in full to receive the points including all activities in each module. Your course grade will be taken from the first grade you receive from each module and averaged together.	100	
14.2A Basic Manicure Workshop	<p>Once all of the above modules are completed you are ready to complete the <b>Workshop</b></p> <ul style="list-style-type: none"> <li>The <b>Workshop</b> can be found in <b>LAB</b></li> <li>Open <b>LAB</b> -&gt; Click on Learn -&gt; Click on 2nd semester Learning Path -&gt; Click on Course 1254                             <ul style="list-style-type: none"> <li>It will be the last module in this Learning Path</li> </ul> </li> <li>View each video</li> <li>Download the Design Decision Chart to <b>Adobe Acrobat</b>, complete on your tablet, put name at the bottom</li> <li>Once completed you will need to screen shot it and upload it in <b>Showbie</b> by selecting LAB Course Rubrics -&gt; then choose the correct procedure -&gt; select the + symbol at the top right -&gt; choose Photo Library and upload the Design Decision.</li> <li>Download the Rubric and use as a guide to complete the Workshop</li> <li>When done snap a picture of your completed design with your name on the front of the manikin and upload it into Showbie using the above directions</li> <li>Make sure you upload each assignment into Showbie under the correct title</li> </ul>	100		
14.2C Basic Pedicure Workshop	<p>Once you have completed and uploaded the <b>Design Decision</b> Chart you are ready to complete the rubric</p> <ul style="list-style-type: none"> <li>All <b>Workshops</b> must be completed within the first four weeks of each new semester. <b>Course Rubrics</b> will be completed on the fifth week. Check your course calendar for testing dates and make sure all the required assignments completed for this test.</li> </ul> <p>This assignment is worth 100pts. and must be completed in full to receive the points including all activities in each module.</p>	100		

CSME 1443 - COURSE RUBRIC	ASSIGNMENT INSTRUCTIONS	Points		
Basic Manicure	You will be tested in the fifth week of the new semester. All of the above work must be completed in LAB in order to be tested. If the above work is not completed, you will be rescheduled to test at a later date and the highest grade you will receive is a 70%.	125		
Basic Pedicure	You will be tested in the fifth week of the new semester. All of the above work must be completed in LAB in order to be tested. If the above work is not completed, you will be rescheduled to test at a later date and the highest grade you will receive is a 70%.	105		
<b>Total Possible Points</b>		<b>2350</b>	<b>Total Points</b>	