

Course Syllabus

NOTE: This syllabus is subject to change during the semester . Please check this syllabus on a regular basis for any updates.

Department	:	Cosmetology
Course Title	:	Manicuring & Related Theory
Section Name	:	CSME 1443 71
Start Date	:	08/27/2012
End Date	:	12/10/2012
Modality	:	FACE-TO-FACE
Credits	:	4

Instructor Information

Name	:	Cheree Shepardson
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OC Phone #	:	432-335-6451

Course Description

Presentation of the theory and practice of nail technology. Topics include terminology, application and workplace competencies related to nail technology. The student will identify terminology related to nail technology; demonstrate the application of nail technology; and exhibit workplace competencies in nail technology.

Prerequisites/Corequisites

Orientation to Cosmetology, Pass the reading portion of the Compass or TAKS tests

ICO's

2 and 4

*2. Communication Skills – to include effective development, interpretation, and expression, of ideas through written, oral, and visual communication.

4. Team work: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Lab Time/Theory

Lab:

Monday 8:00 – 12:00

Tuesday 8:00 – 12:00 2:15 – 5:30

Wednesday 8:00 – 12:00 2:15 – 5:30

Thursday 8:00- 12:00 2:15-5:30

Theory:

Monday 1:00-5:15

Tuesday 1:00 – 2:00

Wednesday 1:00 – 2:00

Thursday 1:00 – 2:00

Course Objectives

After completing this course, the student should be able to demonstrate competency in:

1.00 Professionalism

3.00 Histology of Hair, Skin, and Nails

5.00 Cosmetics Ingredients and Chemistry

8.00 Sanitation, Sterilization, and Bacteriology

9.00 Manicuring procedures

10.00 Massage

11.00 Pedicuring procedures

13.00 Safety Precautions

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
 - Notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - Communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - return classroom activities and homework within one week of the due date and
 - Provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
 - recognize that the college provides free Wi-Fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
 - Understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
 - missing class when a major test is planned or a major assignment is due;
 - having trouble submitting assignments;
 - dealing with a traumatic personal event; and,
 - Having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
 - seek out help from my instructor and/or from tutors;
 - ask questions if I don't understand; and,
 - Attend class regularly to keep up with assignments and announcements.

AVID

"This course Manicuring and Related Theory /1443/Fall 2012 has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the Cosmetology program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor."

Required Readings/Materials

Textbook: Milady's Standard Cosmetology Student practice Kit

Course Requirements (Lectures, Assignments and Assessments)

1. Attend Class on a regular basis, whenever absent notify instructor. Attendance requirement: Students must attend 95% of class and lab time in order to obtain credit.
2. Wear required uniform to be permitted to attend class and to receive credits.
3. Bring supplies and textbook daily.
4. Write a report on an assigned topic and possible report orally.
5. Complete exams covering specified unit material.
6. Perform in class, the skills taught in theory in an effort to reinforce learned knowledge.
7. Participate in class assignments by working on manikin, models, or another classmate and allowing other students to perform temporary services on them.
8. Keep a daily lab journal answering the following questions:
 1. What did I do today
 2. What problems did I have or did I find this an easy assignment
 3. What critiques did I receive, what do I need to work on
 4. Did I enjoy this assignment or do I see myself not performing this task in the real world i.e. salon.
 5. Pose any questions you have for me that pertain to the assignment.
 6. List any websites used in the assignment.

Week 1

Topic/Overview: This week focuses on: Chp. 2 Life Skills

Summary of Week 1 Assignments & Activities: Workbook, Vocabulary, and Roleplay

Item(Name)	Type	Description	Due
<i>Chapter 2:</i> <i>Life Skills</i>	<i>Client Consultations</i>	<i>Students will Role Play different client scenarios.</i>	<i>TBA</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 2

Topic/Overview: This week focuses on: Communication (Chp. 4)

Summary of Week 1 Assignments & Activities: Phone Etiquette, vocabulary, Workbook

Item(Name)	Type	Description	Due
Chapter 4: <i>Communicating For Success</i>	<i>Phone Etiquette</i>	<i>Students will Role Play different client phone scenarios.</i>	TBA
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 3

Topic/Overview: This week focuses on: Chp. 5 Infection Control

Summary of Week 3 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 5: <i>Infection Control</i>	<i>Universal Precautions</i>	<i>Students will demonstrate understanding of Univ. Precautions and process of disinfection and blood spill procedures.</i>	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 4

Topic/Overview: This week focuses on: Chapter 8 Nail Structure and Growth

Summary of Week 4 Assignments & Activities: Chapter 8 Workbook and setup manicure table

Item(Name)	Type	Description	Due
Chapter 8: Nail Structure and Growth	Manicure Table	Students will demonstrate proper set up of manicure table.	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 5

Topic/Overview: This week focuses on: Chapter 25 Manicuring

Summary of Week 5 Assignments & Activities: Students will perform a basic manicure

Item(Name)	Type	Description	Due
Chapter 25: Manicuring	Basic Manicure	Students will demonstrate understanding of basic manicures	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 6

Topic/Overview: This week focuses on

Summary of Week 6 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 25: Manicuring	Hot Oil Manicures	Students will demonstrate understanding of Hot Oil manicures	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 7

Topic/Overview: This week focuses on

Summary of Week 7 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 25: Manicuring	Massaging Techniques	<i>Students will demonstrate understanding of massage manipulations and techniques and the uses for each.</i>	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 8

Topic/Overview: This week focuses on: Massage Techniques

Summary of Week 8 Assignments & Activities: Demonstrate massage techniques. Workbook and Definitions.

Item(Name)	Type	Description	Due
Manicures	<i>Applications</i>	Perform Manicures	<i>TBA</i>

Week 9

Topic/Overview: This week focuses on: Manicures

Summary of Week 9 Assignments & Activities: Manicures

Item(Name)	Type	Description	Due
Chapter 25: Manicuring	State Board Manicure	<i>Students will demonstrate understanding in proper state board style manicure procedures.</i>	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 10

Topic/Overview: This week focuses on: State Board Manicures

Summary of Week 10 Assignments & Activities: St. Board Manicure Procedures, Review Questions and Workbook

Item(Name)	Type	Description	Due
Chapter 26: Pedicures	Basic Pedicure	<i>Students will demonstrate understanding in basic pedicure procedures.</i>	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 11

Topic/Overview: This week focuses on: Pedicures

Summary of Week 11 Assignments & Activities: Pedicures, Workbook and Review Questions

Item(Name)	Type	Description	Due
Chapter 26: Pedicures	Spa Pedicure	Students will demonstrate understanding in spa pedicure procedures.	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 12

Topic/Overview: This week focuses on: Pedicures, terms, and workbook

Summary of Week 12 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 28: Acrylic Nails	Acrylics	Students will demonstrate understanding in spa pedicure procedures.	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 13

Topic/Overview: This week focuses on: Acrylic Nails

Summary of Week 13 Assignments & Activities: Chapter 28 Workbook and Review Questions

Item(Name)	Type	Description	Due
Practical Applications	<i>Applications</i>	Skills Sheets	<i>TBA</i>
Manicuring, Pedicuring	Applications	Skills sheets	TBA
Acrylic Nails	Applications	Skill Sheets	TBA

Week 14

Topic/Overview: This week focuses on: Practical Applications

Summary of Week 14 Assignments & Activities: students will practice: Acrylic nails, manicures and pedicures.

Item(Name)	Type	Description	Due
Chapter 29: UV Gels	<i>Gel Nails</i>	<i>Students will demonstrate understanding in proper gel applications and procedures.</i>	TBA
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 15

Topic/Overview: This week focuses on: Nail Wraps

Summary of Week 15 Assignments & Activities: Workbook, Review and Terms

Item(Name)	Type	Description	Due
Chapter 27: Wraps	Silk / Fiberglass Wraps	Students will demonstrate understanding in silk and fiberglass applications and procedures.	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA
		Written and Practical Review	TBA

Week 16

Topic/Overview: This week focuses on: Nail Wraps and Final Exams

Summary of Week 16 Assignments & Activities: Nail Wraps, Workbook, and Review

Item(Name)	Type	Description	Due
Semester Exams	Written	Written Test	TBA
Practical Exam	Practical Applications	Students will perform skills	TBA
			TBA

Grading Policy

Each week, I will provide grades or scores and comments on assignments within 6 days of when they were submitted. After I send feedback each week, I will post a notification in the **Main** forum.

Late assignments receive a 10% deduction for each day they are late if assignments are not posted by 11:59 p.m. central on the day they are due. Assignments more than 5 days late will not be accepted. Technological issues will not be considered as valid grounds for late assignment submission. In the event of a server outage, students should submit assignments to the instructor.

Percentage %	Grade
Theory 20%	70
Professionalism and Safety/ Sanitation 20%	70
Skill sheets 20%	70
St. Board 20%	70
Final Exam 20%	70

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance

and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog](#) ([print books](#), [videos](#), [e-books](#)) and [databases](#) ([journal and magazine articles](#)). [Research guides](#) covering specific subject areas, [tutorials](#), and the ["Ask a Librarian"](#) service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).