

## Course Syllabus

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

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

<b>Department</b>	:	Cosmetology
<b>Course Title</b>	:	Manicuring & Related Theory
<b>Section Name</b>	:	CSME 1443 T1
<b>Start Date</b>	:	8/27/12
<b>End Date</b>	:	12/14/12
<b>Modality</b>	:	FACE-TO-FACE
<b>Credits</b>	:	

## Instructor Information

<b>Name</b>	:	Shawanda Cox
<b>OC Email</b>	:	scox@odessa.edu
<b>OC Phone #</b>	:	432-335-6524
<b>Cell phone #</b>	:	432-553-3911

## 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 test.

### **ICOs**

**\*4**

Students will successfully complete a group assignment in which they determine an appropriate response to a real world scenario that considers different points of view and support shared purposes and goals.

### **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

### **Required Readings/Materials**

Textbook: Milady's Standard Cosmetology, Thompson Delmar Learning ISBN #.....

Student practice Kit

### **Course Requirements (Lectures, Assignments and Assessments)**

"This course, Manicuring and Related Theory, 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."

- 1. Attend Class on a regular basis, whenever absent notify instructor.**
- 2. Record clock hours required by TDLR by clocking in on a computer.**
- 3. Wear required uniform to be permitted to attend class and to receive hours.**
- 4. Bring supplies and textbook daily.**
- 5. Write a report on an assigned topic and possible report orally.**
- 6. Complete exams covering specified unit material.**
- 7. Perform in class, the skills taught in theory in an effort to reinforce learned knowledge.**
- 8. Participate in class assignments by working on manikin, models, or another classmate and allowing other students to perform temporary services on them.**

### **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.

## **Week 1**

**Topic/Overview:** This week focuses on

### **Summary of Week 1 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>Chapter 2:</i>  <i>Life Skills</i>	<i>Client Consultations</i>	<i>Students will Role Play different client scenarios.</i>	<i>8/31/2012</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>8/31/2012</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	<i>8/31/2012</i>

## **Week 2**

**Topic/Overview:** This week focuses on

### **Summary of Week 2 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>Chapter 4:  Communicating For Success</i>	<i>Phone Etiquete</i>	<i>Students will Role Play different client phone scenarios.</i>	<i>9/7/2012</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>9/7/2012</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	<i>9/7/2012</i>

### Week 3

**Topic/Overview:** This week focuses on

#### Summary of Week 3 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 5: Infection Control	Universal Precautions	Students will demonstrate understanding of Univ. Precautions and process of disinfection and blood spill procedures.	9/14/2012
	Vocabulary	Students will write out Terminology and definitions.	9/14/2012
	Theory Workbook	Students will complete the review questions in the Theory Workbook	9/14/2012

#### Week 4

**Topic/Overview:** This week focuses on

#### Summary of Week 4 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Chapter 8: Nail Structure and Growth</i>	<i>Manicure Table</i>	<i>Students will demonstrate proper set up of manicure table.</i>	<i>9/21/2012</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>9/21/2012</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	<i>9/21/2012</i>



## **Week 5**

**Topic/Overview:** This week focuses on

### **Summary of Week 5 Assignments & Activities**

Item(Name)	Type	Description	Due
Chapter 25: Manicuring	Basic Manicure	Students will demonstrate understanding of basic manicures by practicing manicures on each other.	9/28/2012
	Vocabulary	Students will write out Terminology and definitions.	9/28/2012
	Theory Workbook	Students will complete the review questions in the Theory Workbook	9/28/2012

## **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	10/5/2012
	Vocabulary	Students will write out Terminology and definitions.	10/5/2012
	Theory Workbook	Students will complete the review questions in the Theory Workbook	10/5/2012

## Week 7

**Topic/Overview:** This week focuses on

### Summary of Week 7 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 25:  <i>Manicuring</i>	Massaging Techniques	<i>Students will demonstrate understanding of massage manipulations and techniques and the uses for each.</i>	<i>10/12/2012</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>10/12/2012</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	<i>10/12/2012</i>

### ***Week 8***

**Topic/Overview:** This week focuses on

#### **Summary of Week 8 Assignments & Activities**

Item(Name)	Type	Description	Due
No Theory	TAKS	<i>TAKS testing at High School Campuses</i>	<i>10/19/2012</i>

### **Week 9**

**Topic/Overview:** This week focuses on

#### **Summary of Week 9 Assignments & Activities**

Item(Name)	Type	Description	Due
Chapter 25:  Manicuring	State Board Manicure	<i>Students will demonstrate understanding in proper state board style manicure procedures.</i>	10/26/2012
	Vocabulary	Students will write out Terminology and definitions.	10/26/2012
	Theory Workbook	Students will complete the review questions in the Theory Workbook	10/26/2012

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**Week 10**

**Topic/Overview:** This week focuses on

**Summary of Week 10 Assignments & Activities**

Item(Name)	Type	Description	Due
Chapter 26:  <i>Pedicures</i>	Basic Pedicure	<i>Students will demonstrate understanding in basic pedicure procedures.</i>	<i>11/2/2012</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>11/2/2012</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	<i>11/2/2012</i>


### **Week 11**

**Topic/Overview:** This week focuses on

### **Summary of Week 11 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>Chapter 26: Pedicures</i>	<i>Spa Pedicure</i>	<i>Students will demonstrate understanding in spa pedicure procedures.</i>	<i>11/9/2012</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>11/9/2012</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	<i>11/9/2012</i>


## **Week 12**

**Topic/Overview:** This week focuses on

### **Summary of Week 12 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>Chapter 28:</i>  <i>Acrylic Nails</i>	<i>Acrylics</i>	<i>Students will demonstrate understanding in spa pedicure procedures.</i>	<i>11/16/2012</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>11/16/2012</i>



	Theory Workbook	Students will complete the review questions in the Theory Workbook	11/16/2012

### **Week 13**

**Topic/Overview:** This week focuses on

### **Summary of Week 13 Assignments & Activities**

Item(Name)	Type	Description	Due
No School	Thanksgiving	Thanksgiving Break	11/23/2011


#### **Week 14**

**Topic/Overview:** This week focuses on

#### **Summary of Week 14 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
Chapter 29:  UV Gels	<i>Gel Nails</i>	<i>Students will demonstrate understanding in proper gel applications and procedures.</i>	<i>11/30/2012</i>

	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>11/30/2012</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	<i>11/30/2012</i>

### ***Week 15***

**Topic/Overview:** This week focuses on

### **Summary of Week 15 Assignments & Activities**

Item(Name)	Type	Description	Due
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Chapter 27:  Wraps	Silk / Fiberglass Wraps	Students will demonstrate understanding in silk and fiberglass applications and procedures.	12/7/2012
	Vocabulary	Students will write out Terminology and definitions.	12/7/2012
	Theory Workbook	Students will complete the review questions in the Theory Workbook	12/7/2012

## **Week 16**

**Topic/Overview:** This week focuses on

## **Summary of Week 16 Assignments & Activities**

Item(Name)	Type	Description	Due
Chapter 10:  Basics of Chemistry	pH Testing	Students will demonstrate understanding of pH balances in various types of chemicals	12/14/20112
	Vocabulary	Students will write out Terminology and definitions.	12/14/2012
	Theory Workbook	Students will complete the review questions in the Theory Workbook	12/14/2012

### Grading Policy

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

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 / Tests -20%	70
Professionalism – 20%	70
State Board Practice -20%	70
Skill Sheets – 20%	70
Final Exams – 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](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](#).