

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: Orientation to Nail Technology

Section Name: CSME 1330

Start Date: 08/26/2013

End Date: 12/14/2013

Modality: Face-to-Face

Credits: 3

Instructor Information

Name: Shelley Navratil

OC Email: snavratil@odessa.edu

OC Phone: 432-335-6434

COURSE DESCRIPTION : An overview of the fundamental skills and knowledge necessary for the field of nail technology.

LEARNING OUTCOMES: Demonstrate professional ethics safety, sanitation and sterilization; and explain the laws and rules of the state licensing agency.

Prerequisites/Co-requisites

Pass the reading portion of the Compass or TAKS tests.

ICO's (2) – Client Consultation Form

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

Odessa College's Institutional Core Objectives (ICOs):

1) *Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

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

- 3) *Empirical and Quantitative Skills* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- 4) *Teamwork* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- 5) *Personal Responsibility* - to include the ability to connect choices, actions and consequences to ethical decision-making
- 6) *Social Responsibility* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Lab/Theory Time: To be announced.

Learning Outcomes for 2 (Source: *Odessa College Catalog of Courses*)

Outcome	ICO
	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
Student instructor will show proof of communications skills by performing a client consultation for a manicure, artificial nail extensions and pedicures.	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
	<i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Course Objectives

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

- 1.0 History and Opportunities
 - 2.0 Life Skills
 - 3.0 Your Professional Image
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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.

As part of the Design for Completion initiative, your Odessa College Student Success Coach and faculty mentor 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. Your Student Success Coach or faculty mentor will contact you to work toward a solution.

AVID

"This course Orientation to Nail Technology Spring 2013 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)

- I. Attend Class on a regular basis, whenever absent notify instructor. Attendance requirement: Students must attend 90% of class and lab time in order to obtain credit. You will lose credit if you miss more than 6 days. You will only be allowed to make-up 4 excused absences.

ADDITIONAL INFORMATION

1. Regular, punctual attendance is required for all classes in the Cosmetology program. The Cosmetology faculty believes that attendance and punctuality is required at every session of each course for which the student is enrolled. Therefore, you **MUST** be present at your assigned time. An attendance policy is included in every course syllabus. When unavoidable circumstances make attendance impossible, students must provide a satisfactory explanation of their absences to their instructor verbally and in writing. Unavoidable circumstances are considered but not limited to: accidents, death, and hospitalization of immediate family members and court ordered subpoenas.

As an Odessa College Cosmetology student, you will be expected to maintain a minimum of 90% attendance for the semester. You will be dropped from the program if you are absent for more than 6 days (48 hours) this semester.

A "tardy" will be defined as:

- missing a total of ½ day (4 hours in total).
 - Two (2) tardies will equal 1(one) full absence.
2. When a Cosmetology student is absent, he/she will receive a recorded
 3. absence, against the 90% attendance requirement.
If you are not present for roll call you will be counted absent on your professionalism grade.

Clinic experiences are a vital component of the Cosmetology, Clinic absences are not acceptable. If the student is absent the clinic instructor must be personally notified at least one hour prior to the start of each day.

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?
 5. Pose any questions you have for me that pertain to the assignment.
 6. List any websites used in the assignment.

Grading Policy:

100-90 =A, 89-90 = B, 79-70 = C, 69-60 =F

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	70

20%	
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, 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](#).

Academic Policies

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities* <http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part,

the contents of an unadministered test.

- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

Disclaimers:

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

Original Effort:

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

Description of Students:

Students enrolled in this course CSME 1330

Digital Protocol:

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. **The electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on "Blackboard" time.** Back-up and/or additional copies of all assignments submitted is encouraged. **Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments.** If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically need to be **WORD documents (doc or docx).**

Fall 2013 (8/26/13-12/14/13)

NOTE: College business offices are closed from Wed., Nov 27 through Sun., Dec 1.

FALL & SPRING BUSINESS HOURS :

Wrangler Express Center: M-Th: 7:30 am-7 pm; Fri: 7:30 am-5 pm; Sat: 9 am-noon

Other offices: M-Th: 8 am-5:30 pm; Fri: 8 am-1 pm

SUMMER BUSINESS HOURS

Wrangler Express Center: (beginning May 20) M-Th: 7:30 am-7 pm; Fri: 8 am-5 pm: Closed Saturdays

(beginning Aug 3, Wrangler Express will also be open 9 am-noon on Saturdays)

Other offices: May 20-Aug 17 (M-Th: 7:30 am-5:30 pm; closed Fridays)

Registration:

On the Web (5 am to Midnight, 7 days a

week)..... Apr 15-Aug 25

In Person (See Business Hours

Above)..... Apr 15-Aug 23

FOR TUITION AND FEE SCHEDULES & PAYMENT INFORMATION, PLEASE CHECK ONLINE AT www.odessa.edu

Classes Begin.....Aug 26 (Mon)

Late Registration & Schedule Changes (Add/Drop):

On the Web (5 am to Midnight, 7 days a

week).....Aug 26-27 (Mon-Tues)

In Person (See Business Hours

Above)..... Aug 26-27 (Mon-Tues)

Holiday (Labor Day – Offices closed except for Wrangler Express – No

Classes)..... Sep 2 (Mon)

Census

Day..... Sep 11

(Wed)

Last Day to Drop or Withdraw with a “W” (1st eight week

courses).....Oct 4 (Fri)

First Eight Weeks

End.....Oct

18 (Fri)

Second Eight Weeks

Begin.....Oct 21

(Mon)

Deadline for Fall Degree

Application.....Nov 1 (Fri)

Last Day to Drop or Withdraw with a “W” (full semester length

courses).....Nov 12 (Tues)

Last Day to Drop or Withdraw with a “W” (2nd eight week

courses).....Nov 26 (Tues)

Student Evaluation of Instruction Survey Available Online..... Nov 18-22

(Mon-Fri)

Thanksgiving Holiday (begins 9 pm Tues, Nov

26).....Nov 27-30 (Thurs-Sat)

Last Class

Day.....Dec 7

(Sat)

Final

Exams.....Dec 9-

12 (Mon-Thurs)

End of

Semester.....Dec 12

(Thurs)

Fall

Graduation.....”Dec 14

(Sat)College Offices

Closed..... Dec 21(Sat-Sun)

Week 1

Date	Instructional Approach	Topic	Assignment	Assignment Submission
8/26/13	Lecture	Ch 1 –History and Opportunities	Social Contract	8/31/13
	Lab	Skill Development	Demonstration	

Week 2

Date	Instructional Approach	Topic	Assignment	Assignment Submission
9/2/13	Lecture	History of Cosmetology Nail Tech.	Cornell Notes	9/10/13
	Lab	Skill Development	Permian Basin Fair	

Week 3

Date	Instructional Approach	Topic	Assignment:	Assignment Submission
9/9/13	Lecture	Career Paths	Workbook	9/15/13
	Lab	Skill Development	Permian Basin Fair	

Week 4

Date	Instructional Approach	Topic	Assignment	Assignment Submission
9/16/13	Lecture	Bright Future	Cornell Notes	9/22/13
	Lab	Skill Development	Demonstration	

Week 5

Date	Instructional Approach	Topic	Assignment:	Assignment Submission
9/23/13	Lecture	Ch. 2 - Life Skills, Success, Mgt.	Cornell Notes	9/29/13
	Lab	Skill Development	Demonstration	

Week 6

Date	Instructional Approach	Topic	Assignment	Assignment Submission
9/30/13	Lecture	Career, Goals	Notes and Questions with Reciprocal Reading	9/3/13
	Lab	Skill Development	Demonstration	

Week 7

Date	Instructional Approach	Topic:	Assignment:	Assignment Submission:
10/7/13	Lecture	Time Mgt., Study Skills	Notes	10/13/13
	Lab	Skill Development	Manor Crest Manicures	

Week 8

Date	Instructional Approach	Topic	Assignment:	Assignment Submission:
10/14/13	Lecture	Ethics, Personality Development	Cornell Notes	10/20/13
	Lab	Skill Development	Demonstration	

Week 9

Date	Instructional Approach	Topic:	Assignment: Quick Writes/Terms	Assignment Submission
10/21/13	Lecture	Ch 3 – Your Professional Image	Notes/Cornell	10/27/13
	Lab	Skill Development	Spirit of Women Expo	

Week 10

Date	Instructional Approach	Topic	Assignment	Assignment Submission
10/28/13	Lecture	Beauty and Wellness	Notes/Cornell	11/3/13
	Lab	Skill Development	Demonstration	

Week 11

Date	Instructional Approach	Topic: General Sciences	Assignment	Assignment Submission
11/4/13	Lecture	Looking Good	Notes/ Questions for Reciprocal Reading	11/10/13
	Lab	Skill Development	Demonstration	

Week 12

Date	Instructional Approach	Topic	Assignment:	Assignment Submission
11/11/13	Lecture	Your Physical Presentation	Workbook	11/17/13
	Lab	Skill Development	Demonstration	

Week 13

Date	Instructional Approach	Topic	Assignment	Assignment Submission
11/18/13	Lecture	Ch. 4 - Communicating for Success, Human Rel.	Notes: Cornell	11/24/13
	Lab	Skill Development	Demonstration	

Week 14

Date	Instructional Approach	Topic	Assignment	Assignment Submission
11/25/13	Lecture	Communications Basics, Client Consultation	Consultation	12/1/13
	Lab	Skill Development	Demonstration	

Week 15

Date	Instructional Approach	Topic: Review	Assignment/Study	Assignment Submission:
12/2/13	Lecture	Special Issues, In-Salon Communication	Workbook	12/8/13
	Lab	Skill Development	Demonstration	

Week 16

Date	Instructional Approach	Topic	Assignment	Assignment Submission
12/9/13	Lecture	Exam	Exams/Written	12/14/13
	Lab	Skill Development	Exams/Practical	