



**COSM 1070
Nail Care & Advanced
Techniques
COURSE SYLLABUS
Fall Semester 2015**

Semester: Fall 201612
Course Title: Nail Care & Advanced Techniques
Course Number: COSM 1070
Credit Hours/ Minutes: 3/5250
Class Location: Room 312 Main Bldg.
Class Meets: Monday 8:00-12:00
Tuesday – Thursday 8:00-9:00
CRN: 20123

Instructor: Althea Telfair
Office Hours: Mon-Thurs 7:00-8:00am & 3:30-5:30 pm
Office Location: Room 311B, Main Bldg.
Email Address: atelfair@southeasterntech.edu
Phone: 912-538-3203
Fax Number: 912-538-3156

REQUIRED TEXT: Milady's Cosmetology Textbook, 2012 edition bundled with Exam Review, Milady's Cosmetology Situational Problem Workbook ISBN-9781439059203.

REQUIRED SUPPLIES & SOFTWARE: STC Cosmetology kit, black uniform and black leather closed toe shoes. Milady's on line licensing prep, ISBN 9781439058992. Other items may be necessary.

COURSE DESCRIPTION: Provides training in manicuring, pedicuring and advanced nail techniques.

MAJOR COURSE COMPETENCIES: Topics include: implements, products and supplies, hand and foot anatomy and physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

PREREQUISITE(S): None

COREQUISITES: COSM 1000

COURSE OUTLINE:

1. Implements
2. Products and Supplies
3. Hand and Foot Anatomy and Physiology
4. Diseases and Disorders
5. Manicure Techniques
6. Pedicure Techniques
7. Advanced Nail Techniques (wraps/tips/acrylics)
8. Safety Precautions

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

- a. The ability to utilize standard written English.
- b. The ability to solve practical mathematical problems.
- c. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS: Students are expected to complete all performance exercises, test and assignments within the scheduled time. Students who miss a test will be assigned a grade of zero. Students are responsible for policies and procedures included in the STC E- Catalog. A minimum grade of 70 is required for the written portion and a grade of 70 is required for the performance portion of the course. Students must bring all required materials to class per assignments for the day. **When a student fails to bring required materials to class, 1st offense:** they will not be allowed to participate in

the activity and will have to do another assignment as directed by the instructor. 2nd offense: student will be assigned a zero for the activity. 3rd offense: student will be dismissed, receive a tardy or absence as appropriate and receive a zero for the assignment. **** Students are required to score a 70 or above on the Exit Exam in order to graduate from the program. ****

STC ATTENDANCE POLICY: It is essential that educational programs maintain requirements and standards necessary for successful employment of its graduates in business and industry. In view of the intensive nature of the educational programs, it is necessary for every student to be present and on time every day for all classes.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time as noted on each syllabus will receive a "W" for the course if removed from the course on or before midterm. After the semester midterm, any student who has maintained a passing grade within a course will receive a 'WP' for the course when attending less than the required scheduled instructional time as stated on each course syllabus. If, however, the student has not maintained a passing grade, he or she will receive a 'WF' for the course. Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course involved.

TRADITIONAL ATTENDANCE ADDENDUM: For this class, which meets 4 days a week for 15 weeks, the maximum number of days a student may miss is 6 days during the semester. All time missed must be made up at the convenience of the instructor and within two (2) weeks of the absence. Failure to do so could result in a grade of "WF" at the semester end. **A student who has no attendance violations will be rewarded 5 points, to be added to their lowest test grade. (excludes final exam)**

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

HEALTH SCIENCE AND COSMETOLOGY PROGRAMS: Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective Licensure Boards. Therefore, class and clinical attendance is mandatory. No excused absences are allowed and all time must be made up. Make-up time will be under the supervision of and date assigned by the instructor. Policies and procedures regarding make-up time for these programs are outlined in the respective program handbooks.

SPECIAL NEEDS ADDENDUM: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Building 1, Room 1208, Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

MAKEUP GUIDELINES (Tests, exams, quizzes, homework, projects, etc.): When a student is tardy for or misses a test, a grade of zero is assigned until the makeup test is taken. Written make-up tests must be taken on the assigned makeup day at the discretion of the instructor. An 11 point penalty will be assessed for all make-up tests. No makeup tests are given for performance test. **Only one (1) make-up test will be given per student.** Students are required to be on time for all Written and Practical Exams; late admittance will not be allowed. Make-up exams are not given for Mid-Term Exams, Semester Review Exams or Final Exams. Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any missed assignments, performance labs or quizzes. Any zeroes recorded will be included in the final score calculation.

UNPLANNED INSTRUCTOR ABSENCES: Most instructor absences will be planned and students will be given assignments/instructions in advance. In the event of an unplanned instructor absence, students should remain in class unless otherwise instructed by another instructor, administrator or staff member. Students are expected to act responsibly during this time by working on assignments given in class.

CELL PHONE USAGE AND OTHER ELECTRONIC DEVICES: School Policy: Use of cell phones, pagers, CD players and/or similar devices is not permitted in the classroom/lab facilities. Use of these devices during class or lab time will result in disciplinary action and could lead to dismissal. Instructor Policy: In cases of emergency, permission to put your phone on vibrate must be cleared with your instructor, but the phone should not be answered while inside the classroom. Therefore, it is best to put them away and out of sight. **When a student violates this policy, 10 points will be deducted from the most recent test score. On the 3rd offense the student will be dismissed from class and receive an absence for the day.**

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the

Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access, Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via my STC portal or by clicking the Current Students link on STC's website at www.southeasterntech.edu.

GRADING POLICY

Test	60%
Performance	30%
Assignments	10%
Courses Grade	100%

GRADING SCALE

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

TCSG GUARANTEE/WARRANTY

STATEMENT: *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

**COSM 1070 Nail Care & Advanced Techniques
FALL SEMESTER 2015 LESSON PLAN**

Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
Aug 17-20	9	Nail Structure and Growth	Read Chapter 9 Discussion, workbook, Salon	3, 4 a, c
Aug 24-27	10	Nail Disorders and Diseases	Read Chapter 10, Discussion, workbook Salon Test Thursday- Ch. 9 & 10 Research Topic Due Thursday Online Practice Test Due Thursday	3, 4 a, c
Sept 2-4	25 & 6	Manicuring and Nerves of the Arm and Hand	Read Chapter 25, Review Chapter 6 Nerves of Arm and Hand Discussion Practice manicures Workbook/Salon	1-5 a, c
Sept 8-11	26 & 6	Pedicuring and Nerves of the Lower Leg and Foot	Read Chapter 26, Review Chapter 6 Nerves of the Lower Leg and Foot Discussion Practice pedicures Workbook/Salon	1-4, 6 a, c
Sept 15-18	27	Nail Tips and Wraps	Test Monday- Ch. 6, 25 & 26 Online Practice Test Due Monday Practice manicure/pedicures Read/ Discuss Chapter 27 Demo, Instructional DVD Workbook Salon	1-8 a, c
Sept 22-25	27	Nail Tips and Wraps	Read/ Discuss Chapter 27 Demo, Instructional DVD Practice acrylic application Workbook/Salon Test Monday Ch. 27 Online Practice Test Due Monday	1-8 a, c
Sept 29- Oct 2	28	Nail Enhancements	Read Chapter 28 Practice acrylic application Workbook/Salon Test Thursday Ch. 28 Online Practice Test Due Thursday	1-8 a, c
Oct 6-9	29	Chapter 29 UV Gels	Review Practice acrylic applications/Nail Enhancements Workbook/Salon	1-8 a, c
Oct 13-16	29	Mid-Term Testing Performance & Written	Test Thursday Chapter 29 Online Practice Test Thursday	1-8 a, c

		UV Gels	Workbook/Salon Research Paper Due Monday	
Oct 20-23	29	Chapter 29 UV Gels	Workbook/Salon	1-8 a, c
Oct 27-30	29	Chapter 29 UV Gels	Chapter 29 Practice UV Gels Workbook/Salon	1-8 a, c
Nov 3-6	27, 28, 29	Nail Tips and Wraps, Nail Enhancements, UV Gels	Workbook/Salon	1-8 a, c
Nov 10-13	27, 28, 29	Nail Tips and Wraps, Nail Enhancements, UV Gels	Practice manicuring, pedicuring, gels, acrylic applications & Enhancements Work books Due Monday @8am Salon	1-8 a, c
Nov 17-20		Semester Review Exams		1-8 a, c
Nov 24-27	27, 28, 29	Happy Thanksgiving	Happy Thanksgiving	1-8 a, c
Dec 1-4	6, 9, 10, 25, 26, 27, 28, 29	Review	Display Presentation Monday	1-8 a, c
Dec 8-11		Finals	Finals	

Instructor reserves the right to change the syllabus and/or lesson plan as necessary

*** Competency Areas:**

1. Implements
2. Products and Supplies
3. Hand and Foot Anatomy and Physiology
4. Diseases and Disorders
5. Manicure Techniques
6. Pedicure Techniques
7. Advanced Nail Techniques (wraps/tips/acrylics)
8. Safety Precautions

****General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

