



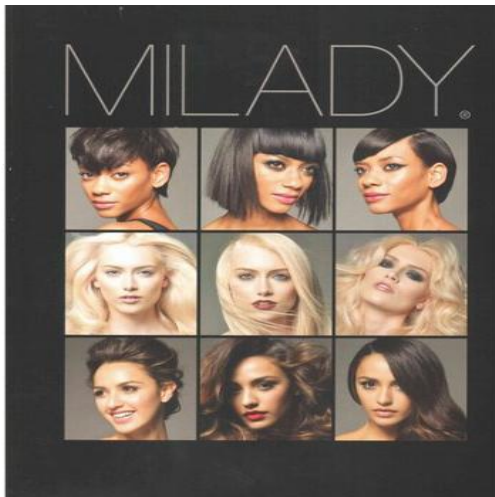
**COSM 1125 SKIN & NAIL CARE
PRACTICUM
COURSE SYLLABUS
Fall Semester 2016**

Semester: 201712

Course Title: Skin & Nail Care Practicum
Course Number: COSM 1125
Credit Hours/ Minutes: 2/4500
Class Location: Room
Class Meets: W 8:00am-1:00pm
CRN: 20147

Instructor: Edna Lawrence
Email: elawrence@southeasterntech.edu
Daytime Instructor: Peggy Braswell
Office Hours: MTWR 7:00-8:00AM & 3:00-5:00PM
Office Location:
Email Address: pbraswell@southeasterntech.edu
Phone: 478-289-2238
Fax Number: 478-289-2214

REQUIRED TEXT: Milady's Cosmetology Textbook Hardcover, 13th edition Milady Standard Cosmetology, bundled with Exam Review, Study Guide, Haircutting Simulation & MindTap ISBN: 9781305784208



REQUIRED SUPPLIES & SOFTWARE: Cosmetology kit, black uniform and black leather, close-toed shoes, Other items may be necessary.

COURSE DESCRIPTION: This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: skin treatment; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

MAJOR COURSE COMPETENCIES: Manicure/Pedicure/Advanced Nail Techniques; Skin Treatments; Dispensary

PREREQUISITE(S): None

CO-REQUISITE(S): COSM 1060 Fundamentals of Skin Care
COSM 1070 Nail Care & Advanced Techniques

COURSE OUTLINE:

1. Manicure/Pedicure/Advanced Nail Techniques
2. Skin Treatments
3. Dispensary
4. Reception
5. Safety Precautions/Decontamination
6. Hazardous Duty Standards Act Compliance

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, tests 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. At the end of the semester, students must have an AVERAGE of 70 or higher on the Theory exams and an AVERAGE of 70 or higher on the Practical exams in order to take the final exams. If an average of 70 is not earned for both theory and practical exams, students will be unable to take final exams; a grade of D will be assigned for the course. Students must bring all required materials to class per assignments for the day and must be dressed in black uniform and black leather, closed toe shoes. **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. **A student not wearing their student ID will be dismissed from class**, given a tardy or absence, until they return with the student ID.

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive, may receive a grade of F and face financial aid repercussions in upcoming semesters.

ADDITIONAL PROVISIONS

Health Sciences and Cosmetology Programs

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs

have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

ATTENDANCE FOR COSMETOLOGY: 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 (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

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.

For this class which meets 1 days a week for 15 weeks, the maximum number of days a student may miss is 2 days during the semester.

SPECIAL NEEDS: 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, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

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.

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.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of "W", will count in attempted hour calculations for the purpose of Financial Aid.

Remember – Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

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 day at the discretion of the instructor. **No makeup tests are given for performance tests. An 11 point penalty will be assessed for all make-up tests. 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.

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.

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.

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 the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu. The Career Services Office is here to assist you with Job Readiness Skills. They provide resume' assistance and job referrals. Be sure to place your resume' on the e-Recruiting website to allow them the opportunity to assist you with job placement. You can access the system by visiting the STC Career Services Website or contacting Cindy Phillips, cphillips@southeasterntech.edu.

GRADING POLICY

Assignments	10%
Practical Exams	15%
Final Practical Exam	15%
Final Written Exam	30%
Written Exams	30%
Total	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 1125 SKIN & NAIL CARE PRACTICUM
FALL SEMESTER 2016 LESSON PLAN**

Date 300 Minutes per week	Chap	Content	Assignments & Tests Due	Comp Area
Aug 17 W	25	<p>Manicure/Pedicure/Advanced Nail Techniques</p> <p>Manicuring</p> <p>Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance</p>	<p>Read chapter 25 "Manicuring" in the standard text.</p> <p>Homework due Wednesday, August 24 @ 8:00am</p> <p>: MindTap, chapter 25, Do It: Pre-Assessment Quiz, Watch: An Introduction to the Creative World of Manicuring, Watch: All About Nail Technology Tools, Watch: All About Nail Products, Do It: Matching Exercise, Watch: An Introduction to the Basic Manicure, Watch; The Three-Part Procedure & the manicure consultation, Watch: Performing a Basic Manicure, Watch; Applying Polish, Do It: Matching Activity, Do It: Multiple Choice Quiz, Watch: Additional Manicure Services, Watch: Hand & Arm Massage, Watch: The French Manicure Using Polish, Recap: Chapter Highlights, Final Chapter Exam.</p> <p>Answer questions in Exam Review for Chapter 25, Manicuring.</p>	1,3,4,5, 6 a,b,c
Aug 24 W	25, 26	<p>Manicure/Pedicure/Advanced Nail Techniques</p> <p>Manicuring Pedicuring</p> <p>Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance</p>	<p>Lecture & Exam over Chapter 25</p> <p>Practice Manicure techniques following all safety/sanitation techniques..</p> <p>Read Chapter 26, "Pedicuring" in the standard text.</p> <p>Homework due Wednesday, August 31 @ 8:00am. MindTap: Chapter 26, Do It: Pre-Assessment Quiz, Watch: Pedicure Tools Part 1, Watch: Pedicure Tolls Part 2, Do It: Multiple Choice Quiz, Watch: About Pedicures, Do It: Matching Activity, Watch: Client Consultation, Do It: Multiple Choice Quiz, Watch Basic Pedicure, Do It: Matching Activity, Watch: Disinfection Practices, Do It: Matching Activity, Do It: Multiple Choice Quiz, Recap: Chapter Highlights, Final Chapter Exam.</p> <p>Answer questions in Exam Review book for Chapter 26.</p>	1,3,4,5, 6 a,b,c
Aug 31 W	26,27	<p>Manicure/Pedicure/Advanced Nail Techniques</p> <p>Pedicuring</p>	<p>Lecture & exam over Pedicuring.</p> <p>Practice pedicure techniques following all safety/sanitation techniques..</p> <p>Homework due Wednesday,</p>	1,3,4,5, 6 a,b,c

		<p>Nail Tips & Wraps</p> <p>Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance</p>	<p>September 7.</p> <p>Read Chapter 27 in the cosmetology standard text.</p> <p>MindTap Chapter 27: Watch: Nail Tips & Wraps, Do It: Pre-Assessment Quiz, Watch: An Introduction to Nail Tips & Wraps, Watch: Nail tip Application, Do It: Multiple Choice Quiz, Watch: Nail Tip & Wrap Supplies, Watch: Nail Wraps, Do It: Matching Activity, Watch: Nail Maintenance, Do It: Multiple Choice Quiz, Watch: Fabric Wrap & Tip Removal, Recap: Chapter Highlights, Final Chapter Exam</p> <p>Answer questions in Exam Review book chapter 27.</p>	
Sept 7 W	27,28	<p>Manicure/Pedicure/Advanced Nail Techniques</p> <p>Nail Tips & Wraps Monomer Liquid & Polymer Powder Nail Enhancements</p> <p>Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance</p>	<p>Review & exam over Chapter 27, Nail Tips & Wraps</p> <p>Practice Nail Tips & Wraps following all safety/sanitation techniques.</p> <p>Homework due Wednesday, September 14 @ 8:00am.</p> <p>Read chapter 28 in the cosmetology standard text.</p> <p>MIndTap Chapter 28: Watch: Monomer Liquid & Polymer Powder Nail Enhancements, Watch: The Chemistry of Nail Enhancements, Do It: Multiple Choice Quiz, Watch: Tools & Materials, Do It: Matching Activity, Watch: One Color Nail Enhancement Over Nails, Watch: Maintenance & Removal, Do It: Quiz, Watch: One color Monomer Liquid and Polymer Powder Maintenance, Do It: Quiz, Watch: One color Maintenance, Watch: Crack Repair, Recap: Chapter Highlights, Final Chapter Exam</p> <p>Answer questions in exam review for Chapter 28.</p>	1,3,4,5, 6 a,b,c
Sept 14 W	28,29	<p>Manicure/Pedicure/Advanced Nail Techniques</p> <p>Monomer Liquid & Polymer Powder Nail Enhancements Light Cured Gels</p> <p>Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance</p>	<p>Review & exam over Chapter 28, Monomer Liquid & Polymer Nail Enhancements</p> <p>Practice Sculptured Nails following all safety/sanitation techniques.</p> <p>Homework due Wednesday, September 21 @8:00am.</p> <p>Read chapter 29 in the cosmetology standard text.</p> <p>MindTap, Chapter 29, Do It: Pre-Assessment Quiz, Watch: An Introduction to Light Cured Gels, Watch: One-Color UV or LED Gel on Tips or Natural Nails, Do It: Matching Exercise, Watch: UV Gel Supplies, Watch: UV or LED Gel Extensions Over Forms, Do It: Quiz, Watch: An Introduction To Light Cured Gel</p>	1,3,4,5, 6 a,b,c

			Maintenance and Removal, Watch: UV or LED Gel Maintenance, Watch: UV or LED Gel Removal-Traditional Hard Gel, Watch: UV or LED Soft Gel Polish-Application & Removal, Recap: Chapter Highlights, Final Chapter Exam Answer questions in Exam Review book for chapter 29.	
Sept 21 W	29,9	Manicure/Pedicure/Advanced Nail Techniques Light Cured Gels Nail Structure & Growth Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Review & Exam over Chapter 29, Light Cured Gels Practice Light Cured Gels following all safety/sanitation techniques. Homework due Wednesday, September 28 @8:00am. Read Chapter 9 Nail Structure & Growth in standard cosmetology text. MindTap, Chapter 9 Nail Structure & Growth, Do It: Pre-Assessment Quiz, Do It: Fill in the Black Quiz, Watch: Nail Composition, Watch: Nail Anatomy, Do It: Situational Problems, Do It: Five Basic Nail Shapes Labeling Game, Do It: Various Shapes of Nails, Recap: Chapter Highlights, Final Chapter Exam Answer Questions in Exam Review book for Chapter 9.	1,3,4,5, 6 a,b,c
Sept 28 W	9,10	Manicure/Pedicure/Advanced Nail Techniques Nail Structure & Growth Nail Diseases & Disorders Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Review & Exam over chapter 9, Nail Structure & Growth. Practice all nail services following all safety/sanitation techniques. Read Chapter 10 in the standard text. Homework due Wednesday, October 5 @8:00am. MindTap: Watch: Experience Learning About Nail disorders & diseases, Do It: Pre-Assessment, Watch: A Presentation About the Nail Disorders You May See in the Salon, Do It: Matching Exercises, Do It: Fill in the Blank Activity, Watch: A Presentation About the Nail Diseases You may See in The Salon, Do It: Multiple Choice Quiz, Do It: Putting Yourself in the Situation, Recap: Chapter Highlights, Comprehensive Exam Answer questions in the Exam Review book for Chapter 10.	1,3,4,5, 6 a,b,c
Oct. 5 W	10, 7	Manicure/Pedicure/Advanced Nail Techniques Nail Disorders & Diseases Skin Treatments Skin Structure, Growth, & Nutrition Dispensary	Review & Exam over Chapter 10, Nail Diseases & Disorders Practice all nail services following all safety/sanitation procedures. Read Chapter 7, Skin Structure, Growth, & Nutrition in the standard text. Homework due Wednesday, October 12. MindTap, Chapter 7 Skin Structure, Growth, & Nutrition. Watch: Learning	1,2,3,4, 5,6 a,b,c

		<p>Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance</p>	<p>Motivation, Watch: Skin Basics, Do It: Pre-Assessment Quiz, Watch: Skin Anatomy in Action, Watch: Skin Structure in Action, Do It: Apply Yourself Matching Activity, Do It: Test Yourself Multiple Choice Quiz, Do It: Apply Yourself Matching Activity, Do It: Putting Yourself in the Situation, Do It: Test Yourself, Recap: Chapter Highlights, Comprehensive Exam Answer questions in Exam Review book for Chapter 7.</p>	
Oct 12 W	7,8	<p>Skin Treatments</p> <p>Skin Structure, Growth, & Nutrition Skin Disorders & Diseases</p> <p>Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance</p>	<p>Review & Exam over chapter 7, Skin Structure, Growth, & Nutrition Practice all nail & skin treatment services following all safety/sanitation techniques. Read Chapter 8, Skin Disorders & Diseases in the standard text. Homework due Wednesday, October 19 @8:00am. MindTap, chapter 8 Skin Disorders & Diseases, Do It: Pre-Assessment Quiz, Watch: Reasons to Learn About Skin Disorders & Diseases, Watch: Identifying the Primary Lesions of the Skin, Watch: Identifying the Secondary Lesions of the Skin, Do It: Matching Exercise, Watch: disorders of the Sebaceous (oil) Glands, Watch: Sweat & Oil Gland Disorders, Do It: Multiple Choice Quiz, Watch: Skin Inflammations & Infections, Pigment Disorders, & Hypertrophies of the Skin, Do It: Matching Activity, Watch: Skin Cancer & Aging, Do It: Fill in the Blank Exercise, Watch: Acne & Oil Gland Disorders, Do It: Multiple Choice Quiz, Watch: Aging Skin Issues & the Effects of the Sun, Do It: Multiple Choice Quiz, Watch: Contact Dermatitis, Bringing it Home, Recap: Chapter Highlights, Comprehensive Exam. Answer questions in the Exam Review book for chapter 8.</p>	2,3,4,5, 6 a,b,c
Oct 19 W	8,22	<p>Skin Treatments</p> <p>Skin Disorders & Diseases Hair Removal</p> <p>Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance</p>	<p>Review & exam over chapter 8, Skin Disorders & Diseases. Practice all skin treatments following all safety/sanitation procedures. These assignments will be due on Wednesday, October 26. Read chapter 22 in the cosmetology text. Answer questions in the exam review book. MindTap-Review the hair removal chapter by going over the videos and quizzes in MindTap and taking the "Final Chapter Exam."</p>	2,3,4,5, 6 a,b,c

Oct 26 W	22, 23	Skin Treatments Hair Removal Facials Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Review & exam over chapter 22. Practice all skin treatments following all safety/sanitation procedures. These assignments will be due November 2. Read chapter 23, facials, in the cosmetology text. Answer the questions in the exam review book for chapter 23. MindTap-Review the facials chapter and quizzes and take the "Final Chapter Exam" for Chapter 23.	2,3,4,5, 6 a,b,c
Nov 2 W	23, 24	Skin Treatments Facials Facial Makeup Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Review and exam over chapter 23. Practice all skin treatments following all safety/sanitation procedures. These assignments will be due November 9. Read chapter 24, facial makeup, in the standard text and answer questions in the exam review book. MindTap-Review the videos and activities for chapter 24 and take the "Final Chapter Exam."	2,3,4,5, 6 a,b,c
Nov 9 W	9,10,25, 26,27, 28,29	Manicure/Pedicure/Advanced Nail Techniques Skin Treatments Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Review & Exam over facial makeup. Practice all skin treatments following all safety/sanitation procedures. Review chapters 9, 10, 25, 26, 27, 28, 29 in preparation for the final exam. Practice all nail services following all safety/sanitation techniques.	1,2,3,4, 5,6 a,b,c
Nov 16 W	7,8,22, 23,24	Skin Treatments	Review chapters 7, 8, 22, 23, 24 in preparation for the final exam. Practice skin treatments following all safety/sanitation procedures.	2 a,b,c
Nov 30 W	7,8,9,10, 22,23,24, 25,26, 27,28, 29	Manicure/Pedicure/Advanced Nail Techniques Skin Treatments Dispensary Reception Safety Precautions/Decontamination Hazardous Duty Standards Act Compliance	Final written and practical exam over nails and skin and safety issues and reception duties.	1,2,3,4, 5,6 a,b,c

Instructor reserves the right to change the syllabus and/or tentative lesson plans as necessary. Students will be notified of any changes to tests, assignments, and/or due dates.

COURSE OUTLINE:

1. Manicure/Pedicure/Advanced Nail Techniques
2. Skin Treatments
3. Dispensary
4. Reception
5. Safety Precautions/Decontamination
6. Hazardous Duty Standards Act Compliance

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

- d. The ability to utilize standard written English.
- e. The ability to solve practical mathematical problems.
- f. The ability to read, analyze, and interpret information.

Please note the following classroom/lab courtesies, which are designed to maximize your classroom experience.

- Class begins promptly at the start time shown on your schedule.
 - Please make arrangements to be here on time.
 - Attendance is taken daily at the beginning of class and at the end of breaks/lunch periods.
 - Arriving late is disruptive, which is inconsiderate to your instructor and your fellow classmates.
 - Failure to be present and accounted for at the beginning of class may result in your being counted absent.
- In an attempt to simulate a work environment, please notify your instructor if you are absent or tardy by emailing or leaving a voice message. See instructor contact information on the syllabus. Detailed explanations are NOT necessary; however, you would call in if you were absent from your job. Treat your class as such.
- Please turn your cell phone on silent when in the classroom. In emergencies, please go outside the building to make or receive a call.
 - Also, no texting will be allowed during class. Texting during an exam, in particular, may result in an academic dishonesty policy violation being noted in your records.
 - You may not use your cell phone as a calculator during class.
- No food or drinks in the department.
- No hats, caps, scarves, etc; covering the head.
- No long dangly earrings, no long necklaces, and no large or dangly bracelets.
- All equipment should be brought to school. If it is in your car it is the same as having left it at home. Any assignment you are given in class for the courses you are in that you don't have your equipment for will mean a zero for the lab grade. No borrowing or lending.
- It is your responsibility to have pencil, paper, syllabi, rubric or grade sheet.
- You should keep up with your service credits/time on your time sheet daily. Do not expect to be allowed to copy from someone else's. They should be signed by an instructor daily. It is your responsibility to have them signed. If they are not signed you will not get credit for that time.
- When you have to be out get the days assignments and what we did in the lab from a classmate. Come back to class prepared to do what we are doing. You cannot come back in and catch up the next day, you are expected to do what everyone else is doing.
- Makeup if permitted, for both lab and written exams, will be at the end of the semester along with the time missed.

I have read the above courtesies and agree to abide by them.

Signature _____ Date _____