



Cosmetology (COSM) 1070 Nail Care and Advance Techniques

COURSE SYLLABUS

Fall Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 3/5250

Vidalia Campus/Class Location: Room 330 Main Building.

Class Meets: Mondays 8-11:00 & Tuesday- Thursday 8:00am. -8:45 am.

Course Reference Number: 20172

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Althea Telfair

Email Address: [Althea Telfair atelfair@southeasterntech.edu](mailto:Althea.Telfair@southeasterntech.edu)

Vidalia Campus/Office Location: Room 311B, Main Bldg.

Office Hours: Monday-Thursday 7:00 am-8 am & 3:30 pm -5:00 pm

Phone: 912-538-3203

Fax Number: 912-538-3156

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) <http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>

REQUIRED TEXT

13th edition Milady Standard Cosmetology Bundle

Includes: Hard Cover Textbook, Exam Review, Study Guide, Haircutting Simulation & MindTap

ISBN: 978-1305942349

REQUIRED SUPPLIES & SOFTWARE:

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

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course

Students should not share login credentials with others and should change passwords periodically to maintain security.

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 and pedicure techniques, nail product chemistry, safety precautions, and advanced nail techniques.

PREREQUISITE(S)/CO-REQUISITES

COSM 1000 Intro to Cosmetology

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 Treatments (wraps/tips/acrylic)
8. Safety Precautions

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. 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 Southeastern Technical College Catalog and Handbook. **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 the average is below 70 for either theory or 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 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 a grade of F and face financial aid repercussions in upcoming semesters.

ADDITIONAL PROVISIONS

HEALTH SCIENCE 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 4 days a week for 15 weeks, the maximum number of days a student may miss is 6 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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% point of the term in which student is enrolled (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 for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" or "WF" for the semester. Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

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. A grade 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.

EXIT EXAM

All students are required to pass an exit exam at the end of 4th semester before graduating from the cosmetology program.

MAKEUP GUIDELINES (TESTS, 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. **One** make-up test is allowed for the semester for **written tests only**. The make-up test will receive an automatic 11-point penalty and must be taken on the assigned day at the discretion of the instructor. Make-up tests are not given for Mid-Term Exams, Semester Review Exams, Final Exams, or Performance 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 Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

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

1. 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.

2. 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.

3. 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 third 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

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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).

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.

GRADING POLICY

Assessment/Assignment	Percentage
Theory Exams	25%
Final Theory Exam	25%
Performance	15%
Final Performance	15%
Assignment	20%

GRADING SCALE

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

COSM 1070 Nail Care & Advance Techniques

Fall Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
August 13-16 Week 1	9	Nail Structure & Growth	Read/Discuss Chapter 9 Mind Tap /Salon	1-8 a,c
August 20-23 Week 2	10	Nail Disorders & Diseases	Read/Discuss Chapter 10 Mind Tap/Salon Test Monday Chapter 9	1-8 a,c
August 27-30 Week 3	25	Manicuring	Read/ Discuss Chapter 25 Mind Tap/Salon Test Monday Chapter 10	1-8 a,c
September 4-6 Week 4	26	Pedicuring	Read/ Discuss Chapter 26 Mind Tap/Salon Test Tuesday Chapter 25	1-8 a,c
September 10-13 Week 5	27	Nail Tips and Wraps	Practice nail tips and wraps Read/ Discuss Chapter 27 Demo, Instructional DVD Mind Tap/Salon Test Monday Chapter 26	1-8 a,c
September 17-20 Week 6	28	Nail Tips and Wraps	Read/ Discuss Chapter 28 Demo, Instructional DVD Practice acrylic application Mind Tap /Salon Test Monday Chapter 27	1-8 a,c
September 24-27 Week 7	29	Nail Tips and Wraps	Practice acrylic application Mind Tap /Salon Test Monday Chapter 28	1-8 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
October 1-4 Week 8	29	Nail Enhancements Mid-Term	Practice acrylic application Mind Tap/Salon Mid-Term Testing Test Monday Chapter 29	1-8 a,c
October 8-11 Week 9	29	Mid-Term Chapter 29 UV Gels	Mid-Term Testing Practice acrylic application Mind Tap /Salon	1-8 a,c
October 15-18 Week 10	27-29	Nail Tips and Wraps, Nail Enhancements, UV Gels	Practice UV Gels Mind Tap /Salon	1-8 a,c
October 29- November 1 Week 11	27-29	Nail Tips and Wraps, Nail Enhancements, UV Gels	Practice UV Gels Mind Tap /Salon	1-8 a,c
November 5-8 Week 12	27-29	Nail Tips and Wraps, Nail Enhancements, UV Gels	Mind Tap /Salon	1-8 a,c
November 12-15 Week 13	9, 10, 26-29	Nail Tips and Wraps, Nail Enhancements, UV Gels Thanks giving Holiday Novemberember 21-22	Practice manicuring, pedicuring, gels, acrylic applications & Enhancements Salon	1-8 a,c
November 18-22 Week 14	9,10,25-29	Prepare for finals		
November 19-20 Week 15		Finals		1-8 a,c

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

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

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 Treatments (wraps/tips/acrylic)
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.

Sculptured Nail

20 Minutes

Service	Task	Possible Points	Yes	No	Score
		100			
Preparation					
	Disinfects work area and uses protective covering	4.54			
	Sets up work area with all supplies needed clearly labeled in English/original container	4.54			
	Sanitizes Hands	4.54			
	Sets up implements that are visibly clean & sanitary	4.54			
	Hand has tips already pre-applied & applied correctly	4.54			
	Sanitizes hand	4.54			
	Pushes cuticle/removes shine from nail plate safely				
	Cleanses nail plate & cuticle of dust	4.54			
Application of sculptured nail product		4.54			
	Applies nail form to fit snugly under free edge area	4.54			
	Applies primer safely	4.54			
	Applies sculptured product to extend free edge	4.54			
	Applies sculptured product to cover nail plate	4.54			
Final Appearance of the nail		4.54			
	Finished sculptured nail is smooth, even, and beveled/tapered	4.54			
	Contour of sculptured nail is balanced	4.54			
	Nail plate is covered by sculptured nail product				
	Cuticle & surrounding skin remains free of sculptured nail product & remain undamaged	4.54			
Safety & Infection control		4.54			
	Disposes of soiled materials using infection control procedures	4.54			
	Disposes of items to be disinfected in properly labeled receptacle	4.54			
	Practices infection control procedures safely throughout service	4.54			
	Maintains work area in a safe manner throughout service	4.54			
	Completes all procedures according to instructions given	4.54			

Service	Task	Possible Points	Yes	No	Score
	All tasks completed in time allotted				
	Total	100			