MIDLAND COLLEGE
COSMETOLOGY DEPARTMENT
COURSE SYLLABUS

INSTRUCTOR INFORMATION: SYLVIA STEPHENS
OFFICE LOCATION: Rm. 160, TC Building, Cosmetology
TELEPHONE: (432) 685-6722
E-MAIL ADDRESS: sstephens@midland.edu
OFFICE HOURS: Thursday: 8:00 a.m. – 5:00 p.m. or by appointment

COURSE NUMBER: CSME 1443
COURSE TITLE: MANICURING AND RELATED THEORY
COURSE DESCRIPTION: Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology
MILADY’S STANDARD THEORY WORKBOOK
MILADY’S STANDARD PRACTICAL WORKBOOK
MILADY’S STANDARD COSMETOLOGY-WEB TUTOR ON BLACKBOARD
SUPPLIES: Student Practice Kit
END-OF-COURSE OUTCOMES: Demonstrate competency in Professionalism
Demonstrate competency in Sanitation, sterilization, and bacteriology
Demonstrate competency in Manicure procedures
Demonstrate competency in Safety Precautions
Demonstrate competency in Cosmetic ingredients and chemistry
Demonstrate competency in Pedicure procedures
Demonstrate competency in TDLR rules and regulations in relation to manicure
Demonstrate competency in hand and feet massage

COURSE REQUIREMENTS: All students must:
Attend class regularly
Record clock hours
Wear required uniform
Bring supplies and textbook daily.
Write a report on an assigned topic and possible report orally.
Complete exams covering specified unit material
Perform in class, the skills taught in theory in an effort to reinforce learning.
Participate in class assignments by working on manikin, models,
or another classmate, and allow other students to perform temporary services on them.

**METHOD OF EVALUATION:**
- Weekly lab assignments 33%
- Practical skill assignments
- Weekly classroom assignment 33%
  - Theory workbook &/or Practical workbook &/or Worksheets
  - Weekly exams
- Attendance 34%

**COURSE SCHEDULE:**
- Monday through Friday
- 7:00 a.m. to 5:00 p.m.

**Scholastic Dishonesty:**
Cheating, including but not limited to, sharing work, copying, providing answers to someone else, using notes/ books/materials/ not allowed. Plagiarism is not allowed on our campus and you can fail or be removed from school permanently

**ADA Statement:**
Midland College provides services for students with disabilities through Student Services
In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter to the instructor at the beginning of the semester

Students MUST actively participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically-related activity will be reported as never attended and dropped from the course.

**Division information:**
Director of Health Science CE: Wendy-Wood Collins
Office Location ATC-138
Phone: 681-6364
Email address: wwoodcollins@midland.edu