

**CSME 1443(4:2:6)**

**COURSE SYLLABUS**

**SOUTH PLAINS COLLEGE COSMETOLOGY**

**DEPARTMENT OF PROFESSIONAL**

**SERVICES AND ENERGY**

**LEVELLAND CAMPUS/PLAINVIEW CENTER**

**UPDATED August 26, 2019**

# **COURSE SYLLABUS**

**Course Title: CSME 1443**

**Instructors:** Daphanie Shelby

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**Office Hours:** 5:00 to 6:00 pm Monday-Thursday

## **SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE**

### **General Course Information:**

**Course Level:** Introductory

### **Course Description:**

**End-Of-Course Outcomes:** Identify terminology related to nail services; demonstrate the basic procedures of nail services; and practices workplace competencies in nail services.

### **Specific goals/Objectives of this course are to:**

- Student will identify terminology related to nail technology.
- Demonstrate the proper application of nail technology.
- Exhibit workplace competencies in nail technology.

### **Course Competencies:**

### **Upon successful completion of this course, the student will:**

- Execute a manicure in a timely and mandated manner.
- Perform a pedicure.
- Apply an artificial nail using one of the accepted methods.
- Demonstrate the mandated measures of safety and sanitation.
- Explain the terminology related to manicuring.
- Complete all assignments directly related to nail technology.
- Select and use wisely products related to nail technology.

### **Academic Integrity:**

It is the aim of the Cosmetology faculty of South Plains College to foster spirit of complete honesty and a high standard of integrity. The attempt of any student to present his or her own work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the "South Plains College General Catalog" policy regarding consequences for cheating and plagiarism (see "Academic Integrity" as well as "Student Conduct" sections in catalog. At times, working with other students is encouraged for some assignments and meets SCANS competencies C-9 through C-14. If you have any question as to whether you may work with other students on any assignment, **ASK YOUR INSTRUCTOR TEACHING THIS COURSE.**

**SCANS and FOUNDATION SKILLS: This course covers SCANS OCCUPATIONAL COMPETENCIES C1-20 and FOUNDATION SKILLS F1-17.**

**Verification of Workplace Competencies:** Successful completion of this course permits qualified students to enroll for specifically restricted skill course that can lead to Texas Department of Licensing and Regulation operator's Licensure. Students who do not meet criteria for restricted enrollment will be counseled regarding their workplace competencies and career goals/objectives.

**Specific Course/Instructor Requirements:**

A. Textbooks;

1. Milady's Standard Textbook of Cosmetology.
2. Milady's State Exam Review for Cosmetology.
3. Milady's Standard Theory Workbook.
4. Milady's Standard Practical Workbook.

**Course Outline:**

CSME 1443 students will demonstrate competencies in the following tasks;

- Complete all assignments directly related to nail technology.
- Explain terminology related to manicuring.
- Demonstrate the mandated measures of safety and sanitation.
- Select and use wisely products related to nail technology.

- Perform a manicure and pedicure in a timely and mandated manner.
- Apply an artificial nail using one of the accepted methods.

**Accommodations:**

South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without race, color, national origin, religion, gender, disability or age (SPC Equal opportunity Policy General Catalog).

**Diversity Statement:**

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

**ADA Statement:**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting a accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or

visit the Disability Services Office through the guidance and Counseling Centers at Reese Center (Building 8) 716-4606, or Levelland (Student Services Building)716-2577.

**Absences:**

Please refer to the page 1 of the “South Plains College Cosmetology Handbook” that you received on your first day of class in the Cosmetology program.

**Campus Concealed Carry syllabus statement:**

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: ([http://www.southplainscollege.edu/human\\_resources/policy\\_procedure/hhc.php](http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php))

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

#### **4.1.1.4 Title IX Pregnancy Accommodations Statement**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email [cstraface@southplainscollege.edu](mailto:cstraface@southplainscollege.edu) for assistance.

#### **Face covering statement:**

It is the policy of South Plains College for the Spring 2021 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of

Conduct Violation. Students who believe they have been exposed or may be COVID-19 positive, must contact Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

GENERAL HEALTH AND SAFETY CDC Guidelines The procedures put into motion by this plan are based on Center for Disease Control (CDC) guidelines and recommendations for Higher Education institutions. Any questions regarding CDC guidelines should be addressed to DeEtte Edens, BSN, RN at x2376 or [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu). Daily Health Screening – All students, employees and campus visitors will be required to do a self-screening prior to entrance into any SPC building. Self-screening reminder signs will be posted on all exterior doors, office doors, and in classrooms. Beginning September 21, 2020, screenings will occur through the South Plains College Campus Shield app. If the Campus Shield app has been previously downloaded, a failure to load error may occur when connecting. If this occurs, uninstall/reinstall the app. Health information shared within the self-screening will not be shared with anyone other than the SPC Health Services department. • Apple download link: <https://itunes.apple.com/us/app/campusshield/id1019136154?mt=8> • Android/ Google Play download link: [https://play.google.com/store/apps/details?id=com.campus\\_shield](https://play.google.com/store/apps/details?id=com.campus_shield) • Online assessment: <https://portal.publicsafetycloud.net/manage-self-assessment/south-plainscollege> A self-assessment is required each day prior to work or class. After completing the assessment, it must be renewed 24 hours later. It is best to renew early in the morning or just prior to 8:00 am daily. The renewal is not required when not on campus (i.e., weekends, vacation, etc.). For additional assistance with the Campus Shield app, contact Chief Castillo at 806-523-7039 or [ncastillo@southplainscollege.edu](mailto:ncastillo@southplainscollege.edu). Any self-screenings that result in a red badge does not mean the student or employee must stay away from campus. Rather, the person should continue as normal. Ms. DeEtte Edens, BSN, RN will contact the individual to perform additional assessment to determine the next course of action.

Student Screening - Students will be on the honor system while on SPC property upon entering a building and based on a quick question at the start of each class, or when asked by an SPC employee. This can also be accomplished by showing the SPC employee the COVID Self-Assessment screen from the Campus Shield App. Cosmetology students will enter through the secured door and will show the Instructor on duty the assessment screen or answer on a paper form before continuing into the building.

Faculty should continue to ask students to self-screen in the classroom. Any student who did not receive a green badge or unsatisfactory assessment should excuse him/herself from the classroom and complete the lecture or assignment online. Students should also contact Ms. DeEtte Edens, BSN, RN for additional assessment. Any discipline issues with the student should be sent to the Dean of Students on the Levelland campus and the dean, executive director, or director at the external centers.

IF YOU ARE TESTED POSITIVE, PLEASE CONTACT DEETTE EDENS, BSN, RN AT 806-716-2376 OR [DEDENS@SOUTHPLAINSCOLLEGE.EDU](mailto:DEDENS@SOUTHPLAINSCOLLEGE.EDU) FOR QUARANTINE GUIDANCE.

I \_\_\_\_\_ have received a copy of CSME 1443 syllabi Concealed to Carry, Pregnancy Accommodations and Face Covering for South plains College Cosmetology. The course syllabi have been reviewed with me, I understand and agree to all of the requirements of this course.

Signature \_\_\_\_\_

Date \_\_\_\_\_