



**LAMAR INSTITUTE
OF TECHNOLOGY**

Preparation for the State Licensing Examination

(202510.CSME 2441.6B1)

INSTRUCTOR CONTACT INFORMATION

Instructor: Katie Oxley

Email: koxley@lit.edu

Office Phone: 409-247-5354

Office Location: Gateway Campus
Room CO#502

Office Hours: MONDAY: 7:30a.m.-8:00a.m.
TUESDAY: 7:30a.m.-8:00a.m., 12:50p.m.-3:00p.m.
WEDNESDAY: 7:30a.m.-8:00a.m.
THURSDAY: 7:30a.m.-8:00a.m., 1:50p.m.-3:00p.m.
FRIDAY: 7:30a.m.-11:45a.m.

CREDIT

SCH (4) Semester Credit Hours (2 hours lecture,5 hours lab)

MODE OF INSTRUCTION

FACE TO FACE CLASS INSTRUCTION

PREREQUISITE/CO-REQUISITE:

None

COURSE DESCRIPTION

Preparation for the state licensing examination.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to

1. Review for the written state licensing exam
2. Prepare for the practical state licensing exam
3. Follow safety and sanitation laws and rules according the Texas Department of Licensing and Regulations (TDLR)

Approved: **Initials/date**

REQUIRED TEXTBOOK AND MATERIALS

Milady Standard Cosmetology, 14th Edition Cengage, 2023

Online Homework Platform—CIMA

ISBN-14: 9798214098814 (14th edition Cosmetology CIMA Course Access Card + CIMA)

TDLR Cosmetology Rules and Regulations Book

ATTENDANCE POLICY

Regular class attendance is important to the attainment of the educational objectives of the college. The cosmetology program has formulated an attendance policy that is consistent with the objectives of the program and the needs of the student to fulfill all necessary requirements needed.

Poor attendance is a leading reason for termination from a job in all areas of employment. With this factor in mind, the instructor monitors student course activity daily.

Attendance is 20% of your overall grade and will be monitored daily.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1	State Board Blow Dry/Curling Iron Service	01/27/25	Tentative 02/03/25

		S.B. BD/Curling Iron Svc Test-Out	
Week 2	State Board Haircut Service	02/10/25 S.B. HC Svc Test-Out	Tentative: 02/17/25
Week 3	State Board Haircut Service	02/24/25 S.B. HC Svc Test-Out	Tentative: 03/03/25
Week 4	State Board Facial Service	03/25/25 S.B. Facial Svc. Test-Out	Tentative: 02/13/25
Week 5	State Board Waxing Service	02/17/25 S.B. Waxing Svc. Test-Out	Tentative: 02/20/25
Week 6	State Board Foil Highlight Service	02/24/25 S.B. Foil HL Svc. Test-Out	Tentative: 02/27/25
Week 7	State Board Relaxer Retouch	03/03/25 S.B. RR Test-Out	Tentative: 03/06/25
Week 8	SPRING BREAK-Campus Closed	03/10-03/14	SPRING BREAK Campus Closed
Week 9	State Board Virgin Relaxer	03/17/25 S.B. Virgin Relaxer Test-Out	Tentative: 03/24/25
Week 10	State Board Virgin Relaxer Cont.	03/31/25 S.B. Virgin Relaxer Cont. Test-Out	Tentative: 04/07/25
Week 11	State Board Permanent Wave Service	04/14/25 S.B. Perm Wave Svc. Test-Out	Tentative: 04/21/25
Week 12	State Board Nail Enhancement Service	04/25/25 S.B. Nail EnhancementSvc. Test-Out	Tentative: 04/28/25 Tentative: 04/28/25
Week 13	State Board Mock Practical Exam/Review	05/05/25 S.B. Mock Pract./Rev Test-Out	Tentative: 05/07/25

Week 14	Final Exams	05/10/25 Final Exam	Tentative: 05/12/24
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COURSE EVALUATION

Final grades will be calculated according to the following criteria:

Attendance	20%
Written Assignments	20%
Chapter Exams	10%
Labs (Hands-on)Exams	10%
Labs (Hands-on)	20%
Final Exam	20%

GRADE SCALE

- 92-100 A
- 84-91 B
- 75-84 C
- 0-74 F

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps

foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

1. Student must purchase Milady CIMA Access Card, from LU bookstore Barnes & Nobles, to access online text material by the end of the first week of class.
2. Students will be issued the course required kit second week of school.
3. Students must bring all required text and text materials to class daily. Failure to do so will result in a dismissal for the class.
4. Students must bring all supplies for the course daily. Instructors are not responsible for providing students with the necessary working supplies for the day, and failure to comply will result in dismissal for the class.
5. Students must remain in uniform while on campus. Plain black/ white shirts or scrub tops are acceptable. You may also wear your kit issued stylist jacket. Graphics on shirts are not allowed. CROCS are not considered uniform compliant.

6. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop participating in the course and fail to drop the course, you will earn an 'F' in the course.

7. A grade of 'C' or better must be earned in this course for credit toward degree requirement. If the grade earned is less than a 70 or a "C", you will have to repeat the class.

8. Instructors will respond to email and voicemail communication within 24 hours Monday-Thursday. On weekends or after 5pm, response will be the next business day.

9. Assignments, with the exception of Lab assignments, will automate in CIMA and will be submitted into BlackBoard within 24 hours. NO LATE ASSIGNMENT WILL BE ACCEPTED.

10. Additional course policies, as defined by the individual course instructor, will be outlined in the course addendum and provided by the instructor.