Preparation for the State Licensing Examination

(202490.CSME 2351.6A1)

LAMAR INSTITUTE OF TECHNOLOGY

INSTRUCTOR CONTACT INFORMATION

Instructor:	Miranda Jones
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Office Phone:	409-241-7123
Office Location:	Gateway Campus Room #408
Office Hours:	By Appointment Only

CREDIT
SCH (3) Semester Credit Hours (2 hours lecture, 4 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 to the Texas Department of Licensing and Regulations (TDLR)

REQUIRED TEXTBOOK AND MATERIALS

Milady Standard Esthetics, 12th Edition Cengage, 2023

Online Homework Platform—CIMA
ISBN: 9780357812563 (**12th Edition Esthetics 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	Elements for state board tote.	Tentative 08/25/2025 TDLR Handout	Tentative 08/28/2025 TDLR Handout
Week 2	Create Bag 1	Tentative 09/02/2025 Preform Pre-Examination Setup and Disinfection	Tentative 09/04/2025 Preform Pre-Examination Setup and Disinfection
Week 3	Create Bag 2	Tentative 09/08/2025 Preform Cleansing Service	Tentative 09/11/2025 Preform Cleansing Service
Week 4	Create Bag 3	Tentative 09/15/2025 Preform Steam Service	Tentative 09/18/2025 Preform Steam Service
Week 5	Create Bag 4	Tentative 09/22/2025 Preform Massage Service	Tentative 09/25/2025 Written Exam
Week 6	Create Bag 5	Tentative 09/29/2025	Tentative 10/02/2025

		Preform Mask and Moisturizing Service	Preform Mask and Moisturizing Service
Week 7	Create Bag 6	Tentative 10/06/2025 Perform Waxing with Soft wax	Tentative 10/09/2025 Perform Waxing with Soft wax
Week 8	Create Bag 7	Tentative 10/13/2025 Perform Blood Exposure Incident Service	Tentative 10/17/2025 Perform Blood Exposure Incident Service
Week 9	Disinfection	10/20/2025 Perform Bags 1-7	10/23/2025 Written Exam
Week 10	Perform Bags 1-Disfection	10/27/2025 Perform Bags 1-Disfection	10/30/2025 Perform Bags 1-Disfection
Week 11	Perform Bags 1-Disfection	11/03/2025 Perform Bags 1-Disfection	11/06/2025 Perform Bags 1-Disfection
Week 12	Perform Bags 1-Disfection	11/10/2025 Perform Bags 1-Disfection	11/13/2025 Perform Bags 1-Disfection
Week 13	Perform Bags 1-Disfection	11/17/2025 Perform Bags 1-Disfection	11/20/2025 Perform Bags 1-Disfection
Week 14	Perform Bags 1-Disfection	11/24/2025 Perform Bags 1-Disfection	11/27/2025 Written Exam
Week 15	Final Exam	12/01/2025 Bags 1-7 and Disinfection	12/04/2025 Practical Exam

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

Attendance	20%
Written Assignments	20%
Lab (Practical Exams)	20%
Lab (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.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the

discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses

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

4. Students must bring all required text and text materials to class daily. Failure to do so will result in a dismissal from the class.
5. 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.
6. Students must remain in uniform while on campus. Plain black or LIT 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. NO sandals, only closed toe shoes.
7. 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.
8. 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.
9. 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.
10. 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.**
11. Additional course policies, as defined by the individual course instructor, will be outlined in the course addendum and provided by the instructor.