



**COSD 115 Manicuring/Pedicuring Section Name Section Credit Hours Credits**  
**Syllabus**

## Course Information

**Meeting times and location:** section meeting\_times section location

**Catalog description:** This course focuses on basic nail techniques, nail enhancements, nail art, design, tips, forms, wraps, gels, overlays, acrylic, shellac, and fiberglass nails. Work will be supervised under a licensed professional.

**Terms offered:** All Semesters

**Section-specific Course Description:**

## Course Level Objectives

1. Demonstrate ergonomically correct postures and movements.
2. . Communicate effectively with clientele
3. . Perform a basic manicure
4. Safely clean and disinfect salon tools and equipment.
5. . Exhibit the massage movements for a hand and arm massage.
6. Execute basic pedicure in a clinical setting.
7. Perform the practice technique for the cuticle area.
8. Demonstrate the proper procedure and precautions to use in applying nail tips.
9. Execute the proper procedures for applying two-color monomer liquid and polymer powder nail enhancement

## Required Texts and/or Materials

*image  
not  
available*

**Salon Fundamentals Nails Combo Textbook and Study Guide,  
Second Edition**

9781936349500

Pivot Point International, Incorporated

2010-03-01

Salon Fundamentals Exam Prep

## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## Course Requirements

Students will do the following activities:

### Assignments

Students are expected to complete the following assignments in each assigned subchapter.

- Assigned Readings
- Assigned Workbook Pages

All assignments are due by 11:59 MT on Sunday.

### Essays

Students will refer to the handbook for more details about discussion board posts and netiquette.

All essays are due by 11:59 MT on Sunday.

Students will complete the discussions by Friday at 11:59 pm. Then you will provide comments on one other student's post of his/her post by Sunday, at 11:59 pm.

## Exams

Students are expected to complete the following quizzes in each assigned subchapter:

### Lesson Challenge

Students will download and complete the Lesson Challenge on Pivot Point's website. Submit the assignment in a file through the appropriate assignment drop box located down below. Save the file. This assignment is a pass or fail. This assignment is a pass or fail. Students must score 75 percent in order to receive credit. Any scores below 75 percent will not receive credit.

All exams are due by 11:59 MT on Sunday.

## Practicals

Students will have the opportunity to put their study skills into practice. The assessment is a pass or fail. Students must score 75 percent in order to receive credit. Any scores below 75 percent will not receive credit.

Students will take their examination on Pivot Point's website.

The examination will be available beginning Friday at 8:00 am (Mountain Time) and ending Monday at 11:59 pm, (Mountain Time). The exam will be over concepts covered from the selected Module. Guidelines for the examination will be listed on Pivot Point's website.

## Projects

Students will have the opportunity to work in small groups. Each group can contain no more than 4 people. I recommend reaching out to your peers in the student forum and creating an efficient system to complete the project. Each person within the group has to submit the group's project separately in order to receive credit. All group work must list everyone's name that contributed to the project in order to avoid plagiarism.

All projects are due by 11:59 MT on Sunday

## Participation

Students are expected to complete all assignments each week. Students' participation for each module will be assessed by the Participation Rubric. The instructor will input the students' grade for that week.

## Student Evaluations

Students will be evaluated for their performance each week. Student Conduct/Evaluations seeks to measure or rate the quality of a students' work or behavior using a scoring guide. This three-point rubric, ranging from "no concept" to "distinguished," was designed to focus on work or behavior typically addressed in gifted education. This assessment is meant to be used as a benchmark so students can adjust performance and increase levels of academic achievement. The instructor will input the students' grade for that week.

## Other Classroom Policies and Expectations

### E-Mail

Students must use their school emails when trying to communicate with their instructor. Do not send emails from non-university accounts (i.e. Gmail, Yahoo, etc.). Communication with the instructor will be conducted using the Canvas' Course Message system or the SJCPortal. Students can expect an e-mail reply from the instructor within 48 hours using Mountain Standard Time (MST).

### Student Forum

In online courses, it is normal to have many questions about things that relate to the course, such as clarification about assignments, course materials, or assessments. Students will post these in the Student Forum located in the Student Forum Module. This is an open forum, and you are encouraged to give answers and help each other.

In order to be successful in an online course, students must be proactive and regulate/manage their time and learning. Students will need to assess their own comprehension of concepts. If students are unclear, have concerns, or need further explanation for assignments, it is their responsibility to contact the instructor. Students must also monitor their own grades and academic progress.

## Grading

Final grades are calculated based on the following...

| Category    | Weight |
|-------------|--------|
| Assignments | 10     |
| Essay       | 15     |
| Exams       | 20     |
|             |        |

|                     |    |
|---------------------|----|
| Participation       | 10 |
| Projects            | 25 |
| Practicals          | 15 |
| Student Evaluations | 5  |

## Course Time Commitment

### Course Time Commitment

Students should expect to spend about an average of 10 hours each week on assignments for this course.

## Canvas Participation and Expectations

### Canvas Participation Expectations

Announcements will be posted in Canvas on a regular basis. Students will be expected to log into the Canvas at least three times per week to be aware of possible announcements/reminders to pace their progress in the course.

## Participation and Attendance Policy

### Participation and Attendance Policy

The Cosmetology faculty believes that the habits and work pattern established while an individual is a student will be reflected in the work setting when the transition is made to cosmetology practitioner. Therefore, every effort should be exerted to establish good work ethics, or patterns of good attendance, promptness, and responsibility. This applies to all didactic and laboratory courses, and clinical rotations.

- Turning in assignments late or responding to peers' post after the set deadline reflects irresponsible behavior, lack of respect for faculty and other students, and serves as a distraction to others. Students are expected to turn in assignments at the designated time.
- The cosmetology program will not excuse students from assignments due to employment schedules. Students are expected to meet their obligations to the course of study.

## Acceptable Reasons for Late Assignment with Appropriate Documentation

Student sickness (Document must be filled out by an appropriate licensed medical professional with approved dates of the student's absence).

Student's observance of a religious holiday.

Death in the student's family or other emergencies beyond the control of the student's family.

Mandated court appearance

Educational opportunities preapproved by the appropriate instructor.

## Instructor Response Times & Regular Interaction Expectations

### Instructor Response Time

In regards to assignment feedback, the instructor's goal is to provide timely feedback (comments, rubric evaluation, and grades) in an efficient manner that provides specific guidance for improving future assignments. In order to be helpful, it is necessary to devote a certain amount of time to the development of quality comments that truly assist the student. This time frame, of course, varies due to class size, and the nature and complexity of the assignment. As such, the instructor will make every effort to provide prompt feedback that can be applied to future assignments. In most instances, this will be within one week after the submission due date.

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

COSD 115 Calendar.docx 

## Program Handbook

2020\_2021 Cosmetology Student Handbook.docx 

## Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For password reset and Canvas support, visit the [Student Technology Guide](#) website.

## Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

## Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

### **Academic Support and Resources**

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

### **Student Support and Resources**

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

## College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

## Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

### **Contagious diseases and your responsibility:**

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

### **Safety on campus and your responsibility:**

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

## Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

## Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring

platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.