



TRINITY VALLEY COMMUNITY COLLEGE  
NON-CREDIT COURSE SYLLABUS

**Course Rubric & Title:** # 21044 CSME 1009 Application of Eyelash Extensions

**Instructor Name:** Dallas Reynolds

**Office Hours:** 8 am – 3 pm Mon- Thurs

**Campus:** TVCC Palestine

**Office Location:** Cosmetology Building, A-141-A

**Office Phone & Alternate Phone #s:** 903-723-7030  
903-729-025

**6 TVCC E-mail Address:**

**dallas.reynolds@tvcc.edu**

**Electronic communication:** TVCC students are REQUIRED to use either their TVCC Canvas account or their TVCC email account for all electronic communication. In order to ensure the identity of the student communicating electronically, TVCC faculty will not reply to student communication that is sent through an email account other than their TVCC issued email account or Canvas account.

**Course Description:** This course provides the students with the skills necessary to perform client services using current techniques and business practices.

**Course Co- or Pre-Requisites:** 17 years of age, High School Diploma or GED

**Textbook(s) & ISBN:** Please visit the [TVCC bookstore online](#)

**Required/Recommended Reading(s):** Please visit the [TVCC bookstore online](#)

**Required Materials:** : **The Essential Guide to Lash Extension Technology textbook, Eyelash Extension Kit**

**Learning Outcomes:** Upon completion of this course, the student should demonstrate a mastery of the following learning outcomes:

1. Apply current management and business practices relative to eyelash extensions
2. Exhibit math skills in client tracking and commission rates
3. Communication skills through client interaction
4. Perform and explain aftercare of eyelash extensions
5. Manage scheduling techniques
6. Apply knowlegde and skills using appropriate techniques and specialized tools to complete a full eyelash extension service.

**Course Requirements:** Required Texas Department of Rules and Regulations hours, Workbooks, Practical assignments and Test are completed.

Texas Eyelash Extension Specialty License - A person holding a specialty license in eyelash extension application may perform only the practice of cosmetology defined in section 1602.02 (a) (12) of the Texas Cosmetology Laws and Rules Book.

The Application of Eyelash Extension course is a 106 clock hour course of classroom instruction and practical experience, including at least eight hours of theoretical instruction, and include instruction in the following areas: 1. Client Release and Consent Forms, 2. Client Aftercare, 3. Eylash Fill Education, 4. Extension Removals, 5. Marketing and Business Support.

Students are assigned academic learning units and practical application experiences for course completion. Academic learning is evaluated after each unit of study by a written exam. Practical skills are evaluated as completed and deemed satisfactory or better and counted toward course completion as the standards set forth in the Milady Practical Cosmetology Skills Competency Evaluation Criteria.

In order to pass the state examination for licensure, students are required to score 70%. Therefore students are encouraged to maintain that grade average throughout the course. Students must make up failed or missed tests and incomplete assignments. Grades are calculated by each area accounting for 25% each; daily grades, tests grades, final examination, and workbook grades. Numerical grades are assigned to the following numerical scale as outlined in the college catalog.

**Expected Time Requirement for this Course:** Approximately six to seven hours per week of time spent reading, reviewing, and completing assignments is recommended to complete this course.

**Non-Attendance and Financial Aid:** If you are receiving financial aid, federal regulations require you to have begun attending the courses for which you are enrolled on or before the census date (e.g., 3rd class meeting). Attendance in an online course is verified by substantial participation in the course on or before the census date. TVCC defines substantial participation in online courses as logging in to the online course **AND** completing/participating in at least one requirement of the course. **NOTE: Logging in to your online course does not warrant “attending”.** For this course, you will be required to complete one requirement before the census (3rd class meeting) date in order to be marked as “attending” for purposes of financial aid. Students documented as “not attending” a course upon the census date are assumed (for financial aid purposes) to have NOT begun attendance for that course, negatively affecting their financial aid disbursements.

Attendance in online course at TVCC is verified by students logging in to the course and substantially participating in the course on or before the census date. Students documented as “not attending” an online course upon the census date are assumed (for financial aid purposes) to have NOT begun attendance for that course, and this may negatively affect financial aid disbursements.

**Outline of Course Schedule:**

1. sanitation
2. Client protection
3. Eyelash extension and application
4. Eyelash extension isolation and separation

## 5. Professional image/salon management

**Classroom Policies:** This course is to be completed within 1 semester. Class is Monday – Thursday from 8 am to 3 pm. Students will receive credit for course completion which will be reported to the Texas Department of Licensing and Regulations at the completion of each semester. When they have successfully completed and passed the Cosmetology Curriculum provided by Trinity Valley Community College, the student will then take a written and practical state board cosmetology exam at a state approved facility and must pass with a score of 70% in order to be eligible for licensure.

Students are required to make up all missed days of designated classroom hours. All Absences must be made up during times agreed upon by the instructor. Makeups will always be during times outside regularly scheduled classroom hours. The instructor may drop any students that miss more than 5 days in the fall, or 5 days in the spring, or 4 days in summer. It is the student's responsibility to discuss and absences with the instructor immediately after returning to the class.

Individuals planning to utilize financial aid must have all necessary documentation on file and approved prior to registration in order to register for the cosmetology course.

Students are responsible for their behavior and interaction with other students, staff and patrons. Any behavior such as stealing, fighting, insubordination, causing friction among the other students, possessing or using drugs or alcohol, possessing firearms, etc. is unacceptable and is subject to immediate dismissal from the college.

### **Students are expected to:**

- **To attend each class meeting, arrive on time and stay the entire class period.** If an emergency arises that prevents class attendance or late arrival, you

should call and inform the instructor before the class starts. If you need to leave class early for any reason, you must inform the instructor as soon as possible. **Keep in mind that if you are absent, you cannot participate in class and this will affect your participation grade. Once you have received the allowed number of absences you will be dropped from the program.**

- **If a student is going to be absent they must notify the Instructor prior to, via Canvas e-mail.**
  - **Students are required to make-up all absences on designated days determined by the Instructor.**
  - **To turn all cell phones and electronic equipment off during class.** If you are involved in a crisis situation and need to be available via cell phone, please talk to the instructor prior to the start of class to make arrangements.
  - **To get permission from the instructor to use lap tops or ipads.** If in use, close during class activities requiring active participation (e.g., dialog, discussions, and activities).
  - **To be actively involved in class by thoughtfully contributing to discussions, tasks and assignments.**
  - **To be responsible for their behavior and interaction with others students and staff.** You are expected to show support and mutual respect among your classmates.
- To complete all assignments on time. Late assignments will not be given credit except under extreme circumstances as approved by the instructor. **All assignments should have the student's name and date in the heading** and be typed or legibly handwritten. It is the student's responsibility to take the initiative to see the instructor about missed work or tests. If work is not completed in the required time assigned by the instructor the student will receive a "0".**

- **To contact the instructor for missed assignments or handouts immediately after returning to school from an absence. This is the student's responsibility.** There will be no opportunities to make up assignments unless otherwise approved by the instructor.

**Cheating/Plagiarism:** Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test
- Collaborating with or seeking aid from another student during a test without permission from the test administrator
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test
- The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test
- Substituting for another student, or permitting another student to substitute for oneself, to take a test, and
- Bringing another person to obtain an un-administered test or information about an un-administered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

The punishment for cheating or collusion in this class is **a failing grade on the assignment.**

**Drop Policy:** Students are required to make up all missed days of designated classroom hours. All Absences must be made up during times agreed upon by the instructor. Makeups will always be during times outside regularly scheduled classroom hours. The instructor may drop any students that miss more than 5 days in the fall, or 5 days in the spring, or 4 days in summer. It is the student's responsibility to discuss and absences with the instructor immediately after returning to the class

A student may withdraw (drop) from a course and receive a grade of "W" at any time during before the class end date. If a student fails to submit a written notification of withdrawal a grade of "F" will be given.

**Campus Carry:** The College District prohibits the use, possession, or display of a firearm on College District property or at a College District-sponsored or -related activity in violation of law and College District regulations. This policy does not apply to commissioned peace officers in accordance with law. All persons, including license holders, are prohibited from openly carrying a handgun on all College District campuses and premises. License holders may carry a concealed handgun on or about their person while on College District campuses and premises. License holders are responsible for complying with applicable federal and state law and this policy and associated regulations.

**Criminal History:** TVCC awards some certificates and degrees in which a criminal history **MAY** disqualify candidates from becoming licensed upon degree/certificate completion. Students **with** a criminal background enrolling in courses leading to a degree/certificate in criminal justice, cosmetology, nail technician, Heating/Ventilation/Air Conditioning (HVAC), Emergency Medical Technology (EMT), Nurse Aide, Vocational Nursing (VN), Associate Degree Nursing (ADN), Surgical Technology, Patient Care Technology, or Pharmacy Technician program are **STRONGLY ENCOURAGED** to discuss the licensing regulations with the TVCC program director listed in the current catalog and learn about the current guidelines related to criminal history as well as the right of individuals to request a criminal history evaluation letter.

**Research Resources:** The student is encouraged to use the TVCC Libraries as research resources for this course. Students can search the TVCC Library Resource Center holdings through the on-line catalog. Electronic library resources provide access to full-text and abstract articles as well as links to a variety of remote research tools. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at TVCC. Students with research questions or questions about library services are encouraged to email their question to [lrc@tvcc.edu](mailto:lrc@tvcc.edu).

**Logging on to E-Courses:** To access your courses that incorporate Canvas (which are available after 8:00 a.m. on the first day of the semester), visit <https://ecourses.tvcc.edu>. At the Canvas login page, the TVCC **username** is your Cardinal ID (ex: last name, first initial, 3 numbers that were assigned to you). You can find your Cardinal ID on your printed schedule. If you do not know your Cardinal ID, you will need to visit <https://mail.tvcc.edu> and choose the “Activate my Cardinal ID” icon. At the Cardinal ID activation screen choose “Get My Cardinal ID” (on the right in red). Select the “Obtain Cardinal ID and TVIN” screen, enter your social security number,

month of birth, year of birth and choose “search”. Your Cardinal ID will be listed in the second box under your name. Your **password** is created when you activate your cardinal ID. If you have forgotten your password, please visit <https://mail.tvcc.edu> and click on "Forgot My Password".

**Technology Resources/Access:** Each student, employee, or guest with an information technology (IT) account shall be responsible for all use of the account. All accounts shall be for use by a single individual – the person for whom the account was approved or assigned. This includes e-Course accounts as well as TVCC issued email accounts. Sharing or loaning accounts is strictly prohibited and violates TVCC Board Policy CT (LOCAL).

**Additional Information:** Additional hours may be accrued by attending hair shows, clinics, or conferences with an instructor to gain additional hours toward completion of course.

**Student’s Responsibility:** This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the rules, policies, regulations, and ethical standards of Trinity Valley Community College as contained in the current catalog and schedule of classes.

**Student Evaluation of Courses/Faculty:** Evaluation is an important component in promoting continuous improvement, enhancing student learning, and achieving excellence in the educational process. Therefore, TVCC administers student course evaluations every semester. Students are encouraged to complete the course evaluations for all of their courses through the student Cardinal Connection portal. Notification of evaluation availability will be made to all students through the TVCC email accounts.

When completing the evaluation, students will rate the course by responding to the following prompts:

- The course improved my work skills.
- The course broadened my knowledge.
- The instructor showed interest and knowledge of the subject.
- The instructor was organized and well prepared.
- The instructor provided opportunities for interaction.



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**Affirmative Action:** TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973 (Section 503,504); Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 5221k V.A.C.S.; and Executive Orders 11246 and 11758.

**Title IX of the Education Amendments:** TVCC prohibits discrimination, including sexual harassment and retaliation, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or the Title IX Coordinator. TVCC has designated the Director of Human Resources/Title IX Coordinator as the individual who is responsible for coordinating its efforts to comply with Title IX of the Education Amendments of 1972, as amended. Contact information is: *Director of Human Resource/Title IX Coordinator; Office Phone: 903-675-6215*

**American with Disabilities Act (ADA):** Trinity Valley Community College provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs. The passage of Section 504, Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 requires that the college make certain special arrangements for students with disabilities such as moving classes to accessible locations when necessary, allowing the use of tape recorders, sign language interpreters, or other educational auxiliary aids, making special test arrangements, and other accommodations. The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the college and request accommodations.

Students with disabilities who wish to request accommodations should notify the Disability Services Office on their campus. In accordance with federal law, a student requesting accommodations must provide documentation of his/her disability to the Disability Services counselor. For more information, please visit the Disability Service Office on your campus or contact Melinda Berry at 903-675-6224 and email [mlberry@tvcc.edu](mailto:mlberry@tvcc.edu).