**Florida Gateway College**

**Nail Specialist**

**Monday - Thursday 5:00 PM – 8:30 PM**

**CSP 0013C**

Coordinator/Instructor: Brenda Jernigan brenda.jernigan@fgc.edu

Office: 018-103 386-754-4264

Instructor: TBA

Office: 018-104

**Office hours as posted and by appointment**

This is a (LIVING) syllabus that can be adjusted to meet the benchmarks of the program. This is a contract between student and instructor and both parties are held to the contents of the document.

**Required Text and Supplies**:

1. Required Textbook(s)
2. Remind App: (Via Instructor)
3. Access to Microsoft 360 (free for students)
4. Black Scrubs (ONLY)
5. Manicure and Pedicure (only available from FGC bookstore)
6. Pen, pencil, and notebook paper

STUDENTS ARE REQUIRED, NOT REQUESTED TO HAVE ALL OF THE ABOVE ITEMS MONDAY THROUGH THURSDAY DURING ALL HOURS.

IF YOU DO NOT, YOU WILL BE ASKED TO CLOCK OUT

**Course Description:**Study of sanitation and disinfecting procedures, manicuring and pedicuring techniques. Introduction to the application of acrylic, gel, and nail wraps.

**Objective:**

* Understand and demonstrate knowledge of basic manicure and pedicure procedures, sanitation expectations for State Board purposes
* Understand and demonstrate the proper procedure for performing manicures and pedicures as well as disinfection procedures
* Understand and demonstrate knowledge of applying artificial nails which includes acrylic, gel, sculpture and nail wraps

**Evaluation:**

A 90– 100

B 89 - 80

C 79 – 70

D 65 – 69

F 64 and below

**Grade Weight:**

Class/Lab 20%

Homework 20%

Class Participation 25%

Test/Quizzes 35% **FYI: Some assignments will be counted as a test grade**

**Artificial nail enhancements will need to be removed during this course to allow for anatomy and procedure instruction.**

**COURSE REQUIREMENTS**

**This course will be reading intensive**. For each reading assignment, you will complete a reading guide, take a quiz on the day the assigned reading is due, complete assigned Study Guide activities or all the above.

**Infection Control**

* 01 Microbiology
* 02 Infection Control
* 03 First Aid

**Nail Structure, Growth, Disorders & Disease**

* 01 Nail Theory

**Manicuring & Pedicuring**

* 03 Natural Nail Products & Essentials
* 04 Nails Guest Experience
* 05 Natural Nail Service
* 06 Basic Manicure Workshop
* 07 Basic Pedicure Workshop
* 08 Artificial Nail System Products & Essentials
* 09 Artificial Nail Service
* 10 Nail Tip Application Workshop

**Acrylic and Gel Overlay 113**

* 11 Acrylic Overlay Workshop
* 12 Pink and White Acrylic Sculptured Nails Workshop

**Employability & Professionalism Skills Grade**

This grade will be determined based on 4 factors:

1. Responsibility
2. Integrity
3. Customer Relations
4. Commitment to Quality

# Attendance

The following information is covered in your signature package where your signature will be acknowledgement of the understanding and receipt of this information:

The syllabus is a contract between student and instructor and both parties are held to the contents of the document. This is a 180-clock hour program, and attendance is crucial and mandatory to meet your ultimate goal, which is to graduate and move on to becoming a competent, confident Nail Specialist. You cannot miss more days than the Attendance Policy allows without being dismissed from the program. All students will be allowed to miss nine (9) hours or three (3) days during the semester. **After that, missing ONE HOUR beyond the time allowed will result in DISMISSAL from the Nail course, resulting in grades of “F” due to lack of mandatory attendance**. If you are dismissed from the program, you will receive an “F” for the class. You will also be expected to pick up all of your personal belongings within one (1) week of your dismissal.

You will have the opportunity to appeal this decision through the College’s Appeals Process. It is the student’s responsibility to contact the Campus Appeals Board to file for an appeal.

# Late Policy

Class starts at 5:00PM. You will be considered tardy at 5:01PM. Those who are habitually tardy or leave class early will be counseled by the instructor and will be referred to the coordinator of the program. Being tardy three (3) times is equivalent to three (3) hours absent. Leaving class early without prior approval three (3) times is equivalent to three (3) hours absent. These absences will count towards your nine (9) hours allowed in the semester.

**Leaving Campus**

You will get a 30-minute break. **You cannot leave campus for break unless you clock out.** It is advisable you bring your food or use Door Dash, etc. You will need to be in the classroom/lab on time after the break or points will be deducted. If you are habitually tardy from break you will be asked to clock out and not return to class until you have met with the coordinator.

**Student Identification and Tracking:**

You must have your student ID from the student government office with your barcode that is printed here in our building to be able to clock in and out daily and document officially your hours for the day. If you do not have this ID, you will be responsible for obtaining a second one from the student government to clock in before attending class. You will not receive your hours for the day if you do not clock in and out using the ID as a part of the program’s official attendance tracking system.

**Missed Assignments and Test:**

**It is the student’s responsibility not the instructors to make sure missed work is completed.** Homework that was due on the day of absence is due when student returns to class. Student will be given **one (1) day** to make up any missed homework assignments. After thatany late work will be given **50%** credit if turned in within **two (2) days** after due date. If the student has not completed the work by the **second day** they will be given a **0 (zero)** for the missing assignments and the student can no longer turn it in for a grade.

 In the event of an absence on a **test day**, the student needs to be prepared to take the test **the day they return** to class. If the student has not completed the test by the **second day**, they will receive a **0 (zero).**

**Grades will be posted in Canvas on our FGC website:**

Grades will be posted in Canvas. It is the student’s responsibility to go in and check their grades, missed assignments, test, and quizzes.

All students will work and learn on all hair types regardless of race or gender: Students cannot refuse to do services because it’s not of their choice. If a student refuses to do a service asked of them by the instructor, they will be asked to clock out and leave. The time missed will be counted as part of your contact hours.

**The Student Success Center (SSC)**

The Student Success Center is located in Building 059. SSC offers a variety of resources for students and faculty.  The Success Center has over 60 computers with internet and limited free printing for students (50 pages per day, campus-wide).  Copies of reference books, textbooks, access to course specific software, and access to tutors for all levels of math and writing are available in the Success Center.  Students may submit academic papers to be reviewed by an in-house tutor by emailing to college.success@fgc.edu. Tutoring for other subjects such as Chemistry, Accounting, Anatomy and Physiology, Physics, Spanish, and Public Speaking is available.  Please stop by Building 059 for the current tutor schedule. The center also provides space for students to study in subject specific Learning Groups, which provide opportunities for students to work with a Tutor on particular competencies and to focus on strengthening their foundational skills.  SSC offers a PERT preparation Boot Camp for students to strengthen their skills with a personalized study plan.  If you have any questions please call (386)754-4479 or 754-4382, or email robert.dawsonjr@fgc.edu.

SSC also provides 24-hour online tutor services through Tutor.com.  This service is accessed directly through students’ Canvas courses. Online tutoring is limited to five hours per student per semester. If additional online tutoring time is needed, you must contact Robert Dawson in the Student Success Center by email: robert.dawsonjr@fgc.edu. Extensions will be granted on a case-by-case review of online tutoring sessions.

The TRiO program is also housed in the Student Success Center offering coaching to enhance, navigate, and simplify the college experience.  Qualified students may participate in workshops, travel, individualized tutoring sessions and other educational experiences.

The SSC is open during the following hours:

* Monday – Thursday       8 am to 6 pm (All year)
* Friday                  9 am to 4:30 pm (Fall/Spring)
* Saturday                 10 am to 2 pm (Fall/Spring)

If you have any questions, you may contact the center by phone at (386)754-4437, 754-4305, or 754-4307, or by email at robert.dawsonjr@fgc.edu

**GradesFirst**

The Student Success Center, located in Bldg. 59, offers early alert to the entire campus through GradesFirst/EAB. Twice during the semester we provide instructors with the opportunity to ALERT students of their course progress. This is done through the FGC Wolves email account. Students may receive an email stating their success may be at risk in in a specific course. If you receive this email, DO NOT PANIC. Please contact your instructor directly, your Academic Advisor, and the Student Success Center. Your instructor’s information is provided in the email.

Please do not allow yourself to struggle. We are here to help you achieve success. The mission of the Student Success Center is to help encourage and promote your educational journey here at FGC and beyond.

**Resource Information**

If you think you might benefit from the guidance of a professional counselor for any school, work, or life issue, take advantage of the **free, confidential resources of BayCare Behavioral Health.** If you would like to speak to a Counselor over the phone, please call **(800) 878-5470**.  It is a safe and secure way to get short-term counseling (up to 3 sessions) on issues including: managing stress/ school, work or life issues/ relationship issues/ family concerns/ anxiety, depression/ grief, trauma, loss/ self-esteem/ substance abuse. **Counseling sessions are completely confidential.** If you are in the need of additional resources please contact the Director of Student Life, Building 7.

**Academic Appeal; Grievances; General Complaint**

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college’s website ([www.fgc.edu](http://www.fgc.edu)) for more information. Under Student Resources and Student Complaints/Appeals, information regarding policy, procedure, and forms related to these topics is provided.

**College Course Withdrawal and Drop Process**

Students who register for classes are responsible for all fees associated with those classes. Students who decide not to attend or wish to withdraw from a class are responsible for dropping or withdrawing from class by the appropriate published date (see [Academic Calendar](https://www.fgc.edu/students/academic-resources/academic-calendar/)). Students, who have not been identified by their instructor as never attending, will not be automatically dropped or withdrawn. Any student not dropped or withdrawn by the published dates will remain officially registered, liable for all fees, and assigned an earned grade at the end of the semester.

A course may be dropped only during the published add/drop period. The student may drop the course online through MyFGC or by submitting a form through the office of Enrollment Services. Dual Enrollment students should follow the established dual enrollment drop process.

To withdraw from a course, the student must complete the following before the published withdrawal deadline:

1. Complete the Withdrawal form and submit it to your instructor. The instructor should sign the form and fill in the last date of attendance.
2. The student must then meet with an academic advisor, who will sign the form. (Advising Services, Building 014).
3. Submit the form to the Director of Financial Aid or one of the Director’s designees for signature.
4. Take the signed Withdrawal form to the Office of Enrollment Services for processing before the deadline for withdrawal.

A student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for the course. Students, who take courses off campus or have extenuating circumstances that prevent submission of Withdrawal form in person, must:

1. Obtain the instructor's authorization and last date of attendance via email
2. Email the advisor a statement requesting a withdrawal from the course and include the instructor's email with the last date of attendance.
3. The advisor will complete a withdrawal form, attach the emails from the student and instructor in lieu of signatures and forward the form to Financial Aid.
4. A Financial Aid representative will complete and sign the form and forward the form to Enrollment Services to be processed.

It is the student's responsibility to ensure that the required documents are submitted to the advisor in sufficient time to be completed by all offices and processed by Enrollment Services prior to the designated withdrawal deadline and to understand all financial and academic implications of the withdrawal.  Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing will receive a grade from his/her instructor.

**Academic Honesty**

Cheating, plagiarism, bribery, misrepresentation, and fabrication are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct found in the Student Handbook.

**Equity and Diversity**

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Sharon Best, Executive Director of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL  32025, and may be reached at sharon.best@fgc.edu or (386) 754-4313.

**Disability Statement**

The Office of Accessibility Services (OAS) is a resource for both students with disabilities as well as faculty. Students with disabilities in need of academic accommodations must first be registered with the Accessibility Services Office to verify the disability, establish eligibility, and determine reasonable academic accommodations.

After registering with the OAS, students must request their academic accommodation letters be sent each semester to their instructors. Upon receipt of the letter, the instructor will be available during office hours or via email to discuss the accommodations a student will need during the course.

Students with disabilities who are not registered with the OAS or faculty who may have questions or concerns regarding an accommodation, please contact the office at the following:

In person: Building 14, Room 102
Phone: (386) 754-4393
Email: Accessibility.Services@fgc.edu

**FERPA Statement**

The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records.  This information can be found in the College Catalog, at the Office of Enrollment Services in Building 015 or on the College Web site.

**SACSCOC Statement**

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Florida Gateway College.

**Honorlock Statement**

The college has partnered with Honorlock, an online testing proctoring service. If off-campus remote proctoring is required during any course, Honorlock will be the online proctoring service that allows you to take your exam. You **DO NOT** need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

To get started, you will need to download the Honorlock Chrome Extension using Google Chrome. You can download the extension at [***www.honorlock.com/extension/install***](http://www.honorlock.com/extension/install). When you are ready to test, log into the LMS, go to your course, and click on your exam. Clicking **Launch Proctoring** will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact Honorlock by live chat, phone (**844-243-2500**), and/or email (***support@honorlock.com***).

If you encounter a Canvas issue, please contact Canvas via the Canvas Help menu.

**Program Completion Fees:**

Upon completion of class you will have additional fees.

* HIV/AIDS certification course $15
* DBPR application is $75.00

**Designated Smoking Areas**:

Florida Gateway College has specific areas set aside across campus for individuals who smoke. There is a designated smoking area located in the back of the building. There is an ash tray and two picnic tables in this area for your convenience. YOU WILL NOT BE PERMITTED TO SMOKE UNDER THE COVERED AREA AT THE BACK OF THE BUILDING OR AT THE FRONT DOOR. In accordance with STATE LAWS you must be twenty-five (25) feet from any building.