



Esthetician Program

Student Handbook

2024-2025

*1401 Richmond Road Texarkana, TX, 75599*

*903.823.3399*

[www.texarkanacollege.edu](http://www.texarkanacollege.edu)

## Mission Statement

Texarkana College Esthetician Program strives to provide the educational tools needed for students to become exceptionally trained, qualified professionals of esthetics by providing each student with a comprehensive education for employment and advancement in the beauty industry.

## What Can Be Expected

Texarkana College Esthetician Program offers more than just the education necessary to pass the state board examination to become a practicing Esthetician. We offer an education far beyond the “how” and into the “why”. All course offerings stem from Pivot Point’s fundamental art and design concepts and principles and incorporate classroom instruction as well as practical client application. A Pivot Point education stands apart from others, giving our graduates an advantage to gain the prestige of being associated with an educational institution that is known and respected throughout the world.

## Pivot Point is Unique

Pivot Point teaches design through its Designers Approach program. This approach has its roots in the Bauhaus Theory established by Walter Gropius in 1899. This theory is based on a unique harmony between science, technology, and art. Originally directed toward architecture, Gropius broke tradition by blending scientific formulas and measurements with artistic visual effects. Decades later, Pivot Point’s founder, Leo Passage, used these same principles that would bridge cultural and language barriers. This makes it possible for virtually anyone, anywhere, to learn through Pivot Point’s unique system of teaching.

As with any art form, cosmetology can be broken down into basic elements. Design principles are universal plans of organization that can be effectively applied to hair, skin, and nails, as in music, poetry, and other art forms. Pivot Point has developed and utilized an educational foundation based on timeless universal principles of art and science. These two disciplines blend to form a practical educational framework that has a scope beyond a beauty school. Vocational training centers worldwide have adopted our curriculum and teaching system—making our concepts internationally accepted.

## Worldwide Education

Pivot Point has affiliated training centers located around the world that form a network of communication for sharing educational concepts and the latest fashion trends. This information is the inspiration for Pivot Point’s *Trend*, a continuing education publication for salon professionals. Used in conjunction with basic design skills, *Trend* shows how to recreate the latest styles and techniques that are sweeping the fashion scene. *Trend* is part of the cosmetology curriculum and is the student’s link to what is happening in salons and spas worldwide.

# LICENSING BODY

*The Texas Department of Licensing and Regulation 920  
Colorado Austin, Texas 78701*

***(800) 803-9202***

All students are expected to complete 23 semester credit hours in two semesters.

***NOTE: TC Esthetician will require students to participate in an online environment (TEAMS/LAB) for class on one scheduled virtual day each week based on semester schedule.***

## Class Hours

Texarkana College Esthetician Program holds classes face-to-face Monday, Tuesday, Wednesday, and virtually on Thursday.

### **Face-to-Face Monday-Wednesday 1:30PM-5:30PM**

- Students are counted as tardy at 1:40PM
- Students are counted absent at 1:41PM
- Three tardies equal one absence.
- Only Four absences are allowed per semester.

**All hours MUST be made up per Texas Department of Licensing and Regulations. Documentation is required from the student.**

Makeup hours are on Thursdays **ONLY** from 8:00AM-2:30PM. This is your responsibility as credit cannot be awarded until hours are made up.

**Attendance is posted daily in CSME 1420. It is your responsibility to monitor your attendance in your myTC account by clicking on the relevant course.**

**There is no exception to the makeup hour schedule. This schedule was submitted and approved by the Texas Department of Licensing and Regulation Department.**

## Client Hours

Texarkana College Esthetician Program is open to the public 3 days a week, Monday-Wednesday, for walk-in and/or appointments.

- Monday, Tuesday, & Wednesday 2:30PM-5:00PM

# Clocking Procedures

Texarkana College Esthetician Program expects students to be punctual and prepared to begin class on time. Students are required to punch in and out on a timeclock to receive credit for the day and be in the correct dress code.

Per the dress code policy:

- Students are expected to always be well groomed and presentable, with clean and wrinkle-free uniforms. Fingernails must be kept clean and at natural length.
- **VISIBLE** TC Student ID

# EARLY DEPARTURE

A student who leaves the Esthetician Program building with permission must:

- Notify the instructor.
- Sign out.
- Clock out.

# STUDENT PARKING

All esthetician students are to park behind the building and around the outer perimeter on the side.

# GRADING & EVALUATION PROCEDURES

Throughout all courses, students are evaluated by qualified instructional staff and guided to the highest level of their potential. Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through online content, online tests, and practical exams. Students are required to take all exams and complete all assignments within the course curriculum as described and/or assigned.

Each course grade will be based on the scale of 100 earned from daily work, tests/projects/final, and attendance averaged into each course grade. Letter grades will be assigned. Practical exams are performed on practice mannequins, student-provided models, clients/guests of the Esthetician Department, and/or a combination of all the above.

Note: All students are required to pass all segments to move to the next segment. Exams (practical and/or online) may be timed to assess the student's timing and efficiency against the standards in the beauty industry.

# GRADING SCALE

The grading system is based on a scale of 100. Scores of 70% to 100% are considered satisfactory or passing. A student must maintain a cumulative grade average of 70% or higher at the time of official evaluation to be considered progressing in a satisfactory manner in the course.

# SEGMENT REQUIREMENTS

To pass a segment of the course, a student must complete all exams and assignments in the segment as applicable to the course. The student must also achieve a minimum cumulative grade average in that segment of at least 70 in practical and 70 in theory. A student who fails to pass a course will be required to repeat the course before advancing.

All exams and assignments are required to be completed by the end of the segment in which the exam and assignments are scheduled, as applicable. Failure to make up an exam may result in termination due to failure to pass the segment.

# EXAM MAKE-UP

If a student is absent on the day of an exam (online or practical), or on a day an assignment is due, he or she is required to make up all exams and/or turn in all assignments the same day of returning to class, and during times established by an educator. To maintain the credibility of the exam an alternate exam will be used.

Failure to make-up an exam or turn in assignments in accordance with the make-up policy requirements will result in a recorded grade of zero, which will be factored into the student's grade average and will therefore impact the student's satisfactory progress determination.

# ASSIGNMENTS

Students enrolled in the Esthetician Program will be required to complete all assignments by the due date to receive a grade. **No late work will be accepted for any assignment.** Each course you are enrolled in has different assignments specific to that course. Please refer to your syllabus on myTC and the coursework tab in myTC for a complete list of your assignments.

# COURSE INSTRUCTIONAL

Texarkana College:

- Coursework, Attendance, Syllabus, Gradebook, Email, myTC:
  - [my.texarkanacollege.edu](http://my.texarkanacollege.edu)

Pivot Point:

- Educational Materials, Textbooks, Videos, Forum, Handouts, LAB:
  - [www.pivotpointlab.com](http://www.pivotpointlab.com)

# LOCATING ASSIGNMENTS IN myTC

Each course you are enrolled in has assignments and due dates that must be completed. It's your responsibility to keep track of any work that is required. Log in to myTC → click on the student tab → scroll to the bottom and look for a section titled "ATTENDANCE & GRADES- JENZABAR LMS" → under this header you will find all the courses you are enrolled in → click on each course → when you click on each course, you will need to locate the light blue box on the top left hand side and select "COURSEWORK" → this is where you will find all the assignments due for the semester. Note that myTC is where you find your assignments, and LAB has the content for each assignment.

# **LEARN ABOUT BEAUTY (LAB)**

LAB is an interactive learning system provided by Pivot Point. You can view all content through videos, uploads, and forums.

## **ONLINE ASSIGNMENTS**

The Esthetician Program consists of 2 semesters for day class enrollment. Each semester requires different assignments and projects to be completed and submitted online and in class, by the required deadline to receive a grade.

## **CHAPTER TESTS & WORKBOOK**

We will cover (4) chapters from the Esthetician Fundamentals textbook. You will be tested over these (4) chapters with a 50-100 question test during the semester and a comprehensive Final Exam at the end of the semester with 200 questions. All tests will be taken in person through LAB.

## **SMARTNOTES**

Workbooks will be due the day prior to the assigned test. Smartnotes must be submitted in LAB to receive credit. No late work will be accepted.

## **LAB ONLINE COURSE EXAMS**

Within LAB, you will be enrolled in modules that coincide with the courses you are enrolled in. You will need to view each video, download, and turn in assigned work and take the lesson challenges, which will be your course test. All modules must be completed to ensure competency of the procedure associated with practical rubrics that are to be tested over.

# **CLASSROOM ASSIGNMENTS**

As part of your training to become a licensed professional, you will be engaged in repetitious training to develop and sharpen your skill set for knowledge, speed, and accuracy to match that of a professional. For this type of training, you will be required to constantly repeat the same procedures continuously to gain the skills needed. We employ this training type through Weekly Repetitious Training assignments and Model Calls. Daily assignments are posted and MUST be completed each day in addition to continuous practice on practical procedures.

## **MODEL CALLS**

As part of your training, you are required to become engaged with the public so that it becomes second nature in the field. For this assignment, you will be asked to hand out Model Calls, which are vouchers for a free basic facial, to family and friends, or people you normally would not become engaged with in public. As a disclaimer, if a person seems to be dangerous, do not approach them. Use your best judgement when approaching strangers.

An instructor must sign the voucher and verify that they have not received any services from the Esthetician Program in the past. You will need to keep up with the voucher and turn it in to receive a grade.

## **PRACTICAL & COURSE REPETITIOUS TRAINING**

This assignment is tailored for each semester to cover practical rubrics pertaining to the courses you are enrolled in. This will need to be completed and turned in no later than the assigned due date before the end of the semester. You will be responsible for accessing the content to complete practical assignments. Assignments can be viewed in LAB and myTC.

## **COURSE RUBRIC TESTING**

All course related work in LAB will need to be completed by the deadline given by the instructors. Rubrics will be assessed as a class to demonstrate proficiency in each course rubric. This will count as a substantial portion of your grade. Please keep in mind if help is needed, ask in advance. If for some reason you do not complete the required modules for each course rubric prior to the testing date, you will not be allowed to test that day. You will have to schedule a day to make up any exam(s) and the highest grade you will be able to make is a 70.

## **STATE WRITTEN EXAM**

You are required to take and pass this test soon after mid-term of the second semester. This will count as a course grade.

## **STATE PRACTICAL MOCK BOARD EXAM**

Each student will be required to participate in this exam. This will give you the opportunity to see the format of the practical exam and ask questions. This will count as a major test and course grade.

***The Program Coordinator reserves the right to make changes when deemed necessary.***

**Texarkana College Cosmetology is a proud member and in good standing with the following agencies:**



# CLASSROOM POLICIES & PROCEDURES

- Texarkana College is a Tobacco Free Campus.
- Students must adhere to the Acceptable Use Policy for electronic devices.
- All Students will be required to use their myTC account to access the myTC portal and use TC email address.
- Clean up duties are assigned upon entry into the program.
- The facility is to look new at the end of every day. Students will clean all areas after each use.
- Areas must be cleaned and sanitized before leaving the building for any reason.
- Congregating at the desk, instructor offices, in dispense or in groups is not allowed.
- Students are not allowed to sit in the reception area.
- Texas Department of Licensing and Regulations prohibits the practice of performing services of any type without supervision of our College Instructors.
- Visitors are not allowed to eat in the breakroom or in the guest services area. In addition, visitors may not go beyond the desk without signing in as a client.
- Every Friday the refrigerator will be cleaned out and all items left will be thrown away.
- Students should call the school when going to be absent in the event clients have been scheduled.
- Students will not be allowed to use office computers.
- Mini Boards will be scheduled for 2<sup>nd</sup> semester students enrolled.
- No children allowed in the building except when receiving services. An adult must be present.
- A student may not, for any reason, bring a child to school with them. NO EXCEPTIONS.

## DRESS CODE

### PROFESSIONAL APPEARANCE

- White scrubs and white smock (no logos). Cold natured students must layer using white only. Smock should ALWAYS be on top of all clothing. Uniform should be clean and wrinkle-free.
- Colored accessories are permitted.
- Close toed/Close heeled shoes (No Crocs/Birkenstock Clogs)
- No hats, caps, or rags.
- TC Student ID must be worn at ALL TIMES and be visible.
- Students must always look professional.
- Hair must be clean and pulled back off the face.
- Nails must be kept clean and at a natural length.



# BEHAVIOR MODIFICATION PROCEDURES

Any combination of four (4) incidents during the two-semester, 750-hour program, that requires a student to be written up may serve as just cause for the student to be dropped from the program. All incidents listed below, or included in the classroom policies and procedures, are in no way a complete list. Incidents are handled case by case at the discretion of an instructor. For disciplinary reasons, the attendance policy will apply if a student is sent home.

<b>LEVEL 1 WRITE-UP</b>
Failure to clock and/or sign in or out for lunch.
Taking excessive break times.
Violation of the Acceptable Use Policy for Electronic Devices; including excessive personal cell phone use.
<b>LEVEL 2 WRITE-UP &amp; SEND HOME</b>
Refusing to serve a patron or showing any form of disrespect towards a patron.
Disruptive/Unprofessional behavior or disrespecting instructors.
Not being always engaged in some type of learning. i.e., textbook, workbook, repetitious training, computer testing, or additional assignments.
Improper dress and personal appearance guidelines. Out of dress code. Students will be sent home and can return upon correction. Attendance policy applies.
Failure to bring necessary tools or supplies to class.
Head down/sleeping during theory or anywhere in the building.
No profanity on campus or in any building on campus.
Loaning or borrowing tools or supplies applies to both individuals.
Violation of safety and sanitation guidelines.
<b>LEVEL 3 AUTOMATIC TERMINATION</b>
Academic Dishonesty (see TC Student Handbook)
Stealing other students' property, school property, instructor's property, or providing additional services a client has not paid for.
Consumption, possession, or distribution of alcohol, prescription drugs, or illicit drugs. TCPD will be notified.
Bullying, threatening verbal or non-verbal, demonstrating aggressive, volatile behavior, or sexual harassment to instructor(s) or other student(s).

## DROPS & WITHDRAWAL

Withdrawal or termination shall be defined by the number of hours scheduled according to the enrollment agreement or contract the student has signed with the school or other document acceptable to the department and not the clock hours the student has earned during class attendance.

Any items left at school following a drop, withdrawal or graduation will become property of Texarkana College Cosmetology after 30 days.

Failure to maintain passing grades will result in students being dropped from the program.

Students must receive 23 SCH by completing all courses and days of attendance each semester in full before graduating, regardless of reaching 750 clock hours.

For additional information on college policies, see the Texarkana College Student Handbook.

Texarkana College Cosmetology reserves the right to make changes as deemed necessary to the policies and procedures of the department.

**Dropping this class may affect your funding in a negative way. You could owe money to the college and/or federal government. Please check with the Financial Aid Office before deciding. If you drop or withdraw from the program, upon re-entry, you will be charged \$150 for the seat in Pivot Point Lab online, again.**

**\*\*\*TDLR 83.74 ruling: If you do not complete the semester, you earn no hours.**

## TDLR CRIMINAL HISTORY REQUIREMENTS

Every individual who applies for a license with the Texas Department of Licensing and Regulation (“the Department”) is subject to a criminal background check to determine his or her suitability for the license. In 2009, the Texas Legislature enacted new provisions to allow a person to find out before applying whether he or she would likely be denied a license due to his or her criminal history. This was due to the time and expense involved in applying for a license, which in some cases includes completing required education and taking an examination. See Section 51.4012 and Chapter 53, Subchapter D, of the Occupations Code, which allow a person to request a criminal history evaluation letter from the Department, prior to actually applying for a license.

The Department has issued Criminal Conviction Guidelines for each occupation the Department licenses. These guidelines list the crimes which are considered to relate to each occupation, as well as other factors that affect the decisions of the Department. When a request for a criminal history evaluation letter is filed, the Department will review the requestor’s criminal history with reference to these guidelines, the same as if an actual license application had been filed.

If you feel this may pertain to you, please follow the link below for additional guidance.

<https://www.tdlr.texas.gov/crimHistoryEval.htm>

# EXPECTATIONS

Texarkana College Esthetician Program faculty and staff determines the disciplinary action taken once an incident has occurred. Four violations of the program policies may result in termination. Students can be dropped on the 4<sup>th</sup> disciplinary action.

# PROGRAM CONTACTS

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