



**Course Number and Section CSME 1302.101CO**  
**Name of Course Principles of Skin Tech I / 3 Credit Hrs.**  
**Course Semester (Fall 2025)**

**9:00 AM – 4:00 PM Monday – Thursday October 1 – October 23, 2025**

**Instructor Information:** Savannah Davis, Sdavis@com.edu, Toll Free: 888-258-8116

**Office hours and location:** Cosmetology Dept. 10000 Emmett F. Lowry Expressway Suite 4000  
Texas City, TX 77591 Mon & Tuesday 4:00PM–7:30PM Wednesday 4:00PM-4:30PM Room 141

**Required Textbook/Materials:**

\* Milady Standard Foundations with Standard Esthetics: Fundamentals, 12th edition, ISBN 9780357263792

\* Milady CIMA™ Online Platform

\* Texas Occupations Code General Rules & Regulations Texas Department of Licensing & Regulations

(OPTIONAL LEARNING MATERIAL)

Milady's Standard Fundamentals for Esthetics Student CD-ROM

Cosmetology PRACTICAL EXAM REVIEW, 4th Edition

Cosmetics Ingredient Dictionary

**Course Description:** Introduction to the application of facial and skin care technology. Includes identifying and utilizing professional skin care products.

**Course requirements:** Explain the benefits of professional skin care products. Apply and recommend professional skin care products to industry standards.

**Determination of Course Grade/Detailed Grading Formula:**

|                              |     |                |
|------------------------------|-----|----------------|
| Professionalism / Attendance | 20% | A – 93 to 100  |
| Lab Skill Sheet              | 25% | B – 92 to 85   |
| Chapter Exams                | 30% | C – 84 to 77   |
| Homework                     | 15% | D – 76 to 69   |
| Project                      | 10% | F – 68 & Below |

**Late Work, Make-Up, and Extra-Credit Policy:** All tests, exams, quizzes, homework and assignments are dated in advance. Online tests may not be made up. Online assignments may not be made up. Practical skills tests may not be made up. Final Exams, Written or Practical may not be made up. Students will receive a number grade "O" and a letter grade of an "F". Assignments, written and practical are completions grades. Assignments that are "incomplete" will receive a number grade of an "O". Extra credit may/may not be assigned in any class.

**Attendance Policy:** Every class is important to your success in school. Make every effort to attend all scheduled classes. A sign-in and sign-out sheet will be provided in each class. Each student ***must*** sign themselves in and out daily. If a student misses one (1) hour or up to half the class period, the grade will reflect an absence. Any student missing daily class attendance (morning, midday, or afternoon), shall be considered absent for the day. Any time missed will affect the total number of hours needed for completion. Attendance grades are calculated as follows: each tardy equals 25 points off the daily attendance grade. Each absence equals 0 points for the daily attendance grade. If a student misses four (4) absences, they will be dismissed from the program. It is the student's responsibility to withdraw through the admissions department.

**Tardy Policy:** Entering the class after the time class begins is counted as a tardy. Entering the class after the halfway mark of the class is counted as an absence. Every three (3) tardies will equal one (1) absence.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

| Student Learner Outcome   | Maps to Core Objective   | Assessed via this Assignment         |
|---|--------------------------|--------------------------------------|
| 1. Explain and practice professional ethics.  | Social responsibility    | Graded Paper Professional Evaluation |
| 2. Identify the regulations and requirements of: a. Institution b. Department c. State d. Demonstrate safety and sanitation steps | Personal responsibility  | Graded Paper Professional Evaluation |
| 3. Demonstrate knowledge of basic skincare procedures.  | Critical thinking        | Graded Paper Skills Evaluation       |
| 4. Demonstrate and practice professional massage technique.   | Critical thinking        | Graded Paper Skills Evaluation       |
| 5. Identify and practice basic mask application.  | Personal responsibility. | Graded Paper Skills Evaluation       |
| 6. Identify and practice basic facial steaming application  | Personal responsibility  | Graded Paper Skills Evaluation       |

**Academic Dishonesty:** Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero “0” on that exam and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact the Program Director, Mrs. J. Hunsucker at Phone # 888-258-8115 or email: [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu).

**Course outline:** Refer to daily class schedule below for complete details.

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| <b>WEEK 7</b><br>Standard Foundations Textbook Chapter 7: Electricity & Electrical Safety                   | <u><b>Take A Moment Facial Complete</b></u><br><u><b>Refresh &amp; Renew Facial Complete</b></u>                         |
| <b>WEEK 8</b><br>Esthetics: Fundamentals Textbook<br>Chapter 1: Career Opportunities & History of Esthetics | <u><b>INSTRUCTOR DEMO</b></u><br><u><b>Facial Steaming &amp; Rotary Brush Cleansing</b></u>                              |
| <b>WEEK 9</b><br>Esthetics: Fundamentals Textbook<br>Chapter 3: Physiology & Histology of the Skin          | <u><b>INSTRUCTOR DEMO</b></u><br><u><b>Disincrustation / Iontophoresis</b></u>   |
| <b>WEEK 10</b><br>Esthetics: Fundamentals Textbook Chapters 5: Skin Analysis                                | <u><b>INSTRUCTOR DEMO</b></u><br><u><b>Indirect High Frequency</b></u><br><u><b>Hand/Arm Massage w/ Warmer Mitts</b></u> |

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## **Institutional Policies and Guidelines**

**Grade Appeal Process: Concerns** about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook <https://www.com.edu/student-services/student-handbook.html>. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodation is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto:AccessibilityServices@com.edu)

Location: COM Doyle Family Administration Building, Student Success Center

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and

consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2<sup>nd</sup> 8-week session is November 25.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**Nondiscrimination Statement:**

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

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| <p><b>Week 7</b><br/>Monday      September 29      9:00am-4:00pm</p> <p>Class Theory<br/>Standard Foundations Textbook Chapter 7:<br/>Electricity &amp; Electrical Safety Part 1</p> <p>Complete Required Skills<br/>May have Outside Model<br/>May Pair Up for Models<br/>10:30am, 1:30pm &amp; 2:30pm</p> | <p>Tuesday      September 30      9:00am-4:00pm</p> <p>Class Theory<br/>Standard Foundations Textbook Chapter 7:<br/>Electricity &amp; Electrical Safety Part 2</p> <p><b><i>Last Day of CSME 1420.101</i></b><br/><b><i>Complete All Required Skills</i></b><br/><b><i><u>Turn In Syllabus</u></i></b></p> <p>May have Outside Model<br/>May Pair Up for Models<br/>10:30am, 1:30pm &amp; 2:30pm</p> | <p>Wednesday      October 1      9:00am-4:00pm</p> <p><b><i>First Day of CSME 1302.101</i></b><br/><b><i>Start Required Skills</i></b></p> <p>May have Outside Model<br/>May Pair Up for Model<br/>10:30am &amp; 1:30pm &amp; 2:30pm</p> <p><b><i>INSTRUCTOR DEMO</i></b><br/><b><i>Facial Steaming &amp; Rotary Brush Cleansing</i></b></p> <p>Student Practical Application<br/>(3) Station / Table Setup<br/>(3) Patron Protection<br/>(3) Manual Cleanse<br/>(3) Rinsing<br/>(3) Spray Toning<br/>(3) Skin Analysis<br/>(3) Facial Steaming<br/>(3) Rotary Brush Cleansing<br/>(3) Rinsing/ Hot Towel Steaming<br/>(3) Spray Toning<br/>(3) Moisturizer / SPF / Eye Cream</p> <p>Instructor Sign _____, _____</p> | <p>Thursday      October 2      9:00am-4:00pm</p> <p>Complete Required Skills<br/>9:30am, 10:30am, 1:30pm &amp; 2:30pm</p> <p><b><i>(3) Take A Moment Facial</i></b></p> <p>Combine All Facial Steps</p> <ol style="list-style-type: none"> <li>(3) Table/Bed Setup</li> <li>(3) Head / Neck drape</li> <li>(3) Lip, Eyes, Face, Neck Cleansing</li> <li>(3) Rinse (3 set sponges)</li> <li>(3) Toning</li> <li>(3) Analysis</li> <li>(3) Massage Face / Neck</li> <li>(3) Rinse/Hot Towel (+2 sets sponges)</li> <li>(3) Toning</li> <li>(3) Masque Application (8-10 min.)</li> <li>(3) Rinse (3 sets sponges)</li> <li>(3) Facial Toning</li> <li>(3) Facial Moisturizer / SPF</li> <li>(3) Eye Crème</li> </ol> <p>Instructor Sign _____, _____, _____</p> <p><b><i>Time: _____      Time: _____</i></b></p> <p><b><i>Time: _____</i></b></p> <p>Part: _____ Profess: _____</p> |
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| <p><b>Week 8 Monday October 6 9:00am-4:00pm</b></p> <p>Class Theory<br/>Esthetics: Fundamentals Textbook<br/>Chapter 1: Career Opportunities &amp; History of Esthetics Part 1</p> <p><b><i>(3) Refresh &amp; Renew Facial</i></b></p> <p>Combine All Facial Steps</p> <ol style="list-style-type: none"> <li>(3) Table / Bed Setup</li> <li>(3) Head Drape</li> <li>Body drape</li> <li>(3) Lip, Eyes, Face, Neck, Décolleté Cleansing</li> <li>(3) Rinsing (3 sets sponges)</li> <li>(3) Toning</li> <li>(3) Analysis</li> <li>(3) Exfoliation</li> <li>(3) Rinsing / Hot Towel +2 sponges</li> <li>(3) Face, Neck, Décolleté, Shoulder Massage</li> <li>(3) Rinse/Hot Towel Steam +2 sponges</li> <li>(3) Toning</li> <li>(3) Masque Application</li> <li>(3) Hand &amp; Arm Massage</li> <li>(3) Rinse Masque (3 sets sponges)</li> <li>(3) Toning</li> <li>(3) Moisturizer / SPF</li> <li>(3) Eye Crème</li> </ol> <p>Instructor Sign _____</p> <p>_____, _____, _____</p> <p><b><i>Time: _____ Time: _____</i></b></p> <p><b><i>Time: _____</i></b></p> | <p><b>Tuesday October 7 9:00am-4:00pm</b></p> <p>Class Theory<br/>Esthetics: Fundamentals Textbook<br/>Chapter 1: Career Opportunities &amp; History of Esthetics Part 2</p> <p><b><u>INSTRUCTOR DEMO</u></b><br/><b><u>Facial Massage with Indirect High Frequency</u></b></p> <p>May Have Outside Model 1:30pm or 2:30pm</p> <p><b><u>Student Practical Application</u></b></p> <ol style="list-style-type: none"> <li>(2) Station / Table Setup</li> <li>(2) Patron Protection</li> <li>(2) Cleansing / Rinsing</li> <li>(2) Spray Toning</li> <li>(2) Massage / Indirect High Frequency</li> <li>(2) Rinsing / Toning Steps</li> <li>(2) Moisturizer / SPF / Eye Cream</li> </ol> <p>Instructor Sign _____, _____</p> <p>(2) Set Lash Tinting</p> <p>Instructor Sign _____, _____</p> <p>(2) Artificial Lash Flares (8 Each Eye)</p> <p>Instructor Sign _____, _____</p> | <p><b>Wednesday October 8 9:00am-4:00pm</b></p> <p>May have Outside Model<br/>May Pair Up for Model<br/>9:30am, 10:30am, 1:30pm &amp; 2:30pm</p> <p>(1) Brow Bleaching</p> <p>Instructor Sign _____</p> <p>(2) Sets Brow Tinting</p> <p>Instructor Sign _____, _____</p> <p>(2) Lip Waxing</p> <p>Instructor Sign _____, _____</p> <p>(2) Brow Waxing</p> <p>Instructor Sign _____, _____</p> | <p><b>Thursday October 9 9:00am-4:00pm</b></p> <p><b>Campus Model Call</b><br/><b>Complimentary Client Services</b><br/><b>Complete Required Skills</b><br/><b>9:30am, 10:30am, 1:30pm &amp; 2:30pm</b></p> <p>Participation _____</p> <p>Professionalism _____</p> |
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| <p><b>Week 9</b> Monday October 13 9:00am-4:00pm</p> <p>Class Theory<br/>Esthetics: Fundamentals Textbook<br/>Chapter 3: Physiology &amp; Histology of the Skin Part 1</p> <p><u><b>INSTRUCTOR DEMO</b></u><br/><u>Extractions &amp; Sparking High Frequency</u><br/><u>Hand/Arm massage with Mitts</u></p> <p>May Have Outside Model / Pair Up for Model<br/>1:30pm or 2:30pm</p> <p><u>Student Practical Application</u><br/>(2) Station / Table Setup<br/>(2) Patron Protection<br/>(2) Cleansing / Rinsing<br/>(2) Spray Toning<br/>(2) Facial Vaporizing<br/>(2) Extractions / Sparking High Frequency<br/>(2) Rinse/Toning Steps<br/>(2) Hand/Arm massage with Mitts<br/>(2) Moisturizer / SPF / Eye Cream</p> <p>Instructor Sign _____, _____</p> | <p>Tuesday October 14 9:00am-4:00pm</p> <p>Esthetics: Fundamentals Textbook Chapter 3<br/>Physiology &amp; Histology of the Skin Part 2</p> <p>May have Outside Model May Pair Up for<br/>Model 10:30am, 1:30pm &amp; 2:30pm</p> | <p>Wednesday October 15 9:00am-4:00pm</p> <p>Esthetics: Fundamentals Textbook Chapter 3:<br/>Physiology &amp; Histology of the Skin Part 3</p> <p>May have Outside Model May Pair Up for<br/>Model 10:30am, 1:30pm &amp; 2:30pm</p>                              | <p>Thursday October 16 9:00am-4:00pm</p> <p><b>Campus Model Call</b><br/><b>Complimentary Client Services</b><br/><b>Complete Required Skills</b><br/><b>9:30am, 10:30am, 1:30pm &amp; 2:30pm</b></p> <p>Participation _____</p> <p>Professionalism _____</p> |
| <p><b>Week 10</b><br/>Monday October 21 9:00am-4:00pm<br/>Esthetics: Fundamentals Textbook<br/>Chapters 5: Skin Analysis Part 1</p> <p>May Have Outside Model / May Pair Up<br/>10:30am, 1:30pm or 2:30pm</p>  | <p>Tuesday October 22 9:00am-4:00pm</p> <p>Esthetics: Fundamentals Textbook<br/>Chapters 5: Skin Analysis Part 2</p> <p>May Have Outside Model / May Pair Up<br/>10:30am, 1:30pm or 2:30pm</p>                                   | <p>Wednesday October 23 9:00am-4:00pm</p> <p><b><u>Last Day CSME 1302.101CL</u></b><br/><b><u>Turn in Complete Syllabus</u></b></p> <p>Complete Required Skills<br/>May have Outside Model<br/>May Pair Up for Model<br/>9:30pm 10:30am, 1:30pm &amp; 2:30pm</p> |   |





**Course Number: CSME 1302.101C2 Facial Specialist Tech I 3 Credit Hrs. Semester: Fall 2025**

**Criminal History Evaluation:**

Effective September 1, 2019, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements:  
<https://www.tdlr.texas.gov/cosmet/cosmetschools.htm>

Should you wish to request a review of the impact of criminal history on your potential Operator Certificate, prior to or during your quest for a degree, you can visit this link and request a "Criminal History Evaluation":  
<https://www.tdlr.texas.gov/crimHistoryEval.htm>

This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

**Classroom Conduct Policy:** College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook.

<http://www.com.edu/student-services/student-handbook.php>. Students should act in a professional manner always. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class.

**Client Lab/Course Expectations:**

- Must show up on time, at 9:00 AM.
- Client services begin at 9:30 AM. Students must be completely set up by 9:20 AM.
- In proper uniform, with required white lab coats.
- Shoes must be closed toe, solid white or black only. Absolutely NO Crocs.
- Hair needs to be neat, secure and put back, no loose or dangling jewelry.
- Always show respect to your classmates, clients, and instructors.
- Show respect to the machines, devices, and tools.
- Sanitize your station after each client.
- No lounging in the lab on client days. Students must remain in designated areas.
- No food or drink in the service lab.
- Students may only be in the service lab while working on clients or completing practical skills.
- Must have all supplies needed everyday and especially on Thursday.
- Must give 24-hour notice if you will not be able to attend client day.
- Even if you are off books, always be prepared to take a walk in or if a classmate calls out.
- Each client must be charted in Meevo; if failure to chart, you will not receive a signature for that day.
- All duties must be completed before leaving for the day to receive signatures
- If this contract is breached, you will be asked to leave for the day and receive a write-up.
- Doctor appointments due to maternity, or any accommodation the following steps can be utilized to avoid being withdrawn for excessive absences.
- Communicate with your instructor prior to the appointment of the absence.
- HSC Early Warning Retention Program - The program seeks to address student challenges by maximizing the efficiency of time spent in class or studying. This is achieved through assessment of the student's current academic challenges at their point of intake to the program, the creation of academic action plans to enhance areas of improvement needed, providing information about on-campus resources to help students reach their academic goals, and exploration of career options. If your instructor determines you are not meeting the Human Service Career Program's expectations, you will be referred to the Early Academic Alert Program. These are resources available to you as a COM Student to ensure your success.
- Students are expected to have all the supplies and tools each day of attendance. Students will be asked to leave if they are not prepared for class.
- Students who are not providing client service will be expected to work on their required skills.
- Students will be expected to do assigned skill/service work on clients.

- All work is performed under supervision of an instructor and evaluated in order to monitor a student's progress. An instructor must check all work.
- Clean-up duties are assigned on a rotation basis and must be maintained throughout the day and before leaving the lab for the day. The duty assignments are a portion of the professionalism grade.
- Students are expected to keep workstations and tools sanitary. Students are expected to clean and disinfect areas used before advancing to the next procedure.
- Students must handle equipment and tools with respect and follow all safety procedures.
- Students must follow all guidelines set by the department for inventory control.
- Students are expected to be friendly and polite when serving clients.
- Friends, children, and relatives are ***not*** permitted to visit during class time unless they are a model or a paying customer during client days.
- College of the Mainland is a non-smoking facility. Smoking is only permitted inside the student's personal vehicle.
- No food is allowed in the Client Labs or classrooms. Drink containers must have lids in the allowed areas.
- Students are not permitted to use the office telephones for personal calls.
- Students are not permitted to use the copy machine, fax machine or printers. The innovations lab or COM library are available for student use.
- Students are not allowed in unauthorized areas without permission. (Workroom, storage room, offices, dispensary, reception area, or Lifelong Learning lobby)
- ALL electronic communication with the instructor must be through your COM email or TEAMS. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may include an additional statement requiring monitoring and communication expectations via Brightspace (D2L) or other learning management system).
- Compliant (meaning in accordance with a wish or demand) to the COM Student Code of Conduct policies and the expectations within this document. For more information visit the Student Conduct page.
- Cell phones must be kept silent. Please do not answer any calls while in class/ lab. The lobby is acceptable for phone use. Please be respectful to others, go outside if needed.
- The TDLR inspector as well as any College of the Mainland employee has the Right of Access, and Discovery of Violation (Refer to the TDLR Rules and Regulations). The TDLR Inspector has the right to inspect the premises at any time during business hours.
- Kit checks will be performed periodically. Students must comply with sanitary guidelines.
- The Salon at COM shares parking with other stores and offices within the Mainland City Center. HSC's designated parking is directly in front of the doors that say "Salon, Spa & Barbering". Please do not park in front of other establishments. Do not leave trash in the parking lot, use appropriate receptacles which are placed near each entrance. Do not park in fire lanes, or spaces designated for handicap use unless appropriate. Fines or disciplinary actions could apply.
- Per COM policy, students are not allowed to receive monetary tips or any form of compensation for client services. Donations derived from client services are deposited into the Skin, Shears & Beards Society club account that funds a luncheon for all graduating cohorts.
- College of the Mainland is not responsible for lost or stolen items or equipment.

**Student Break Time:**

May vary depending on class schedule

1. Students attending 8 hours or more will have two (2) 15-minute breaks + 30-minutes – 1 hour lunch.
2. Students attending 2 hours or more will have one (1) 15-minute break
3. Students who abuse the break policy will result in disciplinary action.

I, \_\_\_\_\_, (please print) acknowledge that I have received, read and understand the Syllabus, Criminal History Evaluation, Conduct Policy and Client Lab Expectations. I confirm that all safety procedures and pre-cautions will always be maintained.

Name \_\_\_\_\_

Date \_\_\_\_\_