



**CSME-1348.221C3
(4204) PRINCIPLES OF SKINCARE
Fall 2025
Monday and Wednesday**

**August 18, 2025 through December 3, 2025
5:00pm-9:00pm**

Instructor Information: Ms. Nickey R. Fowler nfowler@com.edu 409-933-8480

Student hours and location: Monday and Wednesday 15 minutes before and after class starts and ends, GroupMe, School phone or email. Adjunct Office Suite Room 149 COM City Centre

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.

Required Textbook/Materials: Milady Standard Foundations and Milady Standard Cosmetology, 14th Edition, CIMA online access, Texas Cosmetology Laws and Rules Book from TDLR

Course Description: An overview of the skills and knowledge necessary for the field of Cosmetology.

Course requirements: Weekly assignments in CIMA, weekly tests, weekly skills practice, an e-portfolio project, final exam, class attendance, and professional behavior.

Daily Grades: Consist of a daily attendance and participation grade. This also includes a duty that will be assigned to each student each week. If the Daily Grades daily duty is not performed correctly and timely, 10 points will be deducted from the daily participation grade as it does affect your performance. Each day you are absent there will be a 15-point deduction from your daily attendance grade and a 10-point deduction for each tardy. Being absent and/or tardy will also affect your daily participation grade

Determination of Course Grade/Detailed Grading Formula:

Professionalism/Attendance	20%
Unit Exams/Skills Sheet	20%
Daily Assignments/CIMA	20%
Virtual E-Portfolio & Skin Care Line Project	20%
Final Exams	20%

Grading Scale:

A – 90-100
B – 80-89
C – 70-79
D – 60-69
F – 59-and below

Grade Policy: Students must maintain a 70% average or above in each area of study; including but not limited to being professional at all times, be prepared, bring your OWN supplies daily, attending every class, not being tardy for class or coming from lunch, do not leave early, all assignments must be turned in to the instructor in hand or electronically, assignments must be on time, turn in completed /neat/legible work, Study for exams, come to class in the proper uniform daily, make sure clothing is clean, make sure you look very professional, please **DO NOT WEAR HATS/ SCARVES/ WRAPS** when class is in session, please make sure your hair and nails are well groomed.

IF AT ANY TIME YOUR GRADE AVERAGE IS BELOW 70% IN ANY SUBJECT AREA YOU WILL BE DROPPED FROM THE PROGRAM. YOUR TEST/QUIZZES/EXAM AVERAGE MUST BE ABOVE 70% AT ALL TIMES OR YOU WILL BE DROPPED FROM THE PROGRAM.

Students will have weekly written assignments and weekly practical assignments that are to be turned in on time.

Written assignments: Read and review each assigned chapter. Prepare an outlined detailed summary of the chapter for your assignment grade and prepare note cards of the important glossary terms for each assigned chapter. (Each outline must be at least 2-3 pages in length) All written assignments are due on Thursday evenings at the beginning of class by 5:30pm (all assignments turned in after this time will be 20 points off for being late)

Practical assignments: Listed weekly in the syllabi.

Late Work/Make-Up Work Policy: Written assignments may be turned in on the first day back from an absence; written tests may be made up by making arrangements with the instructor on the first day back from an absence; practical skill tests or final exams may not be made up. It is up to the student to ask or inquire about making up work and assignments. Pop Quizzes may not be made up, Practical Exams may not be made up after the assigned date. A student may ask for a day/time to make up (ONE) Practical Exam per student in Prep for State Licensing 2241.221 (the time and date will be at the instructor's discretion). The student is allowed to make arrangements to take the exam before the scheduled date if they inform the instructor in advance.

Attendance Policy: Students must maintain regular attendance to guarantee completion of hours by the end of the program. Every class is important to your success in school. A sign in sheet will be provided in each class. Each student must sign themselves in and out daily.

Day time classes are Full Time Block scheduling. This means that all 3 classes are to be taken each semester. All classes must be passed with a grade of C or better to move to the next course. Due to this, schedule change from daytime to evening or evening to daytime is not allowed. Only with special permission from the department chair and advisor can this be done; and it is limited to one switch per student. Plan your schedule accordingly throughout the program.

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 statements requiring monitoring and communication expectations via D2L or other LMS)

Tardiness: **Entering** the class after the time class begins **OR** leaving the class before it has ended will be counted as a tardy. **Each tardy will result in a 5-point deduction from the attendance grade.** Four (4) tardies are equal to one absence.

Absence:

Any time missed will affect the total number of hours needed for completion.

If a student misses 1 hour or more per session, the grade will reflect an absence. **Each absence will result in a 10-point deduction from the Attendance grade.**

If a student misses more than 10 percent of class time in any one course, they will be dismissed from that course. If prior to “W” day, the student may withdraw to receive a grade of **W**.

Otherwise the grade will be **F**. It is the student’s responsibility to withdraw through the admissions department.

For Excused absences see Welcome Packet.

Instructors will create a Group Me for the class as a way to connect outside of class. Updates and quick answers can be communicated through this app. Peer to peer communication is also available through this method.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Students will be able to identify the terminology related to the skin treatments.	Critical Thinking	Unit Exams
2. Students will be able to demonstrate proper skin care treatments.	Empirical and Quantitative Skills	Skills assignments
3. Students will be able to demonstrate an understanding of the sanitation, disinfection and sterilization laws set up for salons by TDLR as they relate to skin care.	Personal Responsibility	TDLR Procedure Exam
4. Students will demonstrate workplace competencies.	Social Responsibility	Skills performed on models

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 are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the

Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

Academic Dishonesty: Any incident of academic dishonesty 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** on that assignment and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

Notice to Students Regarding Licensing

Effective September 1, 2017, 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: www.tdlr.texas.gov

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 please contact Department Chair Jamie Hunsucker jhunsucker1@com.edu 409-933 8608.

The Dean of Instruction, over our program is Dr. Montz at rmontz@com.edu or 409-933-8948.

Course outline: Course outline: IMPORTANT DATES

Chapter 3 Unit Exam: Wednesday August 27

Chapter 4 Unit Exam: Wednesday September 17

Chapter 17 Unit Exam: Wednesday October 8

Scheduled Field Trip to Salons Wednesday October 22

Chapter 18 Unit Exam: Wednesday October 29

Chapter 19 Unit Exam: Wednesday November 12

Final Practical Exam (TDLR Facial) and Blood Exposure Incident Wednesday November 26

Presenting Class Marketing and Branding Project: November 17, 19 and 24

Written Final Exam Monday December 1

Virtual Portfolio Due, and Skills Sheet Due: December 1

Times and Dates are subject to change due to the discretion of the instructors.

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

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 1st 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 2nd 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 or 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.

Academic Dishonesty: Any incident of Academic Dishonesty will be dealt with in accordance with College of the Mainland Policy and Student Handbook. Academic dishonesty, such as cheating on an exam, plagiarism and collusion is a serious offense and will result with the grade of a zero on that exam. The student/ students involved will be referred to the Office of Student Conduct for the appropriate discipline. **IMPORTANT:** Eligibility for an occupational license may be impacted by one's criminal history. Students with a criminal history should confer with faculty or the department chairperson. Students have a right to request a criminal history evaluation letter from the applicable licensing agency. Notice to Students Regarding Licensing: Effective September 1, 2017, 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: www.tdlr.texas.gov Should you wish to request a review of the impact of criminal history on your potential TDLR Cosmetology Operator Certificate which leads to testing for licensure, prior to or during your quest for a certificate, you can visit www.tdlr.texas.gov and request a "Criminal History Evaluation": 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. **Disclaimers/Additional Policies:** Instructors may, at their discretion, withdraw a student due to lack of attendance, or the inability to maintain the prescribed minimum rate of progress (70% test average) stated in the course syllabus. Also, any behavior detrimental to the learning process of the student or class. Students should be familiar with the Cosmetology Welcome Packet & Student Expectations.

Professionalism Grading Rubric: Prompt, Prepared, Uniform & Compliance & Hair/Make- up. All five areas must be met to receive a grade of 100%. If not met the daily professional grade will be 0. **Zero Tolerance Policies:** 1. Bullying. Physical or Mental. We will strive to maintain a positive atmosphere at all times. 2. Uniform. Wear it or return home, get in uniform and return to school including lab jacket 5. No Borrowing. Bring your supplies or go home, retrieve your supplies and return to school.