



CSME-1348-221CL-5993
Principals of Skin Care
Spring 2023
Tuesdays & Thursday 5-8pm

Instructor Information: Ashley Johnson, ajohnson66@com.edu, 409-933-8480

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.

Student hours and location: Tuesdays & Thursday 5-8pm, Room #154, COM/Mainland City Centre

Required Textbook: Milady's Standard Cosmetology 14th Edition

CIMA by Milady Online Learning

Milady Online Exam Preparation for Operators www.milady.com, Delmar Publishing, Thompson Learning

Texas Cosmetology Laws and Rules, Texas Department of Licensing and Regulation

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.

Course Description: This course is an introduction of the theory and practice of skin care. Students will learn to identify the terminology related to skin treatments, demonstrate proper application and exhibit workplace competencies in skin care.

Course requirements: Define terminology related to skin care treatments; demonstrate skin care procedures; practice safety and sanitation according to the laws and rules of the state licensing agency; and exhibit workplace competencies in skin care. Students will exhibit abilities to demonstrate skill of proper cleansing, treatments, and applications of proper finish make-up. Students will create a virtual portfolio of their work throughout the class including before and after photos. Students will also take part in a class project to create their own skin care line, including naming their line and formulating products to fit within their line.

Required supplies:

- facial cleanser, toner, moisturizer, massage cream, masque, bowl, and facial masque brush
- make-up (foundation, powder, concealer, blush, eye shadows, liners, mascara)
- make-up brushes, sponges, cotton pads, Q-tips, applicators
- headband and shower cap, cape, towels,
- one flat twin size sheet and one fitted sheet
- 4 artificial strip lash sets plus a set of individual lashes

make-up removing towelettes, make-up brushes, brush cleaner, and lash tabs.

Determination of Course Grade/Detailed Grading Formula:

Attendance	10%
Professionalism	10%
Daily grades & skills sheet	20 %
Chapter Tests	20%
Virtual Portfolio & Skin Care Line Project	20%
Final Exam	20%

Grading Scale:

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

Course outline:

February 9th – Chapter 3 Test

March 2nd – Chapter 4 Test

March 23rd – Chapter 17 Test

April 20th – Chapter 18 Test

May 4th - Chapter 19 Test

May 9th - Written Final Exam, Practical Final Exam, Virtual Portfolio, Homework, Skills Sheet, Skin Care Line Project Due

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Students will be able to identify the terminology related to skin treatments.	Critical Thinking	Chapter Tests
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 and sterilization laws set up for salons by TDLR as they relate to skin care.	Personal Responsibility	TDLR Procedure Exam
4. Student will demonstrate workplace competencies	Social Responsibility	Skills performed on models

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 changing 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.

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. Please refer to your classes' syllabi for specific guidelines on your instructor's tardy policy.

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.

Please refer to your classes' syllabi for specific guidelines on your instructor's absence policy.

COVID: In the event a student contracts or is exposed to COVID 19 the following steps can be utilized to avoid being withdrawn for excessive absences.

1. For COVID 19

- a. self-report on the COM website. Follow the instructions given.
- b. Email your instructors with a copy of doctor's note or test result. These should be dated.
- c. Make up work will be assigned on a case-by-case basis.

2. For other contagious illnesses

- a. These will be handled on a case-by-case basis. Communicate with your instructor and you may be referred to the department chair.

Prenatal appointments: For doctor appointments due to maternity, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. Communicate with your instructor prior to the appointment of the absence.
2. Bring a note from the doctor stating the appointment date and time upon returning to class. You are expected to attend class before or after your appointment.
3. Make up work will be assigned on a case-by-case basis.

No other absences will be excused.

*Any absence will affect your success in class. Do your best to attend every class. Communicate with your instructors when issues arise and know what assignments need to be made up. *

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.

Plagiarism: The practice of taking someone else's work or ideas and passing them off as one's own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a grade of zero and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

Link to resource about ways to avoid plagiarism:
<http://en.writecheck.com/ways-to-avoid-plagiarism/>

Late Work, Make-Up Policy: Arrangements for written exams must be made up the next day of class. The student is responsible for scheduling the makeup test session with the course instructor. If a student misses classwork it must be turned in the following class period after the work was given. In general, late work is not excepted. All work must be turned in on time or the student will receive a zero.

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 Mrs. Hunsucker Chair of Human Service Careers Department at 409-933-8608, jhunsucker1@com.edu.

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 with Professional Appearance. 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.

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf. *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.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

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 accommodations is requested to contact Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

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 March 1. The last date to withdraw from the 16-week session is April 24. The last date to withdraw for the 2nd 8-week session is May 3.

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 is 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.

**I, _____ (Please print) have received,
read, and understand this syllabus and class schedule.**

Student Signature

Date

College of the Mainland Spring 2023

Principles of Skin Care

Class Schedule

<p>Week 1 Jan. 17th Tuesday</p> <p>Go over syllabus, class schedule, and rules. Complete kit packing and student folders, etc.</p>	<p>Thursday Chapter 3 Skin Structure & Growth</p> <ul style="list-style-type: none"> • Why Study Skin Structure & Growth p.60 • "Why Study" Worksheet • Demo TDLR Facial & Blood Exposure Incident <p>TDLR Facial/Blood Exposure Incident</p> <hr/> <p>Home Work Glossary Ch. 3 Check In Questions CIMA TBA</p>	<p>Week 2 Jan, 24th Tuesday Chapter 3 Skin Structure & Growth</p> <ul style="list-style-type: none"> • Skin Layers and Their Functions p.61-64 • Worksheet • TDLR Rules & Regulations 83.104 <p>TDLR Facial/Blood Exposure Incident</p> <hr/> <p>Home Work Glossary Ch. 3 Check In Questions CIMA TBA</p>	<p>Thursday Chapter 3 Skin Structure & Growth</p> <ul style="list-style-type: none"> • Nerves That Affect Skin & Skin Pigments p.65-66 • Worksheet <p>TDLR Facial/Blood Exposure Incident</p> <hr/> <p>Home Work Glossary Ch. 3 Check In Questions CIMA TBA</p>
<p>Week 3 Jan. 31st Tuesday Chapter 3 Skin Structure & Growth</p> <ul style="list-style-type: none"> • Strength & Flexibility & Skin Glands p.66-68 • Worksheet • Demo Take a Moment Facial <p>*CLIENT LAB 1* Take a Moment Facial</p> <hr/> <p>Home Work Glossary Ch. 3 Check In Questions CIMA TBA</p>	<p>Thursday Chapter 3 Skin Structure & Growth</p> <ul style="list-style-type: none"> • Skin Functions p.69-70 • Worksheet • Review for Chapter 3 Test <p>Take a Moment Facial</p> <hr/> <p>Home Work Glossary Ch. 3 Check In Questions CIMA TBA</p>	<p>Week 4 Feb. 7th Tuesday Chapter 4 Skin Disorders and Diseases</p> <ul style="list-style-type: none"> • Why study skin disorders & diseases / Skin disorders and diseases p.76-80 • Worksheet <p>*CLIENT LAB 2* Take a Moment Facial</p> <hr/> <p>Home Work Glossary Ch. 4 Check In Questions CIMA TBA</p>	<p>Thursday *Chapter 3 Test* Glossary Due Check In Question Due CIMA Due</p> <p>Chapter 4 Skin Disorders and Diseases</p> <ul style="list-style-type: none"> • Sebaceous and Sudoriferous gland disorders p.81-83 • Demo Journey Facial <p>Journey Facial</p> <hr/> <p>Home Work Glossary Ch. 4 Check In Questions CIMA TBA</p>

<p>Week 5 Feb. 14th Tuesday Chapter 4 Skin Disorders and Diseases</p> <ul style="list-style-type: none"> • Skin inflammations and infections / Skin hypertrophies p.84-86 <p>*CLIENT LAB 1* Journey Facial</p> <hr/> <p>Home Work Glossary Ch. 4 Check In Questions CIMA TBA</p>	<p>Thursday Chapter 4 Skin Disorders and Diseases</p> <ul style="list-style-type: none"> • Pigment disorders p.87-88 • Worksheet <p>Journey Facial</p> <hr/> <p>Home Work Glossary Ch. 4 Check In Questions CIMA TBA</p>	<p>Week 6 Feb. 21st Tuesday Chapter 4 Skin Disorders and Diseases</p> <ul style="list-style-type: none"> • Acne and problem skin p.89-90 <p>*CLIENT LAB 2* TDLR Facial with tweezing</p> <hr/> <p>Home Work Glossary Ch. 4 Check In Questions CIMA TBA</p>	<p>Thursday Chapter 4 Skin Disorders and Diseases</p> <ul style="list-style-type: none"> • Aging skin issues / Sun damage p.91-94 • Worksheet • Review for Ch. 4 Test <p>Facial of choice with tweezing</p> <hr/> <p>Home Work Glossary Ch. 4 Check In Questions CIMA TBA</p>
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<p>Week 7 Feb. 28th Tuesday Chapter 4 Skin Disorders and Diseases</p> <ul style="list-style-type: none"> • Skin cancer / Contact dermatitis p.95-98 <p>*CLIENT LAB 1* Facial of choice with TDLR wax</p> <hr/> <p>Home Work Glossary Ch. 4 Check In Questions CIMA TBA</p>	<p>Thursday Chapter 17 Hair Removal *Chapter 4 Test* Glossary Due Check In Question Due CIMA Due</p> <ul style="list-style-type: none"> • Why study hair removal / Excessive hair growth p. 704-706 • TDLR Rules & Regulations 83.105 • Demo TDLR Wax <p>Facial of choice with TDLR eyebrow wax</p> <hr/> <p>Home Work Glossary Ch. 17 Check In Questions CIMA TBA</p>	<p>Week 8 March 7th Tuesday Chapter 17 Hair Removal</p> <ul style="list-style-type: none"> • Temporary hair removal p.706-711 <p>*CLIENT LAB 2* Facial of choice with lip wax</p> <hr/> <p>Home Work Glossary Ch. 17 Check In Questions CIMA TBA</p>	<p>Thursday Chapter 17 Hair Removal</p> <ul style="list-style-type: none"> • Permanent hair reduction / Client consultation p.712-716 • Worksheet • Review Chapter 17 test • Demo Lip Wax <p>Facial of choice with lip wax</p> <hr/> <p>Home Work Glossary Ch. 17 Check In Questions CIMA TBA</p>
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<p>March 14th Tuesday</p> <p>*Spring Break* No Class</p>	<p>Thursday</p> <p>*Spring Break* No Class</p>	<p>Week 9 March 21st Tuesday</p> <p>Chapter 17 Hair Removal</p> <ul style="list-style-type: none"> • Hair Removal Contraindications p.717-719 <p>*CLIENT LAB 1* Facial of choice with eyebrow wax</p> <hr/> <p>Home Work Glossary Ch. 17 Check In Questions CIMA TBA</p>	<p>Thursday</p> <p>Chapter 18 Facials</p> <p>*Chapter 17 Test* Glossary Due Check In Question Due CIMA Due</p> <ul style="list-style-type: none"> • Why study facials / Esthetics career path p.742-744 • Worksheet <p>Facial of choice with eyebrow wax</p> <hr/> <p>Home Work Glossary Ch. 18 Check In Questions CIMA TBA</p>
<p>Week 10 March 28th Tuesday</p> <p>Chapter 18 Facials</p> <ul style="list-style-type: none"> • Basic Facial Equipment p.744-748 <p>*CLIENT LAB 2* Facial of choice with eyebrow tint</p> <hr/> <p>Home Work Glossary Ch. 18 Check In Questions CIMA TBA</p>	<p>Thursday</p> <p>Chapter 18 Facials</p> <ul style="list-style-type: none"> • Skin types & common skin conditions / Facial treatment and care products p. 748-758 • Worksheet • Demo Eyebrow Tint <p>Facial of choice with eyebrow tint</p> <hr/> <p>Home Work Glossary Ch. 18 Check In Questions CIMA TBA</p>	<p>Week 11 April 4th Tuesday</p> <p>Chapter 18 Facials</p> <ul style="list-style-type: none"> • Basic techniques used in facial massage p.759-763 <p>*CLIENT LAB 1* Facial of choice with eyelash tint</p> <hr/> <p>Home Work Glossary Ch. 18 Check In Questions CIMA TBA</p>	<p>Thursday</p> <p>Chapter 18 Facials</p> <ul style="list-style-type: none"> • Electrotherapy & light therapy p.763-766 <p>Facial of choice with eyelash tint</p> <hr/> <p>Home Work Glossary Ch. 18 Check In Questions CIMA TBA</p>

<p>Week 12 April 11th Tuesday Chapter 18 Facials</p> <ul style="list-style-type: none"> Client forms & record keeping / Conduct a client consultation p.767-770 <p>*CLIENT LAB 2* Daytime Make-up Application</p> <hr/> <p>Home Work Glossary Ch. 18 Check In Questions CIMA TBA</p>	<p>Thursday Chapter 18 Facials</p> <ul style="list-style-type: none"> Contraindications for facial treatments / Perform facial procedures p.771-776 Review Chapter 18 test <p>Daytime Make-up Application</p> <hr/> <p>Home Work Glossary Ch. 18 Check In Questions CIMA TBA</p>	<p>Week 13 April 18th Tuesday Chapter 19 Make-up</p> <ul style="list-style-type: none"> Why study makeup / Color Theory p.806-811 Worksheet <p>*CLIENT LAB 1* Nighttime Make-up Application</p> <hr/> <p>Home Work Glossary Ch. 18 Check In Questions CIMA TBA</p>	<p>Thursday Chapter 19 Make-up</p> <p>*Chapter 18 Test* Glossary Due Check In Question Due CIMA Due</p> <ul style="list-style-type: none"> Makeup is for everyone / Facial makeup p.811-817 Demo TDLR lash TDLR Rules & Regulations 83.115 <p>Nighttime Make-up Application / TDLR lash</p> <hr/> <p>Home Work Glossary Ch. 19 Check In Questions CIMA TBA</p>
<p>Week 14 April 25th Tuesday Chapter 19 Make-up</p> <ul style="list-style-type: none"> Makeup brushes, tools, and implements p.817-820 <p>*CLIENT LAB 2* Make-up of choice with lash application</p> <hr/> <p>Home Work Glossary Ch. 19 Check In Questions CIMA TBA</p>	<p>Thursday Chapter 19 Make-up</p> <ul style="list-style-type: none"> Complementing face shapes and features p.821-830 Worksheet <p>Make-up of choice with TDLR lash</p> <hr/> <p>Home Work Glossary Ch. 19 Check In Questions CIMA TBA</p>	<p>Week 15 May 2nd Tuesday Chapter 19 Make-up</p> <ul style="list-style-type: none"> Makeup consultation / Eyelash Enhancements p.830-839 Review Chapter 19 test Demo Individual lashes <p>Make-up of choice with individual lashes</p> <hr/> <p>Home Work Glossary Ch. 19 Check In Questions CIMA TBA</p>	<p>Thursday *Chapter 19 Test* Glossary Due Check In Questions Due CIMA Due</p> <p>Chapter 19 Make-up</p> <ul style="list-style-type: none"> Review for Final Exam <p>Make-up of choice with individual lashes</p> <hr/>
<p>Week 16 May 9th Tuesday *Final Exam*</p> <ul style="list-style-type: none"> Written Exam Practical Exam (TDLR Facial) Present Class Project 	<p>Thursday</p> <ul style="list-style-type: none"> Finish up all unfinished assignments! 		

Syllabus May Change at the Discretion of the Instructor