



CSME- 1348.301

**Principles of Skin Care
Fall 2023**

Mon – Thurs 1:30pm - 6:30pm

Instructor Information:

Beth Darden

Email: bdarden1@com.edu

Phone: 409-933-8129,

Office: 142

Student hours and location:

Mainland City Centre 100000 Emmett F. Lowry Expy, Suite
4000-1A, Texas City, TX 77591, Room 138

Class Time:

Monday thru Thursday 1:30pm – 6:30pm

Student Hours:

Monday: 12:00pm – 1:30pm, 6:30pm-7pm

Tuesday: 12:00pm – 1:30pm

Wednesday: 12:30pm – 1:30pm (Virtual) 6:30pm – 7pm

Thursday: 12:30 pm – 1:30pm (Virtual) 6:30pm – 7pm

Friday: 8am – 9am, 1pm-3pm (Virtual)

Required Textbook/Materials:

1. Milady Standard Cosmetology Edition 14
2. Milady Standard Foundations
3. CIMA Milady
4. Texas Cosmetology Laws & Rules Book

Course Description: This course is an introduction to 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. Students will also prepare to do client services.

Course requirements: Students will complete Skin related chapters thru CIMA, Hands on practice of skills; client lab services, E-portfolio of work completed, chapter exams, final exams (written and a practical); The student can choose between doing a group project or research paper over the diseases and disorders mentioned in Ch.4.

Determination of Course Grade/Detailed Grading Formula: Professionalism, attendance, CIMA online assignments, oral presentation, project, portfolio, lab assignments, chapter exams, & final exams (written & practical). All written exams must be passed with a 70 or better. Students may retake **one** test per course.

Late Work, Make-Up, and Extra-Credit Policy: There will be no late work accepted. Written assignments/online work may be turned in/completed 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 (this is the student's responsibility) Practical skills, Oral Reports, and Final Exams may not be made up.

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.

Tardiness: Entering the class after the time class begins OR leaving the class before it has ended will be counted as 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 4 classes in a 10-week time in this 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.

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.

*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. *

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 Blackboard or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Terminology related to skin care treatments	CT	Test
2. Skin care procedures	C, O	Presentation
3. Safety and sanitation practices	SR	Skill test
4. Workplace competencies in skin care	T	Lab assignment

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** on that exam and the student will be referred to the Office of Student Conduct for 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 Jamie Hunsucker, at 409933-8480, or jhunsucker1@com.edu

Detailed Grading Formula:

Professionalism & Attendance:	20%
Daily Assignments, CIMA, Notes:	20%
E-portfolio, Skills Sheet, Syllabus Signature Page:	20%
Chapter Exams:	20%
Final Exams:	20%

Grading Scale:

- A- 90 to 100
- B- 80 to 89
- C- 70 to 79

D- 60 to 69

F- 59 & below

Course outline: See page 7.

Institutional Policies and Guidelines

Professionalism: Please review the Welcome Packet. Any rules not followed in the document will cause a 10-point deduction in your professionalism grade.

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 with 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: ADA Statement: Any student with a documented disability needing academic accommodation 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.

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 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2nd 8-week session is December 7

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.

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*

Skin - Fall 2023

WEEK 1	Monday	Tuesday	Wednesday	Thursday
August 28-31 st Welcome!!!!	<p>Email from Ms. Vitello</p> <p>-Check email. Submit Permit Application</p> <p>-Welcome Packet & Rules, Syllabus & Schedule, Practical Sheets, Signature Pages, Sign in Sheet, Duty Sheet, Course Expectations, Dress Code, Scholarship, TDLR Laws & Rules Book, Tour of School</p> <p>Supply Lists:</p> <p>Cosmo Kit, Milady Book, CIMA, Smockers, Binder, Tabs. Pen, Pencil, Paper</p> <p>Help Student Connect:</p> <p>*Email, D2L, CIMA</p> <p>*Order Smockers</p> <p><u>Student:</u></p> <p>Bring kits & additional supplies to pack on Thursday.</p> <p>Prof: _____ Part: _____</p>	<p>-Submit Permit Application</p> <p>-Update on Supplies</p> <p>-Assign Seats, Station & Trolley</p> <p>-Begin Lecture & Notes - Ch 3: Skin Structure Growth and Nutrition</p> <p>Begin CIMA Ch. 3, Due next Tuesday.</p> <p>Practical:</p> <p>-Basic Facial-Take a Moment</p> <p>- Complete consultation and intake forms for facial services</p> <p>-Proper draping for facial services</p> <p>-Complete a basic facial- take photos for portfolio</p> <p>Prof: _____ Part: _____</p>	<p>Level 1's:</p> <p>-Go thru kit</p> <p>Level 2's:</p> <p>-Skills and Drills w/ Mrs. Kassler</p> <p>-Timed Drills Basic All Over, Horizontal Weave</p> <p>Prof: _____ Part: _____</p>	<p>Level 1's:</p> <p>-Review Sanitation of tools</p> <p>-Sanitation of station</p> <p>-Set Up Station</p> <p>-Foundations 1 & 2 CIMA Due Thursday, Before Exam</p> <p>Level 2's:</p> <p>-Skills and Drills w/ Mrs. Kassler</p> <p>-Shampoo/Condition, Deep Condition, Round Brush Blowdry, Style</p> <p>Prof: _____ Part: _____</p>
WEEK 2 September 4 th – 7 th <u>Important Dates:</u> Monday, 9/5 – No Class – Labor Day Tuesday 9/6 – Ch. 3 Exam, CIMA DUE Thursday, 9/7 Level 1's – Foundations 1 & 2 CIMA and Exam DUE	Monday <p style="text-align: center;"><u>Labor Day Holiday</u></p>	Tuesday <p>- Ch. 3 Review/ CIMA Due & Test</p> <p>- Begin Lecture & Notes- Chapter 4: Disorders and Diseases</p> <p>-Begin Ch. 4 CIMA</p> <p>Practical:</p> <p>-The Journey Facial</p> <p>- Complete consultation and intake forms for facial services</p>	Wednesday <p>Level 1's:</p> <p>- Station Set Up, Redken Shampoo (All Soft), Shampoo & Condition, Turban Wrap, Basic Blow Dry, Sanitize Implements & Station</p> <p>Level 2's:</p> <p>-Client Lab Day</p>	Thursday <p>Level 1's:</p> <p>-Shampoo & Condition a classmate, Redken Styling Product, Blow Dry Style</p> <p>-Redken Product Review</p> <p>-Foundations 1 & 2. CIMA Due and Exam.</p> <p>-Begin on FCh. 3, CIMA and Exam Thursday of next week</p> <p>Level 2's:</p>

		-Proper draping for facial services -Complete a basic facial-take photos for portfolio. Prof: _____ Part: _____ *Take photo _____		-Skills and Drills w/ Mrs. Kassler -Advanced Haircolor Prof: _____ Part: _____
WEEK 3 September 11 th – 14 th <u>Important Dates:</u> Tuesday 9/12 – Ch. 4 Exam, CIMA DUE Thursday, 9/14 Level 1's Foundations Ch. 3 CIMA and Exam DUE	Monday -Ch. 4 Review -Begin Lecture & Notes- Chapter 17: Hair Removal -Begin Ch. 17 CIMA Practical: - Waxing Prof: _____ Part: _____ *Take photo _____	Tuesday - Ch. 4 CIMA Due & Test -Continue Lecture & Notes- Chapter 17: Hair Removal -Begin Ch. 17 CIMA Practical: - Waxing Prof: _____ Part: _____ *Take photo _____	Wednesday Level 1's: -Shampoo & Condition, Directional Blow Dry, Flat Iron, Square 0 Degree HC Level 2's: -Client Lab Day Prof: _____ Part: _____ *Take photo _____	Thursday Level 1's: - Shampoo, Condition, Round Brush , Flat & Marcel Curling Iron, Redken Styling Product, Round 0 Degree HC -Foundations Ch. 3. CIMA Due and Exam. -Begin on FCh. 4, CIMA and Exam Thursday of next week Level 2's: -Skills and Drills w/ Mrs. Kassler -Advanced Highlights Prof: _____ Part: _____ *Take photo _____
WEEK 4 September 18 th – 21 st <u>Important Dates:</u> Tuesday 9/19 – Ch. 17 Exam, CIMA DUE Thursday, 9/21 Level 1's Foundations Ch. 4 CIMA and Exam DUE	Monday - Ch. 17 Review. -Begin Lecture & Notes- Chapter 18: Facials -Begin Ch. 18 CIMA Practical: -Essential Oils -Lash & Brow Tinting -Facials Prof: _____ Part: _____ *Take photo _____	Tuesday - Ch. 17 CIMA Due & Test. -Continue Lecture & Notes- Chapter 18: Facials -Begin Ch. 18 CIMA Practical: -Essential Oils -Lash & Brow Tinting Prof: _____ Part: _____ *Take photo _____	Wednesday Level 1's: -180 Degree Layers Level 2's: -Client Lab Day Prof: _____ Part: _____ *Take photo _____	Thursday Level 1's: - Perms & Wet Set -Foundations Ch. 4. CIMA Due and Exam. -Begin on FCh. 5, CIMA and Exam Thursday of next week Level 2's: -Skills and Drills w/ Mrs. Kassler -Advanced Haircutting Prof: _____ Part: _____ *Take photo _____

WEEK 5	Monday	Tuesday	Wednesday	Thursday
<p>September 25th – 28th</p> <p><u>Important Dates:</u></p> <p>Tuesday 9/25 – Ch. 18 Exam, CIMA DUE</p> <p><u>Reminders:</u> Project/Papers Due Next Tuesday 10/3</p> <p>Thursday, 9/28 Level 1's – Foundations Ch. 5 CIMA and Exam DUE</p>	<p>Ch. 18 Review</p> <p>-Begin Lecture & Notes- Chapter 19: Makeup</p> <p>-Begin Ch. 19 CIMA</p> <p><u>Practical:</u></p> <p>-Daytime Makeup -Nighttime Makeup -Strip Lash</p> <p>Prof: _____ Part: _____ *Take photo _____</p>	<p>Ch. 18 CIMA Due & Test</p> <p>- Continue Lecture & Notes- Chapter 19: Makeup</p> <p>-Begin Ch. 19 CIMA</p> <p><u>Practical:</u></p> <p>-Daytime Makeup -Nighttime Makeup -Strip Lash</p> <p>Prof: _____ Part: _____ *Take photo _____</p>	<p><u>Level 1's:</u></p> <p>-Basic All Over</p> <p><u>Level 2's:</u></p> <p>-Client Lab Day</p> <p>Prof: _____ Part: _____ *Take photo _____</p>	<p><u>Level 1's:</u></p> <p>- Diagonal Slice Highlights</p> <p>-Foundations Ch. 5. CIMA Due and Exam. -Begin on FCh. 6, CIMA and Exam Thursday of next week</p> <p><u>Level 2's:</u></p> <p>-Skills and Drills w/ Mrs. Kassler</p> <p>Prof: _____ Part: _____ *Take photo _____</p>
<p>WEEK 6</p> <p>October 2nd – 5th</p> <p><u>Important Dates:</u></p> <p>Tuesday 10/3 – Ch. 19 Exam, CIMA DUE</p> <p>Projects/Papers DUE this Tuesday 10/3 😊</p> <p>Thursday, 10/5 Level 1's – Foundations Ch. 6 CIMA and Exam DUE</p>	<p>Ch. 19 Review</p> <p>-Begin Lecture & Notes- Chapter 19: Makeup</p> <p>- Begin Lecture & Notes- Laws & Rules 83.104, 83.105, 83.115</p> <p>TDLR Exam Review for Waxing, Eyelash & Facials</p> <p>-Pack bags to text next week</p> <p><u>Practical:</u></p> <p>-Strip Lash & Tabbing Application -Present Projects</p> <p>Prof: _____ Part: _____ *Take photo _____</p>	<p>Ch. 19 CIMA Due & Test</p> <p>- Continue Lecture & Notes- Laws & Rules 83.104, 83.105, 83.115</p> <p>-Begin Ch. 19 CIMA</p> <p><u>Practical:</u></p> <p>-Daytime Makeup -Nighttime Makeup -Strip Lash</p> <p>Prof: _____ Part: _____ *Take photo _____</p>	<p><u>Level 1's:</u></p> <p>-Manicure</p> <p><u>Level 2's:</u></p> <p>-Client Lab Day</p> <p>Prof: _____ Part: _____ *Take photo _____</p>	<p><u>Level 1's:</u></p> <p>- Pedicure</p> <p>-Foundations Ch. 6. CIMA Due and Exam. -Begin on FCh. 7, CIMA and Exam Thursday of next week</p> <p><u>Level 2's:</u></p> <p>-Skills and Drills w/ Mrs. Kassler</p> <p>Prof: _____ Part: _____ *Take photo _____</p>

WEEK 7	Monday	Tuesday	Wednesday	Thursday
<p>October 9th – 12th</p> <p>Important Dates:</p> <p>Laws & Rules Exam on Tuesday, 10/10</p> <p>Bring TDLR Bags for Waxing, Eyelash & Facial</p> <p>Thursday, 10/12 Level 1's – Foundations Ch. 7 CIMA and Exam DUE</p>	<p>EXAM Laws & Rules 83.104, 83.105, 83.115 Review</p> <p>-TDLR Exam Review for Waxing, Eyelash & Facials</p> <p>Practical:</p> <p>-Lash Extensions -Run through TDLR Practical Exams</p> <p>Prof: _____ Part: _____ *Take photo _____</p>	<p>EXAM Laws & Rules 83.104, 83.105, 83.115</p> <p>Practical:</p> <p>SKIN MODELS</p> <p>Prof: _____ Part: _____ *Take photo _____</p>	<p>- Wednesday</p> <p>Level 1's:</p> <p>-Hair Models</p> <p>Level 2's:</p> <p>-Client Lab Day</p> <p>Prof: _____ Part: _____ *Take photo _____</p>	<p>Level 1's:</p> <p>- Hair Models -Foundations Ch. 6. CIMA Due and Exam</p> <p>Level 2's:</p> <p>-Hair Models</p> <p>Prof: _____ Part: _____ *Take photo _____</p>
WEEK 8	Monday	Tuesday	Wednesday	Thursday
<p>October 16th – 19th</p> <p>Important Dates:</p> <p>Portfolios Due 10/16</p> <p>Practical Sheets Due 10/16</p> <p>Finals 10/16</p>	<p>Portfolios Due</p> <p>Practical Sheets Due</p> <p>Written & Practical Exam</p>	<p>Catch Up Day</p>	<p>Catch Up Day</p>	<p>Party</p>

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

Student signature

Date