



**Course Number and Section CSME 1420.101C2  
Name of Course Orientation to Facial Specialist  
Course Semester (Fall 2024)**

**9:00 AM – 4:00 PM Monday – Thursday August 18 – October 1, 2024**

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

**Student hours and location:** Cosmetology Dept. 10000 Emmett F. Lowry Expressway Suite 4000  
Texas City, TX 77591 Mon., Tues., Wednes. 4:00PM-7:00PM Room 141

**Required Textbook/Materials: Milady Standard Foundations with Standard Esthetics: Fundamentals, 12th edition, ISBN 9780357263792  
CIMA by Milady | Online Digital Platform for Beauty Schools  
Texas Occupations Code General Rules & Regulations Texas Department of Licensing & Regulations**

**Course Description:** Preparation for the state licensing written examination. Instructor approval required.

**Course requirements:** (including description of any special projects or assignments)

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

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

**Late Work, Make-Up, and Extra-Credit Policy:** All test, exams, or quizzes, homework and assignments are given in advanced. Online exams 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 a "O".

**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 more than one (1) hour, or up to half the class period, the attendance grade will reflect an absence. Any student missing in daily class attendance (morning, mid-day, 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 10 points off the attendance grade. Each absence equals 20 points off the attendance grade. If a student misses four (4) absences in any class, they will be dismissed from the program. It is the student's responsibility to withdraw through the admissions department.

**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)

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
<b>1. Demonstrate professional ethics</b>	Communication Skills	Online Exams Chapter 1: Career Opportunities in Esthetics Chapter 2: Life Skills Chapter 3: Your Professional Image Chapter 4: Communicating for Success
<b>2. Demonstrate sanitation and safety.</b>	Personal Responsibility	Online Exam on Chapter 5: Infection Control: Principles and Practices Chapter 6: Chemistry & Chemical Safety
<b>3. Demonstrate the rules and regulations of the institution, department, and state</b>	Social Responsibility	<b>Paper Exam on Department Rules</b>

**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 Department Chair Mrs. J. Hunsucker at Phone # 888-258-8115 or email: [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu).

**Course outline:**

<b>Week 1</b> <b>Chapter 1: Life Skills Standard Foundations Textbook</b> <b>31 CIMA Activities</b> <b>D2L Brightspace Chapter 1 Exam Due 11:59 PM</b>	<b>INSTRUCTOR DEMO</b> <b>Lash Tinting &amp; Artificial Flare Lash Application</b>
<b>WEEK 2</b> <b>Chapter 2: Professional Image</b> <b>Standard Foundations Textbook</b>	<b>INSTRUCTOR DEMO Brow Bleaching</b>

21 CIMA Activities D2L Brightspace Chapter 2 Exam Due 11:59 PM	<b>INSTRUCTOR DEMO Brow Tinting</b>
Week 3 LABOR DAY Chapter 3: Communicating for Success Foundations Textbook 26 CIMA activities D2L Brightspace Chapter 3 Exam Due 11:59 PM	<b>INSTRUCTOR DEMO Brow Waxing / Tweezing &amp; Lip Waxing</b>
Week 4 Chapter 4: The Healthy Professional Foundations Textbook 25 CIMA Activities D2L Brightspace Chapter 4 Exam Due 11:59 PM	<b>INSTRUCTOR DEMO Client Consultation Forms/Table Setup/Patron Protection/Facial Cleansing/Rinsing/Toning Steps/Moisturizer/Eye Cream Steps</b>
Week 5 Chapter 5: Infection Control Foundations Textbook 33 CIMA Activities D2L Brightspace Chapter 5 Exam Due 11:59 PM	<b>INSTRUCTOR DEMO Skin Analysis / Exfoliation Steps  INSTRUCTOR DEMO Facial Massage Steps</b>
Week 6 Chapter 6: Chemistry & Chemical Safety Foundations Textbook 28 CIMA Activities D2L Brightspace Chapter 6 Exam Due 11:59 PM	<b>INSTRUCTOR DEMO Masque Application &amp; Hand/Arm Massage</b>
Week 7  Complete Required Skills Turn in Syllabus	<b>ALL SKILLS COMPLETE START FREE CLIENT MODEL CALL</b>

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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/docs/Student Handbook 2024-2025 v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.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.*

**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, 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 2. The last date to withdraw from the 16-week session is November 15. The last date to withdraw for the 2<sup>nd</sup> 8-week session is November 26.

**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.

## Detailed Course Outline: CSME 1420 Orientation to Facial Specialist Fall 2024

<p>WEEK 1 Monday August 19 9:00-4:00</p> <p style="text-align: center;"><b>FIRST DAY OF SEMESTER</b></p> <ul style="list-style-type: none"> <li>• Verify Department Paperwork</li> <li>• Review Sign In / Out Procedure</li> <li>• Review Break Procedures</li> <li>• Uniform Requirements</li> <li>• Clarify Practical Sheet</li> <li>• Review CIMA</li> <li>• Review D2L Brightspace</li> <li>• Student New Kit Check</li> <li>• Lab Bed Assignments</li> <li>• Pickup Syllabus Signature Sheet</li> </ul> <p><b>CIMA Chapter activities</b> <b>Brightspace Chapter 1 Final Exam</b> <b>Due August 25, 2024, by 11:59 PM</b></p>	<p>Tuesday August 20 9:00-4:00</p> <p>Class Theory Chapter 1: Life Skills Part I Standard Foundations Textbook</p> <p style="text-align: center;"><u>INSTRUCTOR DEMO Lash Tinting</u></p> <p><u>Student Application</u> (3) Set Lash Tinting</p> <p>Instructor Sign _____, _____, _____</p> <p style="text-align: center;"><b>Complete Required Skills</b> May have Outside Model / May Pair Up for Model 1:30pm &amp; 2:30pm</p>	<p>Wednesday August 21 9:00-4:00</p> <p>Chapter 1: Life Skills Part II Standard Foundations Textbook</p> <p style="text-align: center;"><u>INSTRUCTOR DEMO Artificial Flare Lash Application</u></p> <p><u>Student Application</u> (3) Artificial Lash Application (8 Flares Each Eye)</p> <p>Instructor Sign _____, _____, _____</p> <p style="text-align: center;"><b>Complete Required Skills</b> May have Outside Model / May Pair Up for Model 1:30pm &amp; 2:30pm</p>	<p>Thursday August 22 9:00-4:00</p> <p style="text-align: center;"><b>Review/Homework Chapter 1</b></p> <p style="text-align: center;"><b>Complete Required Skills</b> May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm &amp; 2:30pm</p> <p style="text-align: right;">Participation: _____</p> <p style="text-align: right;">Professionalism: _____</p>
<p>WEEK 2 Monday August 26 9:00-4:00</p> <p>Chapter 2: Professional Image Part I Standard Foundations Textbook</p> <p style="text-align: center;"><u>INSTRUCTOR DEMO Brow Bleaching &amp; Brow Tinting</u></p> <p><u>Student Application</u> (3) Brow Bleaching</p> <p>Instructor Sign _____, _____, _____</p> <p style="text-align: center;">Complete Required Skills May have Outside Model May Pair Up for Model 1:30pm &amp; 2:30pm</p> <p><b>CIMA Activities / Brightspace Chapter 2 Final Exam</b> <b>Due Sept. 1, 2024, by 11:59 PM</b></p>	<p>Tuesday August 27 9:00-4:00</p> <p>Chapter 2: Professional Image Part II Standard Foundations Textbook</p> <p><u>Student Application</u> (3) Set Brow Tinting</p> <p>Instructor Sign _____, _____, _____</p> <p style="text-align: center;">Complete Required Skills May have Outside Model May Pair Up for Model 10:30am, 1:30pm &amp; 2:30pm</p>	<p>Wednesday August 28 9:00-4:00</p> <p>Chapter 3: Communicating for Success Part I Standard Foundations Textbook</p> <p style="text-align: center;"><b>Review/Homework Chapter 2</b></p> <p style="text-align: center;">Complete Required Skills May have Outside Model May Pair Up for Model 10:30am, 1:30pm &amp; 2:30pm</p>	<p>Thursday August 29 9:00-4:00</p> <p style="text-align: center;"><b>Review/Homework Chapter 2</b></p> <p style="text-align: center;">Complete Required Skills May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm &amp; 2:30pm</p> <p style="text-align: right;">Participation: _____</p> <p style="text-align: right;">Professionalism: _____</p>
<p>WEEK 3 September 2 9:00am - 4:00pm</p> <p style="text-align: center;"><b>LABOR DAY NO SCHOOL</b></p>	<p>Tuesday September 3 9:00-4:00</p> <p>Class Theory Chapter 3: Communicating for Success Part II Standard Foundations Textbook</p> <p style="text-align: center;"><i>INSTRUCTOR DEMO</i> <i>Brow Waxing &amp; Tweezing</i></p> <p><u>Student Practical Application</u> (3) Brow Waxing</p>	<p>Wednesday September 4 9:00-4:00</p> <p style="text-align: center;"><i>INSTRUCTOR DEMO Lip Waxing</i></p> <p><u>Student Practical Application</u> (3) Lip Waxing</p> <p>Instructor Sign _____, _____, _____</p>	<p>Thursday September 5 9:00-4:00</p> <p style="text-align: center;"><b>Review/Homework Chapter 3</b></p> <p style="text-align: center;">Complete Required Skills May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm &amp; 2:30pm</p>

	<p>Instructor Sign _____, _____, _____</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 10:30, 1:30pm &amp; 2:30pm</p> <p><b>CIMA Activities</b> <b>Brightspace Chapter 3 Final Exam</b> <b>Sept. 8, 2024 by 11:59 PM</b></p>	<p>Complete Required Skills May have Outside Model May Pair Up for Model 1:30pm &amp; 2:30pm</p>	<p>Participation: _____</p> <p>Professionalism: _____</p>
<p>Week 4 Monday September 9 9:00-4:00</p> <p>Foundations Chapter 4: The Healthy Professional Part I</p> <p><b><u>INSTRUCTOR DEMO</u></b> Client Consultation Forms/Table Setup/Patron Protection/Facial Cleansing/Rinsing/Toning Steps/Moisturizer/SPF/Eye Cream Steps</p> <p><u>Student Practical Application</u> (3) Client Consultation (3) Table Setup (3) Patron Protection (3) Cleansing Steps (3) Rinsing Steps (3) Toning Steps (3) Moisturizer Steps (3) SPF (3) Eye Cream</p> <p>Instructor Sign _____, _____, _____</p> <p><b>CIMA 26 activities Due Sept.15, 2022 by 11:59 PM</b> <b>Brightspace Chapter 4 Final Exam</b></p>	<p>Tuesday September 10 9:00-4:00</p> <p>Foundations Chapter 4: The Healthy Professional Part II</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 10:30am, 1:30pm &amp; 2:30pm</p>	<p>Wednesday September 11 9:00-4:00</p> <p><b>Review/Homework Chapter 4</b></p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm &amp; 2:30pm</p>	<p>Thursday September 12 9:00-4:00</p> <p><b>Review/Homework Chapter 4</b></p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm &amp; 2:30pm</p> <p>Participation: _____</p> <p>Professionalism: _____</p>
<p>Week 5 Monday September 16 9:00-4:00</p> <p>Chapter 5: Infection Control Part I</p> <p><b>INSTRUCTOR DEMO</b> Skin Analysis / Exfoliation Steps</p>	<p>Tuesday September 17 9:00-4:00</p> <p>Chapter 5: Infection Control Part II</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 10:30am, 1:30pm &amp; 2:30pm</p>	<p>Wednesday September 18 9:00-4:00</p> <p><b>Review Chapter 5</b></p> <p><u>INSTRUCTOR DEMO</u> <u>Facial Massage Steps</u></p> <p>(1) Massage on Mannequin</p>	<p>Thursday September 19 9:00-4:00</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm &amp; 2:30pm</p>

<p><u>Student Practical Application</u>  (3) Station / Table Setup  (3) Patron Protection  (3) Cleansing Steps  (3) Rinsing  (3) Toning Steps  (3) Skin Analysis Steps  (3) Exfoliation Steps / Hot Towel Steaming  (3) Rinsing Steps  (3) Toning Steps  (3) Moisturizer / Eye Cream Steps</p> <p>Instructor Sign _____, _____, _____</p> <p>Complete Required Skills May have Outside Model  May Pair Up for Model 1:30pm &amp; 2:30pm</p> <p><b>CIMA 34 Activities Due by Sept 22 by 11:00PM</b>  <b>Brightspace Chapter 5 Final Exam</b></p>		<p style="text-align: right;">Instructor Sign _____</p> <p><u>Student Practical Application</u>  <u>Massage on Model</u>  (2) Station / Table Setup  (2) Patron Protection  (2) Cleansing Steps  (2) Rinsing Steps  (2) Toning Steps  (2) Facial Massage on Person  (2) Rinsing Steps  (2) Moisturizer / Eye Cream</p> <p style="text-align: right;">Instructor Sign _____, _____</p> <p style="text-align: right;">Participation: -----  Professionalism: -----</p>	<p style="text-align: right;">Participation: _____</p> <p style="text-align: right;">Professionalism: _____</p>
<p>Week 6  Monday September 23 9:00am-4:00pm</p> <p>Chapter 6: Chemistry &amp; Chemical Safety Part I</p> <p>INSTRUCTOR DEMO Masque Application/Hand/Arm Massage</p> <p><u>Student Practical Application</u>  (3) Station / Table Setup  (3) Patron Protection  (3) Cleansing / Rinsing/Tone  (3) Mask Application  (3) Hand &amp; Arm Massage  (3) Rinse &amp; Toning Steps  (3) Moisturizer / Eye Cream</p> <p>Instructor Sign _____, _____, _____</p> <p><b>CIMA activities</b>  <b>Brightspace Chapter 6 Final Exam</b>  <b>Due September 29, 2024 by 11:00PM</b></p>	<p>Tuesday September 24 9:00am-4:00pm</p> <p>Complete Required Skills  May have Outside Model  May Pair Up for Model  9:30am, 10:30am, 1:30pm &amp; 2:30pm</p>	<p>Wednesday September 25 9:00am-4:00pm</p> <p style="text-align: center;"><b>Review Chapter 6</b></p> <p>Complete Required Skills  May have Outside Model  May Pair Up for Model  9:30am, 10:30am, 1:30pm &amp; 2:30pm</p>	<p>Thursday September 26  9:00am-4:00pm</p> <p>Complete Required Skills  May have Outside Model  May Pair Up for Model  9:30am, 10:30am, 1:30pm &amp; 2:30pm</p> <p style="text-align: right;">Participation: _____</p> <p style="text-align: right;">Professionalism: _____</p>
<p><b>Week 7</b></p>	<p><b>Tuesday October 1 9:00am-4:00pm</b></p>		

<p><b>Monday September 30 9:00am-4:00pm</b></p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 10:30am, 1:30pm &amp; 2:30pm</p>	<p><b>Last Day of CSME 1420.101</b></p> <p><b>Turn in Syllabus</b> ALL SKILLS MUST BE COMPLETE</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm &amp; 2:30pm</p>
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