



Course Number and Section CSME 1420.101
Name of Course Orientation to Facial Specialist 4 Credit Hrs.
Course Semester (Fall 2022)
9:00 AM – 4:00 PM Monday – Thursday August 28 – October 10, 2023

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

(OPTIONAL LEARNING MATERIAL)

Milady's Standard Fundamentals for Esthetics Student CD-ROM

Cosmetology PRACTICAL EXAM REVIEW, 4th Edition

Cosmetics Ingredient Dictionary

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	20%	B – 92 to 85
Chapter Exams	10%	C – 84 to 77
Lab Skill Sheet	20%	D – 76 to 69
Final Exams	30%	F – 68 & Below

Late Work, Make-Up, and Extra-Credit Policy: All test, homework and assignments are given in advanced. 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. Student 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, up to half the class period, the 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 15 points off the attendance grade. If 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. Monitoring and communication expectations via email, Brightspace or other LMS

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

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 you continue to have questions, contact the Program Director, Mrs. J. Hunsucker at Phone # 888-258-8115 or email: jhunsucker1@com.edu.

Course outline: (include calendar with lecture topics, due dates)
Refer to daily class schedule below for complete details.

Week 1 Chapter 1: Life Skills Standard Foundations Textbook 31 CIMA Activities D2L Brightspace Chapter 1 Exam Due 11:00 PM	INSTRUCTOR DEMO Lash Tinting & Artificial Flare Lash Application
WEEK 2 LABOR DAY	INSTRUCTOR DEMO Brow Bleaching

Chapter 2: Professional Image Standard Foundations Textbook 21 CIMA Activities D2L Brightspace Chapter 2 Exam Due 11:00 PM	INSTRUCTOR DEMO Brow Tinting
Week 3 Chapter 3: Communicating for Success Foundations Textbook 26 CIMA activities D2L Brightspace Chapter 3 Exam Due 11:00 PM	INSTRUCTOR DEMO Brow Waxing / Tweezing & Lip Waxing
Week 4 Chapter 4: The Healthy Professional Foundations Textbook 25 CIMA Activities D2L Brightspace Chapter 4 Exam Due 11:00 PM	INSTRUCTOR DEMO Client Consultation Forms/Table Setup/Patron Protection/Facial Cleansing/Rinsing/Toning Steps/Moisturizer/Eye Cream Steps
Week 5 Chapter 5: Infection Control Foundations Textbook 33 CIMA Activities D2L Brightspace Chapter 5 Exam Due 11:00 PM	INSTRUCTOR DEMO Skin Analysis / Exfoliation Steps INSTRUCTOR DEMO Facial Massage Steps
Week 6 Chapter 6: Chemistry & Chemical Safety Foundations Textbook 28 CIMA Activities D2L Brightspace Chapter 6 Exam Due 11:00 PM	INSTRUCTOR DEMO Masque Application & Hand/Arm Massage
Week 7 <p style="text-align: center;">Complete Required Skills Turn in Syllabus</p>	<p style="text-align: center;">ALL SKILLS COMPLETE START FREE CLIENT MODEL CALL</p>

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 Michelle Brezina at 409-933-8124 or mvaldes1@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 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2nd 8-week session is December 1.


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.

Detailed Course Outline: CSME 1420 Orientation to Facial Specialist Fall 2022

<p>WEEK 1 Monday August 28 9:00-4:00</p> <p style="text-align: center;">ALL STUDENTS</p> <p style="text-align: center;">FIRST DAY OF SEMESTER</p> <ul style="list-style-type: none"> • Verify Registration • Pick up Department Paperwork • Review Sign In / Out Procedure • Review Break Procedures • Uniform Requirements • Verify Department Rule Signature Sheet • Pickup Syllabus Signature Sheet • Clarify Practical Sheet • Review Syllabus Practical Requirements/Expectations • Review CIMA • Review D2L Brightspace • Student New Kit Check • Lab Bed Assignments <p>CIMA Chapter activities Brightspace Chapter 1 Final Exam Due September 3, 2023 by 11:00PM</p>	<p>Tuesday August 29:00-4:00</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 style="text-align: center;">Instructor Sign _____, _____, _____</p> <p style="text-align: center;">Complete Required Skills May have Outside Model May Pair Up for Model 1:30pm & 2:30pm</p>	<p>Wednesday August 30 9:00-4:00</p> <p>Class Theory Chapter 1: Life Skills Part II Standard Foundations Textbook</p> <p style="text-align: center;"><u>INSTRUCTOR DEMO</u> <u>Artificial Flare Lash Application</u></p> <p><u>Student Application</u></p> <p>(3) Artificial Lash Application (8 Flares Each Eye)</p> <p style="text-align: center;">Instructor Sign _____, _____, _____</p> <p style="text-align: center;">Complete Required Skills May have Outside Model May Pair Up for Model 1:30pm & 2:30pm</p>	<p>Thursday August 31 9:00-4:00</p> <p style="text-align: center;">Review/Homework Chapter 1</p> <p style="text-align: center;">Complete Required Skills May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm & 2:30pm</p> <p style="text-align: right;">Participation: ----- Professionalism: -----</p>
<p>WEEK 2 Monday September 4 9:00-4:00</p> <p style="text-align: center;">LABOR DAY NO SCHOOL</p>  <p>CIMA Activities Due Sept. 4, 2022 by 11:00PM Brightspace Chapter 2 Final Exam</p>	<p>Tuesday September 5 9:00-4:00</p> <p>Class Theory Chapter 2: Professional Image Part I Standard Foundations Textbook</p> <p style="text-align: center;"><u>INSTRUCTOR DEMO Brow Bleaching</u> & <u>INSTRUCTOR DEMO Brow Tinting</u></p> <p><u>Student Application</u> (3) Brow Bleaching</p> <p style="text-align: center;">Instructor Sign _____, _____, _____</p> <p style="text-align: center;">Complete Required Skills May have Outside Model May Pair Up for Model 1:30pm & 2:30pm</p>	<p>Wednesday September 6 9:00-4:00</p> <p>Class Theory Chapter 2: Professional Image Part II Standard Foundations Textbook</p> <p><u>Student Application</u> (3) Set Brow Tinting</p> <p style="text-align: center;">Instructor Sign _____, _____, _____</p> <p style="text-align: center;">Complete Required Skills May have Outside Model May Pair Up for Model 10:30am, 1:30pm & 2:30pm</p>	<p>Thursday September 7 9:00-4:00</p> <p style="text-align: center;">Review/Homework Chapter</p> <p style="text-align: center;">Complete Required Skills May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm & 2:30pm</p> <p style="text-align: right;">Participation: ----- Professionalism: -----</p>
<p>WEEK 3 September 11 9:00am - 4:00pm</p>	<p>Tuesday September 12 9:00-4:00</p>	<p>Wednesday September 13 9:00-4:00</p>	<p>Thursday September 14 9:00-4:00</p>

<p>Class Theory Chapter 3: Communicating for Success Part I Standard Foundations Textbook</p> <p style="text-align: center;"><i>INSTRUCTOR DEMO</i> <i>Brow Waxing & Tweezing</i></p> <p><u>Student Practical Application</u> (3) Brow Waxing</p> <p style="text-align: center;">Instructor Sign _____</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 1:30pm & 2:30pm</p> <p>27 CIMA Activities Sept. 11, 2022 by 11:00PM Brightspace Chapter 3 Final Exam</p>	<p>Class Theory Chapter 3: Communicating for Success Part II Standard Foundations Textbook</p> <p style="text-align: center;"><i>INSTRUCTOR DEMO</i> Lip Waxing</p> <p><u>Student Practical Application</u> (3) Lip Waxing</p> <p style="text-align: center;">Instructor Sign _____</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 1:30pm & 2:30pm</p>	<p style="text-align: center;">Review/Homework Chapter 3</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm & 2:30pm</p>	<p style="text-align: center;">Review/Homework Chapter 3</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm & 2:30pm</p> <p style="text-align: right;">Participation: ----- Professionalism: -----</p>
<p>Week 4 Monday September 18 9:00-4:00</p> <p>Foundations Chapter 4: The Healthy Professional Part I</p> <p style="text-align: center;"><i>INSTRUCTOR DEMO</i> Client Consultation Forms/Table Setup/Patron Protection/Facial Cleansing/Rinsing/Toning Steps/Moisturizer/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</p> <p style="text-align: center;">Instructor Sign _____</p> <p>CIMA 26 activities Due Sept.18, 2022 by 11:PM</p>	<p>Tuesday September 19 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 & 2:30pm</p> <p>CIMA 26 activities Due Sept.18, 2022 by 11:PM</p> <p>Brightspace Chapter 4 Final Exam</p>	<p>Wednesday September 20 9:00-4:00</p> <p style="text-align: center;">Review/Homework Chapter 4</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm & 2:30pm</p>	<p>Thursday September 21 9:00-4:00</p> <p style="text-align: center;">Review/Homework Chapter 4</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm & 2:30pm</p> <p style="text-align: right;">Participation: ----- Professionalism: -----</p>
<p>Week 5 Monday September 19 9:00-4:00</p> <p>Chapter 5: Infection Control Part I</p>	<p>Tuesday September 20 9:00-4:00</p> <p>Chapter 5: Infection Control Part II</p>	<p>Wednesday September 21 9:00-4:00</p> <p style="text-align: center;">Review Chapter 5</p>	<p>Thursday September 22 9:00-4:00</p> <p style="text-align: center;">Complete Required Skills</p>

<p style="text-align: center;">INSTRUCTOR DEMO Skin Analysis / Exfoliation Steps</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>CIMA 34 Activities Due by Sept 25 by 11:00PM Brightspace Chapter 5 Final Exam</p>	<p style="text-align: center;">Complete Required Skills May have Outside Model May Pair Up for Model 11:00am, 1:30pm & 2:30pm</p>	<p style="text-align: center;"><u>INSTRUCTOR DEMO</u> <u>Facial Massage Steps</u></p> <p>(1) Massage on Mannequin</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: center;">May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm & 2:30pm</p> <p style="text-align: right;">Participation: ----- Professionalism: -----</p>
<p>Week 6 Monday September 26 9:00am-4:00pm</p> <p>Chapter 6: Chemistry & 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 & Arm Massage (3) Rinse & Toning Steps (3) Moisturizer / Eye Cream Instructor Sign _____, _____, _____</p> <p>29 CIMA activities Due Oct 2, 2022 by 11:00PM</p>	<p>Tuesday September 27 9:00am-4:00pm</p> <p style="text-align: center;">Complete Required Skills May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm & 2:30pm</p> <p>29 CIMA activities Due Oct 2, 2022 by 11:00PM Brightspace Chapter 6 Final Exam</p>	<p>Wednesday September 28 9:00am-4:00pm</p> <p style="text-align: center;">Review Chapter 6</p> <p style="text-align: center;">Complete Required Skills May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm & 2:30pm</p>	<p>Thursday September 29 9:00am-4:00pm</p> <p style="text-align: center;">Complete Required Skills May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm & 2:30pm</p>

<p>Week 7 Monday October 3 9:00am-4:00pm</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm & 2:30pm</p>	<p>Tuesday October 4 9:00am-4:00pm</p> <p>Last Day of CSME 1420.101</p> <p>Turn in Syllabus 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 & 2:30pm</p>
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Course Number: CSME 1420.101
Course Name: Orientation to Facial Specialist 4 Credit Hrs.
Course Semester: Fall 2021

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.

I, _____, (please print) acknowledge that I have received, read and understand the syllabus. I confirm that all safety procedures and pre-cautions will always be maintained.

Name _____

Date _____