



Course Number and Section CSME 2333.101C0
Name of Course Principles of Skin Tech III 3 Credit Hrs.
Course Semester (Fall 2025)

9:00 AM – 4:00 PM Monday – Thursday Oct. 27 – Nov. 18, 2025

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

Office hours and location: Cosmetology Dept. 10000 Emmett F. Lowry Expressway Suite 4000
Texas City, TX 77591 Monday & Tuesday 4:00 PM – 7:00 PM Wednesday 4:00PM-5:30PM
Room

Required Textbook/Materials: Milady Standard Foundations with Standard Esthetics:
Fundamentals, 12th edition, ISBN 9780357263792

Milady CIMA™ Online Platform

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: Continuation of the Application of Facial and Skin Care Technology I.
Preparation for the state licensing Facial Specialty Exam.

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

Determination of Course Grade/Detailed Grading Formula:

Professionalism	15%	A – 93 to 100
Attendance	20%	B – 92 to 85
Chapter Exams	15%	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". Extra credit is not allowed in this course.

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 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 25 points off daily the attendance grade. Each absence equals a letter grade of a "0" for the daily attendance grade. One hundred (100) points will be taken off the attendance grade. If a student misses 4 absences, they will be dismissed from the program. It is the student's responsibility to withdraw through the admissions department.

Tardy Policy: Entering the class after the time class begins is counted as a tardy. Entering the class after the halfway mark of the class is counted as an absence. Every two tardies will equal one absence.

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)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate professional ethics.	Communication Skills	Paper Exams
2. Demonstrate sanitation and safety.	Personal Responsibility	Paper Exam
3. Demonstrate the rules and regulations of the institution, department, and state.	Social Responsibility	Paper Exam
4. Identify the difference between layers of the skin and disorders.	Critical Thinking	Paper Exam
5. Demonstrate knowledge of basic skin care.	Communication Skills	Oral Presentation

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.

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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 Program Director, Mrs. J. Hunsucker at Phone # 888-258-8115 or email: jhunsucker1@com.edu.

Course outline:

Week 11 Esthetics: Fundamentals Chapter 4: Disorders & Diseases of the Skin	<u>Instructor Demo</u> Gommage Mask <u>Instructor Demo</u> Paraffin Mask
Week 12 Esthetics: Fundamentals Chapter 6: Skin Care Products: Chemistry, Ingredients & Selection	<u>Instructor Demo</u> B3 Enzyme <u>Instructor Demo</u> Lip & Eye Lift
Week 13 Esthetics: Fundamentals Chapter 7: The Treatment Room	<u>Instructor Demo</u> Marine Peel <u>Instructor Demo</u> Modelage Mask
Week 14 Esthetics: Fundamentals Chapter 8: Facial Treatments	COMPLETE ALL REQUIRED SKILLS

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.

CSME 2333.101C0 Skin II Daily Class Schedule

Week 11 Monday October 27 9:00 AM-4:00 PM PRACTICAL EXAM Refresh & Renew Facial 3 GROUPS May Perform on Outside Model 9:15am, 10:30am, 1:15pm Instructor signature _____ Chapter CIMA Activities & Chapter Exam Due November 2 by 11:59 PM CST	Tuesday October 28 9:00am-4:00pm Esthetics: Fundamentals Chapter 4: Disorders & Diseases of the Skin Part 1 <u>Instructor Demo Gommage Peel</u> May Have Outside Model 1:30pm or 2:30pm Student Practical Lab (2) Patron Protection (2) Manual Cleansing (Eyes, Lips, Face) (2) Rinse / Hot Towel (2) Toner (Blot Completely Dry) (2) Gommage Masque Application (2) Remove w/ effleurage movement (2) Rinsing (2) Toning (2) Moisturizer / SPF / Eye Cream Instructor Sign _____, _____ <u>1) Take A Moment Facial</u> (1) Station Setup (2) Neck & Head Drape (3) Facial Cleansing (4) Rinse (OPT/Hot Towel Steaming) (5) Facial Toning (6) Facial Analysis (7) Facial Massage (8) Massage Cream Removal(OPT/Hot Towel Steaming) (9) Facial Toning (10) Facial Mask (11) Mask Removal (12) Facial Toning (13) Facial Moisturizer/SPF (14) Eye Crème Instructor Sign _____	Wednesday October 29 9:00am-4:00pm Esthetics: Fundamentals Chapter 4: Disorders & Diseases of the Skin Part 2 <u>DEMO Manual Brush Cleanse / Paraffin Mask</u> May Have Outside Model 1:30pm or 2:30pm Student Practical Application (2) Patron Protection (2) Eyes & Lip Cleanse (2) Face Manual Brush Cleanse (2) Rinse / Toner (2) DNA/Hyaluronic Ampoule /Liposomes (2) Paraffin Masque Application (2) SPF & Eye Cream Instructor Sign _____, _____ <u>2) REFRESH & RENEW FACIAL</u> 1.Setup 2.Head drape 3.Body drape 4.Cleansing 5.Rinsing 6.Toning 7.Analysis 8.Exfoliation 9.Hot Towel Removal 10. Face Massage 11. Neck Massage 12. Décolleté Massage 13. Shoulder Massage 14. Massage Cream Removal 15. Hot Towel Steam 16. Masque Application 17. Hand & Arm Mass 18.Masque Removal 19. Moisturizer /SPF 20. Eye Crème Instructor Sign _____, _____	Thursday October 30 9:00am-4:00pm Client Services 9:30am, 10:30am, 1:30pm or 2:30pm <u>(3) ULTIMATE REJUVENATION FACIAL</u> (1) Setup (2) Head drape (3) Body drape (4) Eyes & Lip Cleanse (5) Face Cleanse/Neck/Décolleté (6) Skin Analysis (7) Facial Vaporizing (8) Rotary Brush Cleansing (9) Rinse/Hot Towel (10) Spray Toner (11) Negative Galvanic Current (12) Suction Machine (13) Extractions / Sparking High Frequency (14) Rinse (15) Positive Galvanic Current (16) Indirect High Frequency Massage (Face, Neck, Shoulders, Décolleté) (17) Rinse / Hot Towel (18) Spray Toner (19) Masque Application (20) Hand & Arm Massage w/ Warmer Mitts (21) Masque Removal (22) Spray Toner (23) Moisturizer (24) SPF (25) Eye Crème Instru Sign _____, _____, _____
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Week 12 Monday Nov. 3 9:00am-4:00pm Chapter 6: Skin Care Products: Chemistry, Ingredients & Selection Part 1 CIMA Activities & Chapter Exam Due November 9 by 11:59 PM CST <u>Instructor Demo B3 Enzyme Exfoliant</u> May Have Outside Model 1:30pm or 2:30pm <i>Student Practical Lab</i> (2) Patron Protection (2) Manual Cleansing (Eyes, Lips, Face) (2) Rinse / Hot Towel (2) Toner (2) Apply B3 Enzyme (2) Rinsing (2) Toning Steps (2) Moisturizer / SPF / Eye Cream Instructor Sign _____	Tuesday November 4 9:00am-4:00pm Chapter 6: Skin Care Products: Chemistry, Ingredients & Selection Part 1 May Have Outside Model 10:30, 1:30pm or 2:30pm (1) Set Artificial Lash Application (8 Each Eye) Instructor Signature _____ (1) Set Brow Tinting Instructor Signature _____ (1) Set Lash Tinting Instructor Signature _____ (1) Lip Waxing Instructor Signature _____ (1) Brow Waxing Instructor Signature _____	Wednesday Nov.5 9:00am-4:00pm May Have Outside Model 10:30pm, 1:30am, & 2:30pm <u>Instructor Demo Lip & Eye Lift</u> <i>Student Practical Lab</i> (2) Table Setup (2) Patron Protection (2) Cleanse Face, Eyes & Lips (2) Eye & Lip Lift Product App (2) Remove / Rinse (2) Moisturizer/SPF/Eye Cream Instructor Sign _____, _____	Thursday Nov. 6 9:00am-4:00pm Client Services 9:30am, 10:30am, 1:30pm or 2:30pm Complete Required Skills Part: _____ Prof: _____
Week 13 Monday November 10 9:00-4:00 Chapter 7: The Treatment Room Part 1 CIMA Activities & Chapter Exam Due November 16 by 11:59 PM CST <u>Instructor Demo Marine Peel Exfoliant</u> May Have Outside Model 1:30pm or 2:30pm <i>Student Practical Lab</i> (2) Patron Protection (2) Manual Cleansing (Eyes, Lips, Face) (2) Rinse / Hot Towel	Tuesday November 11 9:00am-4:00pm Chapter 7: The Treatment Room Part 2 May Have Outside Model 10:30am, 1:30pm or 2:30pm Complete Required Skills	Wednesday Nov. 12 9:00am-4:00pm <u>Instructor Demo Modelage Mask</u> May Have Outside Model 10:30am, 1:30pm or 2:30pm <i>Student Practical Lab</i> (2) Patron Protection (2) Manual Cleansing (Eyes, Lips, Face) (2) Rinse / Hot Towel (2) Toner (2) Treatment Oil (Grape Seed, Blue Oil, Sunflower) (2) Modelage Masque Application (10-20 min) (2) Rinsing	Thursday November 13 9:00am-4:00pm Client Services 9:30am, 10:30am, 1:30pm or 2:30pm Complete Required Skills Part: _____ Prof: _____

(2) Toner (2) Apply Marine Peel w/Steam (2) Rinsing (2) Toning Steps (2) Moisturizer / SPF / Eye Cream Instructor Sign_____, _____		(2) Toning Steps (2) Moisturizer / SPF / Eye Cream Instructor Sign_____, _____	
Week 14 Monday November 17 9:00am-4:00pm Chapter 8: Facial Treatments Part 1 CIMA Activities & Chapter Exam Due November 23 by 11:59 PM CST May Have Outside Model 10:30am, 1:30pm or 2:30pm Complete Required Skills	Tuesday November 18 9:00am-4:00pm Chapter 8: Facial Treatments Part 2 May Have Outside Model 10:30am, 1:30pm or 2:30pm Complete Required Skills Last Day of CSME 2333.101CL LAB SHEET DUE		

Course Number: CSME 2333.101 Principles of Skin Tech III Semester: Fall 2025

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.

Client Lab/Course Expectations:

- Must show up on time, at 9:00 AM.
- Client services begin at 9:30 AM. Students must be completely set up by 9:20 AM.
- In proper uniform, with required white lab coats.
- Shoes must be closed toe, solid white or black only. Absolutely NO Crocs.
- Hair needs to be neat, secure and put back, no loose or dangling jewelry.
- Always show respect to your classmates, clients, and instructors.
- Show respect to the machines, devices, and tools.
- Sanitize your station after each client.
- No lounging in the lab on client days. Students must remain in designated areas.
- No food or drink in the service lab.
- Students may only be in the service lab while working on clients or completing practical skills.
- Must have all supplies needed everyday and especially on Thursday.
- Must give 24-hour notice if you will not be able to attend client day.
- Even if you are off books, always be prepared to take a walk in or if a classmate calls out.
- Each client must be charted in Meevo; if failure to chart, you will not receive a signature for that day.
- All duties must be completed before leaving for the day to receive signatures
- If this contract is breached, you will be asked to leave for the day and receive a write-up.
- Doctor appointments due to maternity, or any accommodation the following steps can be utilized to avoid being withdrawn for excessive absences.
- Communicate with your instructor prior to the appointment of the absence.
- HSC Early Warning Retention Program - The program seeks to address student challenges by maximizing the efficiency of time spent in class or studying. This is achieved through assessment of the student's current academic challenges at their point of intake to the program, the creation of academic action plans to enhance areas of improvement needed, providing information about on-campus resources to help students reach their academic goals, and exploration of career options. If your instructor determines you are not meeting the Human Service Career Program's expectations, you will be referred to the Early Academic Alert Program. These are resources available to you as a COM Student to ensure your success.
- Students are expected to have all the supplies and tools each day of attendance. Students will be asked to leave if they are not prepared for class.
- Students who are not providing client service will be expected to work on their required skills.
- Students will be expected to do assigned skill/service work on clients.
- All work is performed under supervision of an instructor and evaluated in order to monitor a student's progress. An instructor must check all work.
- Clean-up duties are assigned on a rotation basis and must be maintained throughout the day and before leaving the lab for the day. The duty assignments are a portion of the professionalism grade.

- Students are expected to keep workstations and tools sanitary. Students are expected to clean and disinfect areas used before advancing to the next procedure.
- Students must handle equipment and tools with respect and follow all safety procedures.
- Students must follow all guidelines set by the department for inventory control.
- Students are expected to be friendly and polite when serving clients.
- Friends, children, and relatives are **not** permitted to visit during class time unless they are a model or a paying customer during client days.
- College of the Mainland is a non-smoking facility. Smoking is only permitted inside the student's personal vehicle.
- No food is allowed in the Client Labs or classrooms. Drink containers must have lids in the allowed areas.
- Students are not permitted to use the office telephones for personal calls.
- Students are not permitted to use the copy machine, fax machine or printers. The innovations lab or COM library are available for student use.
- Students are not allowed in unauthorized areas without permission. (Workroom, storage room, offices, dispensary, reception area, or Lifelong Learning lobby)
- ALL electronic communication with the instructor must be through your COM email or TEAMS. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may include an additional statement requiring monitoring and communication expectations via Brightspace (D2L) or other learning management system).
- Compliant (meaning in accordance with a wish or demand) to the COM Student Code of Conduct policies and the expectations within this document. For more information visit the Student Conduct page.
- Cell phones must be kept silent. Please do not answer any calls while in class/ lab. The lobby is acceptable for phone use. Please be respectful to others, go outside if needed.
- The TDLR inspector as well as any College of the Mainland employee has the Right of Access, and Discovery of Violation (Refer to the TDLR Rules and Regulations). The TDLR Inspector has the right to inspect the premises at any time during business hours.
- Kit checks will be performed periodically. Students must comply with sanitary guidelines.
- The Salon at COM shares parking with other stores and offices within the Mainland City Center. HSC's designated parking is directly in front of the doors that say "Salon, Spa & Barbering". Please do not park in front of other establishments. Do not leave trash in the parking lot, use appropriate receptacles which are placed near each entrance. Do not park in fire lanes, or spaces designated for handicap use unless appropriate. Fines or disciplinary actions could apply.
- Per COM policy, students are not allowed to receive monetary tips or any form of compensation for client services. Donations derived from client services are deposited into the Skin, Shears & Beards Society club account that funds a luncheon for all graduating cohorts.
- College of the Mainland is not responsible for lost or stolen items or equipment.

Student Break Time:

May vary depending on class schedule

1. Students attending 8 hours or more will have two (2) 15-minute breaks + 30-minutes – 1 hour lunch.
2. Students attending 2 hours or more will have one (1) 15-minute break
3. Students who abuse the break policy will result in disciplinary action.

I, _____, (please print) acknowledge that I have received, read and understand the Syllabus, Criminal History Evaluation, Conduct Policy and Client Lab Expectations. I confirm that all safety procedures and pre-cautions will always be maintained. I understand the daily schedule may be altered or changed depending on activities, school closures, or student progress.

Name _____

Date _____