



**Course Number and Section CSME 2333.101CL.2517**  
**Name of Course Principles of Skin Tech III 3 Credit Hrs.**  
**Course Semester (Fall 2022)**  
**9:00 AM – 4:00 PM Monday – Thursday Nov. 6 - 28, 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 – Wednesday 4:00PM-6:30PM 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:** Preparation for the state licensing written examination. Instructor approval required.

**Course requirements:** TBD

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

<b>Professionalism</b>	<b>15%</b>	<b>A – 93 to 100</b>
<b>Attendance</b>	<b>20%</b>	<b>B – 92 to 85</b>
<b>Chapter Exams</b>	<b>15%</b>	<b>C – 84 to 77</b>
<b>Lab Skill Sheet</b>	<b>20%</b>	<b>D – 76 to 69</b>
<b>Final Exams</b>	<b>30%</b>	<b>F – 68 &amp; Below</b>

**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. Assignment 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 25 points off the attendance grade. Each absence equals a letter grade of a” 0”. One Hundred (100) points will be taken off the attendance grade. If student misses more than 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. Monitoring and communication expectations via email, Brightspace or other LMS


<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Demonstrate professional ethics.	Communication Skills	<i>Paper Exams</i>
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.

**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](mailto:jhunsucker1@com.edu).

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

<b>Week 11</b> <b>Esthetics: Fundamentals</b> <b>Chapter 4: Disorders &amp; Diseases of the Skin</b>	<b><u>Instructor Demo</u></b> <b>Extractions &amp; High Frequency Sparking</b>
<b>Week 12</b> <b>Esthetics: Fundamentals</b> <b>Chapter 6: Skin Care Products: Chemistry,</b>	<b><u>Instructor Demo</u></b> <b>Lip &amp; Eye Lift</b>

<b>Ingredients &amp; Selection</b>	
<b>Week 13</b> <b>Esthetics: Fundamentals</b> <b>Chapter 7: The Treatment Room</b>	<b><u>Instructor Demo</u></b> <b>Gommage Mask</b>  <b><u>Instructor Demo</u></b> <b>Paraffin Mask</b>
<b>Week 14</b> <b>Esthetics: Fundamentals</b> <b>Chapter 8: Facial Treatments</b>	<i>Happy Thanksgiving</i> 

## 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](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](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](mailto: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 1<sup>st</sup> 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 2<sup>nd</sup> 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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**CSME 2333.101CL Skin II Daily Class Schedule**

<p>Week 11 Monday November 6 9:00 AM-4:00 PM</p> <p>Esthetics: Fundamentals Chapter 4: Disorders &amp; Diseases of the Skin Part 1</p> <p>MindTap Activities &amp; Chapter Exam Due November 7 by 11:59 PM CST</p> <p align="center"><b><u>INSTRUCTOR DEMO</u></b> <b><u>Extractions &amp; Sparking High Frequency</u></b></p> <p align="center">May Have Outside Model May Pair Up for Model 1:30pm or 2:30pm</p> <p><u>Student Practical Application</u> (1) Station / Table Setup (1) Patron Protection (1) Cleansing / Rinsing (1) Facial Vaporizing (1) Extractions / Sparking High Frequency (1) Rinse/Toning Steps (1) Hand/Arm massage with Mitts (1) Moisturizer / Eye Cream</p> <p align="right">Instructor Sign_____</p>	<p align="center">Tuesday Nov.7 9:00am-4:00pm</p> <p>Esthetics: Fundamentals Chapter 4: Disorders &amp; Diseases of the Skin Part 2</p> <p align="center">May Have Outside Model 10:30, 1:30pm or 2:30pm</p> <p><b><u>2) Take A Moment Facial</u></b> (1) Station Setup (2) Neck &amp; Head Drape (3) Facial Cleansing (4) Rinse w/Hot Towel Steaming (5) Facial Toning (6) Facial Analysis (7) Facial Massage (8) Massage Cream Removal (9) Facial Toning (10) Facial Mask (11) Mask Removal (12) Facial Toning (13) Facial Moisturizer/SPF (14) Eye Crème</p> <p align="right">Instructor Sign_____, _____</p>	<p align="center">Wednesday Nov. 8 9:00am-4:00pm</p> <p><b><u>2) JOURNEY FACIAL</u></b> 1.Setup 2.Head drape 3.Body drape 4.Cleansing 5.Rinsing 6.Toning 7.Analysis 8.Exfoliation 9.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 &amp; Arm Mass 18.Masque Removal 19. Moisturizer /SPF 20. Eye Crème</p> <p align="right">Instructor Sign_____, _____</p>	<p align="center">Thursday Nov. 9 9:00am-4:00pm</p> <p align="center">Client Services 9:30am, 10:30am, 1:30pm or 2:30pm</p> <p><b><u>(3) Extreme Facial</u></b> (1) Setup (2) Head drape (3) Body drape (4) Eyes &amp; Lip Cleanse (5) Face Cleanse (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 &amp; Arm Massage w/ Warmer Mitts (21) Masque Removal (22) Spray Toner (23) Moisturizer (24) SPF (25) Eye Crème</p> <p align="right">Instructor Sign _____, _____, _____</p>
<p>Week 12 Monday Nov. 13 9:00am-4:00pm</p> <p>Chapter 6: Skin Care Products: Chemistry, Ingredients &amp; Selection Part 1</p> <p>MindTap Activities &amp; Chapter Exam Due November 14 by 11:59 PM CST</p> <p align="center">Instructor Demo Lip &amp; Eye Lift May Have Outside Model 1:30pm or 2:30pm</p>	<p align="center">Tuesday November 14 9:00am-4:00pm</p> <p>Chapter 6: Skin Care Products: Chemistry, Ingredients &amp; Selection Part 1</p> <p align="center">May Have Outside Model 10:30, 1:30pm or 2:30pm</p> <p>(1) Set Artificial Lash Application (8 Each Eye) Instructor Signature _____</p> <p>(1) Set Brow Tinting Instructor Signature_____</p>	<p align="center">Wednesday Nov.15 9:00am-4:00pm</p> <p align="center">May Have Outside Model 9:30am, 10:30am, 1:30pm or 2:30pm</p> <p>(1) Set Lash Tinting Instructor Signature_____</p> <p>(1) Lip Waxing Instructor Signature _____</p> <p>(1) Brow Waxing Instructor Signature _____</p>	<p align="center">Thursday Nov. 16 9:00am-4:00pm</p> <p align="center">Client Services 9:30am, 10:30am, 1:30pm or 2:30pm</p> <p align="center">Complete Required Skills Part: _____ Prof:_____</p>

<p><b>Student Practical Lab</b>  (2) Table Setup  (2) Patron Protection  (2) Cleanse Face, Eyes &amp; Lips  (2) Eye &amp; Lip Lift Product App  (2) Remove / Rinse  (2) Moisturizer/SPF/Eye Cream  (2) Sanitation</p> <p>Instructor Sign _____, _____</p>			
<p>Week 13  Monday November 20 9:00-4:00</p> <p>Chapter 7: The Treatment Room</p> <p>MindTap Activities &amp; Chapter Exam  Due November 21 by 11:59 PM CST</p> <p><b><u>Instructor Demo Gommage Mask</u></b></p> <p>May Have Outside Model  1:30pm or 2:30pm</p> <p><b>Student Practical Lab</b>  (2) Patron Protection  (2) Manual Cleansing (Eyes, Lips, Face)  (2) Rinse / Hot Towel  (2) Toner  (2) Gommage Masque Application  (2) Rinsing  (2) Toning Steps  (2) Moisturizer / SPF / Eye Cream</p> <p>Instructor Sign _____, _____</p>	<p>Tuesday November 21 9:00am-4:00pm</p> <p>Chapter 7: The Treatment Room</p> <p>May Have Outside Model  10:30am, 1:30pm or 2:30pm</p> <p>Complete Required Skills</p>	<p>Wednesday Nov. 22 9:00am-4:00pm</p> <p><b><u>Instructor Demo Paraffin Mask</u></b></p> <p>May Have Outside Model  9:30am, 10:30am, 1:30pm or 2:30pm</p> <p><b>Student Practical Application</b>  (2) Patron Protection  (2) Eyes &amp; Lip Cleanse  (2) Face Manual Brush Cleanse  (2) Rinse / Toner  (2) DNA/Hyaluronic Serum  (2) Paraffin Masque Application  (2) Eye Cream</p> <p>Instructor Sign _____, _____</p>	<p>Thursday November 23 9:00am-4:00pm</p> <p><b><u>HAPPY THANKSGIVING</u></b></p> 
<p>Week 14 Monday November 27 9:00am-4:00pm</p> <p>Chapter 8: Facial Treatments Part 1</p> <p>MindTap Activities &amp; Chapter Exam  Due November 28 by 11:59 PM CST</p> <p>May Have Outside Model  10:30am, 1:30pm or 2:30pm</p> <p>Complete Required Skills</p>	<p>Tuesday November 28 9:00am-4:00pm</p> <p><b>Last Day of CSME 2333.101CL</b></p> <p>Chapter 8: Facial Treatments Part 2</p> <p>May Have Outside Model  10:30am, 1:30pm or 2:30pm</p> <p>Complete Required Skills</p> <p><b>LAB SHEET DUE</b></p>		