



Course Number and Section CSME 1420.101C2

Name of Course Orientation to Facial Specialist

Course Semester (Fall 2025)

9:00 AM – 4:00 PM Monday – Thursday August 18 – September 30, 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 Mon., Tues., 4:00PM-7:00PM Wednes. 4:00PM-5:30PM 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:

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| 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 students must maintain an Exam GPA of “70” or higher, Attendance GPA of “70” or higher, Homework GPA of “70” or higher, Accumulative GPA of “70” or higher to remain in registered class. Students failing to maintain required GPA average will be dropped from the program. All tests, 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". There are very few extra credit assignments. TBD by instructor.

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 25 points off the daily attendance grade. Each absence equals 100 points off the daily 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)

| Student Learner Outcome | Maps to Core Objective | Assessed via this Assignment |
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| 1. Demonstrate professional ethics | Communication Skills | Online Exams Chapter 1: Career Opportunities in Esthetics Chapter 2: Life Skills Chapter 3: Your Professional Image Chapter 4: Communicating for Success |
| 2. Demonstrate sanitation and safety. | Personal Responsibility | Online 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, 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.

Course outline:

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| Week 1 Chapter 1: Life Skills Standard Foundations Textbook 31 CIMA Activities D2L Brightspace Chapter 1 Exam Due on Aug 24, 2025 11:59 PM | INSTRUCTOR DEMO Lash Tinting & Artificial Flare Lash Application |
| WEEK 2 Chapter 2: Professional Image Standard Foundations Textbook 21 CIMA Activities D2L Brightspace Chapter 2 Exam Due on Aug 31, 2025 11:59 PM | INSTRUCTOR DEMO Brow Bleaching INSTRUCTOR DEMO Brow Tinting |
| Week 3 LABOR DAY Chapter 3: Communicating for Success Foundations Textbook 26 CIMA activities D2L Brightspace Chapter 3 Exam Due on Sep 7, 2025 11:59 PM | INSTRUCTOR DEMO Brow Waxing / Tweezing & Lip Waxing |

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| Week 4 Chapter 4: The Healthy Professional Foundations Textbook 25 CIMA Activities D2L Brightspace Chapter 4 Exam Due on Sep 14, 2025 11:59 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 on Sep 21, 2025 11:59 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 on Sep 28, 2025 11:59 PM | INSTRUCTOR DEMO Masque Application & Hand/Arm Massage |
| Week 7 Complete Required Skills Turn in Syllabus | ALL SKILLS COMPLETE START FREE CLIENT MODEL CALL |

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.

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

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| <p>WEEK 1 Monday August 18 9:00-4:00</p> <p style="text-align: center;">FIRST DAY OF SEMESTER</p> <ul style="list-style-type: none"> • Verify Department Paperwork (Locker, Uniform, Equipment, Client Lab, Safety, Welcome) • Review Sign In / Out Procedure • Review Break Procedures • Clarify Practical Sheet • Review CIMA • Review D2L Brightspace • Student New Kit Check • Lab Bed Assignments • Pickup Syllabus Signature Sheet <p>CIMA Chapter activities Brightspace Chapter 1 Final Exam Due August 24, 2025, by 11:59 PM</p> | <p>Tuesday August 19 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;">Complete Required Skills May have Outside Model / May Pair Up for Model 1:30pm & 2:30pm</p> | <p>Wednesday August 20 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;">Complete Required Skills May have Outside Model / May Pair Up for Model 1:30pm & 2:30pm</p> | <p>Thursday August 21 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: _____</p> <p style="text-align: right;">Professionalism: _____</p> |
| <p>WEEK 2 Monday August 25 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 & Brow Tinting</u></p> <p>Student Application (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 & 2:30pm</p> <p>CIMA Activities Brightspace Chapter 2 Final Exam Due August 31, 2025, by 11:59 PM</p> | <p>Tuesday August 26 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 & 2:30pm</p> | <p>Wednesday August 27 9:00-4:00</p> <p>Chapter 3: Communicating for Success Part I Standard Foundations Textbook</p> <p style="text-align: center;">Review/Homework Chapter 2</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 August 28 9:00-4:00</p> <p style="text-align: center;">Review/Homework Chapter 2</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: _____</p> <p style="text-align: right;">Professionalism: _____</p> |
| <p>WEEK 3 September 1 9:00am - 4:00pm</p> <p style="text-align: center;">LABOR DAY NO SCHOOL</p> | <p>Tuesday September 2 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 Brow Waxing & Tweezing</i></p> <p><u>Student Practical Application</u> (3) Brow Waxing</p> | <p>Wednesday September 3 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 4 9:00-4:00</p> <p style="text-align: center;">Review/Homework Chapter 3</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> |

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|  | <p>Instructor Sign _____, _____, _____</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 10:30, 1:30pm & 2:30pm</p> <p>CIMA Activities Brightspace Chapter 3 Final Exam Due Sept. 7, 2025 by 11:59 PM</p> | <p>Complete Required Skills May have Outside Model May Pair Up for Model 1:30pm & 2:30pm</p> | <p>Participation: _____</p> <p>Professionalism: _____</p> |
| <p>Week 4 Monday September 8 9:00-4:00</p> <p>Foundations Chapter 4: The Healthy Professional Part I</p> <p><u>INSTRUCTOR DEMO</u> 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>CIMA 26 activities Brightspace Chapter 4 Final Exam Due Sept.14, 2025 by 11:59PM</p> | <p>Tuesday September 9 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>Wednesday September 10 9:00-4:00</p> <p>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 11 9:00-4:00</p> <p>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>Participation: _____</p> <p>Professionalism: _____</p> |
| <p>Week 5 Monday September 15 9:00-4:00</p> <p>Chapter 5: Infection Control Part I</p> <p>INSTRUCTOR DEMO Skin Analysis / Exfoliation Steps</p> | <p>Tuesday September 16 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 & 2:30pm</p> | <p>Wednesday September 17 9:00-4:00</p> <p>Review Chapter 5</p> <p><u>INSTRUCTOR DEMO</u> <u>Facial Massage Steps</u></p> <p>(1) Massage on Mannequin</p> | <p>Thursday September 18 9:00-4:00</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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| <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 & 2:30pm</p> <p>CIMA 34 Activities Brightspace Chapter 5 Final Exam Due by Sept 21 by 11:59PM</p> | | <p>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>Instructor Sign _____, _____</p> <p>Participation: ----- Professionalism: -----</p> | <p>Participation: _____</p> <p>Professionalism: _____</p> |
| <p>Week 6 Monday September 22 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</p> <p>Instructor Sign _____, _____, _____</p> <p>CIMA activities Brightspace Chapter 6 Final Exam Due September 28, 2025 by 11:59PM</p> | <p>Tuesday September 23 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>Wednesday September 24 9:00am-4:00pm</p> <p>Review Chapter 6</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 25 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>Participation: _____</p> <p>Professionalism: _____</p> |

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| Week 7 Monday September 29 9:00am-4:00pm Complete Required Skills May have Outside Model May Pair Up for Model 10:30am, 1:30pm & 2:30pm | Tuesday September 30 9:00am-4:00pm Last Day of CSME 1420.101 Turn in Syllabus ALL SKILLS MUST BE COMPLETE Complete Required Skills May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm & 2:30pm |
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Course Number: CSME 1420.101C2 Orientation to Facial Specialist 4 Credit Hrs.
Course Semester: Fall 2024

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 practical 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.

Name _____

Date _____