



**Course Number and Section: CSME- 1348-502CL**

**Name of Course: Principles of Skin Care**

**Course Semester: Fall 2022**

**Wednesday, 9am-4pm and Friday, 9-4pm 8/24  
to 12/9**

**Instructor Information:** Candice Edmonston [cburgess1@com.edu](mailto:cburgess1@com.edu) 409-933-8481

**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.

**Student hours and location:** Tuesday and Thursday 730am-830am, available via email, phone, Group Me, or my office, #145

**Required Textbook:** Milady Standard Textbook, 14<sup>TH</sup> edition and  
CIMA online.  
Texas Cosmetology Laws and Rules Book, TDLR

**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.

**Course Description:** This course is an introduction of the theory and practice of skin care. Students will learn to identify the terminology related to skin treatments, demonstrate proper application and exhibit workplace competencies in skin care.

**Course requirements:** Hands on practice of skills; E-portfolio of work completed; Mind tap assignments through Cengage, requiring internet and computer access; assignments in the Salon; testing; and a group project.

**Determination of Course Grade/Detailed Grading Formula:** professionalism, attendance, unit assignments, unit tests, oral presentation, portfolio, lab assignment, final exam. All written exams must be passed with a 70 or better. Students may retake **one** per test per course.

**Detailed Grading Formula:**

|                  |     |
|------------------|-----|
| Professionalism: | 10% |
| Attendance:      | 10% |
| Assignments:     | 10% |
| Tests:           | 20% |
| E-portfolio:     | 20% |
| Final exam:      | 30% |

**Grading Scale:**

|    |            |
|----|------------|
| A- | 90 to 100  |
| B- | 80 to 89   |
| C- | 70 to 79   |
| D- | 60 to 69   |
| F- | 59 & below |

**Course outline:** See outline beginning page 5 of this document.

**Attendance Policy:** Every class is important to your success in school. Make every effort to attend all classes. A sign in sheet will be provided in each class. Each student must sign themselves in and out daily. If a student misses more than half the class period, the grade will reflect an absence. Any time missed will affect the total number days required for completion. Attendance grades are calculated as follows: Each tardy is 5 points off the attendance grade. Each absence is 10 points off the attendance grade.

If a student misses more than 4 absences, they will be dismissed from the course, according to College of the Mainland policies. All courses must be completed and passed with a C or better to be able to advance to the next courses and to be able sit for the licensor exam. It is the student's responsibility to understand the course requirements and maintain sufficient attendance and work completion.

**Tardiness 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.

**Contagious Illnesses:** In the event a student contracts a contagious illness, such as COVID 19 or strep, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. For COVID 19
  - a. self-report on the COM website. Follow the instructions given.
  - b. email your instructors with a copy of doctor's note or test result. These should be dated.
2. For other contagious illnesses
  - a. Email the instructor with a copy of a doctor's note stating that you may not attend school, with dates and your name. (Any days missed prior to this will count toward total absences)
3. Once the instructor receives the Test result or doctor's note, they will email the student (to COM email) instructions on assignments that can be completed from home. These will be assigned on a case-by-case basis. Communicate with your instructor about this. If these assignments are completed by the due date, the days missed will not count toward your

absences.

**Maternity appointments:** For doctor appointments due to maternity, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. Communicate with your instructor prior to the appointment of the absence.
2. Bring a note from the doctor stating the appointment date and time upon returning to class.
3. Make up work will be assigned on a case-by-case basis.

\*Any absence will affect your success in class. Do your best to attend every class. Communicate with your instructors when issues arise and know what assignments need to be made up.

**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.

**Disclaimers/Additional Policies:** Instructors may, at their discretion, withdraw a student due to lack of attendance, inability to maintain the prescribed minimum rate of progress (70% test average) stated in the course syllabus or for behavior detrimental to the learning process of the student or class. – COM Catalog, 2020 – 2021. Students should be familiar with the Cosmetology Welcome Packet & Student Expectations.

**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.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is 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).

**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** on that exam and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

**Plagiarism:** Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate discipline action. Google search, copy and paste are considered plagiarism.

**Make-Up Policy:** Written assignments/online work may be turned in/completed on the **First** day back from an absence; Written tests may be made up by making arrangements with the instructor on the first day back from an absence (this is the student's responsibility) Practical skills, Oral Reports, and Final Exams may not be made up.

**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 are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

**Success Tips for Students be familiar with these resources:**

<https://www.tdlr.texas.gov/cosmet/cosmet.htm>

<https://login.CIMA.com/>

<https://www.Behindthechair.com>

<https://www.PSlexams.com>

**Power Point presentation**

**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 Jamie Hunsucker, at 409-933-8480, or [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu)

**Student Learner Outcomes:**

1. Terminology related to skin care treatments
2. Skin care procedures
3. Safety and sanitation practices
4. Workplace competencies in skin care

| Student Learner Outcome                        | Maps to Core Objective | Assessed via this Assignment |
|--|------------------------|------------------------------|
| 1. Terminology related to skin care treatments | CT                     | Test                         |
| 2. Skin care procedures                        | C, O                   | Presentation                 |
| 3. Safety and sanitation practices             | SR                     | Skill test                   |
| 4. Workplace competencies in skin care         | T                      | Lab assignment               |

**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 career. 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](mailto:mvaldes1@com.edu). The Office of Services for Students with Disabilities is in the Student Success Center.

**Criminal History:**

IMPORTANT: Eligibility for an occupational license may be impacted by one’s criminal history. Students with a criminal history should confer with faculty or the department chairperson. Students have a right to request a criminal history evaluation letter from the applicable licensing agency.

**Notice to Students Regarding Licensing:** *Effective September 1, 2017, 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: [www.tdlr.texas.gov](http://www.tdlr.texas.gov)*

## **Weekly Schedule:**

### **Week 1**

Orientation to Skin Care  
E portfolio assignment  
Review Ch. 7, Complete CIMA Assignments Prepare  
bag for facial services  
Review TDLR Sanitation rules for Facial services  
Client services in the Salon

### **Week 2**

Test Ch. 7  
Review Ch. 8, complete CIMA assignments  
Consultation and intake forms for facial service  
Draping for Facial services  
Complete a Basic Facial – take photos for portfolio.  
Client services in the Salon

### **Week 3**

Test Ch. 8  
Special project assignment\*  
Review Ch. 22, complete CIMA assignments Hair  
removal – waxing and tweezing  
Complete the Take a Moment facial – take photo for portfolio  
Client services in the Salon

### **Week 4**

Test Ch. 22

Review Ch. 23, complete CIMA assignments

Massage techniques

Lash and brow tinting

Complete the Journey Facial – take photo for portfolio

Client services in the Salon

#### Week 5

Test Ch. 23

Review Ch. 24, complete CIMA assignments

Complete Make up application for Daytime look- take photo for portfolio

Client services in the Salon

#### Week 6

Test Ch. 24

Review lash applications – strip and tabbing

Complete make up application with lash application Evening look- take photo for portfolio

Client services in the Salon

#### Week 7

Present projects in class \*

Review TDLR facial procedure

Practice TDLR facials- take photo for portfolio

#### Week 8

Make up week, complete any missing skills or portfolio photos

#### Week 9

Present E portfolios in class

Review for Final Exam

#### Week 10

Written final exam – Chapter 7, 8, 22, 23, 24

Skills final exam – TDLR facial



**CSME 1348.502  
Skin  
Fall 2022**

I, \_\_\_\_\_ (please print) have received, read, and understand  
this syllabus.

\_\_\_\_\_

**Student signature**

\_\_\_\_\_

**Date**

**Candice Edmonston  
Associate Professor  
Department Coordinator  
Cosmetology Club  
Advisor  
College of the Mainland Cosmetology Department**