



CSME 1420.101CL.2541
Orientation Facial Specialist
Course Semester Fall 2021
9:00AM - 4:00PM 08/23-09/30 Monday - Thursday

Instructor Information: Savannah Davis, sdavis@com.edu, 409-933-8116

Student Office Hours and Location: Monday – Wednesday 4:00PM – 6:30PM
The Salon @ COM Gulfway Plaza Outlet Mall 15009 Delaney Rd. LaMarque, TX 77568

Required Textbook/Materials: 12th Edition Milady Standard of Fundamentals Esthetic Bundles ISBN 9780357255148 Foundation Textbook, Fundamentals Textbook and MindTap Course Key MTPNQ6VQPZ4F

Course Description: This course is an overview of the skills and knowledge necessary for the field of facials and skin care. Instruction will demonstrate the theory, skills, safety and sanitation, and professional ethics of basic facials and skin care and explain the rules and regulations of the institution, department and state. This course is offered for Esthetic Specialty only.

Course requirements: Demonstrate professional ethics, sanitation and safety. Demonstrate the rules and regulations of the institution department, and state. Texas Department of Licensing and Regulations (TDLR) Administrative Code / Chapter 83.100 / Sec. 83.101 / Sec. 83.102 & Sec. 83.103 Students are expected to assume the responsibility for learning. Your instructor will assist you, but the actual responsibility rests with you. Students are also expected to devote their energy to attaining the skills and knowledge required for their career goals.

Determination of Course Grade/Detailed Grading Formula:

Grading Scale:

Paper Assignment: Unit Exams and Written Assignments 30%

Professionalism: Professionalism/Attendance 15%

Project / Presentation Assignment: 10%

Exams: Final Exams 30%

Lab Skill Sheet: 15%

Grading formula: A = 90 – 100, B = 80 – 89, C = 70 – 79, D = 60 – 69, F = 59 and below

Late Work, Make-Up, and Extra-Credit Policy: Make-Up Policy:

Class Make-up assignments will be made-up by the next day of class attendance. *Late assignments will not be accepted.* Student will receive a “0”. *Incomplete assignments will not be accepted.* Student will receive a “0”. Any missed chapter exam/test/quiz must be taken immediately in/at the COM Testing Center or in the department within a 24 hour time period. Final exams cannot be made up; therefore, any student missing, any Final Exam (written or practical) will receive a failing number grade of “0”. (See Cosmetology Department Rules & Regulations).

Attendance Policy: The faculty believes that experiences in the classroom and laboratory cannot be duplicated adequately. If a student is absent. In addition, the Skin Care / Cosmetology Programs are designed to teach professional work habits, such as attendance. Excessive absences, four (4) days missed, in either lecture or lab will result in a dismissal from the program. Students who fail to show up on a Thursday, *Client Lab Day* without prior notification, will not receive a participation signature. As a result, lab skill sheet will be incomplete and will result in a number grade of “0”. **Tardiness Policy:** A student may not miss more than four days per course. Any late arrival or leaving early will equal one (1) tardy. Four (4) tardies are equal to one (1) absence. If the student’s absences range four (4) days in any one course, the student will be dismissed from that course. If prior to “W” day the student may withdraw from the course through the admissions office to receive a grade of “W”. If after “W” day, or if the student fails to withdraw themselves, a grade of “F” will be recorded.

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, self-report on the COM website. Follow the instructions given.
2. 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 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.

Exposure / Quarantine

In the event a student has been exposed to COVID 19 and must quarantine, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. Self-report on the Com website. Follow instructions given.
2. Email your instructor and inform them how many days you must quarantine.
3. The instructor will email the student (to COM email) instructions for attending class virtually via Teams or Zoom, and on assignments that can be completed from home. These will be on a case-by-case basis. If the student attends class virtually and assignments are completed by the due date, the days missed will not count toward your absences.
4. Should the student become ill while quarantined, communicate that to the instructor. Adjustments may be made to the assignments.

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 Blackboard or other LMS)

Student Learner Outcome Maps to Core Objective Assessed via this Assignment

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Demonstrate professional ethics	Communication Skills	Paper Exams/Chapter 1, 2, 3, 4, 5 & 6
2. Demonstrate sanitation and safety.	Personal Responsibility	Practical Skills Exam
3. 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 Dishonesty will be dealt with in accordance with College of the Mainland Policy and Student Handbook. Academic dishonesty, such as cheating on an exam, plagiarism and collusion is a serious offense and will result with the grade of a zero on that exam. The student/ students involved will be referred to the Office of Student Conduct for the appropriate discipline. All students must maintain an *Exam GPA of “70” or higher, Attendance 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.

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 Dept. hair, J. Hunsucker at jhunsucker@com.edu

Course outline:

<p>Week 1 Aug 23 - Aug 29 Chapter 1: Life Skills Standard Foundations Textbook 30 MindTap Activities Blackboard Chapter 1 Final Exam Due 11:59 PM</p>	<p style="text-align: center;">INSTRUCTOR DEMO Lash Tinting & Artificial Flare Lash Application</p>
<p>WEEK 2 AUG 30 - SEP 5 Chapter 2: Professional Image Standard Foundations Textbook 21 MindTap Activities Blackboard Chapter 2 Final Exam Due 11:59 PM</p>	<p style="text-align: center;">INSTRUCTOR DEMO Brow Bleaching INSTRUCTOR DEMO Brow Tinting</p>
<p>Week 3 SEPT 6 - SEP 12 LABOR DAY Monday Sept. 6 No School Chapter 3: Communicating for Success Foundations Textbook 26 activities Due 11:59 PM Blackboard Chapter 3 Final Exam Due 11:59 PM</p>	<p style="text-align: center;">INSTRUCTOR DEMO Brow Waxing / Tweezing & Lip Waxing</p>
<p>Week 4 Sep 13 - Sep 19 Chapter 4: The Healthy Professional Foundations Textbook 25 MindTap Activities Blackboard Chapter 4 Final Exam Due 11:59 PM</p>	<p style="text-align: center;">INSTRUCTOR DEMO Client Consultation Forms/Table Setup/Patron Protection/Facial Cleansing/Rinsing/Toning Steps/Moisturizer/Eye Cream Steps</p>
<p>Week 5 Sep 20 - Sep 26 Chapter 5: Infection Control Foundations Textbook 33 MindTap Activities Blackboard Chapter 5 Final Exam Due 11:59 PM</p>	<p style="text-align: center;">INSTRUCTOR DEMO Skin Analysis / Exfoliation Steps INSTRUCTOR DEMO Facial Massage Steps</p>
<p>Week 6 Sep 27 - Oct 3 Chapter 6: Chemistry & Chemical Safety Foundations Textbook 28 MindTap Activities Blackboard Chapter 6 Final Exam Due 11:59 PM</p>	<p style="text-align: center;">INSTRUCTOR DEMO Masque Application & Hand/Arm Massage Complete Required Skills Turn in Syllabus 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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8-week session is December 2.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.

Detailed Course Outline: CSME 1420 Orientation to Facial Specialist Fall 2021

<p>WEEK 1 Monday August 23 9:00-4:00</p> <p align="center">ALL STUDENTS</p> <p>FIRST DAY OF SEMESTER</p> <ul style="list-style-type: none"> • Verify Registration • Pick up Department Paperwork • Review Clock In / Out Procedure • Review Break In / Out Sheet • Uniform Requirements • Pickup Department Rule Signature Sheet • Pickup Syllabus Signature Sheet • Clarify Practical Sheet • Review Syllabus Practical Requirements/Expectations • Student New Kit Check • Review MindTap • Review Blackboard <p>MindTap Activities: Ch 1 Read: Chapter Learning Objectives Ch 1 Do: Case Study Ch 1 Read: Explain Life Skills Ch 1 Watch: Success Ch 1 Do: Life Skills Multiple Choice Ch 1 Read: List the Principles That Contribute to Success Ch 1 Do: Action Steps for Success Matching</p>	<p>Tuesday August 24 9:00-4:00</p> <p>GROUP B Class Theory Chapter 1: Life Skills Part I Standard Foundations Textbook</p> <p align="center"><u>INSTRUCTOR DEMO Lash Tinting</u></p> <p><u>Student Application</u> (3) Set Lash Tinting</p> <p>Instructor Sign _____, _____, _____</p> <p align="center">Complete Required Skills May have Outside Model May Pair Up for Model 1:30pm & 2:30pm</p> <p>MindTap Activities: Ch 1 Do: Becoming Successful Multiple Choice Ch 1 Read: Design a Mission Statement Ch 1 Watch: Mission Statement Ch 1 Do: Mission Statement on Pathbrite Ch 1 Read: Set Long-Term and Short-Term Goals Ch 1 Do: Goal Setting Multiple Choice Ch 1 Watch: SMART Goals Ch 1 Do: Goal Planning on Pathbrite Ch 1 Read: Demonstrate Effective Time Management Ch 1 Do: Time Management Activity Ch 1 Discuss: Making Time Ch 1 Read: Employ Successful Learning Tools Ch 1 Watch: Study Skills Ch 1 Do: Learning Tools Matching Ch 1 Read: Define Ethics Ch 1 Do: Self-Care Activity Ch 1 Watch: Don't Stress, Just Do Your Best Ch 1 Read: Develop a Positive Personality and Attitude Ch 1 Do: Positive Attitude Multiple Choice Ch 1 Do: Word Review (Foundations) Ch 1 Flashcards: Key Terms Review Ch 1 Discuss: Essential Discoveries Ch 1 Study Notes (Foundations) Blackboard Chapter 1 Final Exam</p>	<p>Wednesday August 25 9:00-4:00</p> <p>GROUP A Class Theory Chapter 1: Life Skills Part I & II Standard Foundations Textbook</p> <p align="center"><u>INSTRUCTOR DEMO Lash Tinting</u></p> <p><u>INSTRUCTOR DEMO Artificial Flare Lash Application</u></p> <p><u>Student Application</u> (3) Set Lash Tinting</p> <p>Instructor Sign _____, _____, _____</p> <p align="center">(3) Artificial Lash Application (8 Flares Each Eye)</p> <p>Instructor Sign _____, _____, _____</p> <p align="center">Complete Required Skills May have Outside Model May Pair Up for Model 1:30pm & 2:30pm</p> <p>MindTap Activities: Ch 1 Do: Becoming Successful Multiple Choice Ch 1 Read: Design a Mission Statement Ch 1 Watch: Mission Statement Ch 1 Do: Mission Statement on Pathbrite Ch 1 Read: Set Long-Term and Short-Term Goals Ch 1 Do: Goal Setting Multiple Choice Ch 1 Watch: SMART Goals Ch 1 Do: Goal Planning on Pathbrite Ch 1 Read: Demonstrate Effective Time Management Ch 1 Do: Time Management Activity Ch 1 Discuss: Making Time Ch 1 Read: Employ Successful Learning Tools Ch 1 Watch: Study Skills Ch 1 Do: Learning Tools Matching Ch 1 Read: Define Ethics Ch 1 Do: Self-Care Activity Ch 1 Watch: Don't Stress, Just Do Your Best Ch 1 Read: Develop a Positive Personality and Attitude Ch 1 Do: Positive Attitude Multiple Choice</p>	<p>Thursday August 26 9:00-4:00</p> <p>GROUP B Class Theory Chapter 1: Life Skills Part II Standard Foundations Textbook</p> <p 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 align="center">Complete Required Skills May have Outside Model May Pair Up for Model 1:30pm & 2:30pm</p> <p align="right">Participation: ----- Professionalism: -----</p>
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		<p>Ch 1 Do: Word Review (Foundations) Ch 1 Flashcards: Key Terms Review Ch 1 Discuss: Essential Discoveries Ch 1 Study Notes (Foundations) Blackboard Chapter 1 Final Exam</p> <p>Participation: ----- Professionalism: -----</p>	
<p>WEEK 2 Monday August 30 9:00-4:00 GROUP A</p> <p>Class Theory Chapter 2: Professional Image Part I Standard Foundations Textbook</p> <p><u>INSTRUCTOR DEMO</u> <i>Brow Tinting</i></p> <p><u>Student Application</u> (3) Set Brow Tinting Instructor Sign _____, _____, _____</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 11:00am, 1:30pm & 2:30pm</p> <p>MindTap Activities: Ch 2 Read: Chapter Learning Objectives Ch 2 Do: Case Study (Foundations) Ch 2 Read: Explain Professional Image Ch 2 Discuss: Image Enhancement Ch 2 Read: Employ Image-Building Basics Ch 2 Do: Personal Hygiene Multiple Choice Ch 2 Do: Grooming Habits Matching Ch 2 Read: Demonstrate a Professional Attitude Ch 2 Do: Professional Attitude True or False Ch 2 Do: Work Ethics Matching Ch 2 Read: Create Your Personal Portfolio Ch 2 Watch: Get the Picture Ch 2 Do: Professional Portfolio on Pathbrite Ch 2 Read: Implement Social Media Best Practices Ch 2 Do: Social Media Matching Ch 2 Watch: The Social Savvy Pro</p>	<p>Tuesday August 31 9:00-4:00 GROUP B</p> <p>Class Theory Chapter 2: Professional Image Part I Standard Foundations Textbook</p> <p><u>INSTRUCTOR DEMO</u> <i>Brow Tinting</i></p> <p><u>Student Application</u> (3) Set Brow Tinting Instructor Sign _____, _____, _____</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 11:00am, 1:30pm & 2:30pm</p> <p>MindTap Activities: Ch 2 Read: Chapter Learning Objectives Ch 2 Do: Case Study (Foundations) Ch 2 Read: Explain Professional Image Ch 2 Discuss: Image Enhancement Ch 2 Read: Employ Image-Building Basics Ch 2 Do: Personal Hygiene Multiple Choice Ch 2 Do: Grooming Habits Matching Ch 2 Read: Demonstrate a Professional Attitude Ch 2 Do: Professional Attitude True or False Ch 2 Do: Work Ethics Matching Ch 2 Read: Create Your Personal Portfolio Ch 2 Do: Professional Attitude True or False Ch 2 Do: Work Ethics Matching Ch 2 Read: Create Your Personal Portfolio Ch 2 Watch: Get the Picture Ch 2 Do: Professional Portfolio on Pathbrite</p>	<p>Wednesday September 1 9:00-4:00 GROUP A</p> <p>Class Theory Chapter 2: Professional Image Part II Standard Foundations Textbook</p> <p><u>INSTRUCTOR DEMO</u> <i>Brow Bleaching</i></p> <p><u>Student Application</u> (3) Brow Bleaching Instructor Sign _____, _____</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 11:00am, 1:30pm & 2:30pm</p> <p>Participation: ----- Professionalism: -----</p>	<p>Thursday September 2 9:00-4:00 GROUP B</p> <p>Class Theory Chapter 2: Professional Image Part II Standard Foundations Textbook</p> <p><u>INSTRUCTOR DEMO</u> <i>Brow Bleaching</i></p> <p><u>Student Application</u> (3) Brow Bleaching Instructor Sign _____, _____</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 11:00am, 1:30pm & 2:30pm</p> <p>Participation: ----- Professionalism: -----</p>

<p>Ch 2 Do: Social Media on Pathbrite Ch 2 Do: Word Review (Foundations) Ch 2 Flashcards: Key Terms Review (Foundations) Ch 2 Discuss: Essential Discoveries Ch 2 Study Notes (Foundations) Blackboard Chapter 2 Final Exam</p>	<p>Ch 2 Read: Implement Social Media Best Practices Ch 2 Do: Social Media Matching Ch 2 Watch: The Social Savvy Pro Ch 2 Do: Social Media on Pathbrite Ch 2 Do: Word Review (Foundations) Ch 2 Flashcards: Key Terms Review (Foundations) Ch 2 Discuss: Essential Discoveries Ch 2 Study Notes (Foundations) Blackboard Chapter 2 Final Exam</p>		
<p>WEEK 3 September 6 9:00am - 4:00pm LABOR DAY NO SCHOOL</p>	<p>Tuesday September 7 9:00-4:00 Class Theory Chapter 3: Communicating for Success Part I Standard Foundations Textbook <i>INSTRUCTOR DEMO Brow Waxing & Tweezing</i> <u>Student Practical Application</u> (3) Brow Waxing <u>Instructor Sign _____</u> <hr/> Complete Required Skills May have Outside Model May Pair Up for Model 11:00am, 1:30pm & 2:30pm Chapter 3: Communicating for Success Standard Foundations Textbook MindTap Activities: MindTap 26 activities Ch 3 Read: Chapter Learning Objectives Ch 3 Do: Case Study (Foundations) Ch 3 Read: Explain Communicating for Success Ch 3 Watch: The Laws of Etiquette Ch 3 Discuss: Communication Champion Ch 3 Read: Practice Communication Ch 3 Do: Practice Communication Skills True or False Ch 3 Do: Nonverbal Clues Matching Ch 3 Do: Nonverbal Message Matching Ch 3 Do: Client Intake Form True or False Ch 3 Do: Concluding the Client Service Matching Ch 3 Read: Conduct the Client Consultation</p>	<p>Wednesday September 8 9:00-4:00 Class Theory Chapter 3: Communicating for Success Part I & II Standard Foundations Textbook <i>INSTRUCTOR DEMO Brow Waxing & Tweezing INSTRUCTOR DEMO Lip Waxing</i> (3) Brow Waxing <u>Instructor Sign _____</u> <hr/> <u>Student Practical Application</u> (3) Lip Waxing <u>Instructor Sign _____</u> <hr/> Complete Required Skills May have Outside Model May Pair Up for Model 11:00am, 1:30pm & 2:30pm MindTap Activities: Chapter 3: Communicating for Success Standard Foundations Textbook MindTap 26 activities Ch 3 Read: Chapter Learning Objectives Ch 3 Do: Case Study (Foundations) Ch 3 Read: Explain Communicating for Success Ch 3 Watch: The Laws of Etiquette Ch 3 Discuss: Communication Champion Ch 3 Read: Practice Communication Ch 3 Do: Practice Communication Skills True or False Ch 3 Do: Nonverbal Clues Matching Ch 3 Do: Nonverbal Message Matching Ch 3 Do: Client Intake Form True or False</p>	<p>Thursday September 9 9:00-4:00 Class Theory Chapter 3: Communicating for Success Part II Standard Foundations Textbook <i>INSTRUCTOR DEMO Lip Waxing</i> <u>Student Practical Application</u> (3) Lip Waxing <u>Instructor Sign _____</u> <hr/> Complete Required Skills May have Outside Model May Pair Up for Model 11:00am, 1:30pm & 2:30pm Participation: ----- Professionalism: -----</p>

	<p>Ch 3 Do: Service Experience Activity Ch 3 Do: Client Consultation Role Play on Pathbrite Ch 3 Do: Consultation Check Multiple Choice Ch 3 Read: Handle Communication Barriers Ch 3 Do: Late Client Role-Play on Pathbrite Ch 3 Watch: How to Handle Tough Conversations Ch 3 Do: Personality Check Role Play on Pathbrite Ch 3 Read: Follow Guidelines for Workplace Communication Ch 3 Do: Employee Evaluation Multiple Choice Ch 3 Watch: Communicating with Coworkers Ch 3 Do: Word Review (Foundations) Ch 3 Flashcards: Key Terms Review (Foundations) Ch 3 Discuss: Essential Discoveries Ch 3 Study Notes (Foundations) Blackboard Chapter 3 Final Exam</p>	<p>Ch 3 Do: Concluding the Client Service Matching Ch 3 Read: Conduct the Client Consultation Ch 3 Do: Service Experience Activity Ch 3 Do: Client Consultation Role Play on Pathbrite Ch 3 Do: Consultation Check Multiple Choice Ch 3 Read: Handle Communication Barriers Ch 3 Do: Late Client Role-Play on Pathbrite Ch 3 Watch: How to Handle Tough Conversations Ch 3 Do: Personality Check Role Play on Pathbrite Ch 3 Read: Follow Guidelines for Workplace Communication Ch 3 Do: Employee Evaluation Multiple Choice Ch 3 Watch: Communicating with Coworkers Ch 3 Do: Word Review (Foundations) Ch 3 Flashcards: Key Terms Review (Foundations) Ch 3 Discuss: Essential Discoveries Ch 3 Study Notes (Foundations) Blackboard Chapter 3 Final Exam</p> <p>Participation: ----- Professionalism: -----</p>	
<p>Week 4 Monday September 13 9:00-4:00</p> <p>Foundations Chapter 4: The Healthy Professional Part I</p> <p>INSTRUCTOR DEMO 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>Instructor Sign _____, _____, _____</p>	<p>Tuesday September 14 9:00-4:00</p> <p>Foundations Chapter 4: The Healthy Professional Part I</p> <p>INSTRUCTOR DEMO 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>Instructor Sign _____, _____, _____</p> <p>MindTap 25 activities</p>	<p>Wednesday September 15 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>Participation: ----- Professionalism: -----</p>	<p>Thursday September 16 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>Participation: ----- Professionalism: -----</p>

<p>MindTap 25 activities Ch 4 Read: Chapter Learning Objectives Ch 4 Do: Case Study (Foundations) Ch 4 Read: Explain the Healthy Professional Ch 4 Do: Healthy Professional on Pathbrite Ch 4 Read: Discuss Nutritional Needs in a Beauty Context Ch 4 Do: Essential Nutrients Matching Ch 4 Do: Vitamins Matching Ch 4 Do: Daily Diet on Pathbrite Ch 4 Read: Practice Proper Hydration Ch 4 Do: Proper Hydration True or False Ch 4 Read: Describe How Immunity Keeps the Body Safe Ch 4 Do: Immunity Multiple Choice Ch 4 Read: Explain When to Take a Sick Day Ch 4 Do: Call in Sick Role-Play on Pathbrite Ch 4 Read: Identify Common Beauty Professional Health Issues Ch 4 Do: Beauty Professional Health Issues Multiple Choice Ch 4 Read: Protect Yourself with Proper Body Mechanics Ch 4 Do: Body Movement True or False Ch 4 Watch: The Straight Story on Ergonomics Ch 4 Read: Recognize the Challenges Posed by Pregnancy Ch 4 Discuss: Pregnant Professionalism Ch 4 Do: Word Review (Foundations) Ch 4 Flashcards: Key Terms Review (Foundations) Ch 4 Discuss: Essential Discoveries Ch 4 Study Notes (Foundations) Blackboard Chapter 4 Final Exam</p>	<p>Ch 4 Read: Chapter Learning Objectives Ch 4 Do: Case Study (Foundations) Ch 4 Read: Explain the Healthy Professional Ch 4 Do: Healthy Professional on Pathbrite Ch 4 Read: Discuss Nutritional Needs in a Beauty Context Ch 4 Do: Essential Nutrients Matching Ch 4 Do: Vitamins Matching Ch 4 Do: Daily Diet on Pathbrite Ch 4 Read: Practice Proper Hydration Ch 4 Do: Proper Hydration True or False Ch 4 Read: Describe How Immunity Keeps the Body Safe Ch 4 Do: Immunity Multiple Choice Ch 4 Read: Explain When to Take a Sick Day Ch 4 Do: Call in Sick Role-Play on Pathbrite Ch 4 Read: Identify Common Beauty Professional Health Issues Ch 4 Do: Beauty Professional Health Issues Multiple Choice Ch 4 Read: Protect Yourself with Proper Body Mechanics Ch 4 Do: Body Movement True or False Ch 4 Watch: The Straight Story on Ergonomics Ch 4 Read: Recognize the Challenges Posed by Pregnancy Ch 4 Discuss: Pregnant Professionalism Ch 4 Do: Word Review (Foundations) Ch 4 Flashcards: Key Terms Review (Foundations) Ch 4 Discuss: Essential Discoveries Ch 4 Study Notes (Foundations) Blackboard Chapter 4 Final Exam</p>		
<p>Week 5 Monday September 20 9:00-4:00 Chapter 5: Infection Control Part I INSTRUCTOR DEMO Skin Analysis / Exfoliation Steps <u>Student Practical Application</u> (3) Station / Table Setup</p>	<p>Tuesday September 21 9:00-4:00 Chapter 5: Infection Control Part I INSTRUCTOR DEMO Skin Analysis / Exfoliation Steps <u>Student Practical Application</u> (3) Station / Table Setup (3) Patron Protection</p>	<p>Wednesday September 22 9:00-4:00 Chapter 5: Infection Control Part II <u>INSTRUCTOR DEMO</u> <u>Facial Massage Steps</u> (1) Massage on Mannequin Instructor Sign_____</p>	<p>Thursday September 23 9:00-4:00 Chapter 5: Infection Control Part II <u>INSTRUCTOR DEMO</u> <u>Facial Massage Steps</u> (1) Massage on Mannequin Instructor Sign_____</p>

<p>(3) Patron Protection (3) Cleansing Steps (3) Rinsing / Hot Towel Steaming (3) Toning Steps (3) Skin Analysis Steps (3) Exfoliation Steps (3) Rinsing Steps (3) Toning Steps (3) Moisturizer / Eye Cream Steps</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 11:00am, 1:30pm & 2:30pm</p> <p>Instructor Sign _____, _____, _____</p> <p>MindTap 33 Activities Ch 5 Read: Chapter Learning Objectives Ch 5 Do: Case Study (Foundations) Ch 5 Read: Explain Infection Control Ch 5 Watch: 3 Kinds of Clean Ch 5 Discuss: The Home Front Ch 5 Read: Describe Federal and State Regulatory Agencies Ch 5 Do: Regulatory Agencies on Pathbrite Ch 5 Read: Recognize the Principles of Infection MindTap Activities Ch 5 Do: Modes of Transmission Matching Ch 5 Read: Identify Different Types of Pathogens Ch 5 Do: Types of Pathogens Matching Ch 5 Do: Terms and Definitions Matching Ch 5 Do: Acronyms Matching Ch 5 Do: Harmful Organisms Poster on Pathbrite Ch 5 Read: Employ the Principles of Prevention Ch 5 Watch: Infection Control Ch 5 Do: Cleaning and Disinfecting Ch 5 Watch: Proper Hand Washing Ch 5 Do: Hand Washing, Soaps, and Sanitizers True or False Ch 5 Watch: Cleaning and Disinfection Nonporous, Reusable Items Ch 5 Do: Disinfectant Safety True or False Ch 5 Do: Disinfecting Containers and Logbook Multiple Choice</p>	<p>(3) Cleansing Steps (3) Rinsing / Hot Towel Steaming (3) Toning Steps (3) Skin Analysis Steps (3) Exfoliation Steps (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 11:00am, 1:30pm & 2:30pm</p> <p>MindTap 33 Activities Ch 5 Read: Chapter Learning Objectives Ch 5 Do: Case Study (Foundations) Ch 5 Read: Explain Infection Control Ch 5 Watch: 3 Kinds of Clean Ch 5 Discuss: The Home Front Ch 5 Read: Describe Federal and State Regulatory Agencies Ch 5 Do: Regulatory Agencies on Pathbrite Ch 5 Read: Recognize the Principles of Infection MindTap Activities Ch 5 Do: Modes of Transmission Matching Ch 5 Read: Identify Different Types of Pathogens Ch 5 Do: Types of Pathogens Matching Ch 5 Do: Terms and Definitions Matching Ch 5 Do: Acronyms Matching Ch 5 Do: Harmful Organisms Poster on Pathbrite Ch 5 Read: Employ the Principles of Prevention Ch 5 Watch: Infection Control Ch 5 Do: Cleaning and Disinfecting Ch 5 Watch: Proper Hand Washing Ch 5 Do: Hand Washing, Soaps, and Sanitizers True or False Ch 5 Watch: Cleaning and Disinfection Nonporous, Reusable Items Ch 5 Do: Disinfectant Safety True or False Ch 5 Do: Disinfecting Containers and Logbook Multiple Choice</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>Complete Required Skills May have Outside Model May Pair Up for Model 11:00am, 1:30pm & 2:30pm</p> <p>Participation: ----- Professionalism: -----</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>Complete Required Skills May have Outside Model May Pair Up for Model 11:00am, 1:30pm & 2:30pm</p> <p>Participation: ----- Professionalism: -----</p>
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<p>Ch 5 Read: Follow Standard Precautions to Protect Yourself and Your Clients</p> <p>Ch 5 Watch: Handling an Exposure Incident: Client Injury</p> <p>Ch 5 Watch: Handling an Exposure Incident: Employee Injury</p> <p>Ch 5 Do: Standard Precautions Multiple Choice</p> <p>Ch 5 Read: Demonstrate Safe Work Practices and Safety Precautions</p> <p>Ch 5 Discuss: Hazardous Analysis</p> <p>Ch 5 Do: Safety Precautions Multiple Choice</p> <p>Ch 5 Do: Word Review (Foundations)</p> <p>Ch 5 Flashcards: Key Terms Review (Foundations)</p> <p>Ch 5 Discuss: Essential Discoveries</p> <p>Ch 5 Study Notes (Foundations)</p> <p>Blackboard Chapter 5 Final Exam</p>	<p>Ch 5 Read: Follow Standard Precautions to Protect Yourself and Your Clients</p> <p>Ch 5 Watch: Handling an Exposure Incident: Client Injury</p> <p>Ch 5 Watch: Handling an Exposure Incident: Employee Injury</p> <p>Ch 5 Do: Standard Precautions Multiple Choice</p> <p>Ch 5 Read: Demonstrate Safe Work Practices and Safety Precautions</p> <p>Ch 5 Discuss: Hazardous Analysis</p> <p>Ch 5 Do: Safety Precautions Multiple Choice</p> <p>Ch 5 Do: Word Review (Foundations)</p> <p>Ch 5 Flashcards: Key Terms Review (Foundations)</p> <p>Ch 5 Discuss: Essential Discoveries</p> <p>Ch 5 Study Notes (Foundations)</p> <p>Blackboard Chapter 5 Final Exam</p>		
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<p>Week 6 Monday September 27 9:00-4:00</p> <p>Chapter 6: Chemistry & Chemical Safety Part I</p> <p style="text-align: center;">INSTRUCTOR DEMO Masque Application/ Hand/Arm Massage</p> <p><u>Student Practical Application</u> (2) Station / Table Setup (2) Patron Protection (2) Cleansing / Rinsing/Tone (2) Mask Application (2) Hand & Arm Massage (2) Rinse & Toning Steps (2) Moisturizer / Eye Cream</p> <p>Instructor Sign _____, _____</p> <p>MindTap 28 Activities Ch 6 Read: Chapter Learning Objectives (Foundations) Ch 6 Do: Case Study (Foundations) Ch 6 Read: Explain Chemistry and Chemical Safety Ch 6 Discuss: Chemistry Matters Ch 6 Read: Identify the Basics of Chemical Structure Ch 6 Watch: Basic Chemistry Ch 6 Do: Basic Chemical Structure Matching</p>	<p>Tuesday September 28 9:00-4:00</p> <p>Chapter 6: Chemistry & Chemical Safety Part I</p> <p style="text-align: center;">INSTRUCTOR DEMO Masque Application/ Hand/Arm Massage</p> <p><u>Student Practical Application</u> (2) Station / Table Setup (2) Patron Protection (2) Cleansing / Rinsing/Tone (2) Mask Application (2) Hand & Arm Massage (2) Rinse & Toning Steps (2) Moisturizer / Eye Cream</p> <p>Instructor Sign _____, _____</p> <p>MindTap 28 Activities Ch 6 Read: Chapter Learning Objectives (Foundations) Ch 6 Do: Case Study (Foundations) Ch 6 Read: Explain Chemistry and Chemical Safety Ch 6 Discuss: Chemistry Matters Ch 6 Read: Identify the Basics of Chemical Structure Ch 6 Watch: Basic Chemistry Ch 6 Do: Basic Chemical Structure Matching Ch 6 Do: Physical and Chemical Properties Matching</p>	<p>Wednesday September 29 9:00-4:00</p> <p style="text-align: center;"><i>Last Class of CSME 1420.101 SKILL SHEET DUE</i></p> <p>Chapter 6: Chemistry & Chemical Safety Part II</p> <p><u>Student Application Lab</u> May have Outside Model May Pair Up for Model 10:30am, 1:30pm & 2:30pm</p> <p>Student Application Lab Take A Moment Facial Combine All Facial Steps (1) Facial Cleansing (1) Hot Towel Steaming (1) Facial Toning (1) Facial Analysis (1) Facial Massage (1) Facial Toning (1) Facial Mask (1) Facial Toning (1) Eye Crème (1) Facial Moisturizer</p> <p style="text-align: center;">Instructor Sign _____</p> <p>(1) JOURNEY FACIAL Combine All Facial Steps 1.Setup Neck 2.Head drape 3.Body drape</p>	<p>Thursday September 30 9:00-4:00</p> <p style="text-align: center;"><i>Last Class of CSME 1420.101 SKILL SHEET DUE</i></p> <p>Chapter 6: Chemistry & Chemical Safety Part II</p> <p><u>Student Application Lab</u> May have Outside Model May Pair Up for Model 10:30am, 1:30pm & 2:30pm</p> <p>Student Application Lab Take A Moment Facial Combine All Facial Steps (1) Facial Cleansing (1) Hot Towel Steaming (1) Facial Toning (1) Facial Analysis (1) Facial Massage (1) Facial Toning (1) Facial Mask (1) Facial Toning (1) Eye Crème (1) Facial Moisturizer</p> <p style="text-align: center;">Instructor Sign _____</p> <p>(1) JOURNEY FACIAL Combine All Facial Steps 1.Setup Neck 2.Head drape 3.Body drape</p>
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<p>Ch 6 Do: Physical and Chemical Properties Matching Ch 6 Do: Pure Substances and Physical Mixtures Matching Ch 6 Read: Explain the Differences Between Solutions, Suspensions, and Emulsions Ch 6 Do: Solutions, Suspensions, and Surfactants Matching Ch 6 Do: Chemical Ingredients Matching Ch 6 Read: Describe Potential Hydrogen and How the pH Scale Works Ch 6 Do: Product pH on Pathbrite Ch 6 Do: pH Scale Multiple Choice Ch 6 Watch: The pH Balancing Act Ch 6 Read: Summarize Neutralization and Redox Reactions Ch 6 Do: Neutralization and Reduction Reactions Multiple Choice Ch 6 Read: Practice Chemical Safety Ch 6 Do: Chemical Safety True or False Ch 6 Do: Chemical Storage Poster on Pathbrite Ch 6 Read: Interpret Safety Data Sheets Ch 6 Watch: SDS Ch 6 Do: Safety Data Sheets Multiple Choice Ch 6 Do: Word Review (Foundations) Ch 6 Flashcards: Key Terms Review Ch 6 Discuss: Essential Discoveries Ch 6 Study Notes (Foundations) Blackboard Chapter 6 Final Exam</p>	<p>Ch 6 Do: Pure Substances and Physical Mixtures Matching Ch 6 Read: Explain the Differences Between Solutions, Suspensions, and Emulsions Ch 6 Do: Solutions, Suspensions, and Surfactants Matching Ch 6 Do: Chemical Ingredients Matching Ch 6 Read: Describe Potential Hydrogen and How the pH Scale Works Ch 6 Do: Product pH on Pathbrite Ch 6 Do: pH Scale Multiple Choice Ch 6 Watch: The pH Balancing Act Ch 6 Read: Summarize Neutralization and Redox Reactions Ch 6 Do: Neutralization and Reduction Reactions Multiple Choice Ch 6 Read: Practice Chemical Safety Ch 6 Do: Chemical Safety True or False Ch 6 Do: Chemical Storage Poster on Pathbrite Ch 6 Read: Interpret Safety Data Sheets Ch 6 Watch: SDS Ch 6 Do: Safety Data Sheets Multiple Choice Ch 6 Do: Word Review (Foundations) Ch 6 Flashcards: Key Terms Review Ch 6 Discuss: Essential Discoveries Ch 6 Study Notes (Foundations) Blackboard Chapter 6 Final Exam</p>	<p>4.Cleansing 5.Hot Towel 6.Toning 7.Analysis 8.Exfoliation 9.Exfoliation Removal 10.Face Massage Manip 11.Neck Massage Manip 12.Décolleté Manip 13.Shoulder Massage 14.Massage Cream Removal 15. Hot Towel Steam 16. Masque Application 17. Hand & Arm Massage 18. Masque Removal 19. Moisturizer 20. Eye Crème</p> <p>Instructor Sign_____</p> <p>Participation: -----</p> <p>Professionalism: -----</p>	<p>4.Cleansing 5.Hot Towel 6.Toning 7.Analysis 8.Exfoliation 9.Exfoliation Removal 10.Face Massage Manip 11.Neck Massage Manip 12.Décolleté Manip 13.Shoulder Massage 14.Massage Cream Removal 15. Hot Towel Steam 16. Masque Application 17. Hand & Arm Massage 18. Masque Removal 19. Moisturizer 20. Eye Crème</p> <p>Instructor Sign_____</p> <p>Participation: -----</p> <p>Professionalism: -----</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 _____