



Course Number and Section CSME 1302.101CL
Name of Course Principles of Skin Tech I 3 Credit Hrs.
Course Semester (Fall 2022)
9:00 AM – 4:00 PM Monday – Thursday October 5 – 27, 2022

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 – Tues 4:00PM-6:30PM Room 141 Wednesday Teams Online
Chat/Video 4:00PM – 6:00PM

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

Milady MindTap™ 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: (including description of any special projects or assignments)

Determination of Course Grade/Detailed Grading Formula:

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

Late Work, Make-Up, and Extra-Credit Policy: All test, homework and assignments are given in advanced. Online tests may not be made up. Online assignments may not be made up. Practical skills tests may not be made up. Final Exams, Written or Practical may not be made up. Student will receive a number grade "O" and a letter grade of an "F". Assignments, written and practical are completions grades. 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 10 points off the attendance grade. Each absence equals 15 points 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

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Explain and practice professional ethics.	Social responsibility	Graded Paper Professional Evaluation
2. Identify the regulations and requirements of: a. Institution b. Department c. State d. Demonstrate safety and sanitation steps	Personal responsibility	Graded Paper Professional Evaluation
3. Demonstrate knowledge of basic skincare procedures.	Critical thinking	Graded Paper Skills Evaluation
4. Demonstrate and practice professional massage technique.	Critical thinking	Graded Paper Skills Evaluation
5. Identify and practice basic mask application.	Personal responsibility.	Graded Paper Skills Evaluation
6. Identify and practice basic facial steaming application	Personal responsibility	Graded Paper Skills Evaluation

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.

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

WEEK 7 Standard Foundations Textbook Chapter 7: Electricity & Electrical Safety	<u>INSTRUCTOR DEMO</u> <u>Masque Application/Hand/Arm Massage</u>
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WEEK 8 Esthetics: Fundamentals Textbook Chapter 1: Career Opportunities & History of Esthetics	<u>Take A Moment Facial Complete</u> <u>Journey Facial Complete</u>
WEEK 9 Esthetics: Fundamentals Textbook Chapter 3: Physiology & Histology of the Skin	<u>INSTRUCTOR DEMO</u> <u>Facial Steaming & Rotary Brush Cleansing</u>
WEEK 10 Esthetics: Fundamentals Textbook Chapters 5: Skin Analysis	<u>INSTRUCTOR DEMO</u> <u>Disincrustation / Iontophoresis</u>

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 Michelle Brezina at 409-933-8124 or mvaldes1@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 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.

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.

CSME 1302.101 Skin I Daily Class Schedule

<p>Week 7 Monday October 3 9:00am-4:00pm</p> <p>Class Theory Standard Foundations Textbook Chapter 7: Electricity & Electrical Safety Part 1</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>Tuesday October 4 9:00am-4:00pm</p> <p>Class Theory Standard Foundations Textbook Chapter 7: Electricity & Electrical Safety Part 2</p> <p style="text-align: center;"><i>Last Day of CSME 1420.101 Complete All Required Skills Turn In Syllabus</i></p> <p style="text-align: center;">May have Outside Model May Pair Up for Model 10:30am, 1:30pm & 2:30pm</p>	<p>Wednesday October 5 9:00am-4:00pm</p> <p>Class Theory Review Chapter 7</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>(2) Set Lash Tinting Instructor Sign _____, _____</p> <p>(2) Artificial Lash Application (8 Flares Each Eye) Instructor Sign _____, _____</p> <p>(2) Brow Bleaching Instructor Sign _____, _____</p>	<p>Thursday October 6 9:00am-4:00pm</p> <p style="text-align: center;">Client Booking Free Outside Model Call Complete Required Skills 9:30am, 10:30am, 1:30pm & 2:30pm</p> <p>(2) Sets Brow Tinting Instructor Sign _____, _____</p> <p>(2) Lip Waxing Instructor Sign _____, _____</p> <p>(2) Brow Waxing Instructor Sign _____, _____</p> <p style="text-align: center;">Participation _____</p> <p style="text-align: center;">Professionalism _____</p>
<p>Week 8 Monday October 10 9:00am-4:00pm</p> <p>Class Theory Esthetics: Fundamentals Textbook Chapter 1: Career Opportunities & History of Esthetics Part 1</p> <p><i>INSTRUCTOR DEMO Facial Steaming & Rotary Brush Cleansing</i></p> <p>Student Practical Application (2) Station / Table Setup (2) Patron Protection (2) Manual Cleanse (2) Rinsing/ Hot Towel Steaming (2) Skin Analysis (2) Facial Vaporizing (2) Rotary Brush Cleansing (2) Moisturizer / Eye Cream / SPF</p> <p>Instructor Sign _____, _____</p> <p style="text-align: center;">May have Outside Model May Pair Up for Model 1:30pm & 2:30pm</p>	<p>Tuesday October 11 9:00am-4:00pm</p> <p>Class Theory Esthetics: Fundamentals Textbook Chapter 1: Career Opportunities & History of Esthetics Part 2</p> <p><i>(2) Take A Moment Facial</i> <i>Time: _____ Time: _____</i></p> <p>Combine All Facial Steps</p> <ol style="list-style-type: none"> 1. (2) Facial Cleansing 2. (2) Hot Towel Steaming 3. (2) Facial Toning 4. (2) Facial Analysis 5. (2) Facial Massage 6. (2) Facial Toning 7. (2) Facial Mask 8. (2) Facial Toning 9. (2) Facial Moisturizer / SPF 10. (2) Eye Crème <p style="text-align: center;">Instructor Sign _____, _____</p> <p style="text-align: center;">May have Outside Model</p>	<p>Wednesday October 12 9:00am-4:00pm</p> <p>Class Theory Review Chapter 1 <i>(2) Journey Facial</i> <i>Time: _____ Time: _____</i></p> <p>Combine All Facial Steps</p> <ol style="list-style-type: none"> 1. (2) Setup Neck 2. (2) Head drape 3. (2) Body drape 4. (2) Cleansing 5. (2) Toning 6. (2) Analysis 7. (2) Exfoliation 8. (2) Hot Towel 9. (2) Exfoliation Removal 10. (2) Face Massage Manip 11. (2) Neck Massage Manip 12. (2) Décolleté Manip 13. (2) Shoulder Massage 14. (2) Massage Cream Removal 15. (2) Hot Towel Steam 16. (2) Masque Application 17. (2) Hand & Arm Massage 18. (2) Masque Removal 19. (2) Moisturizer / SPF 20. (2) Eye Crème 	<p>Thursday October 13 9:00am-4:00pm</p> <p style="text-align: center;">Client Booking Free Outside Model Call Complete Required Skills 9:30am, 10:30am, 1:30pm & 2:30pm</p> <p style="text-align: center;">Participation _____</p> <p style="text-align: center;">Professionalism _____</p>

	May Pair Up for Model 1:30pm & 2:30pm	Instructor Sign _____, _____ May have Outside Model May Pair Up for Model 1:30pm & 2:30pm	
Week 9 Monday October 17 9:00am-4:00pm Class Theory Esthetics: Fundamentals Textbook Part 1 Chapter 3: Physiology & Histology of the Skin <u>INSTRUCTOR DEMO</u> <u>Disincrustation / Iontophoresis</u> May Have Outside Model May Pair Up for Model 1:30pm or 2:30pm <u>Student Practical Application</u> (2) Station / Table Setup (2) Patron Protection (2) Cleansing / Rinsing (2) Galvanic Disincrustation (2) Suction/Vacuum Machine (2) Iontophoresis (2) Moisturizer / Eye Cream Instructor Sign _____, _____	Tuesday October 18 9:00am-4:00pm Esthetics: Fundamentals Textbook Part 2 Chapter 3: Physiology & Histology of the Skin (2) Lip Waxing Instructor Sign _____, _____ (2) Brow Waxing Instructor Sign _____, _____ (2) Sets Brow Tinting Instructor Sign _____, _____	Wednesday October 19 9:00am-4:00pm Class Theory Review Chapter 3 <u>INSTRUCTOR DEMO</u> <u>Massage with Indirect High Frequency</u> May Have Outside Model 1:30pm or 2:30pm <u>Student Practical Application</u> (2) Station / Table Setup (2) Patron Protection (2) Cleansing / Rinsing (2) Massage / Indirect High Frequency (2) Rinsing / Toning Steps (2) Moisturizer / Eye Cream Instructor Sign _____, _____	Thursday October 20 9:00am-4:00pm Client Service Booking Complete Required Skills 9:30am, 10:30am, 1:30pm & 2:30pm Participation _____ Professionalism _____
Week 10 Monday October 24 9:00am-4:00pm Esthetics: Fundamentals Textbook Chapters 5: Skin Analysis Part 1 <u>INSTRUCTOR DEMO</u> <u>Extractions & Sparking High Frequency</u> <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	Tuesday October 25 9:00am-4:00pm Esthetics: Fundamentals Textbook Chapters 5: Skin Analysis Part 2 Extreme Facial \$18 <u>(2) Combine Manipulations</u> Setup Head drape / Body drape Manual Cleanse Skin Analysis Facial Vaporizing Rotary Brush Cleansing Spray Toner Galvanic Current Suction Machine Iontophoresis Current	Wednesday October 26 9:00am-4:00pm Esthetics: Fundamentals Textbook Part 3 Chapter 3: Physiology & Histology of the Skin	Thursday October 27 9:00am-4:00pm Participation _____ Professionalism _____

<p>(1) Moisturizer / Eye Cream</p>	<p>Massage Manipulation/ Indirect High Frequency Spray Toner Masque Application Hand & Arm Massage w/ Warmer Mitts Masque Removal Spray Tone Eye Crème / Moisturizer / SPF</p> <p>Instructor Sign _____, _____</p>		
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