



Course Number and Section CSME 1302.101
Name of Course Principles of Skin Tech I 3 Credit Hrs.
Course Semester (Fall 2022)

9:00 AM – 4:00 PM Monday – Thursday October 11 – November 2, 2023

Instructor Information: Savannah Davis, Sdavis@com.edu, Toll Free: 888-258-8116

Student hours and location: Cosmetology Dept. 10000 Emmett F. Lowry Expressway Suite 4000
Texas City, TX 77591 Mon – Wednesday 4:00PM-6:30PM Room 141

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

Milady CIMA™ Online Platform

Texas Occupations Code General Rules & Regulations Texas Department of Licensing & Regulations

(OPTIONAL LEARNING MATERIAL)

Milady’s Standard Fundamentals for Esthetics Student CD-ROM

Cosmetology PRACTICAL EXAM REVIEW, 4th Edition

Cosmetics Ingredient Dictionary

Course Description: Preparation for the state licensing written examination. Instructor approval required.

Course requirements: (including description of any special projects or assignments)

Determination of Course Grade/Detailed Grading Formula:

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| 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 15 points off the attendance grade. Each absence equals 20 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 four 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 |
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| 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.

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| WEEK 7 Standard Foundations Textbook Chapter 7: Electricity & Electrical Safety | <u>Take A Moment Facial Complete</u> <u>Journey Facial Complete</u> |
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| WEEK 8 Esthetics: Fundamentals Textbook Chapter 1: Career Opportunities & History of Esthetics | <p style="text-align: center;"><u>INSTRUCTOR DEMO</u> <u>Facial Steaming & Rotary Brush Cleansing</u></p> |
| WEEK 9 Esthetics: Fundamentals Textbook Chapter 3: Physiology & Histology of the Skin | <p style="text-align: center;"><u>INSTRUCTOR DEMO</u> <u>Disincrustation / Iontophoresis</u></p> |
| WEEK 10 Esthetics: Fundamentals Textbook Chapters 5: Skin Analysis | <p style="text-align: center;"><u>INSTRUCTOR DEMO</u> <u>Indirect High Frequency</u> <u>Hand/Arm Massage w/ Warmer Mitts</u></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 Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2nd 8-week session is December 7.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

CSME 1302.101 Skin I Daily Class Schedule

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| <p>Week 7 Monday October 9 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 10 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 11 9:00am-4:00pm</p> <p style="text-align: center;">Complete Required Skills May have Outside Model May Pair Up for Model 9:30pm 10:30am, 1:30pm & 2:30pm</p> <p><i>(2) Take A Moment Facial</i></p> <p style="text-align: center;"><i>Time:_____ Time:_____</i></p> <p>Combine All Facial Steps</p> <ol style="list-style-type: none"> 1. (2) Table Setup 2. (2) Head / Neck drape 1. (2) Facial/Neck (ONLY) Cleansing 2. (2) Facial Rinse 3. (2) Facial Toning 4. (2) Facial Analysis 5. (2) Facial Massage 6. (2) Facial Rinse / Hot Towel Steaming) 7. (2) Facial Toning 8. (2) Facial Mask 9. (2) Facial Rinse 10. (2) Facial Toning 11. (2) Facial Moisturizer / SPF 12. (2) Eye Crème <p style="text-align: center;">Instructor Sign _____, _____</p> | <p>Thursday October 12 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><i>(2) Journey Facial</i></p> <p style="text-align: center;"><i>Time:_____ Time:_____</i></p> <p>Combine All Facial Steps</p> <ol style="list-style-type: none"> 3. (2) Setup Neck 4. (2) Head drape 5. (2) Body drape 6. (2) Cleansing 7. (2) Rinsing 8. (2) Toning 9. (2) Analysis 10. (2) Exfoliation 11. (2) Rinsing Exfoliation / Hot Towel 12. (2) Face Massage Manip 13. (2) Neck Massage Manip 14. (2) Décolleté Manip 15. (2) Shoulder Massage 16. (2) Rinse/Hot Towel Steam Massage Cream Removal 17. (2) Toning 18. (2) Masque Application 19. (2) Hand & Arm Massage 20. (2) Rinse Masque Removal 21. (2) Toning 22. (2) Moisturizer / SPF / Eye Crème <p style="text-align: center;">Instructor Sign _____, _____</p> <p style="text-align: center;">Participation _____</p> <p style="text-align: center;">Professionalism _____</p> |
| <p>Week 8 Monday October 16 9:00am-4:00pm</p> <p>Class Theory Esthetics: Fundamentals Textbook Chapter 1: Career Opportunities & History of Esthetics Part 1</p> | <p>Tuesday October 17 9:00am-4:00pm</p> <p>Class Theory Esthetics: Fundamentals Textbook Chapter 1: Career Opportunities & History of Esthetics Part 2</p> | <p>Wednesday October 18 9:00am-4:00pm</p> <p style="text-align: center;">May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm & 2:30pm</p> | <p>Thursday October 19 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> |

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| <p>INSTRUCTOR DEMO Facial Steaming & Rotary Brush Cleansing</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>May have Outside Model May Pair Up for Model 1:30pm & 2:30pm</p> | <p>May have Outside Model May Pair Up for Model 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>(1) Brow Bleaching Instructor Sign _____</p> | <p>(2) Sets Brow Tinting Instructor Sign _____, _____</p> <p>(2) Lip Waxing Instructor Sign _____, _____</p> <p>(2) Brow Waxing Instructor Sign _____, _____</p> | <p>Participation _____</p> <p>Professionalism _____</p> |
| <p>Week 9 Monday October 23 9:00am-4:00pm</p> <p>Class Theory Esthetics: Fundamentals Textbook Chapter 3: Physiology & Histology of the Skin Part 1</p> <p>INSTRUCTOR DEMO <u>Disincrustation / Iontophoresis</u></p> <p>May Have Outside Model May Pair Up for Model 1:30pm or 2:30pm</p> <p><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</p> <p>Instructor Sign _____, _____</p> | <p>Tuesday October 24 9:00am-4:00pm</p> <p>Esthetics: Fundamentals Textbook Chapter 3: Physiology & Histology of the Skin Part 2</p> <p>May have Outside Model May Pair Up for Model 10:30am, 1:30pm & 2:30pm</p> | <p>Wednesday October 25 9:00am-4:00pm</p> <p>Esthetics: Fundamentals Textbook Part 3 Chapter 3: Physiology & Histology of the Skin</p> <p>INSTRUCTOR DEMO <u>Facial Massage with Indirect High Frequency</u></p> <p>May Have Outside Model 1:30pm or 2:30pm</p> <p><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</p> <p>Instructor Sign _____, _____</p> | <p>Thursday October 26 9:00am-4:00pm</p> <p>Client Service Booking Complete Required Skills 9:30am, 10:30am, 1:30pm & 2:30pm</p> <p>Participation _____</p> <p>Professionalism _____</p> |

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| <p>Week 10 Monday October 30 9:00am-4:00pm Esthetics: Fundamentals Textbook Chapters 5: Skin Analysis Part 1</p> <p style="text-align: center;"><u>INSTRUCTOR DEMO</u> <u>Extractions & Sparking High Frequency</u> <u>Hand/Arm massage with Mitts</u></p> <p style="text-align: center;">May Have Outside Model May Pair Up for Model 1:30pm or 2:30pm</p> <p><u>Student Practical Application</u> (1) Station / Table Setup (1) Patron Protection (1) Cleansing / Rinsing (1) Facial Vaporizing (1) Extractions / Sparking High Frequency (1) Rinse/Toning Steps (1) Hand/Arm massage with Mitts (1) Moisturizer / Eye Cream</p> | <p>Tuesday October 31 9:00am-4:00pm</p> <p>Esthetics: Fundamentals Textbook Chapters 5: Skin Analysis Part 2</p> <p style="text-align: center;">May Have Outside Model May Pair Up for Model 10:30am, 1:30pm or 2:30pm</p> <p>Extreme Facial \$18</p> <p>Time: _____ Time: _____</p> <p><u>(2) Combine All Manipulations</u> (2) Table Setup (2) Head drape / Body drape (2) Manual Cleanse (2) Rinse & Tone (2) Skin Analysis (2) Facial Vaporizing (2) Rotary Brush Cleansing (2) Rinse / Hot Towel /Spray Toner (2) (-) Galvanic Current (2) Suction Machine (2) (+) Iontophoresis Current (2) Massage Manipulation/ Indirect High Frequency (2) Rinse / Hot Towel / Spray Toner (2) Masque Application (2) Hand & Arm Massage w/ Warmer Mitts (2) Rinse Masque Removal (2) Spray Tone (2) Eye Crème / Moisturizer / SPF</p> <p>Instructor Sign _____, _____</p> | <p>Wednesday November 1 9:00am-4:00pm</p> <p style="text-align: center;">Complete Required Skills May have Outside Model May Pair Up for Model 9:30pm 10:30am, 1:30pm & 2:30pm</p> | <p>Thursday November 2 9:00am-4:00pm</p> <p style="text-align: center;">Client Service Booking Complete Required Skills 9:30am, 10:30am, 1:30pm & 2:30pm</p> <p style="text-align: center;">Last Day CSME 1302.101CL Turn in Complete Syllabus</p> <p style="text-align: center;">Participation _____</p> <p style="text-align: center;">Professionalism _____</p> |
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