



**Course Number and Section CSME 1302.101CO**  
**Name of Course Principles of Skin Tech I / 3 Credit Hrs.**  
**Course Semester (Fall 2024)**

**9:00 AM – 4:00 PM Monday – Thursday October 2 – October 24, 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:** Introduction to the application of facial and skin care technology. Includes identifying and utilizing professional skin care products.

**Course requirements:** Explain the benefits of professional skin care products. Apply and recommend professional skin care products to industry standards.

**Determination of Course Grade/Detailed Grading Formula:**

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

**Late Work, Make-Up, and Extra-Credit Policy:** All tests, exams, quizzes, homework and assignments are dated in advance. 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. 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 an "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 one (1) hour or up to half the class period, the grade will reflect an absence. Any student missing daily class attendance (morning, midday, 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 20 points off the daily attendance grade. Each absence equals 0 points for the daily attendance grade. If a student misses four (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 (2) tardies will equal one (1) 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. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
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](mailto:jhunsucker1@com.edu).

**Course outline:** 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>Refresh &amp; Renew Facial Complete</u>
WEEK 8 Esthetics: Fundamentals Textbook Chapter 1: Career Opportunities & History of Esthetics	<u>INSTRUCTOR DEMO</u> <u>Facial Steaming &amp; Rotary Brush Cleansing</u>
WEEK 9 Esthetics: Fundamentals Textbook Chapter 3: Physiology & Histology of the Skin	<u>INSTRUCTOR DEMO</u> <u>Disincrustation / Iontophoresis</u>
WEEK 10 Esthetics: Fundamentals Textbook Chapters 5: Skin Analysis	<u>INSTRUCTOR DEMO</u> <u>Indirect High Frequency</u> <u>Hand/Arm Massage w/ Warmer Mitts</u>

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## 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/docs/Student Handbook 2024-2025 v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.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.*

**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, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto: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 1<sup>st</sup> 8-week session is October 2. The last date to withdraw from the 16-week session is November 15. The last date to withdraw for the 2<sup>nd</sup> 8-week session is November 26. The withdrawal date for this course is October 2nd.

**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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto: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.

<p><b>Week 7</b> Monday September 30 9:00am-4:00pm</p> <p>Class Theory Standard Foundations Textbook Chapter 7: Electricity &amp; Electrical Safety Part 1</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 10:30am, 1:30pm &amp; :30pm</p>	<p>Tuesday October 1 9:00am-4:00pm</p> <p>Class Theory Standard Foundations Textbook Chapter 7: Electricity &amp; Electrical Safety Part 2</p> <p><b><i>Last Day of CSME 1420.101 Complete All Required Skills Turn In Syllabus</i></b></p> <p>May have Outside Model May Pair Up for Model 10:30am, 1:30pm &amp; 2:30pm</p>	<p>Wednesday October 2 9:00am-4:00pm</p> <p>Complete Required Skills May have Outside Model May Pair Up for Model 9:30pm 10:30am, 1:30pm &amp; 2:30pm</p> <p><b><i>(3) Take A Moment Facial</i></b></p> <p>Combine All Facial Steps</p> <ol style="list-style-type: none"> <li>(3) Table Setup</li> <li>(3) Head / Neck drape</li> <li>(3) Facial/Neck (ONLY) Cleansing</li> <li>(3) Facial Rinse</li> <li>(3) Facial Toning</li> <li>(3) Facial Analysis</li> <li>(3) Facial Massage</li> <li>(3) Facial Rinse / Hot Towel Steaming)</li> <li>(3) Facial Toning</li> <li>(3) Facial Mask</li> <li>(3) Facial Rinse</li> <li>(3) Facial Toning</li> <li>(3) Facial Moisturizer / SPF</li> <li>(3) Eye Crème</li> </ol> <p>Instructor Sign _____, _____, _____</p> <p><b><i>Time: _____ Time: _____</i></b></p> <p><b><i>Time: _____</i></b></p>	<p>Thursday October 3 9:00am-4:00pm</p> <p>Client Booking Free Outside Model Call Complete Required Skills 9:30am, 10:30am, 1:30pm &amp; 2:30pm</p> <p><b><i>(3) Refresh &amp; Renew Facial</i></b></p> <p>Combine All Facial Steps</p> <ol style="list-style-type: none"> <li>(3) Table Setup</li> <li>(3) Head / Neck drape</li> <li>(3) Body drape</li> <li>(3) Cleansing</li> <li>(3) Rinsing</li> <li>(3) Toning</li> <li>(3) Analysis</li> <li>(3) Exfoliation</li> <li>(3) Rinsing Exfoliation / Hot Towel</li> <li>(3) Face Massage Manip</li> <li>(3) Neck Massage Manip</li> <li>(3) Décolleté Manip</li> <li>(3) Shoulder Massage</li> <li>(3) Rinse/Hot Towel Steam Massage Cream Removal</li> <li>(3) Toning</li> <li>(3) Masque Application</li> <li>(3) Hand &amp; Arm Massage</li> <li>(3) Rinse Masque Removal</li> <li>(3) Toning</li> <li>(3) Moisturizer / SPF / Eye Crème</li> </ol> <p>Instructor Sign _____, _____, _____</p> <p><b><i>Time: _____ Time: _____</i></b></p> <p><b><i>Time: _____</i></b></p> <p>Part: _____ Profess: _____</p>
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<p><b>Week 8</b> Monday October 7 9:00am-4:00pm</p> <p>Class Theory Esthetics: Fundamentals Textbook Chapter 1: Career Opportunities &amp; History of Esthetics Part 1</p> <p><b><i>INSTRUCTOR DEMO</i></b> <b><i>Facial Steaming &amp; Rotary Brush Cleansing</i></b></p> <p>Student Practical Application (2) Station / Table Setup (2) Patron Protection (2) Manual Cleanse (2) Rinsing (2) Spray Toning (2) Skin Analysis (2) Facial Vaporizing (2) Rotary Brush Cleansing (2) Rinsing/ Hot Towel Steaming (2) Spray Toning (2) Moisturizer / Eye Cream / SPF</p> <p>Instructor Sign _____, _____</p> <p>May have Outside Model 1:30pm &amp; 2:30pm</p>	<p>Tuesday October 8 9:00am-4:00pm</p> <p>Class Theory Esthetics: Fundamentals Textbook Chapter 1: Career Opportunities &amp; History of Esthetics Part 2</p> <p>May have Outside Model 1:30pm &amp; 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>Wednesday October 9 9:00am-4:00pm</p> <p>May have Outside Model May Pair Up for Model 9:30am, 10:30am, 1:30pm &amp; 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>Thursday October 10 9:00am-4:00pm</p> <p>Client Booking Services Complete Required Skills 9:30am, 10:30am, 1:30pm &amp; 2:30pm</p> <p>Participation _____</p> <p>Professionalism _____</p>
<p><b>Week 9</b> Monday October 14 9:00am-4:00pm</p> <p>Class Theory Esthetics: Fundamentals Textbook Chapter 3: Physiology &amp; Histology of the Skin Part 1</p> <p><u>Disincrustation / Iontophoresis DEMO</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</p>	<p>Tuesday October 15 9:00am-4:00pm</p> <p>Esthetics: Fundamentals Textbook Chapter 3: Physiology &amp; Histology of the Skin Part 2</p> <p>May have Outside Model May Pair Up for Model 10:30am, 1:30pm &amp; 2:30pm</p>	<p>Wednesday October 16 9:00am-4:00pm</p> <p>Esthetics: Fundamentals Textbook Part 3 Chapter 3: Physiology &amp; Histology of the Skin</p> <p><u>INSTRUCTOR DEMO</u> <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</p>	<p>Thursday October 17 9:00am-4:00pm</p> <p>Client Service Booking Complete Required Skills 9:30am, 10:30am, 1:30pm &amp; 2:30pm</p> <p>Participation _____</p> <p>Professionalism _____</p>

<p>(2) Cleansing / Rinsing  (2) Spray Toning  (2) (-) Galvanic Disincrustation  (2) Suction/Vacuum Machine  (2) (+) Iontophoresis  (2) Moisturizer / SPF / Eye Cream</p> <p>Instructor Sign _____, _____</p>		<p>(2) Patron Protection  (2) Cleansing / Rinsing  (2) Spray Toning  (2) Massage / Indirect High Frequency  (2) Rinsing / Toning Steps  (2) Moisturizer / SPF / Eye Cream</p> <p>Instructor Sign _____, _____</p>	
<p><b>Week 10</b>  Monday October 21 9:00am-4:00pm  Esthetics: Fundamentals Textbook Chapters  5: Skin Analysis Part 1</p> <p style="text-align: center;"><u><b>INSTRUCTOR DEMO</b></u>  <u>Extractions &amp; 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) Spray Toning  (1) Facial Vaporizing  (1) Extractions / Sparking High Frequency  (1) Rinse/Toning Steps  (1) Hand/Arm massage with Mitts  (1) Moisturizer / SPF / Eye Cream</p> <p>Instructor Sign _____</p>	<p>Tuesday October 22 9:00am-4:00pm</p> <p>Esthetics: Fundamentals Textbook  Chapters 5: Skin Analysis Part 2  May Have Outside Model / May Pair Up</p> <p style="text-align: center;">10:30am, 1:30pm or 2:30pm</p> <p>Ultimate Rejuvenation Facial \$18</p> <p><b>Time: _____ Time: _____</b></p> <p><u>(2) Combine All Manipulations</u>  (2) Table Setup  (2) Head drape / Body drape  (2) Manual Cleanse  (2) Rinse &amp; Tone  (2) Skin Analysis  (2) Facial Vaporizing  (2) Rotary Brush Cleansing  (2) Rinse / Hot Towel / Spray Toner  (2) (-) Galvanic Current  (2) Suction Machine  (2) Extractions / Sparking High Frequency  (2) Rinsing  (2) (+) Iontophoresis Current  (2) Massage Manip / Indirect High Frequency  (2) Rinse / Hot Towel / Spray Toner  (2) Masque Application  (2) Hand &amp; Arm Massage w/ Warmer Mitts  (2) Rinse Masque Removal  (2) Spray Tone</p>	<p>Wednesday October 23 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 &amp; 2:30pm</p>	<p>Thursday October 24 9:00am-4:00pm</p> <p style="text-align: center;">Client Service  Booking  Complete  Required Skills  9:30am, 10:30am, 1:30pm &amp; 2:30pm</p> <p style="text-align: center;"><b>Last Day CSME 1302.101CL</b>  <b>Turn in Complete Syllabus</b></p> <p>Participation _____</p> <p>Professionalism _____</p>

	<p>(2) Eye Crème / Moisturizer / SPF</p> <p>Instructor Sign _____, _____</p>		
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**Course Number: CSME 1302.101C2 Facial Specialist Tech I / 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 expectations:**

- Must show up on time, at 9:00 AM.
- Client services begin at 9:30 AM; 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 every 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.

**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 \_\_\_\_\_