



**CSME-1348-302C1**  
**Principles Of Skin Care**  
**Fall 2025**  
**Monday-Thursday 1:30-6:30**

**Instructor Information:** Emily Kassler, [enoel@com.edu](mailto:enoel@com.edu), (409)-938-8119 (office)  
Helen Moody (Wednesday) [hmoody14@com.edu](mailto:hmoody14@com.edu)

**Office 149, Office hours Monday 12:00-1:00 pm**

**Student Hours and Locations:** Monday-Thursday 1:30-6:30 pm  
Mainland City Centre 10000 Emmet F Lowry Expy. Suite 4000-1A, Texas City, Texas 77591  
Lecture in Classroom 154  
Student Lab Massage Therapy Room rm. 128  
Client Lab on Thursdays

**Required Textbook/Materials:** Milady Standard Cosmetology Edition 14, TDLR Rules Book Ch. 83.104, 83.105, 83.115, PSI Review, E-portfolio, Skin Care Project

**Course Description:** An overview of the Principles of Skin Care and TDLR rules.

**Course requirements:** Weekly lecture and outlines, CIMA online assignments, Skills sheet, models for services, e-portfolio, create your own skin care line project.

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

20% Professionalism/Attendance  
20% Daily Grades/CIMA  
20% Projects/E-Portfolio  
20% Chapter Exams  
20% Final Exams/Practical Exam

**Late Work, Make-Up, and Extra-Credit Policy:** Any work late due to an absence should be turned in upon return to class, make-up tests should be scheduled with an instructor. There is no make up for practical skills or final exams.

**Attendance Policy:** Students must maintain regular attendance to guarantee completion of hours by the end of the program. Every class is important to your success in school. A sign in sheet will be provided in each class and must be signed in and out daily.

**Tardiness:** Entering the class after the time class begins OR leaving the class before it has ended will be counted as a tardy. Each tardy will result in a 5-point deduction from the daily attendance grade. Four (4) tardies count as one absence.

**Absence:** Any time missed will affect the total number of hours needed for completion. If a student misses 1 or more hour per session, the grade will reflect an absence. Each absence will result in a 10-point deduction from your grade. If a student misses more than 10 percent of class time in any one course, they will be dismissed from the course. If prior to “W” day, the student may withdraw to receive a grade of W. Otherwise the grade will be F. It is the student’s responsibility to withdraw through the admissions department.

**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. Also, it is expected to log into D2L weekly to review course assignments, messages, etc. There will also be a Group Me and Teams for this class to correspond. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Define Terminology	Communication Skills	Test
2. Practice workplace competencies related to skin care and related services.	Empirical and Quantitative Skills	Practical
3.Demonstrate use of skin care products	Critical Thinking	Skills Assignment
4.Deminstrate massage techniques	Critical Thinking	Skills Assignment
5.Demonstrate Professional Ethics	Personal Responsibility	Evaluation

**Academic Dishonesty:** Any incident of academic dishonesty will be dealt with in accordance with college policy and the student handbook. Academic dishonesty such as cheating on exams is a serious offense and will result in a grade of Zero on that assignment, and the student will be referred to the Office of Student Conduct for 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, after discussing your concern with me, you continue to have questions, please contact [insert name and title of direct supervisor] at [phone number/email address].

**Course outline:** Begins on page 5.

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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/student-handbook.html>. *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 accommodation 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 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2<sup>nd</sup> 8-week session is November 25.

**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.

<b>Week 1</b> Welcome Back! We will be getting our facial bag together this week. Make sure you have your supplies. We will be packing this bag by Thursday.  CIMA for CH 3 due following Monday!!!	<b>Monday 8-18</b> Review Welcome Packet Syllabus/Signature Sheet Begin Ch. 3 Skin Structure and Growth  Prof: _____ Part: _____	<b>Tuesday 8-19</b> Topics: Skin Structure and growth definitions and terms. <b>Quiz and Review for this chapter. Test on Monday 8/25.</b>  Prof: _____ Part: _____	<b>Wed 8-20</b>  Activity: Skin Diagram drawing. Create a detailed and labeled diagram of skin structure (pg. 64)  Prof: _____ Part: _____	<b>Thurs 8-21</b>  <b>Practical Skills</b>  normally be a lab day, so we can work on skills in the client lab.  Prof: _____ Part: _____
<b>Week 2</b>	<b>Monday 8-25</b> Begin Ch. 4 Skin Diseases and Disorders Covering LO-1/LO-5 in chapter 4  <b>Test over Ch.3. CIMA DUE!</b>  Prof: _____ Part: _____	<b>Tuesday 8-26</b> Continue Ch 4 LO-6/LO-11. <b>Quiz and review for this section. Test over this chapter on Tuesday 9/2.</b>  <b>Demo TDLR Facial</b> <b>Have your skin care bag ready.</b>  Prof: _____ Part: _____	<b>Wed 8-27</b> Skill Lab day with Mrs. Moody. If client lab is available, we will be meeting there to do the TDLR facial.  Prof: _____ Part: _____	<b>Thurs 8-28</b>  <b>No client lab day, we will be working on skills.</b>  Prof: _____ Part: _____
<b>Week 3</b>	<b>Monday 9-1 Labor Day</b>	<b>Tuesday 9-2</b> Begin Ch 17	<b>Wed 9-3</b>	<b>Thurs 9-4</b>

<b>CIMA for CH. 4 due on Monday!</b>	<b>School Holiday</b>  Holiday	Hair Removal theory and demo. <b>Test over Ch 4</b> Review on Ch 17 and Quiz. Test on Monday  Prof:_____ Part:_____	Skills day with Mrs. Moody Practice waxing on mannequin or model.  Prof:_____ Part:_____	Please check Meevo for your client schedule. Bring your entire kit, even clippers and trimmers. Be prepared to take client or work on your skill sheet.  Prof:_____ Part:_____
<b>Week 4</b> <b>CIMA for Ch. 17 due on Monday.</b>	<b>Monday 9-8</b> Begin Ch 18 Facials LO-1/LO5  Prof:_____ Part:_____	<b>Tuesday 9-9</b> Continue Ch 18 Facials LO-6/LO-11 Demo Take a moment facial, have your skin care bag ready. <b>Quiz and Review</b> <b>Test on Monday.</b>  Prof:_____ Part:_____	<b>Wed 9-10</b> Lab and Skills day with Mrs. Moody. Please have a model or work on each other for the take a moment facial in room 128.  Prof:_____ Part:_____	<b>Thurs 9-11</b> <b>Client Lab Day, please check Meevo for your schedule, please bring your entire kit and be prepared to have a client or work on skills.</b>  Prof:_____ Part:_____
<b>Week 5</b> <b>CIMA FOR CH. 18 DUE ON MONDAY!</b>	<b>Monday 9-15</b> <b>Test over Ch. 18</b> Begin Chapter 19 over makeup. Learn the Take a Moment Facial.  Prof:_____ Part:_____	<b>Tuesday 9-16</b> <b>Demo lash tint, brow tint.</b> <b>Makeup applications and strip lash applications.</b> <b>Quiz and test on Monday 9-22</b>  Prof:_____ Part:_____	<b>Wed 9-17</b> Skills with Mrs. Moody in massage room 128, please work on makeup, lash tint or brow tint, strip lash applications.  Prof:_____ Part:_____	<b>Thurs 9-18</b> <b>Client Lab Day, please bring your entire kit and be prepared to have a client or work on skills.</b>  Prof:_____ Part:_____
<b>Week 6</b> <b>CIMA FOR CH. 19 DUE ON MONDAY</b>	<b>Monday 9-22</b> <b>Test Ch.19</b>	<b>Tuesday 9-23</b> Continue working on our skin care project.	<b>Wed 9-24</b>	<b>Thurs 9-25</b>

	<p>We will begin our skin care project and design our own line.</p> <p>Go over TDLR rules 83.104, 83.105, 83.115</p> <p>Prof: _____ Part: _____</p>	<p>You may bring any supplies you need to work on this project in class.</p> <p><b>Review and Quiz over TDLR rules. Test on Monday.</b></p> <p>Prof: _____ Part: _____</p>	<p>Lab Day with Mrs. Moody, you may do either facials or skills associated with your skill sheet.</p> <p>Prof: _____ Part: _____</p>	<p>Client Lab day! Please bring your entire kit and be prepared to work on a client or skills.</p> <p>Prof: _____ Part: _____</p>
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*I \_\_\_\_\_ (student name) have read and  
acknowledge full understanding of this syllabus, course outlines, expectations,  
attendance, dress code, and personal conduct as stated in this syllabus. I agree to  
follow these policies, rules, and expectations.*

*Sign here \_\_\_\_\_ print here \_\_\_\_\_*

*Date: \_\_\_\_\_*

*Mrs. Kassler's Principles of Skin Care Fall 2025*



<b>Week 7</b> <b>CATCH UP ON ANY CIMA WORK!!</b>	<b>Monday 9-29</b> Test over TDLR Rules. We will demo our skin care line projects.  Prof:_____ Part:_____	<b>Tuesday 9-30</b> Begin our e-portfolios. Review for our final exam.  Prof:_____ Part:_____	<b>Wed 10-1</b> Lab day with Mrs. Moody. Please finish your skill sheet signatures and completed sheet due next week.  Prof:_____ Part:_____	<b>Thurs 10-2</b> Last Client Lab Day, please bring your entire kit and be prepared and check Meevo for your client schedule and or do skills during this time.  Prof:_____ Part:_____
<b>Week 8</b> <b>Final Week!</b>	<b>Monday 10-6</b> <b>Final Exam today.</b>  Prof:_____ Part:_____	<b>Tuesday 10-7</b> <b>Final Practical Exam TDLR Facial. Take a moment and Journey Facial.</b>  Prof:_____ Part:_____	<b>Wed 10-8</b> <b>Last day for skills signatures.</b>  Prof:_____ Part:_____	<b>Thurs 10-9</b> <b>No Client Lab Day.</b>