



CSME 1420.102C0
Orientation to facial specialist
Spring 2025 January 13, 2025-February 25, 2025
9:00AM-12:00PM & 1:00-4:30PM

Instructor Information: Mrs. A. Luttrell , aluttrell@com.edu, 2819320692 (cell)

Student hours and location: Tuesday & Thursday 4:30PM-5:00PM

Required Textbook/Materials: Milady Standard Foundations with Standard Esthetics: Fundamentals, 12th edition, ISBN 9781337095150

Milady MindTap™ Online Platform

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

(OPTIONAL LEARNING MATERIAL):

Milady Online Exam Preparation for Esthetics
Milady's Cosmetics Ingredient Dictionary, 4th Edition

Course Description: Overview of the skills and knowledge necessary for the field of esthetics

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.

Zero Tolerance Policies:

1. Bullying: physical or mental. We will always strive to maintain a positive atmosphere.
2. Uniform: Wear it or return home, get in uniform and return to school including lab jacket. REMEMBER, you can not be in the lab without a lab coat.
3. No Borrowing. Bring your supplies or go home, retrieve your supplies and return to school.

Determination of Course Grade/Detailed Grading Formula:

Paper Assignment:	Unit Exams and Written Assignments	30%
Professionalism:	On time, prepared; courteous; in uniform	20%
Attendance/participation		
Exams:	Quizzes & Final	30%
Lab Skill Sheet:	Practical Skills	20%

Professionalism Grading Rubric: Prompt, Prepared, Uniform & Compliance & Hair/Make- up,

Nails must be short. All five areas must be met to receive a grade of 100%. If not met the daily professional grade will be 0. Must maintain a passing test average to pass course. Your uniform must be clean, stain free and without an odor. You will not be allowed to perform services on clients if you are not in a proper uniform. You **MUST** be in a lab coat when in the lab. You will be informed if you have a dirty uniform and given a chance to correct it. If this causes you to have to leave early, then it will affect your attendance.

Late Work, Make-Up, and Extra-Credit Policy: Late work will not be accepted unless worked out with instructor ahead of time. There will be deducted 10 points for each day it is late. Any Cima activities not completed on time will receive a zero. There will be no extensions on CIMA work of any kind. Makeup work must be completed in a timely manner. It is your job to get your missed assignments the first day you return to class. **Practical sheets must be completed in its entirety to obtain a grade of 100. If the practical sheet is not complete at the end of class, it is a zero grade. Any practicals not completed according to the book, with proper draping and patron protection, WILL NOT receive a signature. If the practical sheet is lost, the signatures will also be lost and the student must start over. There are no extensions of any kind on practicals!!**

Attendance Policy: The faculty believe that experiences in the classroom and laboratory cannot be adequately duplicated if a student is absent. In addition, the Skin Care / Cosmetology Programs are designed to teach professional work habits, such as attendance. Every class is important to your success in school. Students should sign in on the sheet that will be provided in each class. Excessive absences in either lecture or lab will result in a dismissal from the scheduled class. Students arriving late (after 9:05am) or leaving early (before 4:30pm) or before class is dismissed is considered a tardy. IF you are not back at the designated time for break, you will be counted tardy and it will affect your attendance.

Any student missing more than an hour of class per day, will be counted absent. Dr. notes is not an excused absence. These will be on a case-by-case basis and will need approval from the Dean of Students, Dr. Kimbark 409-933-8131 kkimbark@com.edu.

Excessive absences, four (4) days missed, in either lecture or lab will result in a dismissal from the program. Missing more than an hour of class is considered an absence. Remember 4 tardies equal 1 absence. A tardy is if you arrive after class starts or if you leave before class is dismissed as well as late returning back from lunch. CSME 1420 is a seven-week course. **You will be dropped after the fourth 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)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Understand foundational practices in Esthetics	Critical Thinking	Paper Exams/Foundations Chapters 1, 2, 3, 4, 5, 6 & 7
2. Demonstrate sanitation and safety.	Personal Responsibility	Practical Skills Evaluation
3. Demonstrate 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*** to

remain in registered class. Students failing to maintain required written exam average will be dropped from the program.

Plagiarism is using someone else’s words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else’s words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else’s words without quotation marks. Any assignment containing any plagiarized material will receive a grade of zero “0” and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

Link(s) to resource(s) about ways to avoid plagiarism: <http://en.writecheck.com/ways-to-avoid-plagiarism/>

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 Mrs. Hunsucker Chair of Human Service Careers Department at 409-933-8608 jhunsucker1@com.edu .

Course outline:

WEEK	Dates	Student assignment	Instructor Demo of Practical
1	1/13-1/16	Set up accounts/cima/email/ check kits Read Foundations Chapter 1 & Cima	Client Consultation Forms/ Table Setup/Patron Protection/Lash and brow tinting
2	1/20-1/23	Foundations Chapter 2 & Cima Ch 1 Test, Daily classroom assignment	Lash & Brow tinting
3	1/27-1/30	Foundations Chapter 3 & Cima; Ch 2 Test, Daily classroom assignment	Brow waxing & Tweezing
4	2/10-2/13	Foundations Chapter 4 & Cima; Ch 3 Test, Daily classroom assignment	Lash Tinting
5	2/17-2/20	Foundations Chapter 5 Cima, Daily classroom assignment	Lip & chin waxing
6	2/24-2/27	Foundations Chapter 6 & Cima, Daily classroom assignments	Facial Waxing / Tinting
7	2/26-2/29	Foundations Chapter 7 & Cima, Daily classroom assignment FINAL Foundations Chapters 1-7 & Cima / practicals	Facial Waxing / Tinting / CSME 1420 Final

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

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 1st 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2nd 8-week session is April 30.

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.

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.