



CSME- 1348.501

**Principles of Skin Care
Summer 2023**

Wed 9-4 & Thurs 1:30-5:30

- Instructor Information:** Beth Darden, bdarden1@com.edu , 409-933-8129
- Student hours and location:** Mainland City Centre 100000 Emmett F. Lowry Expy,
Suite 4000-1A, Texas City, TX 77591, Room 138
- Class Time:** Wednesday 9am – 4pm, Thursday 1:30pm – 5:30pm
- Student Hours:** Tuesday 1pm – 3pm (Virtual) and Thursday
8:30:am-10:30am. Also available via email, phone,
Group Me, or my office Room 142.
- Required Textbook/Materials:**
1. Milady Standard Cosmetology Edition 14
 2. Milady Standard Foundations
 3. CIMA Milady
 4. Texas Cosmetology Laws & Rules Book

Course Description: This course is an introduction to the theory and practice of skin care. Students will learn to identify the terminology related to skin treatments, demonstrate proper application, and exhibit workplace competencies in skin care.

Course requirements: Students will complete Skin related chapters thru CIMA, Hands on practice of skills; client lab services, E-portfolio of work completed, chapter exams, final exams (written and a practical); and a group project.

Determination of Course Grade/Detailed Grading Formula: Professionalism, attendance, CIMA online assignments, oral presentation, project, portfolio, lab assignments, chapter exams, & final exams (written & practical). All written exams must be passed with a 70 or better. Students may retake **one** test per course.

Late Work, Make-Up, and Extra-Credit Policy: There will be no late work accepted. Written assignments/online work may be turned in/completed on the **First** day back from an absence; Written tests may be made up by making arrangements with the instructor on the first day back from an absence (this is the student's responsibility) Practical skills, Oral Reports, and Final Exams may not be made up.

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. Each student must sign themselves in and out daily.

Day time classes are Full Time Block scheduling. This means that all 3 classes are to be taken each semester. All classes must be passed with a grade of C or better to move to the next course. Due to this, schedule changing from daytime to evening or evening to daytime is not allowed. Only with special permission from the department chair and advisor can this be done; and it is limited to one switch per student. Plan your schedule accordingly throughout the program.

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 attendance grade. Four (4) tardies are equal to one absence. Please refer to your classes' syllabi for specific guidelines on your instructor's tardy policy.

Absence: Any time missed will affect the total number of hours needed for completion. If a student misses 1 hour or more per session, the grade will reflect an absence. Each absence will result in a 10-point deduction from the Attendance grade. If a student misses more than 4 classes in a 10-week time in this course, they will be dismissed from that 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.

Prenatal appointments: For doctor appointments due to maternity, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. Communicate with your instructor prior to the appointment of the absence.
2. Bring a note from the doctor stating the appointment date and time upon returning to class. You are expected to attend class before or after your appointment.
3. Make up work will be assigned on a case-by-case basis.

*Any absence will affect your success in class. Do your best to attend every class. Communicate with your instructors when issues arise and know what assignments need to be made up. *

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 Blackboard or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Terminology related to skin care treatments	CT	Test
2. Skin care procedures	C, O	Presentation
3. Safety and sanitation practices	SR	Skill test
4. Workplace competencies in skin care	T	Lab assignment

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** on that exam 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 Jamie Hunsucker, at 409933-8480, or jhunsucker1@com.edu

Detailed Grading Formula:

Professionalism & Attendance:	20%
Daily Assignments, CIMA, Notes:	20%
E-portfolio, Skills Sheet, Syllabus Signature Page:	20%
Chapter Exams:	20%
Final Exams:	30%

Grading Scale:

A- 90 to 100

B- 80 to 89

C- 70 to 79

D- 60 to 69

F- 59 & below

Course outline: See page 7.

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](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](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 with 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: ADA Statement: Any student with a documented disability needing academic accommodation 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 course is July 17th.

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.

IMPORTANT: Eligibility for an occupational license may be impacted by one's criminal history. Students with a criminal history should confer with faculty or the department chairperson.

Students have a right to request a criminal history evaluation letter from the applicable licensing agency.

Notice to Students Regarding Licensing: *Effective September 1, 2017, 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: www.tdlr.texas.gov*

Skin - Summer 2023

WEEK 1	Monday	Tuesday	Wednesday	Thursday
June 5 th – 9 th <i>Welcome back!!!!</i>			-Go over: Syllabus, Skills Sheet, Project, Portfolio, CIMA, Needs List -Will need Laws & Rules Book Begin Lecture & Notes - Ch 3: Skin Structure Growth and Nutrition Begin CIMA Ch. 3, Due next Wednesday <u>Practical:</u> - Prepare Facial Bag	Client Lab – Go over Salon Operations Skills & Drills

			Prof: _____ Part: _____	Prof: _____ Part: _____
WEEK 2 June 12 th – 16 th <u>Important Dates:</u> Wednesday 6/14 – Ch. 3 Exam, CIMA DUE	Monday	Tuesday	Wednesday - Ch. 3 CIMA Due & Test -Begin Lecture & Notes-Chapter 4: Disorders and Diseases -Begin Ch. 4 CIMA <u>Practical:</u> - Complete consultation and intake forms for facial services -Proper draping for facial services -Complete a basic facial-take photos for portfolio. Prof: _____ Part: _____ *Take photo _____	Thursday Client Lab Prof: _____ Part: _____
WEEK 3 June 19 th – 23 rd <u>Important Dates:</u> Wednesday 6/21 – Ch. 4 Exam, CIMA DUE	Monday	Tuesday	Wednesday - Ch. 4 CIMA Due & Test -Begin Lecture & Notes-Chapter 17: Hair Removal -Begin Ch. 17 CIMA <u>Practical:</u> - Take a Moment Facial	Thursday Client Lab

			Prof: _____ Part: _____ *Take photo _____	Prof: _____ Part: _____
WEEK 4 June 26 th – 30 th Important Dates: Wednesday 6/28 – Ch. 17 Exam, CIMA DUE	Monday	Tuesday	Wednesday - Ch. 17 CIMA Due & Test. -Begin Lecture & Notes-Chapter 18: Facials -Begin Ch. 18 CIMA Practical: -Essential Oils -Lash & Brow Tinting -Journey Facial Prof: _____ Part: _____ *Take photo _____	Thursday Client Lab Prof: _____ Part: _____
WEEK 5 July 3 rd – 7 th Important Dates: Wednesday 7/5 – Ch. 18 Exam, CIMA DUE	Monday	Tuesday July 4 th Holiday	Wednesday - Ch. 18 CIMA Due & Test -Begin Lecture & Notes-Chapter 19: Makeup -Begin Ch. 19 CIMA Practical: -Daytime Makeup -Nighttime Makeup -Strip Lash	Thursday Client Lab

			Prof: _____ Part: _____ *Take photo _____	Prof: _____ Part: _____
<p>WEEK 6</p> <p>July 10th – 14th</p> <p><u>Important Dates:</u></p> <p>Wednesday 7/12 – Ch. 19 Exam, CIMA DUE</p> <p>Projects DUE this Wednesday 😊</p>	Monday	Tuesday	<p>Wednesday</p> <p>Ch. 19 CIMA Due & Test</p> <p>-Begin Lecture & Notes- Laws & Rules 83.104, 83.105, 83.115</p> <p>-TDLR Exam Review for Waxing, Eyelash & Facials</p> <p>-Pack bags to text next week</p> <p><u>Practical:</u></p> <p>-Strip Lash & Tabbing Application</p> <p>-Present Projects</p> <p>Prof: _____ Part: _____ *Take photo _____</p>	<p>Thursday</p> <p>Client Lab Day</p> <p>Prof: _____ Part: _____</p>
<p>WEEK 7</p> <p>July 17 – 21</p> <p><u>Important Dates:</u></p> <p>Laws & Rules Exam on Wednesday, 7/19</p> <p>Bring TDLR Bags for Waxing, Eyelash & Facial</p>	Monday	Tuesday	<p>Wednesday</p> <p>EXAM Laws & Rules 83.104, 83.105, 83.115</p> <p>-TDLR Exam Review for Waxing, Eyelash & Facials</p> <p><u>Practical:</u></p> <p>-Lash Extensions -Run through TDLR Practical Exams</p>	<p>Thursday</p> <p>Client Lab Day</p>

			Prof: _____ Part: _____ *Take photo _____	Prof: _____ Part: _____
WEEK 8 July 24 - 28 <u>Important Dates:</u> Work on Portfolios Due – next Week Wednesday, 8/2	Monday	Tuesday	Wednesday -Review for Practical Exam Catch Up Day Prof: _____ Part: _____	Thursday Client Lab Day Prof: _____ Part: _____
WEEK 9 July 31 – August 4 <u>Important Dates:</u> Practical Final Exam – this Wednesday 8/2 Work on Portfolios Due – this Wednesday, 8/2	Monday	Tuesday	Wednesday -Portfolios Due -Practical FINAL Exam Prof: _____ Part: _____	Thursday Client Lab Day Prof: _____ Part: _____
WEEK 10 August 7 - 11	Monday	Tuesday	Wednesday	Thursday

<u>Important Dates:</u> Written Final Exam			-Written FINAL Exam -Party	
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CSME-1348-502CL
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I, (please print) _____ have received, read,
and understand this syllabus and class schedule.

Student signature

Date