



Course Number and Section: CSME 1348.502

Name of Course: Principles of Skin Care

Course Semester: Summer 2021

Monday and Wednesday, 1-4pm

And Thursday, 1-5pm

6/7/21 – 8/13/21

Instructor Information: Ms. Jamie Hunsucker, jhunsucker1@com.edu , 409-933-8608

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.

Student hours and location: Tuesday and Wednesday 9-12, available via email, phone, Group Me, or my office, # 127

Required Textbook: Milady Standard Textbook, 2016 edition and Cengage Mind Tap online;
Texas Cosmetology Laws and Rules Book, TDLR

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.

Course Description: This course is an introduction of 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: Hands on practice of skills; E-portfolio of work completed; Mind tap assignments through Cengage, requiring internet and computer access; assignments in the Salon; testing; and a group project.

Determination of Course Grade/Detailed Grading Formula: professionalism, attendance, unit assignments, unit tests, oral presentation, portfolio, lab assignment, final exam. All written exams must be passed with a 70 or better. Students may retake **one** per test per course.

Detailed Grading Formula:

Professionalism:	10%
Attendance:	10%
Assignments:	10%
Tests:	20%
E-portfolio:	20%
Final exam:	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 outline beginning page 5 of this document.

Attendance Policy: Every class is important to your success in school. Make every effort to attend all classes. A sign in sheet will be provided in each class. Each student must sign themselves in and out daily. If a student misses more than half the class period, the grade will reflect an absence. Any time missed will affect the total number days required for completion. Attendance grades are calculated as follows: Each tardy is 5 points off the attendance grade. Each absence is 10 points off the attendance grade.

If a student misses more than 4 absences, they will be dismissed from the course, according to College of the Mainland policies. All courses must be completed and passed with a C or better to be able to advance to the next courses and to be able sit for the licensor exam. It is the student's responsibility to understand the course requirements and maintain sufficient attendance and work completion.

Tardiness 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.

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 only permitted to withdraw six times during their college career by State law.

Disclaimers/Additional Policies: Instructors may, at their discretion, withdraw a student due to lack of attendance, inability to maintain the prescribed minimum rate of progress (70% test average) stated in the course syllabus or for behavior detrimental to the learning process of the student or class. – COM Catalog, 2020 – 2021. Students should be familiar with the Cosmetology Welcome Packet & Student Expectations.

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.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is 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.

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 the appropriate discipline action.

Plagiarism: 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** and the student will be referred to the Office of Student Conduct for the appropriate discipline action. Google search, copy and paste are considered plagiarism.

Make-Up Policy: Written assignments/on line 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 students responsibility) Practical skills, Oral Reports, and Final Exams may not be made up.

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 are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

Success Tips for Students: be familiar with these resources:

<https://www.tdlr.texas.gov/cosmet/cosmet.htm>

<https://login.cengage.com/cb/>

<https://www.Behindthechair.com>

<https://www.PSlexams.com>

and Power Point presentation

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 Dr. Boone, Dean of Workforce at 409-933-8616, or cboone@com.edu

Student Learner Outcomes:

1. Terminology related to skin care treatments
2. Skin care procedures
3. Safety and sanitation practices
4. Workplace competencies in skin care

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

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 career. 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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to setup their appointment. Appointments are strongly encouraged; however some concerns may be addressed on a walk-in basis.

COVID-19 Statement: COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.

Criminal History:

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

Weekly Schedule:

Week 1

Orientation to Skin Care
E portfolio assignment
Review Ch. 7, Complete Mind Tap assignments
Prepare bag for facial services
Review TDLR Sanitation rules for Facial services
Client services in the Salon

Week 2

Test Ch. 7
Review Ch. 8, complete MindTap assignments
Consultation and intake forms for facial service
Draping for Facial services
Complete a Basic Facial – take photos for portfolio.
Client services in the Salon

Week 3

Test Ch. 8

Special project assignment*

Review Ch. 22, complete MindTap assignments

Hair removal – waxing and tweezing

Complete the Take a Moment facial – take photo for portfolio

Client services in the Salon

Week 4

Test Ch. 22

Review Ch. 23, complete MindTap assignments

Massage techniques

Lash and brow tinting

Complete the Journey Facial – take photo for portfolio

Client services in the Salon

Week 5

Test Ch. 23

Review Ch. 24, complete MindTap assignments

Complete Make up application for Daytime look- take photo for portfolio

Client services in the Salon

Week 6

Test Ch. 24

Review lash applications – strip and tabbing

Complete make up application with lash application Evening look- take photo for portfolio

Client services in the Salon

Week 7

Present projects in class *

Review TDLR facial procedure

Practice TDLR facials- take photo for portfolio

Week 8

Make up week, complete any missing skills or portfolio photos

Week 9

Present E portfolios in class

Review for Final Exam

Week 10

Written final exam – Chs. 7, 8, 22, 23, 24

Skills final exam – TDLR facial

