



CSME- 1348.501

**Principles of Skin Care
Summer 2025**

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

Instructor Information:	Beth Darden, bdarden1@com.edu , 409-933-8129
Location:	Mainland City Centre 100000 Emmett F. Lowry Expy, Suite 4000-1A, Texas City, TX 77591 Room 155, Lab 159, Office 142
Class Time:	Wednesday 9am – 4pm, Thursday 1:30pm – 5:30pm
Student Hours:	Tuesday 1pm – 3pm (Virtual) and Thursday 11:30:am-1:30pm.
Required Textbook/Materials:	<ol style="list-style-type: none">1. Milady Standard Cosmetology Edition 142. Milady Standard Foundations3. CIMA Milady4. 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 through CIMA, hands-on practice of skills; client lab services, E-portfolio of work completed, chapter exams & final exams (written and practical). Students must complete chapters 3, 4, 17, 18 & 19 on CIMA & complete notes during lecture. In this course we will also cover TDLR Laws & Rules 83.104, 83.105, 83.115. Students will be given the choice between a skin project or research paper & presentation on skin related disorders & diseases.

Week 2 – 6/11/25
Week 3 – 6/18/25
Week 4 – 6/25/25
Week 5 – 7/2/25

Ch. 3 Skin Structure & Growth Exam & CIMA
Ch. 4 Disorders & Diseases Exam & CIMA
Ch. 17 Hair Removal Exam & CIMA
Ch. 18 Facials Exam & CIMA

Week 6 – 7/9/25	Ch. 19 Makeup Exam & CIMA
Week 7 – 7/16/25	TDLR Laws & Rules Exam & CIMA
Week 8– 7/23/25	Projects Due
Week 9 – 7/30/25	Portfolio Due, Practical Skills Sheet Due, Finals
Week 10 – 8/6/25	CELEBRATE 😊

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: Late work is not accepted. Written online assignments may be turned in 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. Students must also clock in/out on The Salon at COM's software system, Meevo.

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 change 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 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 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 statements requiring monitoring and communication expectations via D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Terminology related to skin care treatments	Critical Thinking	Exam
2. Skin care procedures	Communication Skills	Presentation
3. Safety and sanitation practices	Social Responsibility	Skill Test
4. Workplace competencies in skin care	Personal Growth	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 409-933-8480, or jhunsucker1@com.edu

Detailed Grading Formula:

<i>Professionalism & Attendance:</i>	<i>20%</i>
<i>Daily Assignments, CIMA, Notes, Syllabus:</i>	<i>20%</i>
<i>E-portfolio, Project/Paper, Skills Sheet:</i>	<i>20%</i>
<i>Chapter Exams:</i>	<i>20%</i>
<i>Final Exams:</i>	<i>20%</i>

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 6.

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 accommodation 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 5-week session is June 30. The last date to withdraw from the 10-week session is July 29. The last date to withdraw for the 2nd 5-week session is August 1.

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.

Skin - Summer 2025

Due July 31st, 2025

Name: _____

WEEK 1	Monday	Tuesday	Wednesday	Thursday
<p>June 4th – 5th</p> <p><i>Welcome back!!!!</i></p>			<p>-Go over: Syllabus, Skills Sheet, Project, Portfolio, CIMA, Needs List</p> <p>-Will need Laws & Rules Book</p> <p>-Begin Lecture & Notes - Ch 3: Skin Structure Growth and Nutrition</p> <p>-Begin CIMA Ch. 3, Due next Wednesday.</p> <p>Practical:</p> <p>- Prepare Facial Bag</p> <p>- Demo Facial</p> <p>Prof: _____</p> <p>Part: _____</p>	<p>Client Lab – Go over Salon Operations</p> <p>Skills & Drills/Facials</p> <p>Prof: _____</p> <p>Part: _____</p>
WEEK 2	Monday	Tuesday	Wednesday	Thursday
<p>June 11th – 12th</p> <p>Important Dates:</p> <p>Wednesday 6/11 – Ch. 3 Exam, CIMA DUE</p>			<p>- Ch. 3 CIMA Due & Test</p> <p>-Begin Lecture & Notes- Chapter 4: Disorders and Diseases</p> <p>-Begin Ch. 4 CIMA</p> <p>Practical:</p> <p>-Consultation & Intake Forms</p> <p>-Facial Draping</p> <p>-Facial</p> <p>Prof: _____</p> <p>Part: _____</p> <p>*Take photo _____</p>	<p>Client Lab</p> <p>Prof: _____</p> <p>Part: _____</p>
WEEK 3	Monday	Tuesday	Wednesday	Thursday
<p>June 18th – 19th</p> <p>Important Dates:</p> <p>Wednesday 6/18 – Ch. 4 Exam, CIMA DUE</p>			<p>- Ch. 4 CIMA Due & Test</p> <p>-Begin Lecture & Notes- Chapter 17: Hair Removal</p> <p>-Begin Ch. 17 CIMA</p> <p>Practical:</p> <p>- Waxing</p> <p>-Models @ 2pm</p> <p>Prof: _____</p> <p>Part: _____</p> <p>*Take photo _____</p>	<p>College Closed – Juneteenth</p> <p>Prof: _____</p> <p>Part: _____</p>

WEEK 4 June 25 th – 26 th <u>Important Dates:</u> Wednesday 6/25 – Ch. 17 Exam, CIMA DUE	Monday	Tuesday	Wednesday - Ch. 17 CIMA Due & Test. -Begin Lecture & Notes- Chapter 18: Facials -Begin Ch. 18 CIMA <u>Practical:</u> -Essential Oils -Lash & Brow Tinting -Journey Facial -Models @ 2pm Prof: _____ Part: _____ *Take photo _____	Thursday Client Lab Prof: _____ Part: _____
WEEK 5 July 2 nd – 3 rd <u>Important Dates:</u> Wednesday 7/2 – Ch. 18 Exam, CIMA DUE	Monday	Tuesday	Wednesday - Ch. 18 CIMA Due & Test -Begin Lecture & Notes- Chapter 19: Makeup -Begin Ch. 19 CIMA <u>Practical:</u> - GUEST ARTIST  -Daytime Makeup -Nighttime Makeup -Strip Lash Prof: _____ Part: _____ *Take photo _____	Thursday July 4 th Party on Main Campus  Prof: _____ Part: _____
WEEK 6 July 9 th – 10 th <u>Important Dates:</u> Wednesday 7/9 – Ch. 19 Exam, CIMA DUE	Monday	Tuesday	Wednesday Ch. 19 CIMA Due & Test -Begin Lecture & Notes- Laws & Rules 83.104, 83.105, 83.115 -TDLR Exam Review for Waxing, Eyelash & Facials -Pack bags to text next week <u>Practical:</u> -Models @ 2pm Prof: _____ Part: _____ *Take photo _____	Thursday Client Lab Day Prof: _____ Part: _____

WEEK 7 July 16 – 17 th Important Dates: Laws & Rules Exam Wednesday, 7/16 Projects/Paper Due Next Week 7/31 Bring TDLR Bags for Waxing, Eyelash & Facial	Monday	Tuesday	Wednesday EXAM Laws & Rules 83.104, 83.105, 83.115 -TDLR Exam Review for Waxing, Eyelash & Facials <u>Practical:</u> -Lash Extensions -Run through TDLR Practical Exams Prof: _____ Part: _____ *Take photo _____	Thursday Client Lab Day Prof: _____ Part: _____
WEEK 8 July 23 rd – 24 th Important Dates: Projects/Papers DUE this Wednesday 😊 Work on Portfolios Due – next Week Wednesday, 7/31	Monday	Tuesday	Wednesday -Projects/Research Papers Due Catch Up Day Model Day Prof: _____ Part: _____	Thursday Client Lab Day Prof: _____ Part: _____
WEEK 9 July 30 – 31 st Important Dates: Practical Final Exam – this Wednesday 8/7 Work on Portfolios Due – this Wednesday, 7/30 Practical Skill Sheet Due 7/31	Monday	Tuesday	Wednesday -Portfolios Due - Written & Practical FINAL Exam Prof: _____ Part: _____	Thursday - Practical Skill Sheet Due Client Lab Day Prof: _____ Part: _____
WEEK 10 August 6 th - 7 th Important Dates:	Monday	Tuesday	Wednesday Celebration	Thursday

CSME-1348-502CL
Principles of Skin Care
Summer 2025

I, (please print) _____ have received, read, and understand this syllabus and class schedule. I understand that the timing of the schedule may be adjusted to due weather and other unexpected events.

Student Signature

Date