



**CSME 1420.221 CL
Orientation to Facial Specialist
Fall 2021
August 23 – October 14, 2021
Monday-Thursday 5:15pm-10pm**

Instructor Information: Mrs. Massey COM Email: mmassey1@com.edu 409-933-8114

Student hours and location: Monday-Thursday 3pm-5pm Office 115

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: This course is an overview of the skills and knowledge necessary for the field of facials and skin care. Instruction will demonstrate the theory, skills, safety and sanitation, and professional ethics of basic facials and skin care and explain the rules and regulations of the institution, department and state. This course is offered for Esthetic Specialty only.

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.

Determination of Course Grade/Detailed Grading Formula:

Paper Assignment:	Unit Exams and Written Assignments	30%
Professionalism:	On time, prepared; courteous; in uniform	10%
Attendance:	Attendance/participation	10%
Exams:	Mid-Term & Final	30%
Lab Skill Sheet:	Practical Skills	20%

Grading formula: A = 90 – 100, B = 80 – 89, C = 70 – 79, D = 60 – 69, F = 59 and below

Professionalism Grading Rubric: Prompt, Prepared, Uniform & Compliance & Hair/Make-up. All five areas must be met to receive a grade of 100%. If not met the daily professional grade will be 0.

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.
3. No Borrowing. Bring your supplies or go home, retrieve your supplies and return to school.

Late Work, Make-Up, and Extra-Credit Policy: Late work will be deducted 10 points for each day it is late. Any mindtap activities needing extended dates will be 10 points deducted for each request. 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. The due date will be determined for the assignment at that time. If it is not turned in by the determined due date, it will be counted late and points are then deducted according to the late work policy.

Attendance Policy: The faculty believes 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.

Excessive absences, four (4) days missed, in either lecture or lab will result in a dismissal from the program. Students who fail to show up on a Thursday, Client Lab Day without prior notification, will not receive a participation signature. As a result, lab skill sheet will be incomplete and will result in a number grade of “0”.

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. Understand foundational practices in Esthetics	Critical Thinking	Paper Exams/Foundations Chapters 1, 2, 3, 4, 5 & 6
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.

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	8/23-8/26	Set up accounts/bb/mt/email/ check kits	Client Consultation Forms/ Table Setup/Patron Protection/Facial Cleansing/Rinsing/Toning
2	8/30-9/2	Foundations Chapter 1 & MindTap	Brow tinting & Bleaching
3	9/6-9/9	Foundations Chapter 2 & MindTap; Ch 1 Test	Brow waxing & Tweezing
4	9/13-9/16	Foundations Chapter 3 & MindTap; Ch 2 Test	Artificial Lash Application; Lash Tinting
5	9/20-9/23	Foundations Chapter 4 /Midterm Foundations Ch 1-3 & MindTap	Lip & chin waxing
6	9/27-9/30	Foundations Chapter 5 & MindTap	Skin Analysis/ Exfoliation Steps
7	10/4-10/7	Foundations Chapter 6 & MindTap; Ch 5 Test	Masque Application/Hand & Arm massage
8	10/11-10/14	FINAL Foundations Chapters 1-6 & MindTap / practice practicals	At students' request

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. *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 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 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 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 set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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 October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8-week session is December 2.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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.

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.

Contagious Illnesses

In the event a student contracts a contagious illness, such as COVID 19 or strep, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. For COVID 19, self-report on the COM website. Follow the instructions given.
2. Email the instructor with a copy of a doctor's note stating that you may not attend school, with dates and your name. (Any days missed prior to this will count toward total absences)
3. Once the instructor receives the doctor's note, they will email the student (to COM email) instructions on assignments that can be completed from home. These will be assigned on a case-by-case basis. Communicate with your instructor about this. If these assignments are completed by the due date, the days missed will not count toward your absences.

Exposure / Quarantine

In the event a student has been exposed to COVID 19 and must quarantine, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. Self-report on the Com website. Follow instructions given.
2. Email your instructor and inform them how many days you must quarantine.
3. The instructor will email the student (to COM email) instructions for attending class virtually via Teams or Zoom, and on assignments that can be completed from home. These will be on a case-by-case basis. If the student attends class virtually and assignments are completed by the due date, the days missed will not count toward your absences.
4. Should the student become ill while quarantined, communicate that to the instructor. Adjustments may be made to the assignments.

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 Should you wish to request a review of the impact of criminal history on your potential TDLR Cosmetology Operator Certificate which leads to testing for licensure, prior to or during your quest for a certificate, you can visit www.tdlr.texas.gov and request a "Criminal History Evaluation": This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as

described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.