



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Principles of Facial and Skin Care Technology I**

**CSME\_1521\_001**

**Laura Hays**

**NOTE: This is a 16-week course.**  
**NOTE: This is a Face-to-Face course.**

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**Course Description:**

**CSME 1521 – Principles of Facial and Skin Care Technology I**

An introduction to the principles of facial and skin care technology. Topics include anatomy, physiology, theory, and related skills of facial and skin care technology.

**Prerequisites and/or Corequisites:**

- A. Reading Assessment
- B. High School Diploma or GED
- C. Meet all college entrance requirements

**Course Notes and Instructor Recommendations:**

- Most lab assignments require hands-on participation. The assignments can vary depending on the course. Students who register for Cosmetology courses should be prepared to physically engage in all practical assignments.
- Performing skin care services requires nails to be short, hair pulled back (if long), and good hygiene habits.
- Theory workbooks are due *prior* to each chapter test. Student will receive a 100 if workbook is 100% complete and a zero will be given if in-complete. If workbook is not turned in prior to test, a grade of 50 will be given if 100% complete and turned in prior to next theory class.
- When servicing clients, student's appearance must be professional.
- Masks are mandatory when servicing clients. Masks are not mandatory during class time. However, masks are strongly encouraged if illness is present in the classroom. This is not exclusive to Covid.
- MCC health policies will be followed.
- Students are expected to participate in lecture/theory class. Working on homework, workbooks, or other assignments during theory is unacceptable. Points will be deducted from the student's professionalism grade.
- All students are responsible for their own actions. A reflection of student's professionalism will be evaluated on the department approved Performance Standard Form. This is 15% of student's overall grade. A copy of the Performance Standard Form may be found in the Student Handbook.
- No charging of cell phones will be permitted except during break.
- Purses and personal items belong in the student's locker during class time.
- Lockers are provided for personal items and a lock of choice is required.
- All infractions will incur a deduction of points from the Performance Standard Form.
- Use of the speaker on cell phone will not be permitted. Etiquette required using cell phones.
- Situations not mentioned in this Instructor Plan may constitute a need to deduct points from the professionalism grade. See Student Handbook for additional policies and information required.
- Phones must be kept on silent. If cell phone use becomes an issue, you will be asked to leave the phone in your locker.
- NO cell phones allowed during any tests. If a student has a phone out for ANY reason, the student will receive a grade of 0% on that test. This applies to the entire test taking time frame. Suggestion: Leave phone in locker or place on instructor's desk.

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- The REMIND app will be the main source of communication outside of class. If an email is sent, I will follow with a REMIND to check.
- No ear phones/buds during class time.
- Students may have a “brand” 12/16 oz. water bottle during class time.

#### **Instructor Information:**

<b>Instructor:</b>	<b>Laura Hays</b>
Office Location:	CSC B35
Office Phone:	(254) 299-8702 or 8703 (Esthetician office)
Office Hours:	8:00am MWF
E-Mail:	<a href="mailto:lhays@mclennan.edu">lhays@mclennan.edu</a>

#### **Required Text & Materials:**

Milady Standard Foundations, latest ed., Cengage Publishing Company.  
ISBN-978-337-09530-3  
Milady Standard Esthetics, latest ed., Cengage Publishing Company  
ISBN:978-337-09502-0  
Milady Workbook Standard Foundations - ISBN-978-337-09527-3  
Milady Workbook Standard Esthetics – ISBE: 978-1-33700-9504-4

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

#### **Methods of Teaching and Learning:**

The instructor may use lecture, labs, practical skills, computer assignments, videos, role playing, clinic labs, and class demonstrations to present the material. Periodic guest speakers and/or field trips may be scheduled during this course. Interaction with the community and clients is required.

Each task will be assigned a maximum point value. The performance of each student will be evaluated against that maximum value and a percentage will be assigned. More detail on this grading process is provided later in the syllabus.

#### **Course Objectives and/or Competencies:**

Upon successful completion of CSME 1420, the student should be able to:

1. Describe the cosmetics and skin care practices of earlier cultures.
2. Discuss the changes in skin care and grooming in the twentieth century.
3. Name and describe the career options available to licensed estheticians.
4. Explain the development of esthetics as a distinct, specialized profession.
5. List the principles that contribute to personal and professional success.
6. Describe good study habits.
7. Explain how to set long-term and short-term goals.
8. Discuss the most effective way to manage time.

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9. Define ethics.
10. List the characteristics of a healthy, positive attitude.
11. Understand the importance of professional hygiene.
12. Understand how your personal conduct affects your professional image.
13. Explain the importance of effective communication.
14. Conduct a successful client consultation.
15. Build open lines of communication with coworkers and salon managers.
16. Understand state laws and rules and the difference between them.
17. List the types and classifications of bacteria.
18. Define hepatitis Human Immunodeficiency Virus (HIV) and explain how they are transmitted.
19. Discuss the different types of disinfectants and how they are used.
20. Explain the difference between sterilization, disinfection, and sanitation.
21. List your responsibilities as a salon professional.

**Course Outline or Schedule:**

The following is a TENTATIVE schedule. Circumstances may cause the schedule to be modified. These learning activities are designed to lead the student to the successful acquisition of the student learning outcomes. Advance notice will be given if class changes are necessary. An exam will be given upon the completion of each chapter as assigned by the instructor. Workbook is due PRIOR to exam.

**WEEKLY COURSE CALENDAR**

WEEK 1:	Orientation, Instructor Plans, MCC Cosmetology Student Handbook, Introduction to Textbooks Chapter 1- Career Opportunities and History of Esthetics (Milady SE) Chapter 1 – Life Skills (Milady SF) Chapter 2 – Professional Image (Milady SF) TDLR – Rules and Regulations (FAQ’s regarding medical practices)
WEEK 2:	Chapter 3 – Communicating for Success (Milady SF) Chapter 5 – Infection Control (Milady SF)
WEEK 3:	Chapter 5 – Infection Control: Principles and Practice (Milady SF)
WEEK 4:	Chapter 3 – Physiology and Histology of the Skin (Milady SE)
WEEK 5:	Chapter 3 – Continue Physiology and Histology of the Skin (Milady SE)
WEEK 6:	Chapter 4 – Disorders and Diseases of the Skin (Milady SE)
WEEK 7:	Chapter 4 – Continue Disorders and Diseases of the Skin (Milady SE)
WEEK 8:	Chapter 5 –Skin Analysis (Milady SE)
WEEK 9:	Chapter 6 –Skin Care Products: Chemistry, Ingredients, and Selection (Milady SE)

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- WEEK 10: Chapter 7 –The Treatment Room (Milady SE)  
Chapter 8 – Facial Treatments (Milady SE)
- WEEK 11: Chapter 9 – Facial Massage (Milady SE)
- WEEK 12: Chapter 11 – Hair Removal (Milady SE)
- WEEK 13: Review and Test for Final Comprehensive Examination

**Special Materials:**

1. Supplies and materials to perform all skills requirements in this course will consist of a skin care kit, miscellaneous supply list, and a container of choice for skin care products. Please note additional supplies may need to be purchased to replenish your training supplies.
2. Textbooks, loose leaf notebook paper for assignments, blue or black ink only. Points will be deducted from the assignment if guidelines are not followed. You may have supplies of your choice for note taking.

**Course Grading Information:**

Student learning outcomes will be measured by the instructor. The final course grade will be based on the following grading percentages:

- |                    |     |
|--------------------|-----|
| 1. Theory          | 60% |
| 2. Skills          | 25% |
| 3. Professionalism | 15% |

Letter Grade	A	B	C	D
Total Points	100 – 90	89 – 80	79 – 70	69 or Below

**W-----WITHDREW-** This grade is given for an instructor or student-initiated course withdrawal through the 60 percent point in the semester or term. After the 60 percent point, an instructor may authorize a course withdrawal and assign a W if passing work was being accomplished or an F (NC-Non completion for a student enrolled in a developmental class) if the student was failing work. In extenuating circumstances, the instructor may assign a W to a student who is not passing through the last regular class day of a semester or term. **No credit for the course will be given.**

**I-----INCOMPLETE-** This grade is given when a course is incomplete because of student's absences caused by illness or other reasons acceptable to the Instructor. To be eligible for this grade, the student must have essentially completed the course. The work remaining should be of such a nature as to not require class attendance. If the work is not made up within the following long semester, the I will be changed to an F and **the course must be repeated is credit is to be given.**

**Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

**Late Work, Attendance, and Make Up Work Policies:**

Students will be permitted to make up class work and assignments missed, with documentation, due to absences caused by:

- (a) Authorized participation in official college functions.
- (b) Personal illness with documentation
- (c) Illness or a death in the immediate family.
- (d) Religious holy day

Student, whether present or absent, is responsible for all assignments presented or assigned. All students are accountable for all assignments in the determination of course grade.

The instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons.

**Student Behavioral Expectations or Conduct Policy:**

In general, students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. Additional expectations are located in the General Conduct Policy in the MCC Highlander Guide and the Cosmetology Student Handbook.

**Class Schedule/Attendance Policy:**

Monday – Friday: 8:30-12:30 (depending on the daily assignment class may be dismissed earlier)

Beginning October 3, 2022 – MTW 8:30-12:30 - Thursday/Friday 8:30-12:00 (lunch 12:00-1:00) 1:00-3:30

A time clock is used to track attendance. Each student is responsible for their own attendance by clocking in and out correctly. The time clock will be turned off at 8:30. Students who miss the clock but are present before class begins may choose to stay but will lose attendance hours. Students who arrive after class begins may not stay and will clock in at the next class offering.

Students arriving back from lunch (after October 3) must be clocked in at 1:00. Those arriving late may not stay for class.

**\*\*See Attendance Policy in the Student Handbook**

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Updated 07/18/2023



## **ACADEMIC RESOURCES/POLICIES**

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) 2542998122 Room  
319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

### **Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

### **MCC Foundation Emergency Grant Fund:**



Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

to find out more about the emergency grant. The application can be found at

[https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.