



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Principles of Skin Care  
CSME 1547.01**

**Roxanne Portillo**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

## Principles of Skin Care CSME 1547.01

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### **Course Description:**

#### **CSME 1547 – Principles of Skin Care**

Focuses on in-depth coverage of the theory and practice of skin care, facials, and cosmetics.

### **Prerequisites and/or Corequisites:**

Successful completion of CSME 1420 CSME 1348, & CSME 1545.

Transfer students will comply with departmental policies. See program Director.

### **Course Notes and Instructor Recommendations:**

- Most lab assignments require hands-on participation. The assignment 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 grade of 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.
- 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 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 students overall grade. A copy of the Performance Standard Form will be issued to each student on the first class day.
- No charging of cell phones will be permitted except during break.
- Purses and personal items belong in the student's locker during class time.
- 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.
- NO cell phones allowed during any tests. If a student has a phone out for any reason, the students 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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**Instructor Information**

Name: Roxanne Portillo  
Office Address: CSC B35  
Telephone #: (254) 299-8703  
Office Hours: 12:30 pm or 5:00 pm  
E-Mail: [rportillo@mclennan.edu](mailto:rportillo@mclennan.edu)

**Required Text & Materials:**

Milady's Standard Fundamentals for Estheticians, latest ed., by Milady Publishing Company.  
ISBN-13:9781111306892

Milady's Student Workbook - ISBN-13:9781111306915

Milady's Standard Fundamentals for Estheticians Exam Review, latest ed.  
ISBN-13:9781111306922

MCC Bookstore Website

**Texas Cosmetology Laws and Rules book**

[MCC Bookstore Website – www.mclennan.edu/bookstore](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.

Each task will be assigned a maximum point value. The performance of each student is 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 1547, the student should be able to:

1. Explain electrotherapy.
2. Identify the machines used in skin care treatments.
3. Explain the functions and benefits of each machine.
4. Safely use machines and know machine contraindications.
5. Describe the different types of cosmetics and their uses.
6. Demonstrate an understanding of cosmetic color theory.
7. Identify different facial types and demonstrate procedures for basic corrective makeup.
8. Demonstrate the application and removal of artificial lashes.
9. Identify macro- and micronutrients.

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10. Understand vitamins and minerals and their benefits.
11. Explain the importance of water intake.
12. Discuss the benefits of proper nutrition.
13. Recognize the contraindications of chemical exfoliation procedures.
14. Explain chemical peels.
15. Describe the benefits of AHA peels and microdermabrasion. Understand light therapy.

**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.

Student learning activities are designed to lead the student to the successful acquisition of the student learning outcomes.

**WEEKLY COURSE CALENDAR**

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|----------|---|
| WEEK 1:  | Orientation to Semester II, PSI Written Outline, and Instructor Plan.<br>Chapter 4 – The Healthy Professional (SF)<br>Chapter 13 – Advanced Topics and Treatments |
| WEEK 2:  | Chapter 13 – Advanced Topics and Treatments (SE)  |
| WEEK 3:  | Chapter 6 – Chemistry and Chemical Safety (SF)  |
| WEEK 4:  | Chapter 12 – Makeup Essentials (SE)   |
| WEEK 5:  | Chapter 12 – Makeup Essentials (SE)   |
| WEEK 6:  | Chapter 12 – Makeup Essentials (SE)   |
| WEEK 7:  | Chapter 12 – Makeup Essentials (SE)   |
| WEEK 8:  | Chapter 12 – Makeup Essentials (SE)   |
| WEEK 9:  | Chapter 10 - -Facial Devices and Technology (SE)<br>Chapter 7 – Electricity and Electrical Safety (SF)  |
| WEEK 10: | Chapter 2 – Anatomy and Physiology (SE)   |

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WEEK 11: Chapter 2 – Anatomy and Physiology (SE)

WEEK 12: Chapter 8 – Career Planning (SF)  
Chapter 9 – On the Job (SF)  
Chapter 10 – The Beauty Business (SF)

WEEK 13: TDLR Book

WEEK 14: Review for Final

WEEK 15: Final Exam

**Special Materials:**

Supplies and materials to perform all skills requirements in this course will consist of a skin care kit, makeup kit, miscellaneous supply list, textbooks, and workbooks. ***Please note additional supplies may need to be purchased to replenish your training supplies.*** Textbooks, ***loose leaf notebook paper for assignments***, blue or black ink ONLY. A zero will be given for the assignment if guidelines are not followed. You may have supplies of your choice for note taking.

**Course Grading Information:**

**EVALUATION/GRADING**

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

1	Theory		25	Percent
2	Skills		10	Percent
3	Mock State Exam	25% Written, 25% Practical	50	Percent
4	Performance Standard		15	Percent
			<b>100</b>	<b>Percent</b>

<b>Letter Grade</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>F</b>
<b>Total Points</b>	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.

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 if credit is to be given.

**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) Observance of a 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. The Highlander Guide describes the rights, privileges, and obligations of students affiliated with MCC. The complete guide may be accessed by clicking here: [Highlander Guide](http://www.mclennan.edu/departments/cosm/). Link: Departmental Student Handbook. <http://www.mclennan.edu/departments/cosm/>

**[Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**  
([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

The link above will provide you with information about academic integrity, dishonesty, and cheating.

**[Click Here for the MCC Attendance/Absences Policy](http://www.mclennan.edu/highlander-guide-2014-15/policies)**  
([www.mclennan.edu/highlander-guide-2014-15/policies](http://www.mclennan.edu/highlander-guide-2014-15/policies))

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

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*\* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*

**COSMETOLOGY FACIAL PROGRAM**  
**ASSESSMENT MATRIX**

STUDENT LEARNING OUTCOMES		SCANS	1420	1348	1545	1421	2531	1447	Chapter Test	Demo of Skills
1	Explain the differences between sterilization, disinfection, and sanitation	1,4,5,7	X	X	X	X	X	X	X	
2	Understand the importance of sanitation for the health and safety of your clients, and for yourself	1,4,5,7	X						X	
3	Discuss the anatomy of the skin	1,4,5		X					X	
4	Identify common skin conditions and disorders	1,2,4,5,7		X					X	
5	Identify skin types and perform an effective skin analysis	1,2,4,5,7		X					X	
6	Describe the most common cosmetic ingredients and their function	1,2,4,5		X					X	
7	Describe the basic products used in a facial	1,2,4,5		X					X	
8	Describe what equipment and supplies are needed for facials	1,4,5,7			X				X	
9	Explain the key elements of the basic facial treatment and perform the step-by-step facial treatment	1,2,4,5,7			X				X	
10	Describe the benefits of massage	1,2,4,5			X				X	

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Updated 11/04/2022



## **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) 254-  
2998122  
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, (Diversity, Equity & Inclusion/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 from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) during the above mentioned times.

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).

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<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).

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Updated 11/04/2022

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