



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Principles of Skin Care**

**CSME\_1547\_001**

**Laura Hays**

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

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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 student's 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.
- Lockers are provided for personal items and a lock of choice is required.
- 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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- The REMIND app will be the main source of communication outside of class. If an email is sent, a REMIND will be sent to check the message.
- No ear phones/buds permitted during class.
- A standard 12/16 oz. brand water bottle is permitted to have during class. No food or other beverages except at designated breaks.

### **Instructor Information**

Instructor Name: Laura Hays  
MCC E-mail: [lhays@mcclennan.edu](mailto:lhays@mcclennan.edu)  
Office Phone: (254) 299-8702 or 8703 (Esthetician office)  
Office Location: CSC B35  
Office/Teacher Conference Hours: 8:00am or 12:30 pm

### **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  
Texas Cosmetology Laws and Rules book

**MCC Bookstore Website:** <http://www.mcclennan.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.
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.

**WEEKLY COURSE CALENDAR**

WEEK 1:	Orientation to Semester II, PSI Written Outline, and Instructor Plan. Chapter 4 – The Healthy Professional (SF) Chapter 10 - Facial Devices and Technology (SE)
WEEK 2:	Chapter 2 – Anatomy and Physiology (SE) Chapter 1 - Advanced Anatomy and Physiology (BB)
WEEK 3:	Chapter 2 – Anatomy and Physiology (SE)
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 6 – Chemistry and Chemical Safety (SF)
WEEK 9:	Chapter 7 – Electricity and Electrical Safety (SF)
WEEK 10:	Chapter 13 – Advanced Topics and Treatments (SE) Chapter 20 – New Science of Aging Treatment (BB) Chapter 21 – Chemical Peeling and Exfoliation (BB) Chapter 22 – Treating the Plastic and Cosmetic Surgery Patient (BB)

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Chapter 23 – Cosmetic Medicine and Medical Relations (BB)  
Chapter 24 – The Scientific Approach (BB)

WEEK 11: Chapter 8 – Career Planning (SF)

WEEK 11: Chapter 9 – On the Job (SF)

WEEK 13: Chapter 10– The Beauty Business (Milady)

WEEK 14: TDLR Book and 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:**

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.

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](#). Link: Departmental Student Handbook. <http://www.mclennan.edu/departments/cosm/>

**[Click Here for the MCC Academic Integrity Statement](#)**

([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](#)**

([www.mclennan.edu/highlander-guide-2014-15/policies](http://www.mclennan.edu/highlander-guide-2014-15/policies))

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

*\* 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.*

10/09/2023



## **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) (254)299-8122  
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 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 may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>



Additionally, Title IX provides rights and protections for pregnant and newly parenting students. 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 [success@mclennan.edu](mailto:success@mclennan.edu).

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

**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:**

Please view our [Academic integrity statement](#) for more 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-teaching-and-learning/Faculty-and-Staff-Commons/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](#) 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.