



**CSME 1421 Principles of Facial & Skin Care Technology I-Hybrid  
Course Syllabus: Spring 2020**

*“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”*

**Instructor: Necah Posey | Debbie Lovelady**

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Office	Monday	Tuesday	Wednesday	Thursday	Friday	Online
Hours	10:30-12:00 PM	10:30-12:00 PM	10:30-12:00 PM	10:30-12:00 PM	10:30-12:00 PM	

***This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.***

*Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.*

**Course Description: 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.**

**4 Credit Hours**

The Cosmetology Operator program consists of a 1500-hour program which offers the instruction required to pass the state cosmetology examination for licensing in Texas and for entry into the field of cosmetology. Training includes haircutting, hair coloring, hair styling, manicures, facials, and related subjects in the hair chemistry, trichology, and cosmetology chemistry. Students will be awarded certificates of competency upon successful completion of the required cosmetology courses. Students must complete 1500 clock hours of instruction to be eligible to take the state board examination. Upon passing that examination, students become licensed hairdressers. This program has the approval of the Texas Department of Licensing and Regulation. Each student applying for the Cosmetology Operator Training Program must have a pre-enrollment interview with the instructor. Space in the program is limited. Students are encouraged to apply early.

**Prerequisite(s): Must have completed and passed CSME 1401, CSME 1405, CSME 1410, and CSME 1453 in order to proceed to this course**

**Student Learning Outcomes:**

1. Students will explain the basic anatomy and physiology of the skin.
2. Students will demonstrate the related skills of skin care and cosmetics.

**Evaluation/Grading Policy:**

MindTap & Tests	50%
Practical Work Sheet/Assignments	40%
Final Written and Practical Examinations	10%

**Special Credit Projects:**

**Extra 5pts added to practical assignment sheet grades- (not to accumulate over 25% of this grade requirement) Special projects are usually not a 'required' project, however, the additional grade points may be crucial to a student's final semester grades.**

**Tests/Exams: Quizzes, matching, definition, videos, and reading assignments on the Milady Distance Learning Program are required of each student and constitutes 50% of your overall semester grade. These classes will help the student learn a large portion of the theoretical value of the cosmetology program. At the end of 150-250 hours of cosmetology training, a practical and written examination requiring a minimum passing grade of at least 75% before advancing to practicing skills on the lab floor. Texas Department of Licensing and Regulations requires at least 10% of overall basic skills training is completed prior to working on any paying customers. A student will not be placed on the working lab floor until they can satisfactorily master the basic skills. A practical and written examination is required at the end of the semester requiring a grade of at least a 75% passing grade to pass this course**

- 1. A weekly practical assignment sheet will be handed out to each student on the first day of class of each week. These grades constitute 40% of the final semester grade.**
- 2. A job assignment will be announced to each student, and each student is required to have their job assignment checked off with an instructor and/or job duty monitor for a grade. Every student must participate in the cleanup of the department, and this constitutes 25% of your weekly grade total.**

**As stated earlier, you will have assignments on the online portion of this class, which is required of each student attending this course, again, MindTap is 50% of the total semester grade.**

**Required Instructional Materials:** Students are required to purchase two working 'tool kits' for use in this program. The fall kit will contain the bulk of items needed for the first semester of skill training, and another is required for the spring semester.

Cengage Milady Standard Textbook Bundle: 9781305721937  
Includes: Printed & Digital Textbook and 24month Mind-tap subscription

**Optional Instructional Materials:** None

**Minimum Technology Requirements:** Must have access to computer and internet or be able to do online assignments.

**Required Computer Literacy Skills:** Must be able to use a computer to complete online assignments, be able to create outlines, and simple documents.

**Course Structure and Overview:** This is a sixteen-week hybrid course, and most of the class time will be face to face on the campus. Students are expected to attend classes regularly, and complete online assignments by the due dates.

Students must acquire a high level of cosmetology skills and knowledge to successfully pass this course. Students must receive a minimum grade of 75%, on final grades in order to proceed to the summer courses.

Students must pass this course with a 75% or better to move on to the final summer semester of cosmetology courses. Students who fail this course may have to be re-evaluated to repeat any failed classes, to determine if a more successful outcome is likely, prior to instructor approval for re-admittance to any cosmetology courses.

**Communications:**

Emails will be responded to within 24-48 hours, depending on when the email has been sent. Students will login to the Remind app on their phones and advise the instructors if they change phone numbers. The Remind app is the general way the program relays messages to the class. Students will be able to login to Mind tap to keep up with the grades posted in this course. Check you student email regularly, as this is the primary means of communication within the college.

**Institutional/Course Policy:**

Missed worksheet assignments cannot be made up, missed test(s) may be made up with instructor approval. It is up to the student to contact the instructor if they miss a test to request a makeup exam. Students must login to Mind tap weekly, and do all required assignments, and accrue required hours of log in participation time. All students will receive a Cosmetology Student Handbook in the fall semester and must abide by the contents in order to remain in the class.

**Other Course Policies:** The cosmetology course is designed to train individuals to be able to enter the field of hairdressing upon receiving their cosmetology license. For a student to be completely ready to enter the world of the salon, student must display a professional maturity and appearance, which is required during training throughout the course.

**For this reason, a Cosmetology Student Handbook is issued to every student, the first semester of classes in the fall.**

The guidelines within require students to dress in a professional manner and behave in a professional manner.

Failure to abide by these guidelines will mean that a student may not be ready or mature enough at this time to successfully participate in the cosmetology program. The following behaviors are only a partial example of the guidelines listed of which each student must abide by.

☐ Cell phones have become a constant companion in our lives now. Our friends and family can reach us at any time in most situations. However, training requires that students be adult in handling cell phones and incoming calls during class time in this department. Let friends and family know you are in training now and ask that they call you after class or during break 10:00-10:15. If you have a need, or an emergency should arise, or the day needs to contact you, you can give them this number. Ms. Charla Hunt at 903-434-8207. She will be happy to bring you any message.

☐ Students must wear professional uniform as described in the enrollment/application packet. Professional uniforms differentiate that the student is a model of professional behavior and style.

*'Hoodies' are not acceptable in the classroom, because this appearance of professionalism is hidden from anyone entering the classroom or lab floor. For warmth it is advised that students purchase and wear a warm long-sleeved shirt under: scrub tops, or short sleeved or uncomfortable clothing. Professional black lab coats may be worn by the student.*

☐ Students must come to class looking professional with makeup applied, and hair styled as needed.

☐ Students must come to class with all the necessary materials, tools, and supplies as needed daily. If students choose to take working supplies home for any reason, that is still no reason to come to class without them. Tools are required for this class.

☐ Fighting between students, and/or inappropriate interaction between students/instructor is not allowed students will be immediately dropped from this course if they initiate or takes any part in a violent episode or behavior. Bullying and/or threatening behavior is not tolerated. NTCC Security will be called and the student will be escorted from the campus, along with their possessions.

☐ A professional and positive attitude of good will and helpfulness is a requirement for a professional entering the career world and is required during training in this course.

**NTCC Academic Honesty/Ethics Statement:**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

**ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

**Family Educational Rights and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

**Tentative Course Timeline (\*note\* instructor reserves the right to adjust this timeline at any point in the term):**

**Course Schedule**

Weeks	Topics	Assignments	Due Dates
Week 1 01/21-24	Chapter 20 Chemical Texture Services	Practical Floor Work Sheets	Friday
Week 2 01/27-31		Practical Floor Work Sheets	Friday
Week 3 02/03-07		Practical Floor Work Sheets	Sunday 02/09/2020
Week 4 02/10-14	Chapter 21 Hair Coloring	Practical Floor Work Sheets	Friday
Week 5 02/17-21		Practical Floor Work Sheets	Friday
Week 6 02/24-28		Practical Floor Work Sheets	Sunday 03/01/2020 Friday
Week 7 03/01/05	Chapter 22 Skin Structure, Growth & Nutrition	Practical Floor Work Sheets	Friday
Week 8 03/09-13		Practical Floor Work Sheets	Sunday 03/15/2020 Friday
	Spring Break March 16-20		
Week 9 03/23-27	Chapter 8 Skin Disorders and Diseases Project due 3/28/2020 (Person of Interest Project)	Practical Floor Work Sheets	Sunday 04/05/2020 Friday
Week 10 03/30-4/3		Practical Floor Work Sheets	Friday
Week 11 04/06-4/10	Chapter 12 Basics of Chemistry Chapter 13 Basics of Electricity	Practical Floor Work Sheets	Sunday 04/12/2020 Friday
Week 12 04/13-17	Chapter 22 Hair Removal	Practical Floor Work Sheets	Sunday 04/19/2020 Friday
Week 13 04/20-24	Chapter 23 Facials	Practical Floor Work Sheets	Sunday 04/26/2020 Friday
Week 14 04/27-05/01	Chapter 24 Facial Makeup	Student Learning Objectives	Sunday 05/03 Friday
Week 15	Chapter 25 Braiding & Extensions Final Practical Exams		Wednesday 05/13/2020 Mon, Tues, Wed, Thurs
Week 16	Final Written Exams		May 11,12,

