



Houston Community College System

Southeast Campus Cosmetology Dept.

Facial Specialist Program

Fall 2020 Syllabus

Course Number/ Name: 19592/CSME 1447: Principles of Skin Care and Theory

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**Instructor: Dr. Alissa de Jongh, ND**

**Office Hours: M-TH 7:30am-3:30pm**

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**Department Chair: Shenesse Britton**

**Email: [shenesse.britton@hccs.edu](mailto:shenesse.britton@hccs.edu)**

**Class Time: *Wed 8:00am – 3:00pm RM 104 & Online***

**August 24 – December 13, 2020 BLENDED COURSE**

**Pre-requisite: High School Diploma/College Ready Reading**

**Co-requisite: CSME1420 & CSME1421**

**Departmental Approval / 2 Lecture, 7 Lab (144 contact hours/32 online instruction)**

- The instructor has the right to change the syllabus as circumstances may occur

### **Materials Needed:**

#### **Text:**

- Milady's Standard Esthetics: Fundamentals & Foundations textbooks  
Milady, Clifton Park, NY 12065
- Milady's Standard Esthetics: Fundamentals & Foundations Student Workbooks  
Milady, Clifton Park, NY 12065
- Texas Department of Licensing & Regulations – Rules and Laws
- Milady's Skin Care and Cosmetic Ingredients Dictionary  
Clifton Park, NY 12065

### **Special Materials:**

Esthetician kit and necessary supplies as required by the field of Esthetics to record clock hours and perform all client services is mandatory!! Computer access required to accommodate online theory portion of coursework.

## **SUPPLEMENTAL RESOURCES:**

Audiovisual and textbook references in the LRC.

## **Course Description:**

This course is an-depth study of the theory and practice of skin care, facials, and cosmetics.

## **Course Focus:**

The central focus of this class is for the student to understand how to demonstrate proper selection and application of facial products and cosmetics. Student will learn to define basic elements of chemistry as it pertains to cosmetic preparations used in facials. There will be a focus on skin analysis and the proper application of facial massage.

## **End-of-Course Outcomes:**

1. Practice safety and sanitation procedures in the use of implements, equipment and facial treatments.
2. Perform basic manipulative skills in the areas of skin care, hair removal, makeup applications and body treatments.
3. Perform basic analytical skills to determine treatments, products and methods of application when providing client services.

## **Course Content – SCANS:**

The Secretary's Commission on Achieving Necessary Skills (SCANS) has identified (1) reading, (2) writing, (3) mathematics, (4) speaking and listening, (5) thinking skills, (6) personal qualities, (7) workplace competencies and (8) basic use of computers as competencies required to enter employment. These skills are motivation to learn, basic skills, communication, teamwork, critical thinking, career development and leadership. HCCS is committed to preparing every student with the knowledge and skills needed to succeed in today's dynamic work environment.

## **Course Learning Outcomes:**

This course is designed to help the student obtain the following learning outcomes:

Identify the terminology related to the skin, products, and treatments; demonstrate the proper application related to skin care and cosmetics; and exhibit workplace competencies in skin care and cosmetics.

Define the basic elements of chemistry as it pertains to cosmetic preparations used in facial preparations. Performance will be satisfactory if the student can explain and identify the items with 100% accuracy.

Classify the products according to their use and ranking on the pH and classification scale.

Analyze a client's skin type and recommend products for the specific skin type.

Design a skin care plan for a client.

Demonstrate the proper massage techniques for a specific client skin type.

Demonstrate makeup application techniques based on face types and apply corrective measures for imperfections.

Observe all sanitation and sterilization required in the classroom and on the clinic floor.

## **Student Learning Outcomes:**

1. Identify the terminology related to the skin, products, and treatments; demonstrate the proper application related to skin care and cosmetics; and exhibit workplace competencies in skin care and cosmetics.

2. Define the basic elements of chemistry as it pertains to cosmetic preparations used in facial preparations. Performance will be satisfactory if the student can explain and identify the items with 100% accuracy.
3. Classify the products according to their use and ranking on the pH and classification scale.
4. Analyze a client's skin type and recommend products for the specific skin type.
5. Design a skin care plan for a client.
6. Demonstrate the proper massage techniques for a specific client skin type.
7. Demonstrate makeup application techniques based on face types and apply corrective measures for imperfections.
8. Observe all sanitation and sterilization required in the classroom and on the clinic floor.

### **Student Assignments:**

1. A notebook documenting work throughout the semester.
2. The maintenance of attendance hours on the prescribed form.
3. Skills recorded on master skill sheet.
4. Workbook related to skin care
5. Discussions regarding skin care
6. Online assignments relating to basic facials
7. Written and Practical Skills test over basic facial services.

**Failure to meet the required TDLR & HCC attendance could result in a failing grade.  
(See attendance policy below)**

### **Professionalism:**

**Professionalism includes participation in all class activities, as well as positive interpersonal interaction with instructors, other students and customers; dependability in assuming student role; appropriate use of constructive criticism; recognition of limitations in areas needing assistance; and professional appearance (proper uniform and personal grooming is required at all times). The student is responsible for all class participation. Professionalism is tied to attendance. A student will not be allowed to remain in class unless he/she is in proper uniform and well-groomed prepared with all necessary supplies.**

### **Uniform as follows:**

**White medical type scrubs**

**White  $\frac{3}{4}$  length professional type lab coat**

**White (nursing type) no sandals or backless shoes**

**Hose or socks must be worn**

### **Means of Assessment**

Written Exams

Laboratory Evaluations

Written Assignments

Mid-Term & Final Exam

Attendance

Professionalism

## **Evaluation Policies and Procedures:**

The scale for determining a letter grade in the HCC Esthetics Program is:

A = 100 – 90	4 points per semester hour
B = 89 – 80	3 points per semester hour
C = 79 – 70	2 points per semester hour
D = 69 – 60	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades “IP”, “W”, “AUD”, “COM” and “I” do not affect GPA.

### **Incompletes**

The grade of "I" (Incomplete) is conditional. A student receiving an "I" must arrange with the instructor to complete the course work within six months of the end of the incomplete term. After the deadline, the "I" becomes an "F." Upon completion of the coursework, the grade will be entered as I/grade on the student transcript. All "I"s must be changed to grades prior to graduation.

### **Grade Determination:**

<b>Skills &amp; Professionalism</b>	<b>30%</b>
<b>Weekly Written Assignments/Quiz</b>	<b>20%</b>
<b>Mid-Term Exam</b>	<b>20%</b>
<b>Final Project/Portfolio</b>	<b>10%</b>
<b>Final Exam</b>	<b>20%</b>

### **LAB WORK**

**This class is a skill intensive, fast paced and it requires that student attend class each day in order to complete their assigned projects. All assigned projects, collective or individual must be completed on time. There is a 20 point grade drop for late assigned projects. Students who come to class not willing to participate in the instructions for the day will be asked to clock out.**

## **Attendance and Participation Policies:**

The faculty believes that experiences in the classroom and laboratory cannot be adequately duplicated if a student is absent. In addition, the Esthetics Program is designed to teach good work habits, such as attendance. Excessive absences in either lecture or lab will result in an automatic drop from the Program. If prior to “W” day a “W” will be recorded in lieu of a grade, if after “W” day a grade of “F” will be recorded.

(READ STUDENT HANDBOOK FOR HCC ATTENDANCE POLICY)

Access Student Services Policies on their Web site:

<http://www.hccs.edu/district/students/student-handbook/>

## **WITHDRAWALS**

It is the responsibility of the student to withdraw officially from a course to keep from receiving an “F” for the class.

Any absences during the 2 semester program exceeding 4 class days will be considered excessive and will be cause for the student to be dropped from the program. A limited number of make-up hours will be offered for the program (on as needed basis only). Students will be required to maintain their attendance until the completion of the entire course in accordance with TDLR & HCC attendance policies.

Students are responsible for making up any work missed due to absences. Arrangements must be made with the instructor for make-up work prior to the absence or within **one day of each absence**.

## **MAKE-UP-POLICY FOR MISSED ASSIGNMENTS OR TESTS**

There will be **no make-up** for missed **unit exams**! Make-up for a missed mid-term or final test will be permitted **only if the student informs the instructor in advance. The student must make arrangements to take the missed mid-term or final test no later than 3 days after the original test date. It should be understood that the make-up test would not be the same as the test given to the rest of the student body.**

1. A project that is not turned in on the designated date will receive a 20-point reduction for each day that is late.
2. Students who fail to take the Final Exam on the assigned day w/out faculty approval will receive a 10 pt. deduction on the final grade.
3. Chapter quizzes will be given usually on Tuesdays which will cover the material studied during the week prior. Each quiz will consist of 1-30 questions; no makeup for unit exams.
4. Pop quizzes will be given throughout the semester unannounced; no makeup quizzes.
5. HCC Makeup work days – Fridays 8:30am-12:30pm (requires approval)

The Faculty and the Dean will consider hardship situations individually. Only catastrophic illnesses or accidents constitute a hardship situation, and even extreme situations may not be accommodated since students cannot meet program outcomes and course hours without attending all sessions. It is recommended that students attend all make-up sessions available to them in order to preclude the possibility of being dropped from the program due to unforeseen circumstances.

### **STUDENT DISMISSALS:**

**Re-admission Policy: A student who withdraws from the Esthetics program may be re-admitted only once with the recommendation of the department faculty-providing space is available in the class.**

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 particular career goals.

### **REMINDER:**

***\*\* It is college policy that telephone calls/messages are accepted for students ONLY in the case of an emergency***

***No electronic devices are allowed in the lab, no IPods, I pads, Lap Tops, etc. Cell phones are to be turned off and placed in your locked lockers. Students may use cell phones at break and lunch time.***

### **Academic Integrity:**

The college's academic integrity policy states, HCC is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following:

1. Plagiarizing written work or projects.
2. Cheating on exams or assignments.
3. Collusion on an exam or project.
4. Misrepresentation of credentials or prerequisites when registering for a course."

***Students are expected to conduct themselves with honor and integrity in fulfilling the course requirements. Any student found cheating on a test, plagiarizing or in collusion will receive an "F" for the assignment and the course and will be dropped from the program. See student handbook for college policy on academic dishonesty and disciplinary problems. This level of development in a students' training is crucial to their professional development and success; any student that is disruptive or disrespectful will be dismissed from the program. Students on the client floor are expected to conduct themselves in a professional manner. Loud boisterous conduct or refusing to serve a client will constitute grounds for dismissal from the program.***

## **STUDENT SERVICES**

### **Learning Resources Centers:**

The Learning Resources Centers (LRC) at each college provides print and non-print resources and services for students. The materials have been selected to serve the curricular, vocational, and recreational needs of the college community. Each college LRC provides computer access to a variety of information in electronic form including bibliographic indexes to journals, Internet resources, and multimedia publications.

**HCC Policy Statement:** Accommodations due to a Qualified Disability HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/district/students/disability-services/>

### **HCC Policy Statement:**

**Basic Needs** Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.

**HCC Policy Statement: Campus Carry** At HCC, the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>

### **HCC Policy Statement:**

**Sexual Misconduct** Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

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**HCC Online and/or Continuing Education Policies      Access HCC Online Policies on their Web site:**

All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook, click on the link below or go to the HCC Online page on the HCC website.

The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link:

<http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>

**IMPORTANT NOTICE TO OUR STUDENTS**

**Houston Community College Cosmetology Program welcomes all students to join its educational program. Our requirements of all of our students are specifically designed to ensure 1.) The integrity and quality of the educational environment, 2.) the safety of our students, faculty and staff, 3.) that each of our student have the capacity to benefit from the education we provide. With this in mind, the following are our expectations of our students.**

- a. Meet all the department guidelines for enrollment.
- b. Follow and the Cosmetology/Facial Specialist Program Rules and Regulations
- c. Be dedicated to completing the curse of study
- d. Maintain strong class attendance
- e. Maintain a positive attitude and respect all instructors and fellow classmates
- f. Maintain yourself, busy and on task at all times
- g. Dress in an appropriate professional manner including clean uniforms, shoes, makeup and hair groomed neatly.
- h. Refrain from loud boisterous language and or profanity or any behavior that disrupts the learning environment.
- I. Display a spirit of teamwork and cooperation
- j. Care for and respect the lab furnishings, tools and equipment
- k. Follow instructions from the instructor

**ALL SUPPLIES NEEDED BY 2<sup>ND</sup> WEEK OF CLASS**

BLOOD SPILL KIT (BANDAGES, ANTISEPTIC, EPA DISINFECTANT, PLASTIC WASTE BAG, GLOVES)

**ALL ITEMS MUST BE SANITIZED, LABELED AND STORED PACKED IN PLASTIC BAGS.**

**TEXTBOOKS AND SUPPLY KITS CAN BE PURCHASED THROUGH THE HCC BOOKSTORE.**

MAIN PH# 713.528.0872 EMAIL: [SM515@BNCOLLEGE.COM](mailto:SM515@BNCOLLEGE.COM)

[WWW.HCCS.BNCOLLEGE.COM](http://WWW.HCCS.BNCOLLEGE.COM)



**COURSE OUTLINE: 1447/PRINCIPLES OF FACIAL AND SKIN CARE TECH I**  
**8/24—12/13/2020 Wednesdays 8:00am-3:00pm**

**Week 1**

- Orientation to course- Student Checklist & Campus Tour
- Signed Safety/Rules & Regulations Agreements Test
- Lab: Review lab protocols & review facial treatment with massage
- ONLINE Theory: Chemistry
- Project Assignments: Research Paper/Portfolio

**Week 2**

- Lab: Facial set-up and end of day lab sanitation
- Due: Chemistry – Vocab – Workbook – Review –Test
- ONLINE Theory: Chemistry

**Week 3**

- Lab: Double cleansing routine
- ONLINE Theory: Skin Analysis

**Week 4**

- Due: Skin Analysis – Vocab – Workbook – Review – Test
- Lab: Use of Wood's Lamp
- ONLINE Theory: Skin Analysis

**Week 5**

- Lab: Skin Analysis
- ONLINE Theory: Product Ingredients

**Week 6**

- Lab: Basic facial start to finish with skin analysis
- Due: Product Ingredients – Vocab – Workbook – Review –Test
- ONLINE Theory: Product Ingredients

**Week 7**

- Lab: Review for Mid-Term Practical
- ONLINE Theory: Review for Written Mid-Term

**Week 8**

- Lab: Mid-Term Practical - Facial treatments
- ONLINE Theory: Written Mid-Term Exam

**Week 9**

- Lab: Head, neck and shoulder massage
- ONLINE Theory: Electricity

**Week 10**

- Lab: Facials with full EPT massage
- Due: Electricity – Vocab – Workbook - Test
- ONLINE Theory: Hair Removal

**Week 11**

- Due: Machines – Vocab – Workbook - Test
- Lab: Basic Makeup Application
- ONLINE Theory: Makeup

**Week 12**

- Due: Makeup – Vocab – Workbook - Test
- Lab: Facial treatments
- ONLINE Theory: Makeup

**Week 13**

- Due: Portfolio Project
- Lab: Timed Basic Facials
- ONLINE Theory: Special Project

**Week 14**

- Lab: Final Practical Review
- Due: Special Project Presentations
- ONLINE Theory: Final Written Review

**Week 15**

- Lab: Final Practical Exam
- ONLINE Theory: Final Written Exam

**Week 16**

- Lab: End of semester sanitations
- ONLINE Theory: Facial research in preparation for Spring semester

***The instructor has the right to change the syllabus as circumstances may occur!!!***