



## **Cosmetology (COSM) 1060 Skin Care**

### **COURSE SYLLABUS Spring Semester 2020**

#### **COURSE INFORMATION**

Credit Hours/Minutes: 3/5250

Campus/Class Location: Vidalia Campus, Main Building Room 311

Class Meets: Tuesday and Wednesday 8:00 A.M. - 11:05 A.M.

Course Reference Number (CRN): 40023

#### **INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Courtney D. Bell

Campus/Office Location: Vidalia Campus, Main Building Room 330

Office Hours: Monday-Thursday, 7:00am-8:00am and 3:30pm-5:00pm

Email Address: [Courtney D. Bell \(cdurrence@southeasterntech.edu\)](mailto:cdurrence@southeasterntech.edu)

Phone: 912-538-3202

Fax Number: 912-538-3156

#### **SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

#### **REQUIRED TEXT**

13th Edition Milady Standard Cosmetology Bundle; Includes: Hard Cover Textbook, Exam Review, Haircutting Simulation & MindTap; ISBN: 9781305942349 and Milady Online Licensing Prep; ISBN: 9781285769790

#### **REQUIRED SUPPLIES & SOFTWARE**

2nd Semester Southeastern Tech Cosmetology kit, black uniform, and black leather close-toed shoes. Other items may be necessary. Microsoft Office and Internet.

Note: Although students can use their smartphones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provides technical support for issues relating to the use of a smartphone or tablet so students are advised to not rely on these devices to take an online course.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## **COURSE DESCRIPTION**

This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and makeup application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

## **MAJOR COURSE COMPETENCIES**

Topics include diseases and disorders, basic facial, client consultation and skin analysis, hair removal, implements, electrotherapy and light therapy, advanced facial treatments, and safety precautions.

## **PREREQUISITE(S)/CO-REQUISITES**

COSM 1000 Introduction to Cosmetology

## **COURSE OUTLINE**

1. Diseases and Disorders
2. Basic Facial
3. Client Consultation and Skin Analysis
4. Hair Removal
5. Implements
6. Electrotherapy and Light Therapy
7. Advanced Facial Treatments
8. Safety Precautions

## **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College (STC) has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## **STUDENT REQUIREMENTS**

Students are responsible for policies and procedures included in the Southeastern Technical College Catalog and Handbook. Students are expected to complete all performance exercises, tests, and assignments within the scheduled time as shown on the course lesson plan. Students who miss a test will be assigned a grade of zero. At the end of the semester, students must have an AVERAGE of 70 or higher on the Theory exams, an AVERAGE of 70 or higher on the Performance exams, and an overall average of 70 or better in order to take the final exams. If the average is below 70 for theory, performance, or overall exams, students will be unable to take final exams and a grade of D will be assigned for the course. Students are required to be on time for all Written and Performance Exams. **Late admittance will not be allowed under any circumstances.**

Students must bring all required materials to class per assignments for the day and must be dressed in black uniform and black leather, closed-toe shoes. When a student fails to bring required materials to class, the following will circumstances will be followed:

- 1st offense: student will not be allowed to participate in the activity and will have to do another assignment as directed by the instructor.

- 2nd offense: student will be assigned a zero for the activity.
- 3rd offense: student will be dismissed, receive a tardy or absence as appropriate and receive a zero for the assignment. A student not wearing their student ID and/or required uniform will be dismissed from class, given a tardy or absence, until they return.

## **ADDITIONAL PROVISIONS**

### **HEALTH SCIENCE AND COSMETOLOGY PROGRAMS**

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specifies the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

### **ATTENDANCE FOR COSMETOLOGY**

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all the work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0–59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

**For this class, which meets 2 days a week for 15 weeks, the maximum number of days a student may miss is 3 days during the semester.**

### **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** [Macy Gay mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu) 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu) 912-538-3126, Building A, Room 108

### **SPECIFIC ABSENCES**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** [Macy Gay mgay@southeasterntech.edu](mailto:Macy.Gay@southeasterntech.edu) 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen.Thomas@southeasterntech.edu) 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a “W” for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a “WP” (Withdrawn Passing) or “WF” (Withdrawn Failing) for the semester. Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

## **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)**

When a student is tardy for or misses a test, a grade of zero is assigned until the makeup test is taken. Make-up tests must be taken on the assigned makeup day at the discretion of the instructor. An 11-point penalty will be assessed for all make-up tests. Only one (1) make-up test will be given per student.

Students are required to be on time for all Written and Performance Exams. Late admittance will not be allowed. Make-up exams are not given for Mock State Board Exams, Mid-Term Exams, Semester Review Exams or Final Exams. No makeup tests are given for performance tests. Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any missed assignments, performance labs or quizzes. Any zeroes recorded will be included in the final score calculation.

## **UNPLANNED INSTRUCTOR ABSENCES**

Most instructor absences will be planned and students will be given assignments/instructions in advance. In the event of an unplanned instructor absence, students should remain in class unless otherwise instructed by another instructor, administrator or staff member. Students are expected to act responsibly during this time by working on assignments given in class.

## **CELL PHONE USAGE AND OTHER ELECTRONIC DEVICES: SCHOOL POLICY**

The use of cell phones, pagers, CD players and/or similar devices is not permitted in the classroom/lab facilities. The use of these devices during class or lab time will result in disciplinary action and could lead to dismissal. **Instructor Policy:** In cases of emergency, permission to put your phone on vibrate must be cleared with your instructor, but the phone should not be answered while inside the classroom. Therefore, it is best to put them away and out of sight. **When a student violates this policy, 10 points will be deducted from the most recent test score. On the 3<sup>rd</sup> offense, the student will be dismissed from class and receive an absence for the day.**

## **ACADEMIC DISHONESTY POLICY**

The STC Academic Dishonesty Policy states all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Handbook.

## **PROCEDURE FOR ACADEMIC MISCONDUCT**

The procedure for dealing with academic misconduct and dishonesty is as follows:

### **1. First Offense**

The student will be assigned a grade of zero for the test or assignment. The instructor keeps a record in course/program files and notes as a first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### **2. Second Offense**

The student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of a second offense. The Registrar will input the incident into Banner for tracking purposes.

### **3. Third Offense**

The student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of a third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## **STATEMENT OF NON-DISCRIMINATION**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

## ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

## GRADING POLICY

Assessment/Assignment	Percentage
Assignments	20%
Theory Exams	25%
Final Theory Exam	25%
Performance Exams	15%
Final Performance Exam	15%

## GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

**Cosmetology (COSM) 1060 Skin Care**  
**Spring Semester 2019 Lesson Plan**

<b>Date/Week</b>	<b>Chapter/ Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b> All assignments due on <b>Wednesday @ 11:00 pm</b>	<b>Competency Area</b>
January 7-9 Week 1	Chapter 7	Skin Structure, Growth, and Nutrition	Read Chapter 7, begin discussion	1 a-c
January 13-16 Week 2	Chapter 7	Skin Structure, Growth, and Nutrition	Read Chapter 7, review for <b>Chapter 7 Test Wednesday, January 15</b> , Blackboard due Wednesday, begin massage manipulations	1 a-c
January 21-23 Week 3	Chapter 8	Skin Disorders and Diseases	Read Chapter 8, begin discussion, practice State Board Facial	1,3,8 a-c
January 27-30 Week 4	Chapter 8	Skin Disorders and Diseases	Read Chapter 8, discuss & review for <b>Chapter 8 Test Wednesday, January 29</b> , Blackboard due Wednesday	1,3,8 a-c
February 3-6 Week 5	Chapter 23	Facials	Read Chapter 23 pages 764-774, discuss consultations, skin analysis, aging skin & sun- damaged skin, Blackboard due Wednesday	1-3,8 a-c
February 10-13 Week 6	Chapter 23	Facials	Read Chapter 23 pages 775-780, discuss skincare products, Blackboard due Wednesday, <b>Facial Performance Test- Wednesday February 12</b>	1-3,8 a-c
February 17-20 Week 7	Chapter 23	Facials	Read Chapter 23 pages 787-809, advanced facial treatments, discuss & review for <b>Chapter 23 Test Wednesday, February 19</b> , Blackboard due Wednesday	1-3,6-8 a-c
February 24-27 Week 8	Chapter 24	Facial Make-up	Read Chapter 24 pages 811-845, practice make-up application, color theory & corrective make- up Blackboard due Wednesday	1-3,6-8 a-c
March 2-5 Week 9	Chapter 24	Facial Make-up <b>MID-TERM</b>	Read Chapter 24 pages 811-845, discuss & review for <b>Chapter 24 Test Wednesday, March 4</b> , Blackboard due Wednesday, <b>Performance Test</b>	1-3, 6-8 a-c

<b>Date/Week</b>	<b>Chapter/ Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates All assignments due on Wednesday @ 11:00 pm</b>	<b>Competency Area</b>
March 9-12 Week 10	Chapter 13	Basics of Electricity	Read Chapter 13 pages 272-291, begin discussion, <b>Facial Performance Test, Wednesday, March 11</b>	1-3, 6-8 a-c
March 16-19 Week 11	Chapter 13	Basics of Electricity	Read Chapter 13 pages 272-291, discuss & review for <b>Chapter 13 for Test Wednesday, March 18,</b> Blackboard due Wednesday	
March 23-26 Week 12	Chapter 22	Hair Removal	Read Chapter 22 pages 736-763, begin discussion, demo & practice hair removal techniques	1-8 a-c
March 30- April 2 Week 13	Chapter 22	Hair Removal	Read Chapter 22 pages 736-763, discuss & review for <b>Chapter 22 Test Wednesday, April 1,</b> Blackboard due Wednesday	
April 6-9		Spring Break	Spring Break	1-8 a-c
April 13-16 Week 14	Chapter 7,8,13, 22,23,24	Hair Removal	Practice and demonstrate facials, hair removal techniques, make-up application, and skin consultations	1-8 a-c
April 20-23 Week 15	Chapter 7,8,13, 22,23,24	Hair Removal	Practice and demonstrate facials, hair removal techniques, make-up application, and skin consultations	1-8 a-c
April 27-29		Semester Ends	<b>Performance and Written Final Exam</b>	

**The instructor reserves the right to change the syllabus and/or lesson plans as necessary**

#### **COMPETENCY AREAS:**

1. Diseases and Disorders
2. Basic Facial
3. Client Consultation and Skin Analysis
4. Hair Removal
5. Implements
6. Electrotherapy and Light Therapy
7. Advanced Facial Treatments
8. Safety Precautions

#### **GENERAL CORE EDUCATIONAL COMPETENCIES**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.





## Basic Facial

20 minutes

Task	Possible Points	Yes	No	Score
	<b>100</b>			
<b>Preparation</b>				
Disinfects work area and uses protective covering	4.54			
Sets up work area with all supplies needed clearly labeled in English	4.54			
Sets up implements that are visibly clean & sanitary	4.54			
Sanitizes hands and wrists	4.54			
Applies drape to completely cover hair and body	4.54			
Re-sanitizes hands and wrists	4.54			
<b>Demonstration of Basic Facial</b>				
Distributes cleanser over entire face safely & evenly	4.54			
Cleanses around eye and lip area completely	4.54			
Removes cleanser from face without dragging or pulling skin	4.54			
Applies toner or astringent	4.54			
Applies exfoliant and removes correctly using a steam towel, checking temperature of towel	4.54			
Distributes massage product over entire face safely and demonstrates all massage techniques correctly while maintaining continuous contact	4.54			
Removes massage product from face without dragging or pulling skin	4.54			
Applies toner or astringent safely	4.54			
Applies moisturizer	4.54			
<b>Safety and Infection Control</b>				
Maintains hair drape throughout service	4.54			
Disposes of soiled materials using infection control procedures	4.54			
Disposes of items to be disinfected in properly labeled receptacle	4.54			
Practices infection control procedures safely throughout service	4.54			
Maintains work area in a safe manner throughout service	4.54			
Maintains client protection throughout service	4.54			
All tasks completed in the time allotted	4.54			
<b>Total</b>	<b>100</b>			