



COSM 1060 Skin Care COURSE SYLLABUS Spring Semester 2017

Semester: Spring 201714
Course Title: Fundamentals of Skin Care
Course Number: COSM 1060
Credit Hours/ Minutes: 3 / 5250
Class Location: Room # 311, Main Bldg.
Class Meets: Mon-Thur 8:00am-9:30am
CRN: 40070

Instructor: Linda Hairr
Office Hours: Mon-Thur 7:00am-8:00am and 3:30pm-5:00pm
Office Location: Room #311, Main Bldg.
Email Address: lhairr@southeasterntech.edu
Phone: 912-538-3202
Fax Number: 912-538-3156

REQUIRED TEXT: 13th Edition Milady Standard Cosmetology Bundle; Includes: Hard Cover Textbook, Exam Review, Haircutting simulation & MindTap; ISBN: 9781305784208; Online Licensing Prep, ISBN: 9781285769790

REQUIRED SUPPLIES & SOFTWARE: 2nd Semester Southeastern Tech Cosmetology kit, black uniform and black leather, closed-toe shoes. Other items may be necessary.

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.

PRE-REQUISITES: NONE

CO-REQUISITES: COSM 1000

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: STC has identified the following general education core competencies that graduates will attain:

- 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.

STUDENT REQUIREMENTS: Students are expected to complete all performance exercises, tests and assignments within the scheduled time. Students who miss a test will be assigned a grade of zero. Students are responsible for policies and procedures included in the STC E- Catalog. At the end of the semester, students must have an AVERAGE of 70 or higher on the Theory exams and an AVERAGE of 70 or higher on the Practical exams in order to take the final exams. If the average is below 70 for either theory or practical exams, students will be unable to take final exams; a grade of D will be assigned for the course. 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**, 1st offense: they 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 will be dismissed from class**, given a tardy or absence, until they return with the student ID.

ATTENDANCE GUIDELINES: 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 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 and face financial aid repercussions in upcoming semesters.

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 specify 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: 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 4 days a week for 15 weeks, the maximum number of days a student may miss is 6 days during the semester. All time missed must be made up beginning on the day after finals are given and will need to be completed within four (4) consecutive school days. Failure to do so may result in a grade of "WF". **A student who has no attendance violations will be rewarded 5 points, to be added to their lowest test grade. (excludes final exam)**

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

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 advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

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. Written make-up tests must be taken on the assigned day at the discretion of the instructor. No makeup tests are given for performance tests. 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 Practical Exams; late admittance will not be allowed. Make-up exams are not given for Mid-Term Exams, Semester Review Exams or Final Exams. 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: Use of cell phones, pagers, CD players and/or similar devices is not permitted in the classroom/lab facilities. 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 3rd 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 Student Handbook.

Procedure for Academic Misconduct

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

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as 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.

--Second Offense--

Student is given a grade of "WF" 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 second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

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 second 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:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

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 my STC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

CAREER SERVICES: The Career Services Office is here to assist you with Job Readiness skills. They provide resume assistance and job referrals. Be sure to place your resume on the e-Recruiting website to allow them the opportunity to assist you with job placement. You can access the system by visiting the STC Career Services Website or contacting Lance Helms, lhelms@southeasterntech.edu.

GRADING POLICY

Practical Exams	15%
Practical Final Exams	15%
Theory Exams	30%
Theory Final Exam	30%
<u>Assignments</u>	<u>10%</u>
Course grade	100%

GRADING SCALE

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

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.

COSM 1060 FUNDAMENTALS OF SKIN CARE
SPRING SEMESTER 2017 LESSON PLAN

Date	Chap / Less	Content	Assignments & Tests Due All assignments due on Wed @ 11:00 pm	Comp Area
Jan 9-12 Week 1	Ch. 7	Skin Structure, Growth and Nutrition	Read Ch. 7, begin discussion	1 a-c
Jan 17-19 Week 2	Ch. 7	Skin Structure, Growth and Nutrition	Read Ch. 7, discuss & review for Ch. 7 Test – Thur, Blackboard due Wed	1 a-c
Jan 23-26 Week 3	Ch. 8	Skin Disorders and Diseases	Read Ch. 8, begin discussion	1,3,8 a-c
Jan 30-Feb 2 Week 4	Ch. 8	Skin Disorders and Diseases	Read Ch. 8, discuss & review for Ch. 8 Test-Thur, Blackboard due Wed	1,3,8 a-c
Feb 6-9 Week 5	Ch. 23	Facials	Read Ch. 23 pages 764-774, discuss consultations, skin analysis, aging skin & sun damaged skin, Blackboard due Wed	1-3,8 a-c
Feb 13-16 Week 6	Ch. 23	Facials	Read Ch. 23 pages 775-780, discuss skin care products, Blackboard due Wed	1-3,8 a-c
Feb 20-23 Week 7	Ch. 23	Facials	Read pages 780-787, demo, practice massage manipulations, Blackboard due Wed, Facial Performance Test-Thur	1-3,8 a-c
Feb 27-Mar 2 Week 8	Ch. 23	Facials Mid-Term	Mid-Term Exam – written & performance Read Ch 23 pages 787-809, advanced facial treatments, discuss & review for Ch. 23 Test Thur, Blackboard due Wed	1-3,6-8 a-c
Mar 6-9 Week 9	Ch. 24	Facial Make-up	Read Ch. 24 pages 811-845, begin discussion	1-3,6-8 a-c
Mar 13-16 Week 10	Ch. 24	Facial Make-up	Read Ch. 24 pages 811-845, practice make-up application, color therapy & corrective make-up, discuss & review for Ch. 24 Test – Thur, Blackboard due Wed	1-3, 6-8 a-c
Mar 20-23 Week 11	Ch. 13	Basics of Electricity	Read Ch. 13 pages 272-291, begin discussion, Facial Performance Test	1-3, 6-8 a-c
Mar 27-30 Week 12	Ch. 13	Basics of Electricity	Read Ch. 13 pages 272-291, discuss & review for Ch. 13 for Test – Thur, Blackboard due Wed	
Apr 3-6 Week 13	Ch. 22	Hair Removal	Read Ch. 22 pages 736-763, begin discussion, demo & practice hair removal techniques	1-8 a-c
Apr 10-13 Week 14	Ch. 22	Hair Removal	Read Ch. 22 pages 736-763, discuss & review for Ch. 22 Test – Thur, Blackboard due Wed	1-8 a-c
Apr 17-20 Week 15	Ch.7,8,13, 22,23,24	Semester Review	Semester Review Test Thur	1-8 a-c
Apr 24-27 Week 15	Ch.7,8,13, 22,23,24	Semester End	Written and Practical Finals	1-8 a-c

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.