



**COSM 1060  
Skin Care  
COURSE SYLLABUS  
Summer Semester 2016**

**Semester:** Summer 201616  
**Course Title:** Fundamentals of Skin Care  
**Course Number:** COSM 1060  
**Credit Hours/ Minutes:** 3/5250  
**Class Location:** Room 312 Main Bldg.  
**Class Meets:** Mon-Thurs 10:30-1:15  
**CRN:** 60044

**Instructor:** Althea Telfair  
**Office Hours:** Mon-Thurs 7:00-8:00am & 2:00-5:00pm  
**Office Location:** Room 311B, Main Bldg.  
**Email Address:** atelfair@southeasterntech.edu  
**Phone:** 912-538-3203  
**Fax Number:** 912-538-3156

**REQUIRED TEXT:** 13<sup>th</sup> edition **Milady Standard Cosmetology Bundle**

Includes: Hard Cover Textbook, Exam Review, Study Guide, Haircutting simulation & MindTap  
ISBN: 9781305784208

**REQUIRED SUPPLIES & SOFTWARE:** STC Cosmetology kit, black uniform and black leather closed toe shoes. Milady's online licensing prep, ISBN 9781439058992. 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.

**PREREQUISITE(S):** None

**COREQUISITES:** (COSM 1000- Intro to Cosmetology Theory)

**COURSE OUTLINE:**

1. Disease 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

**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 3 days a week for 9 weeks, the maximum number of days a student may miss is 4 days during the semester.**

**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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, 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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

**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, exams, 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 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.

**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 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 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:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

**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 STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

**GRADING POLICY**

Test	60%
Performance	30%
Assignment	10%
Courses 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 Skin Care  
SUMMER SEMESTER 2016 LESSON PLAN**

<b>Date</b>	<b>Chap / Less</b>	<b>Content</b>	<b>Assignments &amp; Tests Due</b>	<b>Comp Area</b>
May 18-19 Wen –Thurs	Chapter 7	Skin Structure, Growth, and Nutrition	Read Chapter 7 Mind Tap Chapter 7	1, a-c
May 23-26 Mon –Thurs	Chapter 7	Skin Structure, Growth, and Nutrition Skin Diseases and Disorders	Review Chapter 7 Mind Tap Chapter 7 <b>TEST THURSDAY CHAPTER 7</b>	1,3, 8 a-c
May 31- June 2 Tues –Thurs	Chapter 8 Chapter 23	Skin Diseases and Disorders Facials	Read Chapter 8 Mind Tap Chapter 8 Assignment <b>TEST CHAPTER 8 THURSDAY</b> Consultations, Analysis, Products	1, 2, 3, 7, 8, a-c
June 6-9 Mon –Thurs	Chapter 23	Facials	Read Chapter 23 Facials Facial Massage and Manipulations Facials on manikins <b>TEST CHAPTER 23</b>	1, 2, 3, 7, 8, a-c
June 13-16 Mon –Thurs	Chapter 24	Facial Makeup	<b>MID-TERM TEST</b> Read Chapter 24/ Mind Tap Chapter 24 Facial Make-up, Makeup color theory and application, makeup practice	1, 2, 3, 5, 6, 7, 8, a-c
June 20-23 Mon –Thurs	Chapter 24 Chapter 22	Facial Makeup Hair Removal	Mind Tap Chapter 24 Facial Make-up, Make-up color theory and Make-up application <b>TEST TUESDAY CHAPTER 24</b> Read Chapter 22/ Mind Tap Chapter 22	1, 2, 3, 5, 7, 8, a-c
June 27-30 Mon –Thurs	Chapter 22 Chapter 13	Hair Removal Electricity	Read Chapter 13 Mind Tap Chapter 13 Hair removal demo & practice <b>TEST CHAPTER 13 TUESDAY</b>	1, a-c
July 4-7 Mon –Thurs		<b>Summer Break</b>		
July 11-14 Mon –Thurs	Chapters 7, 8,13, 22-24	Chapter 22 pgs. 688-694 Hair Removal Chapter 13 pgs. 264-277	<b>SEMESTER REVIEW EXAM TUESDAY</b> <b>CHAPTERS 7, 8,13, 22-24</b>	1-8, a-c
July 18-21 Mon –Thurs	Chapters 7, 8,13, 22-24	Prepare for Finals		1-8, a-c
July 25-28		<b>FINAL EXAMS</b>		

**\*Instructor reserves the right to change the syllabus and/or lesson plan as necessary**

**\* Competency Areas:**

1. Disease 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:**

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