



Cosm 1060 Skin Care
COURSE SYLLABUS
Summer Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 3/5250

Vidalia Campus/Class Location: Room 330 Main Building.

Class Meets: Monday- Thursday 10:30am. -1:15pm.

CRN: 60141

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Althea Telfair

Email Address: atelfair@southeasterntech.edu

Vidalia Campus/Office Location: Room 311B, Main Bldg.

Office Hours: Mon and Wed 7:00-8:00am and 3:30-6:00pm and Tues and Thurs 7:00-8:00am. and 3:30-4:00pm.

Phone: 912-538-3203

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, Study Guide, Haircutting Simulation & MindTap

ISBN: 978-1305942349

REQUIRED SUPPLIES & SOFTWARE: Second STC Cosmetology kit, black uniform and black leather closed toe shoes. Milady's on line licensing prep, ISBN 9781439058992. Other items may be necessary.

Note: Although students can use their smart phones 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) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course

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

None/ COSM 1000

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:

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 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 Southeastern Technical College Catalog and Handbook. 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 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 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 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 also must 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.

EXIT EXAM

All students are required to pass an exit exam at the end of 4th semester before graduating from the cosmetology program.

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. **One** make-up test is allowed for the semester for **written tests only**. The make-up test will receive an automatic 11-point penalty and must be taken on the assigned day at the discretion of the instructor. Make-up tests are not given for Mid-Term Exams, Semester Review Exams, Final Exams, or Performance 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:

1. 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.

2. 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.

3. 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 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).

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen.Thomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: LJJonas@southeasterntech.edu</p>

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

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 [STC website](#).

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
Theory Exams	25%
Final Theory Exam	25%
Performance	15%
Final Performance	15%
Assignment	20%

GRADING SCALE

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

COSM 1060 Skin Care

Summer Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
May 15-17 Tues – Thurs	Chapter 7	Skin Structure, Growth, and Nutrition	Read Chapter 7 Mind Tap Chapter 7	1, a-c
May 21-24 Mon – Thurs	Chapter 7	Skin Structure, Growth, and Nutrition Skin Diseases and Disorders	Review Chapter 7 Mind Tap Chapter 7 TEST MONDAY CHAPTER 7	1,3, 8 a-c
May 29 - June 31 Tues – Thurs	Chapter 8 Chapter 23	Skin Diseases and Disorders Facials	Read Chapter 8 Mind Tap Chapter 8 TEST CHAPTER 8 TUESDAY Consultations, Analysis, Products	1, 2, 3, 7, 8, a-c
June 4-7 Mon – Thurs	Chapter 23	Facials	Read Chapter 23 Facials/Mind Tap Chapter 23 Facial Massage and Manipulations Facials on manikins TEST Thursday CHAPTER 23 and Facial Massage Technique Performance	1, 2, 3, 7, 8, a-c
June 11-14 Mon – Thurs	Chapter 24	Facial Makeup	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 18-21 Mon – Thurs	Chapter 24 Chapter 22	Mid-Term Facial Makeup Hair Removal	Mid-Term TESTING Mind Tap Chapter 24 Facial Make-up, Make-up color theory and Make-up application TEST Thursday CHAPTER 24 Read Chapter 22/ Mind Tap Chapter 22	1, 2, 3, 5, 7, 8, a-c
June 25-28 Mon – Thurs	Chapter 22 Chapter 13	Hair Removal Electricity	Read Chapter 13/ Mind Tap Chapter 13 Hair removal demo & practice TEST CHAPTER 22 TUESDAY	1, a-c
July 2-5 Mon – Thurs		Summer Break		

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
July 9-12 Mon – Thurs	Chapter 13	Chapter 13	Read Chapter 13/ Mind Tap Chapter 13 Hair removal demo & practice TEST CHAPTER 13 TUESDAY	1-8, a-c
July 16-19 Mon – Thurs	Chapters 7, 8,13, 22-24	Prepare for Finals		1-8, a-c
July 23-26		FINAL EXAMS		

Instructor reserves the right to change the syllabus and/or lesson plans as necessary

Competency Areas: (will vary for each course/taken from state standards)

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 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

SERVICE	TASK	POSSIBLE POINTS	YES	NO	SCORE
		100			
Preparation					
	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			
Demonstration of Basic Facial					
	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 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			
Safety and Infection Control					
	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			

SERVICE	TASK	POSSIBLE POINTS	YES	NO	SCORE
	All tasks completed in time allotted	4.54			
	Total	100			