

Course Syllabus

NOTE: This syllabus is subject to change during the semester. Please check this syllabus on a regular basis for any updates.

Department : Cosmetology

Course Title : Principles of Skin Care and Facials

Section Name : CSME 1447.71

Start Date : 08/27/2012

End Date : 12/13/2012

Modality : FACE-TO-FACE

Credits : 4

Instructor Information

Name : Cheree Shepardson

OC Email : cshepardson@odessa.edu

OC Phone # : (432) 335-6451

Course Description

In depth coverage of the theory and practice of skin care, facials, and cosmetics. The student will 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.

Prerequisites/Corequisites

Orientation to Cosmetology. Pass the Reading portion of the Compass test.

ICO'S

2 Communication Skills: To include effective development, interpretation and expression of ideas through written, oral and visual communication.

Course Objectives

After Completing this course, the student should be able to demonstrate competency in:

1.00 Professionalism

3.00 Histology of Hair, Skin, and Nails

5.00 Cosmetics Ingredients and Chemistry

8.00 Sanitation, Sterilization, and Bacteriology

9.00 Manicuring Procedures

10.00 Massage

11.00 Pedicuring Procedures

13.00 Safety Precautions

Lab Time/Theory

Lab:

Monday 8:00 – 12:00

Tuesday 8:00 – 12:00 2:15 – 5:30

Wednesday 8:00 – 12:00 2:15 – 5:30

Thursday 8:00- 12:00 2:15-5:30

Theory:

Monday 1:00-5:15

Tuesday 1:00 – 2:00

Wednesday 1:00 – 2:00

Thursday 1:00 – 2:00

All students must:

1. Attend class on a regular basis, whenever absent notify instructor.
2. Wear required uniform to be permitted to attend class and to receive credit.
3. Write a report on an assigned topic and possibly report orally.
4. Bring supplies and textbook daily.
5. Complete exams covering specified unit material.
6. Perform in class, the skills taught in theory in an effort to reinforce learned knowledge.
7. Participate in class assignments by working on manikin, models or another classmate and allowing other students perform temporary services them.
8. Keep a daily lab journal answering the following questions:
 1. What did I do today
 2. What problems did I have or did I find this an easy assignment
 3. What critiques did I receive, what do I need to work on
 4. Did I enjoy this assignment or do I see myself not performing this task in the real world i.e. salon.

5. Pose any questions you have for me that pertain to the assignment.

6. List any websites used in the assignment.

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
 - Notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - Communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - return classroom activities and homework within one week of the due date and
 - Provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
 - recognize that the college provides free Wi-Fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
 - Understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
 - missing class when a major test is planned or a major assignment is due;
 - having trouble submitting assignments;
 - dealing with a traumatic personal event; and,

- Having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
- seek out help from my instructor and/or from tutors;
 - ask questions if I don't understand; and,
 - Attend class regularly to keep up with assignments and announcements.

Required Readings/Materials

a) You must purchase the following **required** readings/materials: Milady's Standard Cosmetology Textbook, workbook.

b) You are encouraged to buy the following *optional* books/materials

AVID

"This course Principles of Skin Care/Facials and Related Theory/1447/Fall 2012 has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the Cosmetology program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor."

Course Requirements (Lectures, Assignments and Assessments)

1. Attend Class on a regular basis, whenever absent notify instructor. Attendance requirement: Students must attend 95% of class and lab time in order to obtain credit.

Week 1

Topic/Overview: This week focuses on

Skin Care/Masks/Cleansing

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Cosmetics	Worksheets	Description	TBA
Skin Care Masks	Lab	application	TBA
Skin care techniques	Demonstration	application	TBA
Disinfection procedure/practice	Implement disinfection practice and procedure	Application	TBA

Week 2

Topic/Overview: This week focuses on

Summary of Week 2 Assignments & Activities

Item(Name)	Type	Description	Due
Cosmetics	Demonstration	Application	TBA
Makeup	Discussion	Application	TBA
Color Theory	Terms	Application	TBA
Disinfection safety and procedure	Practice	Application	TBA

Week 3

Topic/Overview: This week focuses on

Summary of Week 3 Assignments & Activities

Item(Name)	Type	Description	Due
Facial Makeup	Demonstration	Lab	TBA
Disinfection Practice and procedure	Practice	<i>Application</i>	<i>TBA</i>

Week 4

Topic/Overview: This week focuses on

Chp. 23 Facials

Summary of Week 4 Assignments & Activities

Item(Name)		Description	Due
Facials	Demonstration	application	TBA
Cosmetics for Facial Makeup	Application	application	TBA
Disinfection practice and procedure	practice	application	TBA

Week 5

Topic/Overview: This week focuses on: Facials Machine

Summary of Week 5 Assignments & Activities: Use of Facial Machine, Safety and sanitation procedures for facial machine.

Item(Name)	Type	Description	Due
Use of facial machine	Electrode, galvanic, brushes,	application	TBA
Safety for facial machine	Client consultation	Application	TBA
Disinfection practice and procedure	Practice	application	TBA

Week 6

Topic/Overview: This week focuses on

Summary of Week 6 Assignments & Activities

Item(Name)	Type	Description	Due
Skin Analysis and Consultation	Lab	Discussion	TBA
Hair Removal	Lab	<i>Practical Applications</i>	TBA

Week 7

Topic/Overview: This week focuses on: Skin Analysis and Consultation /Hair Removal

Summary of Week 7 Assignments & Activities

Item(Name)	Type	Description	Due
Chp. 23 Facials	Applications	<i>Facial Massage</i>	TBA
Facial Steamer	Applications	Practice using steamers	TBA

Week 8

Topic/Overview: This week focuses on: Facials

Summary of Week 1 Assignments & Activities: Facial Massage and Facial Steamer

Item(Name)	Type	Description	Due
Facials	Applications	Facials for Acne-Prone and Problem Skin	TBA
Facials	Applications	<i>Facials for Oily Skin</i>	TBA
Facials	Applications	Facials for Dry Skin	TBA

Week 9

Topic/Overview: This week focuses on: Facials

Summary of Week 9 Assignments & Activities: Facials for Problem Skin

Item(Name)	Type	Description	Due
Chp. 23 Facials Masks	Applications	Students will perform masks	TBA

Week 10

Topic/Overview: This week focuses on: Facials/Masks

Summary of Week 10 Assignments & Activities

Item(Name)	Type	Description	Due
Chp. 24 Facial Makeup	Theory	<i>Workbook, Review Questions and Study guide</i>	TBA
Facial Makeup	Practical	Application of make-up	TBA

Week 11

Topic/Overview: This week focuses on: Facial Makeup

Summary of Week 1 Assignments & Activities: Workbook, Review Question and Study Guide, and application of make-up.

Item(Name)	Type	Description	Due
Chp24 Cont.	Corrective Makeup	Theory /Workbook	TBA
Chp. 24 Corrective Makeup	Application	Students will perform corrective make-up techniques	TBA

Week 12

Topic/Overview: This week focuses on: Corrective Make-up

Summary of Week 12 Assignments & Activities: Apply Corrective make-up and Workbook assignments

Item(Name)	Type	Description	Due
Chp. 24 Face Shapes	Role-play	Students will pair up and determine face shapes	TBA
Artificial Eyelashes	Applications	<i>Apply artificial eyelashes</i>	TBA

Week 13

Topic/Overview: This week focuses on: Face Shapes/Artificial Eyelashes

Summary of Week 1 Assignments & Activities: Practical Applications.

Item(Name)	Type	Description	Due
Individual Lashes	Applications	<i>Perform</i>	TBA
Professional Makeup Application	Applications	Perform	TBA

Week 14

Topic/Overview: This week focuses on: Individual lashes, professional make-up application

Summary of Week 14 Assignments & Activities: Practical Applications

Item(Name)	Type	Description	Due
Review over all components of Facials	Review	Review	TBA
Review over Theory for Chapters, 23 and 24	Review	<i>Review</i>	TBA

Week 15

Topic/Overview: This week focuses on: Review/Facials

Summary of Week 15 Assignments & Activities

Item(Name)	Type	Description	Due
Semester Exam			TBA
Written Exam	Multiple choice Test	Written Text	TBA
Practical Exam	Practical Exam	Practical Applications	TBA

Week 16

Topic/Overview: This week focuses on: Semester Exams

Summary of Week 16 Assignments & Activities: Written and Practical Exam

Item(Name)	Type	Description	Due
Semester Exams	Exam	Practical and Written	12/13/12

Grading Policy

Each week, I will provide grades or scores and comments on assignments within 6 days of when they were submitted. After I send feedback each week, I will post a notification in the **Main** forum.

Late assignments receive a 10% deduction for each day they are late if assignments are not posted by 11:59 p.m. central on the day they are due. Assignments more than 5 days late will not be accepted. Technological issues will not be considered as valid grounds for late assignment submission. In the event of a server outage, students should submit assignments to the instructor.

Percentage %	Grade
Theory 20%	70
Professionalism and Safety/Sanitation 20%	70
Skill sheets 20%	70
St. Board 20%	70
Final Exam 20%	70

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the ["Ask a Librarian "](#) service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Student Portal

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Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

