

CSME 1447

SPRING_2026

Principles of Skin Care/ Facials and Related Theory

CLARENDON COLLEGE Cosmetology Department Pampa

Course Name: HatfieldS_CSME_1447_Spring_2026

Credit Hours: 4

Classroom Location: Cosmetology Department Pampa

Instructor: Stacy Hatfield

Office Location: Cosmetology Department Pampa

Phone: 806-660-2010

Email: stacy.hatfield@clarendoncollege.edu

Office Hours: Monday-Thursday 4:00-5.(By appointment.)

Course Description:

This course is designed to assist the future professional in gaining an understanding the skin, with its diseases and disorders, skin types, application of make-up, hair removal as well as the sanitation and disinfection regulations required by the Texas Department of Licensing and Regulations. The students will be required a number of practicals in this class.

Director of Cosmetology: Decee Surratt current college catalog located at the

***Students** link on Clarendon College's website workforce courses: Workforce Education*

Course Manual at



<http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/>

Statement of Purpose This course partially satisfies the requirements for examination for licensure by the Texas Department of Licensing and Regulation.

Required Instructional Materials:

Textbook: Milady's Standard Textbook of Cosmetology, Milady's Practical Workbook, Milady's Theory Workbook, and Milady's Anatomy and Physiology textbook

Other Relevant Materials: Students should bring pen, pencils, loose-leaf binder, and hi-liter pen.

Student Requirements

There needs to be some attempt to measure the effort of the student by having practical examinations as well as written.

Methods of Instruction

The class centers on class lecture and discussion as well as practical demonstration of each practical before and after each demonstration. **Course Objectives** 1. The technique to use in:

1. Facials (different types according to skin type)
2. Hair Removal
3. Make-up application
4. Corrective make-up application

2. Soft Skills:

1. Communication
2. Salon Business
3. Professional Image

Grading Policies:

Grading

100-90 A

89-80 B

79-70 C

69-0 F must be repeated

A student's final grade will be made available through Campus Connect at Clarendon College's website.

Classroom Policies:

Each student must clock in and out when entering or leaving the department. Failure to do so will cause loss of hours. A student must not clock a fellow student in or out. These rules are mandated by the Texas Department of Licensing and Regulations. Chewing gum will not be allowed in the Student Salon.

Attendance policy

Clarendon College must uphold a very strict attendance policy in order for this degree plan to be completed in 12 months. 6 days a semester is considered failing (5 days for part time and instructors). Warnings will be issued after 3 days of absence. There are no exceptions to this policy. Your participation grade depends on your attendance. Weekly grade sheets will be affected by your

attendance. 6 or more missed days per semester will fail the program/failing grades are not posted to TDLR. These are TDLR rules.

On the 6th day of unexcused absence or excused absence not made up, you will be asked to withdraw from the program. Only excused absences will be eligible for makeup work. Excused absences include sick with a doctor's note, hospitalization with a doctor's note, immediate death in the family, and natural disaster. These absences must be approved by the director.

Dress Code:

Students may wear

1. Black scrubs
2. Black lab jackets.
3. Athletic type shoes (with comfortable sole you will be standing)

Students must have hair and make-up completed before clocking in.

Students must not wear caps, hats, bandanas or scarves (we want to project a professional image).

CELL PHONES:

Cell phones are not permitted in the classroom, or in the Student Salon. Phones can be used in the break room or when student leaves the building.

STUDENT ACADEMIC INTEGRITY AND CLASSROOM ETHICS

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense. Academic dishonesty violations include, but are not limited to:

1. obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion;
2. discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given;

3. observing the work of another during an examination or providing answers to another during the course of an examination;
4. using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment;
5. entering an office, classroom, laboratory, or building to obtain an unfair advantage;
6. taking an examination for another person;
7. completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person;
8. altering grade records;
9. using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory activity; and/or,
10. plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the vice president, and/or dean. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or

laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation.

(The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Vice President of Academic Affairs. The Vice President of Academic Affairs will maintain a file on all violations. If a faculty member prefers to report the case directly to Vice President of Academic Affairs, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported, by the faculty member, in writing, to the Vice President of Academic Affairs. If the Vice President of Academic Affairs observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Vice President of Academic Affairs is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Vice President of Academic Affairs is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

Course Withdrawal--Students desiring to make schedule changes after their initial registration each semester must do so during the designated "Drop and Add" period as scheduled in the College Catalog. Students will be required to pay tuition and fees applicable to any class(es) added to their schedule.

Official withdrawal from a course is initiated in the Office of the Registrar. However, each student should consult with his/her academic advisor or the Associate Dean of Enrollment before officially withdrawing from a course. A student who stops

attending a class without officially dropping it may receive a grade of “F” for that class.

The full details of Student Rights and Responsibilities policies can be viewed on Clarendon College's website at: [www.clarendoncollege.edu/Resources/Legal/24-25/FLA\(LEGAL\).pdf](http://www.clarendoncollege.edu/Resources/Legal/24-25/FLA(LEGAL).pdf)

Final Exams: The schedule of final exams times is published at the beginning of the semester. You can find the schedule for final exams at:

[https://www.clarendoncollege.edu/insideCC](http://www.clarendoncollege.edu/insideCC). Do not make plans to leave school before your scheduled final exam. Faculty members cannot on their own authorize a student to take a final exam early. In exceptional circumstances if a student needs to take a final exam early, he/she may request early final exams by filling out the form at:

[https://www.clarendoncollege.edu/Resources/Admin/Request%20for%20Early%20Final%20Exams.pdf](http://www.clarendoncollege.edu/Resources/Admin/Request%20for%20Early%20Final%20Exams.pdf).

"For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your instructor or the Vice President of Academic Affairs. You also have the right to request a criminal history evaluation letter from the applicable licensing agency."