

Instructor Information	
Instructor	Sherry LeJeune
Email	lejeunsl@lamarpa.edu
Phone	(409) 984-6507
Office	Cosmetology Annex - Room: 111
Office Hours	Monday, Tuesday, Wednesday and Thursday 7:30-8:30. Online if needed.
Additional Contact Information	
Course Information	
Description	An introduction to the principles of facial and esthetic technology. Topics include anatomy, physiology, theory and related skills of facial and skin care technology.
Required Textbooks	<i>Textbook Purchasing Statement: A student attending Lamar State College Port Arthur is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i> <i>Textbook Purchasing Statement: A student attending Lamar State College Port Arthur is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i> Milady Standard Foundations Textbook Milady Standard Esthetics Textbook 12 Edition Milady Standard Foundations Standard Esthetics: Theory Workbook TDLR Rules and Regulations Book
Additional Materials/Resources	Proficiency in Blackboard Ultra
Corequisites/Prerequisites	None
Learning Outcomes	End of Course Outcomes: Define terminology related to skin care treatments; demonstrate skin care procedures; practice safety and sanitation according to the laws and rules of the state licensing agency; and exhibit workplace competencies in skin care.
Program Student Learning Outcomes	1. Models professional and ethical behavior. 2. Practices all Sanitary and safety measures that protect individuals and public health. 3 Demonstrates proficiency in all Cosmetology Skills. 4. Prepare to pass state board requirements
Lecture Topics Outline	Foundations Textbook Chapter 5 Infection Control Esthetics Textbook Chapter 3 Physiology & Histology of the Skin Chapter 4 Disorders & Diseases of the Skin Chapter 5 Skin Analysis
Major Assignments Schedule	Chapter 5 Foundations Textbook • End of the chapter review questions • Study packet • Unit exam Chapter 3 Standard Textbook • End of the chapter review questions • Theory workbook chapter 3 • Study packet • Unit exam Chapter 4 • End of the chapter review questions • Theory workbook chapter 4 • Study packet • Unit exam Chapter 5

- End of the chapter review questions
- Theory workbook chapter 5
- Study packet
- Unit exam

Special Assignment worth 10 percent of final course grade:
Write a 3 page research paper on an assigned disorder or disease of the skin. Topic TBA

Final Exam Date	May 14, 2025 - 9:0 AM Through May 14, 2025 - 10:0 AM
Grading Scale	90 - 100=A 80 - 89=B 70 - 79=C 60 - 69=D Below 59 = F
Determination of Final Grade	Unit Exams30% Skills and Homework assignments40% Special Assignments10% Final Exam20%

Course Policies

Instructor Policies	Students should make every effort to attend class ON TIME. Any days missed MUST be made up. Skin Care Specialist / Esthetician Class Schedule Monday, Tuesday Wednesday & Thursday 8:30a.m – 12:30p.m. Late arrival to class is disruptive. Students who consistently arrive after the beginning of the class, (3 or more times) will receive a half days absence. Students who arrive after the start of class should not enter the classroom, but go into the lab or computer lab and begin working on their skills assessments or assignments. Note: ANY COSMETOLOGY / ESTHETICS LAB DAYS MISSED MUST BE MADE UP. The time clock is used for TDLR attendance verification. Each student is assigned a code to clock in; it is your responsibility to clock in and out each day. No student may clock in or out for another. Any student absent from class (online & lab) without notifications, for 30 days, will be dropped from the program. TDLR Rule 83.92: “A school shall terminate a student who does not attend Cosmetology Curriculum for 30 days.
Attendance Policy	Students should make every effort to attend class ON TIME. Any days missed MUST be made up. Skin Care Specialist / Esthetician Class Schedule Monday, Tuesday Wednesday & Thursday 8:30a.m – 12:30p.m. Late arrival to class is disruptive. Students who consistently arrive after the beginning of the class, (3 or more times) will receive a half days absence. Students who arrive after the start of class should not enter the classroom, but go into the lab or computer lab and begin working on their skills assessments or assignments. Note: ANY COSMETOLOGY / ESTHETICS LAB DAYS MISSED MUST BE MADE UP. The time clock is used for TDLR attendance verification. Each student is assigned a code to clock in; it is your responsibility to clock in and out each day. No student may clock in or out for another. Any student absent from class (online & lab) without notifications, for 30 days, will be dropped from the program. TDLR Rule 83.92: “A school shall terminate a student who does not attend Cosmetology Curriculum for 30 days.
Additional Information	Dress code: the uniform must be ironed or wrinkle free Solid black scrub top with sleeves Solid black scrub pants. Pants must be hemmed and not dragging the floor. Solid black skirts may be worn below the knee. A long sleeve shirt (any color) may b worn under scrub top. No Hoodies or sweat shirts may be worn under scrub top Shoes: Comfortable tennis shoes or work force shoes only Head attire: No hats, caps, wave or wrap caps or bandanas. Adornment headbands are acceptable upon approval. Nails: As a safety precaution, all nails should be of average length. Nails may not be longer than the end of the finger. Hair: hair must be neat and presentable daily. (You are your biggest advertisement) Lab Jacket or Vest: Solid black lab jacket or vest Approved Lamar Cosmetology t-shirts may be worn with black scrub pants As a service professional, good hygiene is required daily Uniforms and shoes will be monitored and checked on a regular basis.

Institutional Policies

MyLSCPA	Be sure to check your campus email and Course Homepage using MyLSCPA campus web portal. You can also access your grades, transcripts, academic advisors, degree progress, and other services through MyLSCPA.
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Academic Honesty	Academic honesty is expected from all students, and dishonesty in any form will not be tolerated. Please consult the LSCPA policies (Academic Dishonesty section in the Student Handbook) for consequences of academic dishonesty.
ADA Considerations	The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Coordinator , Room 117, in the Student Success Center. The phone number is (409) 984-6241.
COVID 19 Information	The Lamar State College Port Arthur (LSCPA) Student Code of Conduct COVID 19 Policy requires students who have been diagnosed with COVID 19 to report their condition directly to their local health department. Students should also contact their course faculty to report their quarantine status. In addition, this policy requires all students to wear face coverings when directly exposed to COVID 19 in compliance with the criteria included in the policy. For more information please refer to the COVID 19 link on the LSCPA website.
Facility Policies	No food or tobacco products are allowed in the classroom. Only students enrolled in the course are allowed in the classroom, except by special instructor permission. Use of electronic devices is prohibited.
HB 2504	This syllabus is part of LSCPA's efforts to comply with Texas House Bill 2504.
Mandatory Reporting of Child Abuse and Neglect	As per Texas law and LSCPA policy, all LSCPA employees, including faculty, are required to report allegations or disclosures of child abuse or neglect to the designated authorities, which may include a local or state law enforcement agency or the Texas Department of Family Protective Services. For more information about mandatory reporting requirements, see LSCPA's Policy and Procedure Manual .
Title IX and Sexual Misconduct	LSCPA is committed to establishing and maintaining an environment that is free from all forms of sex discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct. All LSCPA employees, including faculty, have the responsibility to report disclosures of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, to LSCPA's Title IX Coordinator, whose role is to coordinate the college's response to sexual misconduct. For more information about Title IX protections, faculty reporting responsibilities, options for confidential reporting, and the resources available for support visit LSCPA's Title IX website .
Clery Act Crime Reporting	For more information about the Clery Act and crime reporting, see the Annual Security & Fire Safety Report and the Campus Security website .
Grievance / Complaint / Concern	If you have a grievance, complaint, or concern about this course that has not been resolved through discussion with the Instructor, please consult the Department Chair.
Department Information	Cosmetology Chair: Sheila Guillot Email: guillsr@lamarpa.edu Phone: (409) 984-6381