



COURSE OUTLINE: HSP113 - ETHICS & PROF. DEV.

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Approved: Karen Hudson, Chair, Community Services and Interdisciplinary Studies

Course Code: Title	HSP113: ETHICS AND PROFESSIONAL DEVELOPMENT
Program Number: Name	1054: HAIRSTYLING
Department:	HAIRSTYLIST
Academic Year:	2023-2024
Course Description:	This course teaches students to adapt to various trends and technologies in the hairstyling industry. In this course students will have a professional understanding of career goals, maintaining a professional image, daily life responsibilities, workplace standards and government regulations. Students will research hair rituals and traditions used throughout history and various cultures. They will discover an awareness of the social, cultural and economic influence of hair. This course is a program-embedded general education course for social, cultural and personal understanding. This course is 2 hours of instruction each week with 1 hour of independent study.
Total Credits:	3
Hours/Week:	3
Total Hours:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	HSP120, HSP123
Vocational Learning Outcomes (VLO's) addressed in this course:	1054 - HAIRSTYLING
Please refer to program web page for a complete listing of program outcomes where applicable.	VLO 1 Complete all work in adherence to professional ethics, government regulations, workplace standards and policies, and according to manufacturers specifications as applicable.
	VLO 4 Adapt to various and changing technologies, applications and procedures in the hair styling industry, and develop and present a plan outlining future professional development.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
	EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.
	EES 3 Execute mathematical operations accurately.
	EES 4 Apply a systematic approach to solve problems.
	EES 5 Use a variety of thinking skills to anticipate and solve problems.
	EES 6 Locate, select, organize, and document information using appropriate technology and information systems.



	<p>EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.</p> <p>EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.</p> <p>EES 10 Manage the use of time and other resources to complete projects.</p> <p>EES 11 Take responsibility for ones own actions, decisions, and consequences.</p>												
General Education Themes:	<p>Social and Cultural Understanding</p> <p>Personal Understanding</p>												
Course Evaluation:	<p>Passing Grade: 50%, D</p> <p>A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.</p>												
Other Course Evaluation & Assessment Requirements:	<p>Employability skills in all classes will be assessed and calculated in final grades.</p>												
Books and Required Resources:	<p>Hair Story by Ayana D. Byrd and Lori L. Tharps Publisher: St. Martin's Griffin Edition: revised edition ISBN: 9781250046574</p> <p>Cosmetology and Foundations bundle by Milady Publisher: Milady Binding Edition: 14th edition ISBN: 9780357871492</p>												
Course Outcomes and Learning Objectives:	<table border="1"> <thead> <tr> <th>Course Outcome 1</th> <th>Learning Objectives for Course Outcome 1</th> </tr> </thead> <tbody> <tr> <td>1. Cultivate a professional image and code of ethics to comply with client and employer's expectations</td> <td> 1.1. Define professional ethics 1.2. Discuss privacy and confidentiality 1.3 Use effective time management skills to prioritize services </td> </tr> <tr> <th>Course Outcome 2</th> <th>Learning Objectives for Course Outcome 2</th> </tr> <tr> <td>2. Gain an understanding of cultivating a professional image.</td> <td> 2.1. Define professional image 2.2. Describe self-esteem and self-image and its projection 2.3. Define personality and attitude and their influence in the workplace 2.4. Discuss dress code concepts based on employer requirements 2.5. Discuss and reflect on communication skills with co-workers and employers </td> </tr> <tr> <th>Course Outcome 3</th> <th>Learning Objectives for Course Outcome 3</th> </tr> <tr> <td>3. Identify learning resources and opportunities to promote professional competence and skill development</td> <td> 3.1. Describe the importance of goal setting and identify its impact 3.2. Define goal setting techniques, short term and long term 3.3. Develop personal and professional goals 3.4. Benchmark and evaluate goals </td> </tr> </tbody> </table>	Course Outcome 1	Learning Objectives for Course Outcome 1	1. Cultivate a professional image and code of ethics to comply with client and employer's expectations	1.1. Define professional ethics 1.2. Discuss privacy and confidentiality 1.3 Use effective time management skills to prioritize services	Course Outcome 2	Learning Objectives for Course Outcome 2	2. Gain an understanding of cultivating a professional image.	2.1. Define professional image 2.2. Describe self-esteem and self-image and its projection 2.3. Define personality and attitude and their influence in the workplace 2.4. Discuss dress code concepts based on employer requirements 2.5. Discuss and reflect on communication skills with co-workers and employers	Course Outcome 3	Learning Objectives for Course Outcome 3	3. Identify learning resources and opportunities to promote professional competence and skill development	3.1. Describe the importance of goal setting and identify its impact 3.2. Define goal setting techniques, short term and long term 3.3. Develop personal and professional goals 3.4. Benchmark and evaluate goals
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	<p>3.5. Describe the basic guidelines for success including motivation and self-management</p> <p>3.6. State strategies to develop and implement ongoing self-evaluation</p> <p>3.7. Gain an understanding of performance appraisal evaluations and their positive role on professional development.</p> <p>3.8 Identify areas for professional growth and development by assessing constructive feedback relating to one's own performance, strength and limitations</p>
Course Outcome 4	Learning Objectives for Course Outcome 4
4. Respect clients and colleagues without discrimination	<p>4.1 Identify cultural differences in hairstyling.</p> <p>4.2 Describe historical impact of hairstyling in popular culture.</p> <p>4.3 Gain awareness of how ethnicity influences hairstyling rituals.</p> <p>4.4 Discuss how hair is used for cultural identity, spirituality, individuality and connection to ancestry.</p> <p>4.5 Apply ethical practices to all professional relationships</p>
Course Outcome 5	Learning Objectives for Course Outcome 5
5. Adhere to industry regulations and policies.	<p>5.1 Interpret to manufacturers specifications including Material Safety Data Sheets</p> <p>5.2 Comply to Occupational Health and Safety Act</p> <p>5.3 Demonstrate proper storage, use and disposal of products based on instructions</p> <p>5.4 Understand the health and safety responsibility to clients, co-workers and self.</p> <p>5.5 Respect clients and colleagues without discrimination</p>

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	30%
Employability skills	30%
Milady workbook	20%
Quizzes and exams	20%

Date:

June 27, 2023

Addendum:

Please refer to the course outline addendum on the Learning Management System for further information.

