



## I. COURSE DESCRIPTION:

This course introduces CICE students, with the assistance of a Learning Specialist, to the Professional Makeup Procedure when applying makeup for special occasions for either day or evening and for all age ranges including preteen and mature clients. Basic corrective techniques utilizing colour theory as well as highlighting and contouring techniques for a variety of face and eye shapes, and for features including lips and noses, will be emphasized. Students will use a variety of cosmetic products, supplies and tools used by makeup artists. Client consultation skills will be developed. Sanitation and disinfection of all tools, and supplies will be discussed and practiced in every practical makeup class in order to ensure the health and safety of yourself and others and also to ensure the longevity of the student's makeup kit and supplies.

## II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist, will demonstrate the ability to:

1. Prepare client and workstation for a professional makeup application  
Potential Elements of the Performance:
  - Drape client appropriately for a professional makeup service
  - Prepare a workstation with all the necessary supplies and materials, ensuring that all brushes have been properly disinfected, while practicing aseptic procedures with all products and supplies.
  - Conduct a professional client consultation and needs analysis and elicit appropriate information in order to provide a customized makeup service.
  - Determine contraindications and necessary modifications to the makeup service utilizing the information related to product ingredients and client consultation
  - Apply knowledge of the structure of the skin, identifying skin types and/or related conditions
  - Maintain and store all instruments, material and supplies according to the manufacturer's guidelines and as required by Algoma Public Health.
  - Contribute to the maintenance of business records and client files by accurately recording information on client's makeup chart.
  
2. Demonstrate, with proficiency, the Professional Makeup Procedure.  
Potential Elements of the Performance:
  - Perfect each phase of the Professional Makeup Procedure to ensure a professional makeup application which reflects industry standards.
  - Identify the classifications of makeup products and the wide range of products available within those classifications.
  - Describe common ingredients used in formulating makeup products.
  - Identify and use a variety of makeup brushes
  - Disinfect and properly store makeup brushes in accordance with Algoma Public Health regulations

- Demonstrate aseptic procedure during the makeup application, practice health and safety measures when using makeup products in order to ensure the health and safety of others.
- Maintain and store all tools, supplies and makeup products according to manufacturer's guidelines and as required by Algoma Public Health.

3. Demonstrate the principles of colour theory when providing a professional makeup service.

Potential Elements of the Performance:

- Differentiate between primary, secondary and tertiary colours.
- Differentiate between warm, cool and neutral colours
- Demonstrate principles of colour theory when applying concealing techniques, and when emphasizing features such as eye colour, hair colour, clothing.
- Demonstrate appropriate use and understanding of the colour wheel

4. Demonstrate, with proficiency, corrective makeup techniques for a variety of skin conditions and for various face shapes, eye shapes, lips and noses.

Potential Elements of the Performance:

- Identify colour theory principles when choosing and combining concealer shades to correct various skin conditions including dark circles, blemishes, and ruddy skin tones
- Knowledge of the colour wheel
- Recognize a variety of products used for highlighting and contouring and use products to effectively enhance a client's features
- Use a variety of makeup brushes used for effectively applying corrective techniques.
- Recognize various face shapes, eye shapes and apply corrective makeup techniques to enhance client's best features
- Balance and correct various lip and nose imperfections

5. Demonstrate, with proficiency, a professional makeup application for a variety of special occasions and for a variety of age groups including mature skin types.

Potential Elements of the Performance:

- Conduct a client consultation in order to determine client needs and preferences, contraindications and necessary modifications to the makeup application based on information related to product ingredients, health history, and age.
- Apply knowledge of the structure and composition of the skin, identifying skin types and/or related skin conditions and recommend to clients specific makeup products which benefit their skin's needs.
- Prepare a workstation using aseptic procedures when preparing makeup products, supplies and tools.
- Clean and either disinfect tools and supplies after each use, keep work stations clean and safely dispose of single use items as required by Algoma Public Health.
- Apply the Professional Makeup Procedure, step by step, to ensure a polished and professional makeup application
- Apply the principles and techniques associated with a day, evening..
- Recognize the needs of mature skin, and apply makeup techniques which enhance this skin type.

- Apply effective corrective makeup procedures utilizing highlighting and contouring techniques
- Consult with and recommend makeup products matched to their needs, lifestyle and personal preferences.
- Complete a makeup chart
- Maintain and store products and supplies according to manufacturer's guidelines and as required by Algoma Public Health.
- Submit portfolio assignments as required by the course.
- 6. Perform, with proficiency, an eyebrow shaping service.

Potential Elements of the Performance:

- Set up workstation for an eyebrow shaping service
- Prepare client.
- Measure, with accuracy, the beginning, the arch and the tail of the eyebrow.
- Consult with a client to determine the optimal shape based on a client's features, desires and any limitations which may be present.
- Wax the eyebrows, with proficiency, according to the measurements taken using soft and hard waxes.
- Suggest makeup products used to enhance brow shape and to maintain the eyebrow shape post service.

Establish and maintain a professional image and conduct in adherence to the standards and ethics associated with the esthetic industry.

Potential Elements of the Performance:

- Comply with the Policies and Procedures developed by the Esthetician Diploma Program and adhere to the professional expectations for dress, hygiene and grooming.
- Adhere to Sault College policies outlined in the Student Code of Conduct regarding behavior inside and outside of the classroom.
- Adhere to the code of ethics associated with the esthetic practice.
- Demonstrate accountability for your academic and professional growth by soliciting constructive feedback relating to one's own performance, strengths and limitations.
- Determine current trends and issues impacting the esthetic industry.
- Review the role of professional associations affiliated with the esthetic industry.
- Demonstrate positive and effective interpersonal, verbal, and non-verbal communication skills when dealing with peers, faculty and clients.
- Demonstrate punctual attendance to all classes and be prepared with all necessary materials for each class.
- Maintain an 80% attendance record throughout the semester.
- Clean and either disinfect or sterilize all instruments, client draping materials and makeup supplies after each use. Keep workstations neat and clean during and after each makeup application.

### III. TOPICS:

Workstation and Client Prep  
Client Consultation  
Makeup Brushes  
Colour Theory  
Corrective Makeup Techniques  
Highlighting and Contouring  
Professional Makeup Application Procedure  
Day and Evening Looks  
Mature Makeup Application  
Eyebrow Shaping  
Sanitation, Disinfection and Safety Precautions  
Classification of Makeup Products  
Retailing and Home Maintenance

### IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Study Guide: Salon Fundamentals Esthetics, 2nd edition, by St. Germain, Clif, Fisher, Janet (2004) Pivot Point Inc.

Text Book: Salon Fundamentals Esthetics, 2nd edition. Pivot Point Inc.

Binder, pens, pencils, pencil crayons, paper.

Professional Makeup Kit (bookstore)

Tweezers

### V. EVALUATION PROCESS/GRADING SYSTEM:

Classic Makeup Portfolio 20%

Mature Makeup Application Portfolio 10%

Smokey Portfolio 20%

Colour Theory, Correctives Theory Test 20%

Final Practical Exam 30%

The following semester grades will be assigned to students:

#### Grade

Definition	Grade Point Equivalent	
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00

CR (Credit) Credit for diploma requirements has been awarded.

S Satisfactory achievement in field /clinical placement or non-graded subject area.

U Unsatisfactory achievement in field/clinical placement or non-graded subject area.

X A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.

NR Grade not reported to Registrar's office.

W Student has withdrawn from the course without academic penalty.

If a faculty member determines that a student is at risk of not being academically successful, the faculty member may confidentially provide that student's name to Student Services in an effort to help with the student's success. Students wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

#### VI. SPECIAL NOTES:

##### Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session. <Optional: It is the departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivers will not be granted admission to the room.>

1. In order to be successful in this course, a student must maintain an 80% attendance record throughout the semester. Anything less than an 80% attendance record will result in an F grade regardless of marks achieved through tests and assignments as the student has not met the Professional Image standards defined in the course outline.
2. Poor attendance also dismisses any student from the privilege of rotations in the Spa at Sault College as this presents a health and safety risk to other classmates as well as clients of the Spa.

Addendum:

Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

VII.

#### COURSE OUTLINE ADDENDUM

1. Course Outline Amendments:

The faculty member reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

**CICE Modifications:****Preparation and Participation**

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

**A. Tests may be modified in the following ways:**

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

**B. Tests will be written in CICE office with assistance from a Learning Specialist.*****The Learning Specialist may:***

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

**C. Assignments may be modified in the following ways:**

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

***The Learning Specialist may:***

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group



4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

**D. Evaluation:**

Is reflective of modified learning outcomes.