

I. COURSE DESCRIPTION:

This course will provide students with the opportunity to apply theoretical knowledge of the skin, skin types and skin conditions. Students will apply the techniques of skin care treatments in a practical setting. Emphasis will be on the mini facial procedure specific instruction with the cleansing technique, various exfoliation mediums as well as various mask procedures. Students will be introduced to the NatureMed Professional Skincare product line. Students will acquire skills in client consultation, skin analysis and record keeping. Students will also be introduced to the Student Esthetician Clinic where emphasis will be on customer service, retailing of products and services and the overall development of practical skills.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Perform a mini facial skin treatment in 30 minutes.

Potential Elements of the Performance:

- Prepare a treatment room and workstation for a minifacial treatment using aseptic procedures specifically with the set up of the facial bed, steamer and hot towels, magnifying lamp, appropriate NatureMed skincare products, disposable supplies and client history and skin analysis forms.
- Prepare a client for a treatment and conduct an initial client consultation
- Conduct an in depth skin analysis and record the observations and the client's health history to determine service expectations, customized treatments, modifications or contraindications to treatments and products
- Adhere to the mini facial treatment procedure and demonstrate with proficiency makeup removal, the facial cleansing technique, an exfoliation treatment utilizing a variety of exfoliants, the use of hot towels, mask procedures and finally the application of treatment creams.
- Implement ergonomically correct methods of providing esthetic services to ensure a healthy physical state.
- Use machines and electrical equipment such as facial steamers, safely and appropriately while providing skin care treatments and determine any maintenance requirements for equipment

- Apply knowledge of the structure and composition of the skin, identifying skin types, skin conditions and disorders and related conditions
- Apply knowledge of the body systems, such as immune and circulatory systems and apply their basic functions to the provision of skin care treatments, taking into account contraindications, cautions and appropriate modifications
- Use safe cleaning and either disinfection or sterilization methods during treatments
- Clean and either disinfect or sterilize tools, specialized equipment, and client draping materials after each use, keep workstations clean and safely dispose of non reusable items in accordance with Algoma Public Health regulations
- Handle and dispose of disinfection chemicals safely by referring to M.S.D.S. data

2. Demonstrate a thorough knowledge and understanding of the products in the NatureMed Professional Skincare line.

Potential Elements of the Performance:

- Take into account the skin types and conditions to recommend to clients specific ingredients esthetic products and appropriate treatments for each skin type and condition
- Identify properties, classifications, effects and contraindications of a variety of ingredients found in esthetic products
- Consult with and recommend to clients essential home maintenance products in order to maintain the health of skin
- Promote the features and benefits of esthetic products and services to clients to assist them in determining a course of action matched to their needs, lifestyle, and personal preferences
- Explain a home maintenance schedule and demonstrate to the client the correct usage of various skin care products
- Explain to the client the benefits and effects of ingredients and products used in skin care products.
- Select and recommend the use of esthetic products and product ingredients to the client taking into account health status and identified needs

3. Conduct a client health history consultation and a thorough skin analysis.

Potential Elements of the Performance:

- Conduct an initial first impression analysis, a thorough skin analysis during treatment and a post service analysis
- Employ the safe and appropriate use of skin analysis equipment such as the magnifying lamp and Wood's lamp

- Analyze information recorded on client health history form
 - Determine contraindications and necessary modifications to treatments utilizing information related to product ingredients and client health history.
 - Assess the impact of general health, age, gender, nutrition, stress and external environmental factors on the skin and determine an appropriate skin care treatment.
 - Contribute to the maintenance of client documents and records by accurately recording information and filing confidential client information
 - Elicit appropriate information in order to recommend a range of customized esthetic services.
4. Adhere to the health, safety, sanitation and infection and prevention control guidelines according to industry standards in compliance with Algoma Public Health regulations.
- Potential Elements of the Performance:
- Understand basic information about bacteria, viruses, blood borne pathogens and parasites
 - Differentiate between critical, semi critical and non critical items
 - Recognize when to refuse esthetic treatments due to health and safety concerns and when to refer to a physician.
 - Identify various disinfectants and use safely and effectively based on M.S.D.S data
 - Use safe and effective cleaning and either disinfection or sterilization methods during and after skin treatments for instruments, specialized equipment, client draping material, work surfaces and work stations as required by Algoma Public Health
 - Maintain and store all instruments, materials and supplies according to manufacturer's guidelines and as required by Algoma Public Health.
 - Dispose of all single use items as required by Algoma Public Health
 - Use gloves, mask, eye protection and other suitable personal protective equipment appropriately during the treatment to ensure the health and safety of yourself and others.
 - Handle hazardous material and dispose of all waste and chemical materials in compliance with manufacturer's guidelines specific to M.S.D.S. data.
5. 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's Diploma Program and adhere to the professional expectations for dress, hygiene and grooming
- Adhere to policies outlined in the Student Code of Conduct regarding behavior and conduct inside and outside 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 effective interpersonal verbal and non verbal communication skills in dealing with peers, faculty and clients
- Demonstrate punctual attendance to all classes and be prepared with all necessary materials for each class
- Clean and either disinfect or sterilize all instruments, client draping materials after each use. Keep work stations neat and clean during and after each skin treatment.

6. Provide services for the community and contribute to the overall experience in the Student Esthetician Clinic.

Potential Elements of the Performance:

- Recommend services and products to meet individual needs and expectations
- Determine the characteristics and benefits of excellent customer service
- Use effective communication skills and problem solving strategies to respond to customer complaints in the Student Esthetician Clinic.
- Adhere to the esthetic industry Code of Ethics
- Promote retail sales and identify strategies for an effective display of retail esthetic products
- Identify pricing and promotion strategies for products and services and for the overall success of a small business
- Contribute to the maintenance of confidential client information by accurately recording information and filing.
- Contribute to the reception area by answering the telephone, scheduling and confirming appointments, handling transactions and greeting and directing clients appropriately.

7. Perform a professional eyelash and eyebrow tinting treatment.
Potential Elements of the Performance:
 - Prepare client and workstation for service
 - Prepare tinting solution
 - Shape eyebrows
 - Apply solution to eyelashes and eyebrows safely and effectively
 - Knowledge of benefits and contraindications to treatment.

8. Perform a variety of massage movements including effleurage, tapotement, friction, vibration and petrissage.
Potential Elements of the Performance:
 - Demonstrate, with proficiency, fluidity, appropriate speed, pressure, and technique while performing a facial massage.
 - Discuss the benefits of the 5 classic massage movements
 - Locate specific muscles and nerves of the face, neck and decolette.
 - Locate pressure points which induce relaxation when manipulated

III. TOPICS:

1. The Mini Facial Procedure
2. Client Health History and Consultation
3. Skin Analysis
4. Preparing a Treatment Room and Client Draping
5. Machines and Specialized Esthetic Equipment
6. NatureMed Professional Skin Care Products

7. Sanitation, Disinfection and Sterilization
8. Bacteriology
9. Eyelash and Eyebrow Tinting
10. The Facial Massage Technique

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Text Book:

Milady's Standard Comprehensive Training For Estheticians by J.D'Angelo, P. Dean, S. Dietz, C. Hinds, M. Lees, E. Miller, A. Zani (2003) Milady

**Linens, Towels, Cotton Pads, Mask Brushes, Headband
Come prepared with all supplies for each Lab class.**

V. EVALUATION PROCESS/GRADING SYSTEM:

Practical Testing	65%
Theory Testing	35%

Attendance: A penalty of 1% per class will be deducted from your final grade for any classes missed. Attendance is vital for success in EST 141. In order to successfully complete this course, the student must complete a minimum of 72 hours of supervised instruction. This is equivalent to 80% attendance for the semester. Any student with less than the minimum hours required will receive an F grade regardless of test scores.

The following semester grades will be assigned to students:

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

VI. SPECIAL NOTES:

Course Outline Amendments:

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

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

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. *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.*

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *November* will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.