



COURSE OUTLINE

EST0115

Prepared: Roya Ghassemkani Approved: Martha Irwin

Course Code: Title	EST0115: INTRODUCTION TO SPA/PRACTICUM
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Semester/Term:	17F
Course Description:	This course will introduce students to the Spa at Sault College as a placement experience. Students will gain knowledge and develop practical skills with infection control practices as directed by the Algoma Public Health. Students will also have the opportunity to provide esthetic services for the clients of the Spa, and develop client care and retail and marketing strategies. Students will also be introduced to ethical standards of the esthetic industry and the various roles and responsibilities in operating a successful Spa business. Students will be required to meet the expectations as outlined in the Spa at Sault College Policies and Procedures in regards to professional image and professionalism.
Total Credits:	3
Hours/Week:	3
Total Hours:	45
Essential Employability Skills (EES):	<p>#1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</p> <p>#2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>#4. Apply a systematic approach to solve problems.</p> <p>#5. Use a variety of thinking skills to anticipate and solve problems.</p> <p>#6. Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>#7. Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>#8. Show respect for the diverse opinions, values, belief systems, and contributions of others.</p> <p>#9. Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.</p> <p>#10. Manage the use of time and other resources to complete projects.</p> <p>#11. Take responsibility for ones own actions, decisions, and consequences.</p>
Course Evaluation:	Satisfactory/Unsatisfactory
Other Course Evaluation &	1. 80% satisfactory evaluations of weekly observation/feedback



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Assessment Requirements:

2. Complete a minimum of X hours
3. Successful demonstration of all the learning outcomes of the course
4. Successful completion of the Infection Control Certificate Training.(Date to be announced)
Cost \$20 per student.
5. Successful completion of the Provincial Accessibility Training Certificate Program. (Date to be announced)

Course Outcomes and Learning Objectives:

Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will acquire varying levels of skill development relevant to the following learning outcomes:

Course Outcome 1.

Apply practical skills in all areas of esthetics in order to provide a professional treatment for both men and women.

Learning Objectives 1.

- Perform and customize hand and foot treatments and complete all steps for an entire professional manicure and pedicure for both men and women.
- Discuss homecare maintenance for hand and foot care.
- Use a variety of waxes and hair removal techniques including hard and soft wax, and tweezing for the safe removal of excess facial and body hair for both men and women.
 - Explain pre and post homecare with clients having any hair removal treatment.
 - Apply makeup for a variety of occasions including day, evening, bridal, and for clients of all age ranges from preteen to mature.
- Customize skin treatments for both men and women taking into consideration skin types and skin conditions, information recorded on the health screen, identified needs and contraindications to products and equipment.
 - Knowledge of NatureMed professional skincare line and promote features and benefits of esthetic products and services to clients when assisting them in determining a course of action matched with their needs, lifestyle and personal preferences.
 - Explain the importance of a homecare maintenance schedule which suits their skin type and any conditions present
 - Integrate professional facial equipment, manicure and pedicure instruments, makeup supplies and equipment and hair removal instruments and equipment safely and appropriately while noting any contraindications noted on the health screen, client preferences and needs.
 - Maintain and store all equipment, instruments and materials according to regulations



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required by Algoma Public Health and the Esthetician Diploma Program.

- Demonstrate effective time management skills in areas of preparedness and set up, in order to provide a professional treatment.
- Conduct an in depth health screen prior to all services and record the observations to determine service expectations, customized treatments, modifications and contraindications.
- Maintain all workstations and work surfaces sanitized and free of garbage so to not cross contaminate and to display
- Clean and either disinfect or sterilize tools after each use, keep work stations and work surfaces sanitized, and safely dispose of single use and “sharps” items in accordance with Algoma Public Health.
- Contribute to the maintenance of client files by accurately recording information and by ensuring that all information on health screens are up to date.
- Answer telephones, book and confirm appointments
- Handle cash transactions when retailing products and services
- Apply the principles of teamwork with peers, staff and faculty in order to meet common goals and to project a positive work ethic.
- Greet clients upon arrival and departure
- Display an upbeat and enthusiastic attitude

Course Outcome 2.

Demonstrate the professional image and conduct necessary for success in the esthetic industry.

Learning Objectives 2.

- Comply with the Policies and Procedures of the Esthetician’s Diploma Program regarding attendance, physical appearance, personal hygiene and dress code.
- Demonstrate punctual attendance
- Demonstrate accountability for absences
- Demonstrate accountability for your own academic and professional growth
- Demonstrate effective interpersonal, verbal and non- verbal communication skills with clients, peers and faculty
- Employ all ethical standards which uphold the integrity of the Esthetic profession.
- Comply with the terms outlined in the Confidentiality Agreement

Course Outcome 3.



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Develop and integrate customer service strategies that meet and adapt to individual needs and expectations in accordance with Provincial accessibility standards and the ethics of the esthetic industry.

Learning Objectives 3.

- Apply strategies for excellent customer service
- Integrate accessibility strategies for clients with special needs
- Recommend products and services which meet the needs and expectations of the client
- Use effective verbal and non-verbal communication skills when dealing with clients and including customer complaints in a professional setting
- Practice the principles of retailing when promoting products and services
- Demonstrate and reflect the ethical standards of esthetic industry.

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. 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.

B. 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.



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C. 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.

D. 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

E. Evaluation:

Is reflective of modified learning outcomes.

NOTE: Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning outcomes

Date:

Wednesday, September 6, 2017

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