



COURSE OUTLINE

HSP0142

Prepared: Hairstyling Department Approved: Martha Irwin

Course Code: Title	HSP0142: PROFESSIONAL DEVELOPMENT						
Program Number: Name	1120: COMMUNITY INTEGRATN						
Department:	C.I.C.E.						
Semester/Term:	17F						
Course Description:	This course teaches students to adapt to various and changing technologies, applications and procedures in the industry while developing a plan outlining future professional activities and goals. Time management strategies will be researched and implemented to prioritize tasks, duties and daily life responsibilities. This course is one of two program-embedded general education courses and meets the theme of Personal Understanding.						
Total Credits:	1						
Hours/Week:	1						
Total Hours:	15						
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>#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:	Passing Grade: 50%, D						
Other Course Evaluation & Assessment Requirements:	Attendance in all classes will be assessed and calculated in final grades. All hours of theory and practical must be completed to advance to the next semester.						
Evaluation Process and Grading System:	<table border="1"> <thead> <tr> <th>Evaluation Type</th> <th>Evaluation Weight</th> </tr> </thead> <tbody> <tr> <td>Practical Application and Exams</td> <td>50%</td> </tr> <tr> <td>Theory, Assignments and Testing</td> <td>50%</td> </tr> </tbody> </table>	Evaluation Type	Evaluation Weight	Practical Application and Exams	50%	Theory, Assignments and Testing	50%
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Practical Application and Exams	50%						
Theory, Assignments and Testing	50%						
Books and Required	Milady Standard Cosmetology 13th Edition by Milady						



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Resources:

Publisher: Milady Binding Edition: 13th
ISBN: 9781305774773

Practical Workbook for Milady Standard Cosmetology 2016 by Milady
Publisher: Milady Binding
ISBN: 9781285769479

Salon Fundamentals Book Set by Pivot Point
Publisher: Pivot Point International Inc. Edition: 3rd
ISBN: 9781934636664

Theory Workbook for Milady Standard Cosmetology 2016 by Milady
Publisher: Milady Binding
ISBN: 9781285769455

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.

Cultivate a professional image to comply with client and employer expectations.

Learning Objectives 1.

- Define professional image
- Describe self-esteem, self-image and its projection
- Define personality and attitude, and their influence in the workplace
- Apply dress code concepts based on employer requirements
- Demonstrate communication skills with co-workers and employers

Course Outcome 2.

Develop career goals and success strategies.



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Learning Objectives 2.

- Describe the importance of goal settings and identify its impact
- Define goal setting techniques, short term and long term
- Develop personal and professional goals
- Benchmark and evaluate goals
- Describe the basic guidelines for success including motivation and self-management

Course Outcome 3.

Identify learning resources and opportunities to promote professional competence and skill development.

Learning Objectives 3.

- Create a professional development plan with support from mentors, suppliers, co-workers, professional associations, etc.
- Define “Professional Development” and the importance of attending seminars, workshops and conferences
- Identify means of keeping pace with new trends and their adaptations
- Assemble means of networking

Course Outcome 4.

Identify areas for professional growth and development by assessing constructive feedback relating to one’s own performance, strengths and limitations.

Learning Objectives 4.

- State strategies to develop and implement ongoing self-evaluation
- Distinguish performance appraisal evaluations and their positive role on professional development
 - Interpret constructive criticism and describe its relevance in professional growth and development based on appraisals



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Course Outcome 5.

Research, recognize and reproduce current trends for cutting and styling hair, permanent wave services, chemical texture services, colour and lightening services and hair additions.

Learning Objectives 5.

- Integrate resources to maintain current knowledge and competence in the hairstyling profession
- Identify current trends and techniques for cutting and styling hair, permanent wave and chemical texture services, colour and lightening techniques and hair additions
- Create social media platform to network and research styles to replicate

Use multi-media resources to research current trends, such as:

- magazines
- internet
- networking
- social media

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.



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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.

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



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outcomes

Date:

Wednesday, September 6, 2017

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