

I. COURSE DESCRIPTION:

This course provides the CICE student, the opportunity to strengthen practical skills developed in EST0115, with minimal support from a learning specialist. The student will be placed at the Spa at Sault College providing professional esthetic services such as manicures, pedicures, eyebrow shaping and makeup applications for the general public. Day to day operations of a Spa setting will be emphasized and students will be responsible for answering phones, scheduling appointments, and confirming appointments. Professional Image is emphasized. Not only with personal appearance and effective communication, but also with sanitation, disinfection and sterilization procedures.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

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

Potential Elements of the Performance:

- 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.
- Apply makeup for a variety of occasions including day, evening, bridal, and for clients of all age ranges from preteen to mature.
- Maintain and store all equipment, instruments and materials according to regulations 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.
- Keep 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 non-reusable 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 co-workers 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
- 2. Demonstrate the professional image and conduct necessary for success in the esthetic industry.

Potential Elements of the Performance:

- 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
3. Develop customer service strategies that meet and adapt to individual needs and expectations in accordance with professional standards and ethics

Potential Elements of the Performance:

- Determine the characteristics and benefits of excellent customer service
- Recommend products and services which meet the needs and expectations of the client
- Use effective verbal and nonverbal communication skills when dealing with customer complaints in a professional setting
- Practice the principles of retailing when promoting products and services

III. TOPICS:

1. Manicures/ Spa Manicures: Men and Women
2. Pedicures/ Spa Pedicures: Men and Women
3. Makeup Artistry – Brow shaping, Brow tinting, Eyelash tinting and perming
4. Levels of Decontamination: Sanitation, Disinfection, Sterilization
5. Professional Image: Appearance, Attitude, Communication, Ethics
6. Retailing Products and Services
7. Reception

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Manicure and Pedi tools, tweezers, full uniform, appropriate and safe footwear.

V. EVALUATION PROCESS/GRADING SYSTEM:

This course will be evaluated with either an “S” or “U” Grade based on the following criteria:

In order to successfully complete this course, a student is required to meet all three criteria listed below:

1. Complete a minimum of 60 supervised hours in the Spa.
2. Demonstrate, consistently with minimal assistance, all esthetic treatments for clients of the Spa at Sault College. Students must achieve an 80% success record on all formal evaluation forms overall in the semester.
3. Successful completion of EST 200, EST163, and EST164. Attaining full credits in all three courses of study in 2nd semester.

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.

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. It is the departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivers may not be granted admission to the room.

“No Show Policy”. If you are not able to attend Spa or Placement on your scheduled day, you must phone to let your supervisor or professor know of your absence. Failure to do so will result in one written warning which states, “failure to comply with this policy again will result in your immediate removal from EST 166 as the outcomes of adhering to Professional Image are not being met.”

CICE 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.

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.