

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



**SAULT  
COLLEGE**

**COURSE OUTLINE**

**COURSE TITLE:** Intro to Spa: The Spa at Sault College  
**CODE NO. :** EST115 **SEMESTER:** 1  
**PROGRAM:** Esthetician Diploma Program  
**AUTHOR:** Roya Ghassemkani  
**DATE:** Sept. 2016 **PREVIOUS OUTLINE DATED:** Sept  
2015  
**APPROVED:** Angelique Lemay Aug/16

\_\_\_\_\_  
**DEAN**

\_\_\_\_\_  
**DATE**

**TOTAL CREDITS:** 3

**PREREQUISITE(S):** None

**HOURS/WEEK:** 3

**Copyright ©201\_ The Sault College of Applied Arts & Technology**  
*Reproduction of this document by any means, in whole or in part, without prior written permission of Sault College of Applied Arts & Technology is prohibited.*  
*For additional information, please contact Angelique Lemay, Dean, School of Community Services, Interdisciplinary Studies, Curriculum & Faculty Enrichment*

*(705) 759-2554, Ext. 2737*

**I. COURSE DESCRIPTION:**

Students are introduced to The Spa at Sault College as their Fieldwork Placement. Theoretical aspects of working in a Spa environment are introduced and applied including infection control practices and training, ethics, customer service strategies and accessibility training. As fieldwork placement, students will have the opportunity to strengthen practical skills by providing esthetic treatments in the Spa at Sault College. Professional image is emphasized. Not only with appearance, but also including effective communication skills.

**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.  
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.
- 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 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
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 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.

Potential Elements of the Performance:

- 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.

**III. TOPICS:**

1. Skin Treatments: Men and Women
2. Hair Removal: Men and Women
3. Manicures/ Spa Manicures: Men and Women
4. Pedicures/ Spa Pedicures: Men and Women
5. Makeup Artistry
6. Levels of Decontamination: Sanitation, Disinfection, Sterilization
7. Professional Image: Appearance, Attitude, Communication, Ethics
8. Retailing Products and Services
9. Reception

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

Manicure and pedicure tools, tweezers, scissors, linens, full uniform, appropriate and safe footwear.

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.

**V. EVALUATION PROCESS/GRADING SYSTEM:**

This course is graded on an "S" (Satisfactory) and "U" (Unsatisfactory). In order to successfully complete this course, students must meet the requirements in ALL of the following areas:

1. 80% satisfactory evaluations of weekly observation/feedback
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)

The following semester grades will be assigned to students:

<b>Grade</b>	<b><u>Definition</u></b>	<b><i>Grade Point Equivalent</i></b>
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.

### **Program Attendance Policy for Field Placement Courses**

1. "No Show Policy". If you are not able to attend Spa or Placement on your scheduled day, you must inform your Spa Technician, Nellonne Riddell, of your absence by contacting (705) 759-2554 Ext. 2837. Failure to do so will result in one warning. Failure to comply with this policy will result in your immediate removal from placement as the required learning outcomes for this course are not being met.
2. Poor attendance (below an 80% attendance record) to practical classes including EST 113, 114, 141, 142 and 161 may also result in a student's dismissal from 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.

## **VII. COURSE OUTLINE ADDENDUM:**

The provisions contained in the addendum located in D2L and on the portal form part of this course outline.



## 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.

2. 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.

3. 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 Key Dates Calendar 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. Student Services can provide information regarding the Prior Learning Assessment and Recognition policy or it can be viewed on the student portal.

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

4. 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 announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more is available. Go to <https://my.saultcollege.ca>.

5. Communication:

The College considers **Desire2Learn (D2L)** 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 this Learning Management System (LMS) communication tool.

6. Accessibility 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 the Accessibility Services office. Call Ext. 2703 or email [studentsupport@saultcollege.ca](mailto:studentsupport@saultcollege.ca) so that support services can be arranged for you.
7. Audio and Video Recording 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. Students with disabilities who require audio or visual recording devices in the classroom as an accommodation will receive approval from their counsellor once the Audio and Video Recording Devices in the Classroom Policy has been reviewed by the student. Recorded classroom instruction will be used only for individual academic use and will not be used for any other purpose. Recordings may only be used for individual study of materials presented during class and may not be published or distributed. Intentional misuse of audio and video recordings or intentional misrepresentation when requesting the use of a device for recording shall constitute a violation of this policy and laws protecting intellectual property.
8. Academic Dishonesty:  
Students should refer to the definition of “academic dishonesty” in the *Student Code of Conduct*. Students who engage in academic dishonesty will be issued a sanction under the Student Code of Conduct which could lead to and include expulsion from the course/program. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, students must use a documentation format for referencing source material.
9. Tuition Default:  
Students who have defaulted on the payment of tuition) as of the first week of November (fall semester courses), first week of March (winter semester courses) or first week of June (summer semester courses) will be removed from placement and clinical activities due to liability issues. 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.