

I. COURSE DESCRIPTION:

This course will introduce students to skin care treatments and will provide students with practical instruction with the mini and advanced facial procedures. The focus of practical instruction will be on developing and mastering esthetic skills in the following areas of expertise - the Cleansing Technique, skin analysis, exfoliation techniques, extractions, masking procedures and the application of treatment creams. Students will learn an advanced facial, neck and décolleté relaxation massage. Students will also learn to incorporate the steamer, spray units, brushing machine and hot towels facial treatments. Theoretical knowledge of the anatomy of the skin, skin types and skin conditions is essential for client consultation, skin analysis and product selection. Students are introduced to the NatureMed Professional product line, as well as, a wide variety of cleansers, tonic lotions, exfoliants, masks and treatment creams.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Perform, with proficiency, mini and advanced facial treatments..
Potential Elements of the Performance:
 - Prepare a treatment room and workstation for a facial 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 the basic facial procedure and demonstrate **with proficiency** makeup removal, the facial cleansing technique, an exfoliation treatment utilizing a variety of exfoliants, the use of hot towels, extractions, facial and décolleté massage, 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 steamer, brushing machines, spray units 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
- Apply aseptic measures 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. Perform an advanced facial, neck and décolleté relaxation massage.
Potential Elements of the Performance:
- Demonstrate with proficiency the 5 classic massage movements
 - Demonstrate, with proficiency, fluidity, appropriate speed, pressure, and technique.
 - 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
5. 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.
6. 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 Diploma Program and adhere to the professional expectations for dress, hygiene and grooming.
- Adhere to Sault College policies outlined in the Student Code of Conduct regarding behavior inside and outside of 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 positive and effective interpersonal, verbal, and non-verbal communication skills when dealing with peers, faculty and clients.
- Demonstrate punctual attendance to all classes and be prepared with all necessary materials for each class.
- Maintain an 80% attendance record throughout the semester.
- Clean and either disinfect or sterilize all instruments, client draping materials and makeup supplies after each use. Keep workstations neat and clean during and after each makeup application.

7. Provide services for the community and contribute to the overall experience in the Spa at Sault College.

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.
- Maintain an 80% attendance record throughout the semester.

III. TOPICS:

1. The Mini Facial and The Advanced 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 / Classifications
7. Sanitation, Disinfection and Sterilization
8. Bacteriology
9. The Facial, Neck and Decollette Massage Technique

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

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.

Linens, Towels, Cotton Pads, Mask Brushes, Headband

Come prepared with all supplies and linens for each Lab class.

V. EVALUATION PROCESS/GRADING SYSTEM:

Practical Testing 70%
Theory Testing 30%

Attendance Policy for Practical Courses:

1. A penalty of 1% per class missed will be deducted from your final overall grade for classes missed.
2. **In order to successfully complete EST 141, a student must maintain an 80% attendance record throughout the semester.** Anything less than an 80% attendance record will result in an F grade regardless of marks achieved through tests and assignments as the student has not met the Professional Image standards defined in the course outline.
3. Poor attendance also dismisses any student from the privilege of 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.

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:

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.*

VII. COURSE OUTLINE ADDENDUM:

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

1. 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.

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 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.

4. 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 your professor and/or the Accessibility Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

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. Academic Dishonesty:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. Students who engage in academic dishonesty will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. 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.

7. 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 (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.

8. 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>.

9. 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. 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.