

I. COURSE DESCRIPTION:

This course introduces the **Professional Makeup Procedure** which ensures the professional polish expected by industry professionals. The emphasis will focus on perfecting each phase of the procedure using a variety of makeup products, tools and makeup techniques. This course will develop makeup artistry skills for a professional makeup application for any special occasion and for a variety of age ranges including preteen and mature clients. Basic corrective techniques utilizing colour theory as well as highlighting and contouring techniques for enhancing facial features and eye shapes. Students will also receive instruction with eyebrow shaping and enhancements. Client consultation skills will be developed. Sanitation and disinfection of all tools, and supplies will be discussed and practiced in order to ensure the health and safety of yourself and others and also to ensure the longevity of the student's makeup kit and supplies.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Prepare client and workstation for a professional makeup application
Potential Elements of the Performance:
 - Drape client appropriately for a professional makeup service
 - Prepare a workstation with all the necessary supplies and materials, ensuring that all brushes have been properly disinfected, while practicing aseptic procedures with all products and supplies.
 - Conduct a professional client consultation and needs analysis and elicit appropriate information in order to provide a customized makeup service.
 - Determine contraindications and necessary modifications to the makeup service utilizing the information related to product ingredients and client consultation
 - Apply knowledge of the structure of the skin, identifying skin types and/or related conditions
 - Maintain and store all instruments, material and supplies according to the manufacturer's guidelines and as required by Algoma Public Health.
 - Contribute to the maintenance of business records and client files by accurately recording information on client's makeup chart.

2. Demonstrate, with proficiency, the Professional Makeup Procedure.

Potential Elements of the Performance:

- Perfect each phase of the Professional Makeup Procedure to ensure a professional makeup application which reflects industry standards.
- Identify the classifications of makeup products and the wide range of products available within those classifications.
- Describe common ingredients used in formulating makeup products.
- Identify and use a variety of makeup brushes
- Disinfect and properly store makeup brushes in accordance with Algoma Public Health regulations
- Demonstrate aseptic procedure during the makeup application, practice health and safety measures when using makeup products in order to ensure the health and safety of others.
- Maintain and store all tools, supplies and makeup products according to manufacturer's guidelines and as required by Algoma Public Health.

3. Demonstrate the principles of colour theory when providing a professional makeup service.

Potential Elements of the Performance:

- Differentiate between primary, secondary and tertiary colours.
- Differentiate between warm, cool and neutral colours
- Demonstrate principles of colour theory when applying concealing techniques, and when emphasizing features such as eye colour, hair colour, clothing.
- Demonstrate appropriate use and understanding of the colour wheel

4. Demonstrate, with proficiency, corrective makeup techniques for a variety of skin conditions and for various face shapes, eye shapes, lips and noses.

Potential Elements of the Performance:

- Identify colour theory principles when choosing and combining concealer shades to correct various skin conditions including dark circles, blemishes, and ruddy skin tones
- Knowledge of the colour wheel
- Recognize a variety of products used for highlighting and contouring and use products to effectively enhance a client's features
- Use a variety of makeup brushes used for effectively applying corrective techniques.
- Recognize various face shapes, eye shapes and apply

corrective makeup techniques to enhance client's best features

- Balance and correct various lip and nose imperfections

5. Demonstrate, with proficiency, a professional makeup application for a variety of special occasions and for a variety of age groups including mature skin types.

Potential Elements of the Performance:

- Conduct a client consultation in order to determine client needs and preferences, contraindications and necessary modifications to the makeup application based on information related to product ingredients, health history, and age.
- Apply knowledge of the structure and composition of the skin, identifying skin types and/or related skin conditions and recommend to clients specific makeup products which benefit their skin's needs.
- Prepare a workstation using aseptic procedures when preparing makeup products, supplies and tools.
- Clean and either disinfect tools and supplies after each use, keep work stations clean and safely dispose of single use items as required by Algoma Public Health.
- Apply the Professional Makeup Procedure, step by step, to ensure a polished and professional makeup application
- Apply the principles and techniques associated with a day, evening..
- Recognize the needs of mature skin, and apply makeup techniques which enhance this skin type.
- Apply effective corrective makeup procedures utilizing highlighting and contouring techniques
- Consult with and recommend makeup products matched to their needs, lifestyle and personal preferences.
- Complete a makeup chart
- Maintain and store products and supplies according to manufacturer's guidelines and as required by Algoma Public Health.
- Submit portfolio assignments as required by the course.

6. Perform, with proficiency, an eyebrow shaping service.

Potential Elements of the Performance:

- Set up workstation for an eyebrow shaping service
- Prepare client.
- Measure, with accuracy, the beginning, the arch and the tail of the eyebrow.
- Consult with a client to determine the optimal shape based on

a client's features, desires and any limitations which may be present.

- Wax the eyebrows, with proficiency, according to the measurements taken using soft and hard waxes.
- Suggest makeup products used to enhance brow shape and to maintain the eyebrow shape post service.

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.

III. TOPICS:

Workstation and Client Prep
Client Consultation
Makeup Brushes

Colour Theory
 Corrective Makeup Techniques
 Highlighting and Contouring
 Professional Makeup Application Procedure
 Day and Evening Looks
 Mature Makeup Application
 Eyebrow Shaping
 Sanitation, Disinfection and Safety Precautions
 Classification of Makeup Products
 Retailing and Home Maintenance

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.

Binder, pens, pencils, pencil crayons, paper.

Professional Makeup Kit (bookstore)

Tweezers

V. EVALUATION PROCESS/GRADING SYSTEM:

Classic Makeup Portfolio 20%

Mature Makeup Application Portfolio 10%

Smokey Portfolio 20%

Colour Theory, Correctives Theory Test 20%

Final Practical Exam 30%

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
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. *<Optional: 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.>*

1. **In order to be successful in this course, 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.
2. 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.



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 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.

