



- I. COURSE DESCRIPTION:** This course will provide the student with the ability to complete all work services in adherence with the guidelines of professional ethics, government regulations and workplace standards. The knowledge to successfully comprehend policies and their procedures while following employer and manufacturers specifications. The course content will be delivered in modules of learning and segmented to provide time for a clear understanding of trade specific government standards.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

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

1. **Adhere to professional ethics in the workplace.**

Potential Elements of the Performance:

**Define professional ethics:**

- be courteous to clients
- perform salon services at a high level of competency
- Interpret and follow employer's code of professional conduct

2. **Comply with Occupational Health and Safety Act (OHSA) and Workplace Hazardous Materials Information systems (WHMIS) regulations, Material Safety Data Sheet (MSDS) information and manufacturer's safe use specifications.**

Potential Elements of the Performance:

**Interpret Occupational Health and Safety Act (OHSA) regulations**

- Describe the legal responsibility of hairstylist for client safety and workplace
- Describe the employer and employee responsibilities
- Describe methods of protecting self and others
- washing hands
- wearing gloves
- following OSHA guidelines

**Interpret Workplace Hazardous Materials Information Systems (WHMIS) regulations:**

- Describe the legal responsibility of the hairstylist and the employer
- Identify the labels of any hazardous materials (e.g. symbols to indicate hazardous materials, etc.)
- Read, interpret, understand and be capable of applying the information found in the applicable Material Safety Data Sheets to supplement the label with detailed hazard and precautionary information
- Describe safe use and disposal of hazardous materials by following MSDS information.

3. **Respect clients and colleagues without discrimination.**

Potential Elements of the Performance:

- Cultural awareness
- Professional ethics

4. **Apply ethical practices to all professional relationships.**

Potential Elements of the Performance:

- Greeting practices
- Privacy act
- Respectful communication
- Honest and professional services
- Reliability and commitment to clients

**III. TOPICS:**

1. Communication skills/consultation practices
2. Interpreting MSDS information
3. Team player skills and concepts
4. Time management and organizational skills
5. Respectful workplace behaviors dealing with diverse opinions, values and belief systems
6. Analyze, evaluate and apply relevant information in a practical setting

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

Milady Textbook  
 Milady theory and practical workbooks  
 Pivot Point Textbook  
 Pivot Point study guide  
 Paper, pens and binders

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

Theory	70%
Assignments/Attendance	30%

**Practical Evaluation**

Practical Application	70%
Professionalism/Attendance	30%

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%	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.

If a faculty member determines that a student is at risk of not being successful in their academic pursuits and has exhausted all strategies available to faculty, student contact information may be confidentially provided to Student Services in an effort to offer even more assistance with options for success. Any student 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. It is departmental policy that no late arrivals will be admitted to class once the door has been closed for tests, quizzes and exams.

***It is the departmental policy that every hour missed in theory or salon it is the responsibility of that student to meet with the coordinator with a prepared plan that will enable you to make up the hours required in their entirety prior to the end of each semester to allow you to move forward to the next semester.***

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

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