

I. COURSE DESCRIPTION:

This course will provide apprentices the ability to complete all work in adherence with the guidelines of professional ethics, government regulations and workplace standards. The knowledge to successfully comprehend policies and their procedures following employer and manufacturers specifications.

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 by Washing hands, wearing gloves and 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

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
2. MSDS information
3. Team player skills and concepts
4. Time management and organizational skills
5. Respect for diverse opinions, values and belief systems
6. Analyze, evaluate and apply relevant information

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Milady Textbook

Milady theory and practical workbooks

Paper, pens and binders

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

Theory	70%
Assignments/Attendance	30%

Practical Evaluation

Client Service	70%
Assignments/Professionalism	30%

The following semester grades will be assigned to students:

Grade	Definition	<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 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 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

Apprentices enrolled in Level One are allowed 15 hours of missed classes when approved by the Coordinator or faculty of the program. Hours in excess of the allowed hours will require the participant to make up the time prior to the completion of the eight weeks of classes.

VII. COURSE OUTLINE ADDENDUM:

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