



**I. COURSE DESCRIPTION:**

This course introduces students the Professional Makeup Procedure when applying makeup for special occasions for either day or evening and for all age ranges including preteen and mature clients. Basic corrective techniques utilizing colour theory as well as highlighting and contouring techniques for a variety of face and eye shapes, and for features including lips and noses, will be emphasized. Students will use a variety of cosmetic products, supplies and tools used by makeup artists. Client consultation skills will be developed. Sanitation and disinfection of all tools, and supplies will be discussed and practiced in every practical makeup class 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. Utilize a variety of makeup products and tools when providing a professional makeup service.

Potential Elements of the Performance:

- 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 day and evening 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.
7. 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:**

1. Workstation and Client Prep
2. Client Consultation
3. Makeup Brushes
4. Colour Theory
5. Corrective Makeup Techniques
6. Highlighting and Contouring
7. Professional Makeup Application Procedure

8. Day and Evening Looks
9. Mature Makeup Application
10. Eyebrow Shaping
11. Sanitation, Disinfection and Safety Precautions
12. Classification of Makeup Products
13. Retailing and Home Maintenance

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

Study Guide: Salon Fundamentals Esthetics, 2<sup>nd</sup> edition, by St. Germain, Clif, Fisher, Janet (2004) Pivot Point Inc.

Text Book: Salon Fundamentals Esthetics, 2<sup>nd</sup> edition. Pivot Point Inc.

Binder, pens, pencils, pencil crayons, paper.

Professional Makeup Kit (bookstore)

Tweezers

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

Professional Day and Evening Makeup Portfolio 30%

Eyebrow Shaping Practical 20%

Colour Theory, Correctives Theory Test 20%

Final Practical Exam 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 161, 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%   |                               |
| 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.  |                               |

**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 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.