

I. COURSE DESCRIPTION:

This course will provide students with theoretical knowledge of the structure of the nails, development and growth of the nails and nail disorders and diseases. Students will develop skills in conducting client consultations and will develop the practical skills required to perform manicure and pedicure procedures, and polish applications. Emphasis will be on the practice of safety, sanitation and disinfection of workstations and implements as instructed by the Algoma Public Health. Students will be introduced to the Spa at Sault College where emphasis will be on customer service, retailing of products and services and the overall development of practical skills.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Conduct a professional client consultationPotential Elements of the Performance:

- a. Conduct self in a professional manner and demonstrate effective communication skills
- b. Analyze information on the clients health history form to determine service expectations, customized treatments, modifications, and contraindications
- c. Recognize when to refuse a treatment due to health and safety concerns and when to refer to a physician
- d. Recommend the use of esthetic products for home care maintenance and explain the correct usage and benefits of each
- e. Contribute to the maintenance of client documents and records by accurately recording information and filing confidential client information

2. Perform a manicure and pedicure treatment following professional procedures and precautions.Potential Elements of the Performance:

- a. Prepare a manicure table and a pedicure station set-up and maintain a clean, safe and organized work area
- b. Perform and complete the proper procedures and precautions for performing manicures and pedicures, including polish removal, cutting and filing, cuticle preparation and regular and French polish applications
- c. Perform and customize hand and foot treatments and explain required modifications and procedures for effective home maintenance
- d. Perform a hand and foot massage

3. Select and recommend the use of esthetic products to clients.

Potential Elements of the Performance:

- a. Consult with clients and recommend essential home maintenance products in order to maintain the health of the skin and nails
 - b. Promote the features and benefits of esthetic products and services available to clients and assist them in determining a course of action matched to their needs, lifestyle, and personal preferences
 - c. Recommend a home maintenance schedule and demonstrate the correct usage of skin and nail care products and tools
4. Use a range of specialized equipment and products, in compliance with industry standards and in compliance with Algoma Public Health Regulations

Potential Elements of the Performance:

- a. Use safe and effective cleaning methods with either disinfecting or sterilization for instruments, equipment, client draping materials, work surfaces and work stations as required by Algoma Public Health
 - b. Use electrical equipment safely and appropriately
 - c. Use manicure and pedicure instruments in a safe, correct and professional manner, considering client health history needs
 - d. Correctly operate and determine maintenance requirements for equipment in compliance with the occupational health and safety legislation regulations and infection prevention and control guidelines
 - e. Maintain and store all equipment, instruments, materials and supplies according to manufacturer's guidelines and as required by Algoma Public Health regulations
5. Apply relevant knowledge of the structure and composition of the nail to the provision of manicure and pedicure services.

Potential Elements of the Performance:

- a. Apply relevant knowledge of the structure of the nail, identifying nail and skin disorders and related conditions
- b. Assess the impact of general health, age, gender, nutrition, diet, stress and external factors on the nails and determine the appropriate service
- c. Apply knowledge of the body systems, such as the immune and circulatory systems and apply their basic functions to the provision of nail services, taking into account contraindications, cautions and appropriate modifications

6. Adhere to health, safety, sanitation, infection and prevention control guidelines, according to the industry standards in compliance with Algoma Public Health regulations

Potential Elements of the Performance:

- a. Use safe and effective cleaning methods with disinfection or sterilization procedures before and after nail services in accordance with Algoma Public Health regulations
 - b. Clean and disinfect or sterilize tools after each use, keep workstations clean and safely dispose of non-reusable items, in accordance with proper hygiene procedures as required by Algoma Public Health
 - c. Use gloves, a mask or other suitable personal protective equipment appropriately during the provision of treatments to ensure safety of the client, yourself and others
 - d. Handle hazardous materials and dispose of waste and chemical materials in compliance with Algoma Public Health regulations
7. Provide manicure and pedicure services to clients in The Spa at Sault College.

Potential Elements of the Performance:

- a. Determine the characteristics and benefits of excellent customer service
 - b. Use effective communication skills and problem solving strategies to respond to customer complaints in the Student Esthetician Clinic
 - c. Adhere to the esthetic industry Code of Ethics
 - d. Promote the features and benefits of esthetic products and services to meet individual needs and expectations and recommend essential home care maintenance products
 - e. Promote retail sales and identify strategies for an effective display of retail esthetic products
 - f. Identify pricing and promotion strategies for products and services
 - g. Contribute to the maintenance of confidential client information by accurately recording information and filing
 - h. Contribute to the reception area by answering the telephone, scheduling and confirming appointments, handling transactions and greeting clients appropriately
8. Establish and maintain a professional image and conduct in adherence to the standards and ethics associated within the esthetic industry

Potential Elements of the Performance:

- a. Comply with the Policies and Procedures developed by the Esthetician's Diploma Program and adhere to the professional expectations for dress, hygiene and grooming
- b. Adhere to the policies outlined in the Student Code of Conduct regarding behaviour and conduct inside and outside the classroom

- c. Adhere to the code of ethics associated with the esthetic practice
 - d. Demonstrate accountability for your academic and professional growth by soliciting constructive feedback relating one's own performance, strengths and limitations
 - e. Determine current trends and issues impacting the esthetic industry
 - f. Review the role of professional associations affiliated with the esthetic industry
 - g. Demonstrate effective interpersonal, verbal and non-verbal communication skills in dealing with peers, faculty and clients
 - h. Demonstrate punctual attendance to all classes and be prepared with all the necessary materials for each class
 - i. Clean and either disinfect or sterilize all instruments, equipment and client draping materials after each use. Keep workstations neat and clean during and after each service
9. Develop customer service strategies that meet and adapt to individual needs and expectations in accordance with professional standards and ethics

Potential Elements of the Performance:

- a. Determine the characteristics and benefits of excellent customer service
 - b. Recommend services and products to meet individual needs and expectations
 - c. Use effective communication skills and problem solving strategies to respond to customer complaints in the Student Esthetician Clinic
 - d. Adhere to codes of ethics and conduct related to quality customer service
 - e. Analyze the impact of excellent customer service and the ability to promote home maintenance products
10. Determine professional development strategies the lead to the enhancement of work performance and career opportunities and keep pace with industry change

Potential Elements of the Performance:

- a. Solicit constructive feedback relating to one's own performance, strengths and limitations, to identify areas for professional growth and development
- b. Determine current trends and issues impacting upon the delivery of esthetic services
- c. Identify learning resources and opportunities which promote professional skill development

III. TOPICS:

1. Manicure and Pedicure Procedures
2. Regular Polish and French Polish Applications
3. Sanitation and Disinfection
4. Manicure Table and Pedicure Station Set-Up
5. Structure of the Nail
6. Client Health History and Consultation
7. Contraindications
8. Nail Disorders and Diseases
9. Skin Disorders
10. Hand and Foot Massage
11. Hot Oil Manicure
12. Spa Manicures and Pedicures with Paraffin Wax
13. Spa Manicures and Pedicures with Exfoliation and Masks
14. Electric Mitts and Boots
15. Shellac and Gel Polish System
16. Products and Services

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Students are expected to come to class prepared with their Manicure and Pedicure Kits, towels and class handouts.

V. EVALUATION PROCESS/GRADING SYSTEM:

Practical 75%

Theory 25%

Requirements and Policy:

- Students are expected to come to class prepared to be worked on and to work on their partners in return.
- Students must have a perfect polish application in order to be assigned a grade.

- Students absent from class for any reason are still responsible for all work missed.
- **Missed Tests:** Any student who is absent from a scheduled theory or practical test will receive a zero.

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.	

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.*

Attendance Policy for Practical Courses:

1. **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.
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.

VII. COURSE OUTLINE ADDENDUM:

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



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, located in E1101, 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 to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. 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. Visit Room E1101, 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 (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.