

I. COURSE DESCRIPTION:

Students will gain knowledge in all areas of the esthetic practice in an off-site setting in order to promote advanced learning in the field of esthetics.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Demonstrate the professional image and professional conduct necessary for success in the esthetic practice.
Potential Elements of the Performance:
 - demonstrate punctual and regular attendance for practicum
 - comply with the Policies and Procedures regarding physical appearance and dress code
 - comply with the terms outlined in the Confidentiality agreement
 - demonstrate accountability for your own academic and professional growth
 - demonstrate effective communication skills

2. Demonstrate effective communication skills necessary for success in the esthetic practice.
Potential Elements of the Performance:
 - comply with the terms of the Confidentiality Agreement
 - demonstrate a friendly and pleasant approach when dealing with clients, supervisors and co-workers
 - recognize client's needs and ensure their comfort during manicure clinics in the retirement residences
 - comply with the policies and procedures of the establishment

3. Demonstrate practical skills in all areas of esthetics.
Potential Elements of the Performance:
 - maintain the setting in a clean and organized fashion
 - answer the telephone
 - booking appointments
 - greet clients
 - communicate with supervisors, co-workers and clients in a professional manner
 - sanitize, disinfect and sterilize surfaces, tools and supplies
 - assist co-workers with daily routines

III. TOPICS:

1. Manicure Clinics – Retirement Residences
2. Individual Placement in Spa / Salon Setting

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Texts/Supplies from previous semesters.

V. EVALUATION PROCESS/GRADING SYSTEM:

This course will be evaluated with either an “S” or a “U” grade

Requirements for an “S” grade:

- Minimum of 42 hours completed
- Weekly Journal of Placement Experience
- Placement Supervisor’s Final Evaluation

The following semester grades will be assigned to students in postsecondary courses:

<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	49% and below	
C	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.

Note: For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

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.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in the *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.

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.

Substitute course information is available in the Registrar's office.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.