



**I. COURSE DESCRIPTION:**

Students will be scheduled to perform basic manicures services for the community at predetermined locations within the city. Students are responsible for providing their own transportation to and from each placement.

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

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

1. Establish and maintain professional relationships in adherence to standards and ethics associated with the profession.

Potential Elements of the Performance:

- Adhere to professional expectations for dress, hygiene, and grooming (Esthetician Diploma Program Policies and Procedures)
  - Adhere to the Code of Ethics associated with the Esthetic Industry
  - Comply with the Student Code of Conduct regarding behavior
  - Comply with the terms of the Confidentiality Agreement
  - Demonstrate punctual and regular attendance
  - Demonstrate accountability for your academic and professional growth
  - Employ effective interpersonal, verbal, and non verbal communication skills in dealing with clients, peers, supervisors and professors
  - Comply with and promote municipal, provincial, and federal regulations related to Esthetician licensing, insurance, registration, and certification, where appropriate
2. Adhere to health, safety, sanitation, and infection and prevention control guidelines, according to current legislation and national, provincial, municipal, and industry standards and regulations.

Potential Elements of the Performance:

- Use manicure instruments in a safe, correct, and professional manner
- Use safe cleaning and disinfection methods during treatments, in accordance to Algoma Public Health
- Keep work stations clean, and safely dispose of non reusable items, in accordance with proper hygiene procedures as required by local public health units

- If needed, use gloves, or masks and other suitable personal protective equipment appropriately during the provision of treatments to ensure safety of the client and others
- Seek out information and follow guidelines pertaining to occupational health and safety legislation, regulations, established policies and procedures, and relevant municipal by laws
- Handle hazardous materials and dispose of waste and equipment in compliance with current legislation, municipal by laws, regulations, standards, and established policies and procedures

### III. TOPICS:

1. Professional Image: Appearance, Attitude, Communication, Ethics
2. Sanitation
3. Manicures

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

Manicure Supplies from School Clinic  
Manicure Clinic Time Sheet

### V. EVALUATION PROCESS/GRADING SYSTEM:

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

Requirements for an “S” grade:

- Students must have an 80% attendance and receive an S grade from the 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%	
B	70 – 79%	3.00
C	60 – 69%	2.00
D	50 – 59%	1.00
F	49% and below	0.00

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:

### Disability Services:

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 Disability Services 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.

### Communication:

The College considers Web CT/LMS 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 the Learning Management System communication tool.

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 June will be removed from placement and clinical activities. 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 a 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.

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 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.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.