

I. COURSE DESCRIPTION:

A student run, on-site clinical setting provides students with the opportunity to advance their skills in the esthetic practice, gain confidence in their skills by working on the general public and become aware of the overall procedures within the esthetic industry.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

1. Perform a variety of specialized body and skin care treatments following correct procedures and precautions and supporting client needs (including and not limited to facials, manicures, pedicures, hair removal, and make up applications).

Potential Elements of the Performance:

- Conduct an in depth skin analysis and record the observations and the client's health history to determine service expectations, customized treatments, modifications, or contraindications
 - Use various mediums and techniques required for safe removal of excess body and facial hair such as hard and soft waxes
 - Perform and customize hand and foot treatments and the complete steps of a professional manicure and pedicure, and explain to the client required modifications and procedures for effective home maintenance
 - Apply make up according to client needs and preferences
 - Determine contraindications and necessary modifications to treatments, utilizing information related to product ingredients and client health history
2. Use a range of specialized equipment and products, in compliance with established national, provincial, industry, and other related standards, regulations, policies and procedures.

Potential Elements of the Performance:

- Use safe and effective cleaning and either disinfection or sterilization methods for instruments, specialized equipment, client draping materials, work surfaces, and work stations as required by local public health units
- Use machines and electrical equipment such as facial steamers, brushing machine, high frequency and galvanic machines safely and appropriately while conducting professional skin care treatments

- Use manicure and pedicure instruments in a safe, correct, and professional manner, considering client health history and needs
 - Correctly operate and determine maintenance requirements for equipment in compliance with occupational health and safety legislation, regulations, national and provincial infection prevention and control guidelines, policies and procedures
 - Maintain and store all instruments, materials and supplies according to manufacturer's guidelines and as required by local public health units
3. Apply relevant knowledge of anatomy, physiology, and histology to the provision of specialized esthetic treatments and services.

Potential Elements of the Performance:

- Apply knowledge of the structure and composition of the skin, identifying skin types, skin disorders, and related conditions
 - Assess the impact of general health, age, gender, nutrition, and diet, stress, and external environmental factors on the skin and determine appropriate skin care treatments
 - Apply knowledge of body systems, such as immune and circulatory systems, and apply their basic functions to the provision of esthetic services, taking into account contraindications, cautions, and appropriate modifications
4. 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 safe cleaning and either disinfection or sterilization methods during treatments, in accordance with national, provincial, and municipal regulations, and manufacturer's guidelines
- Clean and either disinfect or sterilize tools after each use, keep work stations clean, and safely dispose of non reusable items, in accordance with proper hygiene procedures as required by local public health units
- Use gloves, mask, eye protection, 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
5. Select and recommend the use of esthetic products and product ingredients to clients, taking into account health status and identified needs.

Potential Elements of the Performance:

- Take into account skin types and conditions to recommend to clients specific ingredients in esthetic products and appropriate treatments for each skin type and condition
 - Identify the properties, classifications, effects, and contraindications of a variety of ingredients found in esthetic products
 - Consult with and recommend to clients essential home maintenance products in order to maintain the health of the skin
 - Promote the features and benefits of esthetic products and services to clients to assist them in determining a course of action matched to their needs, lifestyle, and personal preferences
 - Explain a home maintenance schedule and demonstrate to the client the correct usage of various skin care products, and tools
 - Explain to the client the benefits and effects of ingredients used in body and skin care
6. 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
 - Conduct a professional client consultation and needs analysis and elicit appropriate information in order to recommend a range of customized esthetic services
 - Comply with and promote municipal, provincial, and federal regulations related to Esthetician licensing, insurance, registration, and certification, where appropriate
7. 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:

- Determine the characteristics and benefits of excellent customer service
 - Recommend services and products to meet individual needs and expectations
 - Use effective communication skills and problem solving strategies to respond to customer complaints in the Esthetician practice setting
 - Adhere to codes of ethics and conduct related to quality customer service
 - Analyze the impact of excellent customer service and the ability to promote home maintenance products on the success of the professional Esthetician practice
8. Determine professional development strategies that lead to the enhancement of work performance and career opportunities and keep pace with industry change.

Potential Elements of the Performance:

- Solicit constructive feedback relating to one's performance, strengths, and limitations to identify areas for professional growth and development
- Determine current trends and issues impacting upon the delivery of esthetic services
- Review the role and mandate of professional associations affiliated with the esthetician field of practice
- Identify learning resources and opportunities which promote professional competence and skill development

9. Identify business skills and activities required for the successful operation of a small esthetic business in a salon or spa environment.

Potential Elements of the Performance:

- Identify specific pricing and promotions strategies required for the successful operation of a small esthetic business in a salon or spa environment
- Identify strategies for an effective display of retail esthetic products
- Contribute to the maintenance of client files by accurately recording written information

III. TOPICS:

1. Professional Image: Appearance, Attitude, Communication, Ethics
2. Skin Treatments: Men and Women
3. Hair Removal: Men and Women
4. Manicures/ Spa Manicures: Men and Women
5. Pedicures/ Spa Pedicures: Men and Women
6. Makeup Artistry
7. Levels of Decontamination: Sanitation, Disinfection, Sterilization
8. Retailing Products and Services
9. Reception

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

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 consistently demonstrate strong practical skills when performing esthetic applications.
- Group A & B: 42 hours (minimum of 34 hours)
- Group C & D: 36 hours (minimum of 29 hours)

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.

Mid Term grades are provided in theory classes and clinical/field placement experiences. Students are notified that the midterm grade is an interim grade and is subject to change.

VI. SPECIAL NOTES: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.

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.

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.

Disability 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 Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers **WebCT/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.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may:

- (i) issue a verbal reprimand,
- (ii) make an assignment of a lower grade with explanation,
- (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”,
- (iv) make an automatic assignment of a failing grade,
- (v) recommend to the Chair dismissal from the course with the assignment of a failing grade.

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.

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. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic 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.

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.

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 for fall courses, March for winter courses, or June for summer courses* 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 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.