

I. COURSE DESCRIPTION:

This course provides students with opportunity to strengthen practical skills developed in Semester I. Students will work in Sault College's Spa providing professional esthetic services such as manicures, pedicures, facials, hair removal treatments and makeup applications for the general public. Day to day operations of a Spa setting will be emphasized and students will be responsible for answering phones, scheduling appointments, confirming appointments, retailing and handling all transactions. Professional Image is emphasized. Not only with personal appearance and effective communication, but also with sanitation, disinfection and sterilization procedures. Students will also participate in placements offering free manicure clinics for community members in a variety of locations within the city.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Apply practical skills in all areas of esthetics in order to provide a professional treatment for both men and women.

Potential Elements of the Performance:

- Perform and customize hand and foot treatments and complete all steps for an entire professional manicure and pedicure for both men and women.
- Discuss homecare maintenance for hand and foot care.
- Use a variety of waxes and hair removal techniques including hard and soft wax, and tweezing for the safe removal of excess facial and body hair for both men and women.
- Explain pre and post homecare with clients having any hair removal treatment.
- Apply makeup for a variety of occasions including day, evening, bridal, and for clients of all age ranges from preteen to mature.
- Customize skin treatments for both men and women taking into consideration skin types and skin conditions, information recorded on the health screen, identified needs and contraindications to products and equipment.
- Knowledge of NatureMed professional skincare line and promote features and benefits of esthetic products and services to clients when assisting them in determining a course of action matched with their needs, lifestyle and personal preferences.

- Explain the importance of a homecare maintenance schedule which suits their skin type and any conditions present
 - Use professional facial equipment, manicure and pedicure instruments, makeup supplies and equipment and hair removal instruments and equipment safely and appropriately while noting any contraindications noted on the health screen client preferences and needs.
 - Maintain and store all equipment, instruments and materials according to regulations required by Algoma Public Health and the Esthetician Diploma Program.
 - Demonstrate effective time management skills in areas of preparedness and set up, in order to provide a professional treatment.
 - Conduct an in depth health screen prior to all services and record the observations to determine service expectations, customized treatments, modifications and contraindications.
 - Keep all workstations and work surfaces sanitized and free of garbage so to not cross contaminate and to display
 - Clean and either disinfect or sterilize tools after each use, keep work stations and work surfaces sanitized, and safely dispose of non reusable and “sharps” items in accordance with Algoma Public Health.
 - Contribute to the maintenance of client files by accurately recording information and by ensuring that all information on health screens are up to date.
 - Answer telephones, book and confirm appointments
 - Handle cash transactions when retailing products and services
 - Apply the principles of teamwork with co workers and faculty in order to meet common goals and to project a positive work ethic.
 - Greet clients upon arrival and departure
 - Display an upbeat and enthusiastic attitude
2. Demonstrate the professional image and conduct necessary for success in the esthetic industry.
- Potential Elements of the Performance:
- Comply with the Policies and Procedures of the Esthetician’s Diploma Program regarding physical appearance, personal hygiene and dress code.
 - Demonstrate punctual attendance
 - Demonstrate accountability for your own academic and professional growth
 - Demonstrate effective interpersonal, verbal and non verbal communication skills with clients, peers and faculty

- Employ all ethical standards which uphold the integrity of the Esthetic profession.
 - Comply with the terms outlined in the Confidentiality Agreement
3. 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 products and services which meet the needs and expectations of the client
- Use effective verbal and non verbal communication skills when dealing with customer complaints in a professional setting
- Practice the principles of retailing when promoting products and services

III. TOPICS:

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

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Time sheets for Spa and Manicure Placements

V. EVALUATION PROCESS/GRADING SYSTEM:

This course will be evaluated with either an “S” or “U” Grade based on the following criteria:

Requirements for an “S” Grade:

- Completing a minimum of 40 supervised hours in the course.
- Demonstrating professional skills which consistently meet the requirements of outcomes and which are consistent with the standards of the esthetic industry.

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.	

NOTE: 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.

It is the departmental policy that once the classroom door has been enclosed, the learning process has begun. Late arrivers will not be granted admission to the room.

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.