



COURSE OUTLINE: HSP140 - ETHICS REGULATION

Prepared: HAIRSTYLING DEPARTMENT

Approved: Martha Irwin, Chair, Community Services and Interdisciplinary Studies

Course Code: Title	HSP140: ETHICS, REGULATIONS AND POLICIES
Program Number: Name	1058: HAIRSTYLING
Department:	HAIRSTYLIST
Semesters/Terms:	18F
Course Description:	This course will provide the student with the ability to complete all work services in adherence with the guidelines of professional ethics, government regulations and workplace standards. The student will gain knowledge to successfully comprehend policies and their procedures while following employer and manufacturers specifications. The course content will be delivered in modules of learning and segmented to provide time for a clear understanding of trade specific government standards.
Total Credits:	2
Hours/Week:	2
Total Hours:	35
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	HSP149, HSP150, HSP151, HSP152, HSP153, HSP154, HSP155, HSP156, HSP157, HSP158, HSP159, HSP160, HSP161, HSP162
Vocational Learning Outcomes (VLO's) addressed in this course:	1058 - HAIRSTYLING
Please refer to program web page for a complete listing of program outcomes where applicable.	VLO 1 Complete all work in adherence to professional ethics, government regulations, workplace standards and policies, and according to manufacturers specifications as applicable.
	VLO 2 Facilitate the provision of healthy and safe working environments and perform sanitization procedures in accordance with related health regulations and legislation.
	VLO 5 Develop and use client service strategies that meet and adapt to individual client needs and expectations.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
	EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.
	EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
	EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.
	EES 10 Manage the use of time and other resources to complete projects.
	EES 11 Take responsibility for ones own actions, decisions, and consequences.
General Education Themes:	Civic Life



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	Social and Cultural Understanding																
Course Evaluation:	Passing Grade: 50%, D																
Other Course Evaluation & Assessment Requirements:	Attendance in all classes will be assessed and calculated in final grades. All hours of theory and practical must be completed to advance to the next semester.																
Books and Required Resources:	Hairstyling Supply Kit available for purchase in the bookstore.																
Course Outcomes and Learning Objectives:	<table border="1"> <tr> <td>Course Outcome 1</td> <td>Learning Objectives for Course Outcome 1</td> </tr> <tr> <td>1. Adhere to professional ethics in the workplace.</td> <td>1.1 Define professional ethics: - Be courteous to clients - Perform salon services at a high level of competency - Interpret and follow employer's code of professional conduct</td> </tr> <tr> <td>Course Outcome 2</td> <td>Learning Objectives for Course Outcome 2</td> </tr> <tr> <td>2. Comply with Occupational Health and Safety Act (OHSA) and Workplace Hazardous Materials Information systems (WHMIS) regulations, Material Safety Data Sheet (MSDS) information and manufacturer's safe use specifications.</td> <td>2.1 Interpret Occupational Health and Safety Act (OHSA) regulations - Describe the legal responsibility of hairstylist for client safety and workplace - Describe the employer and employee responsibilities - Describe methods of protecting self and others: * Washing hands * Wearing gloves * Following OSHA guidelines 2.6 Interpret Workplace Hazardous Materials Information Systems (WHMIS) regulations: - Describe the legal responsibility of the hairstylist and the employer - Identify the labels of any hazardous materials (e.g. symbols to indicate hazardous materials, etc.) - Read, interpret, understand and be capable of applying the information found in the applicable Material Safety Data Sheets to supplement the label with detailed hazard and precautionary information - Describe safe use and disposal of hazardous materials by following MSDS information</td> </tr> <tr> <td>Course Outcome 3</td> <td>Learning Objectives for Course Outcome 3</td> </tr> <tr> <td>3. Respect clients and colleagues without discrimination.</td> <td>3.1 Cultural awareness 3.2 Professional ethics</td> </tr> <tr> <td>Course Outcome 4</td> <td>Learning Objectives for Course Outcome 4</td> </tr> <tr> <td>4. Apply ethical practices to all professional relationships.</td> <td>4.1 Greeting practices 4.2 Privacy act 4.3 Respectful communication 4.4 Honest and professional services 4.5 Reliability and commitment to clients</td> </tr> </table>	Course Outcome 1	Learning Objectives for Course Outcome 1	1. Adhere to professional ethics in the workplace.	1.1 Define professional ethics: - Be courteous to clients - Perform salon services at a high level of competency - Interpret and follow employer's code of professional conduct	Course Outcome 2	Learning Objectives for Course Outcome 2	2. Comply with Occupational Health and Safety Act (OHSA) and Workplace Hazardous Materials Information systems (WHMIS) regulations, Material Safety Data Sheet (MSDS) information and manufacturer's safe use specifications.	2.1 Interpret Occupational Health and Safety Act (OHSA) regulations - Describe the legal responsibility of hairstylist for client safety and workplace - Describe the employer and employee responsibilities - Describe methods of protecting self and others: * Washing hands * Wearing gloves * Following OSHA guidelines 2.6 Interpret Workplace Hazardous Materials Information Systems (WHMIS) regulations: - Describe the legal responsibility of the hairstylist and the employer - Identify the labels of any hazardous materials (e.g. symbols to indicate hazardous materials, etc.) - Read, interpret, understand and be capable of applying the information found in the applicable Material Safety Data Sheets to supplement the label with detailed hazard and precautionary information - Describe safe use and disposal of hazardous materials by following MSDS information	Course Outcome 3	Learning Objectives for Course Outcome 3	3. Respect clients and colleagues without discrimination.	3.1 Cultural awareness 3.2 Professional ethics	Course Outcome 4	Learning Objectives for Course Outcome 4	4. Apply ethical practices to all professional relationships.	4.1 Greeting practices 4.2 Privacy act 4.3 Respectful communication 4.4 Honest and professional services 4.5 Reliability and commitment to clients
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Evaluation Process and Grading System:	<table border="1"> <thead> <tr> <th>Evaluation Type</th> <th>Evaluation Weight</th> <th>Course Outcome Assessed</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Evaluation Type	Evaluation Weight	Course Outcome Assessed													
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	Practical Application and Exams	50%	
	Theory Assignments and Tests	50%	

Date: September 27, 2018

Please refer to the course outline addendum on the Learning Management System for further information.