

WEST SOUND TECH

ESTHETIC SCIENCES

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Room Number: 117

Planning Time: 7:30 – 8 am

High School Session: 8:00 am – 10:30 am

College Session: 11:00 am – 3:00 pm

Esthetics High School Syllabus

I. COURSE DESCRIPTION

Welcome to the exciting world of beauty and wellness! This program is designed to allow the student to complete all of the required instruction to qualify for the Washington State Esthetics License examination. I strive to create an environment that is student centered, where teamwork is encouraged, personal and professional development is promoted, and respect for others is fundamental. At the end of the program, successful students will be able to:

- Demonstrate written and practical skills required for the application process and examination to obtain state licensing
- Perform industry employability skills such as punctuality, reliability, decision making, integrity and leadership
- Perform basic cosmetic industry skills in the areas of care of the skin, facial massage, successful use of required implements and equipment, appropriate application of makeup, various methods for removal of unwanted hair, and lash/brow tinting
- Perform the basic analytical skills to determine proper use of skin care products, facial equipment, makeup, and hair removal applications for the client's overall image
- Observe safety and sanitation laws and regulations and use appropriate protective measures to provide a safe working environment

II. STUDENT OUTCOMES

Upon completion of this course, students will be able to:

Unit:	Student Competencies:
Safety Sanitation Bacteriology	<ul style="list-style-type: none">● Clean and organize work area prior to and after each service.● Maintain up-to-date Safety Data Sheets in workspace that is available to customers, themselves, and staff at all times● Present important information to the entire class so that all information in SDS sheets is understood● Demonstrate competence in safely using sanitary precautions to protect client and self.<ul style="list-style-type: none">○ Appropriately use personal protective measures○ Take all necessary steps to ensure client safety○ Sterilize and maintain equipment and instruments prior to each use○ Identify signs of infectious or contagious disease and taking appropriate actions and precautions● Standards of work area, client preparation and set up of supplies followed for each service:<ul style="list-style-type: none">○ Disinfects all work areas completely with product labeled in English as EPA registered, hospital-grade disinfectant○ Sanitizes hands with product labeled in English○ Universal supplies labeled in English○ Applies protective covering to model's hair and body○ Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout services performed● Blood Exposure Procedure:<ul style="list-style-type: none">○ Blood exposure supplies and materials are labeled in English○ Removes materials from first aid kit○ Supplies and materials are visibly clean○ Candidate wears gloves○ Cleans injured area with antiseptic○ Covers with dressing that is absorbent and secured○ Disposes of all contaminated supplies● Pass comprehensive safety exam with 80% or better
Anatomy & Physiology Physiology & Histology of the Skin	<ul style="list-style-type: none">● Individually, identify all parts of cells, tissues, organs, and systems as they relate to Esthetics.● Draw and label each skin layer and the structures within the skin and present the project to the class, including why it is important to know the skin layers in the esthetics industry● Demonstrate knowledge of anatomy and physiology terminology through personal demonstration in daily practice
Business Operations	<ul style="list-style-type: none">● Demonstrate understanding of safety, sanitation, equipment, and supplies needed to effectively set up and breakdown room

	<ul style="list-style-type: none"> ● Know about the types of business ownership and research into at least two local businesses set up using different types of business ownership
Leadership Employability Career Planning Internships	<ul style="list-style-type: none"> ● Independently brainstorm to develop a personal resume, cover letter, and reference page ● Work in teams to practice job interviewing skills, culminating into a mock interview experience ● Individually digitally document best work to develop personal portfolio ● Revise resume as experience increases ● Pass practice boards in preparation for state board exam ● Create a WA State Laws Test in order to understand the state rules and laws for cosmetology and esthetics ● Assemble their state board kit to prep for the state licensing practical test
Chemistry Basics	<ul style="list-style-type: none"> ● Describe chemistry and its branches and how that knowledge is used in esthetics ● Explain how acid, alkaline, and pH affect the skin ● Prepare various client plans for services based on chemistry makeup ● Develop a presentation that describes FDA regulations regarding cosmetic claims and product safety ● List and describe the main categories of professional skin care use, their purpose and the chemical reactions if not used properly ● Demonstrate proper selection and use of various products used in facials ● Student will create an ingredient book that has a list of researched ingredients and how they affect the skin
Electricity Basics Facial Machines	<ul style="list-style-type: none"> ● Student will be able to identify different machines used within a facial service ● Student will understand when to use facial machines in a service and if a client may be contraindicated to the machine ● Student will know how to use the BT-Micro as an add on to a service ● Student will understand the different types of high frequency probes and how to choose them according to the clients skin type ● Student will be able to know how to safely use a facial machine, and how to maintain the facial machine over time
Nutrition	<ul style="list-style-type: none"> ● Prepare client handout about healthy nutrition and how it relates to healthy skin ● Discusses the benefits of proper nutrition and the importance of water intake
Skin Analysis	<ul style="list-style-type: none"> ● Prepare your skin diseases and disorders book that has a picture and description of skin lesions, gland disorders, and skin inflammations ● Identify contagious disorder ● Recognize the different grades of acne ● Identify skin types and conditions and explain the causes of different skin conditions ● Describe how UV radiation affects the skin ● Develop a plan for healthy habits of the skin ● Conduct client consultation and complete a skin analysis chart for each client ● Perform skin analysis on each client ● Demonstrate skin analysis using the mag lamp ● Understand skin analysis charting

Facial Treatments	<ul style="list-style-type: none"> ● Complete cleansing treatment to state standards: ● Complete exfoliating treatment to state standards: ● Complete facial mask and conclusion of facial service: ● Items to be disinfected are disposed of in a correct manner throughout section
Facial Massage	<ul style="list-style-type: none"> ● Massaging the Face with Product state standards: ● Items to be disinfected are disposed of in a correct manner
Hair Removal	<ul style="list-style-type: none"> ● Hair removal of the Eyebrows by Tweezing and Using Simulated Soft Wax (state Standards): <ul style="list-style-type: none"> ○ Tweezing to standard: ○ Waxing to standard: ● Student will know the application and removal of sugaring ● Student will understand the benefits of sugaring and waxing
Makeup	<ul style="list-style-type: none"> ● Facial Makeup State Standards: ● State Standards: Eyelash Enhancement ● Items to be disinfected are disposed of in a correct manner throughout section
Advanced Esthetic Treatments	<ul style="list-style-type: none"> ● State Standards for Microdermabrasion on the forehead: <ul style="list-style-type: none"> ○ Particle microdermabrasion supplies are labeled in English ○ Implements and supplies are visibly clean ○ Applies degreaser/prep solution ○ Dries excess moisture ○ Applies eye protection to model ○ Candidate wears eye protection and mask that covers mouth and nose ○ Candidate wears gloves ○ Holds skin taut ○ Demonstrates vertical strokes with simulated hand piece across entire forehead – cord must be attached to hand piece ○ Demonstrates horizontal stroke with simulated hand piece across entire forehead. Cord must be attached to hand piece ○ Removes particles from treated area ● Student will understand chemical peeling, different types and brands, and how to use them on different skin types and conditions ● Know what Manual Lymphatic Drainage is and discuss the benefits ● Student will know how to perform lash extensions safely and effectively ● Student will understand different types of lash extensions and how it is regulated in industry

III. COLLEGE CREDIT

Students earning a “B” grade or better AND meeting all articulation requirements earn the following College Credit in this class:

Students may earn up to 52 articulated credits through Olympic College if they complete two full years in this program, earn a B or better grade each term AND meet all articulation requirements. Class articulations for the following Olympic College courses:

- YEAR ONE (contingent upon hours and completion)
 - COS 160 – Intro to Esthetics (3 credits)
 - COS 161 – Esthetics General Sciences I (5 credits)

- COS 171 – Esthetics Skin Care I (5 credits)
- COS 181 – Esthetics Lab Clinic I (6 credits)
- COS 162 – Esthetics General Sciences II (3 credits)
- COS 172 – Esthetics Skin Care II (5 credits)
- START OF COS 182 – Esthetics Lab Clinic II
- YEAR TWO (contingent upon hours and completion)
 - COMPLETE COS 182 – Esthetics Lab Clinic II (9 credits)
 - COS 173 – Esthetics Skin Care III (6 credits)
 - COS 180 – Business Practices (2 credits)
 - COS 183 – Esthetics Lab Clinic III (8 credits)

IV. EQUIVALENCY CREDIT

Students may earn equivalency credit in a general academic subject area while completing this course. The following equivalency credit may be earned in this class:

- .5 Art
- .5 Science
- .5 Health

V. INDUSTRY CERTIFICATION

Upon completion of the course requirements and any testing requirements, students may earn the following industry certifications after completing the 750 esthetic hours:

- WA State Esthetics License

As of August 2018, the following is the cost for the WA State Esthetics License Testing:

- Written - \$180.00
- Practical - \$114.00
- Licensing Fee (once you have passed both the written and practical examination)
 - \$30.00 + \$5 processing fee
- Renewal Fee: \$50 every 2 years

The nearest testing center is Fife, WA. Upon completion of the program, your 750 hours are valid for 3 years (you have 3 years to complete the written and practical examinations).

VI. REQUIRED TEXTBOOKS AND MATERIALS

Supplies and equipment listed below are required for participation in the program.

1. Textbooks and workbooks will be online. ONLINE ACCESS IS A NECESSITY for this class. Online interaction includes text/wkbk (MindTap), communication with instructors (REMIND), and tracking of hours & class appointments (Vagaro).
 - a. Physical textbooks will be available for students to check out while at West Sound Tech, but not all work can be completed without online access.
2. Student supply kits (listed below) are to be complete at all times. Any damaged or lost items from the student kit must be replaced with appropriate items with instructor approval. Students may be required to purchase additional items throughout the course not to exceed \$50.
3. Students are responsible for their own personal property and are required to secure their property in designated locked areas.

Students are required to purchase some equipment at West Sound Tech that will then be the property of the student.

Below is a list of the items that will be available on the first day of class for purchase. Please make checks for equipment payable to West Sound Tech.

1st Year:

Kit Cost - \$260.00

Kit includes:

- Materials, personal training books and tools

Please remember you can begin purchasing your kits on the first day of school, but orders are made as a group. When ordering come prepared with a check, cash or card.

Orders must be placed by Sept. 16, 2019 (communicate with instructors if difficulty arises)

Provided by the student:

- Scrubs (black bottoms, black top, close toed shoes)
- 2 Boxes of latex free/powder free gloves
- 2 Bottles Pump hand sanitizer
- 1- 2 inch, 3 ring binder for handouts/assignments
- -1-Notebook or notebook paper for notes
- One College Ruled Composition notebook (non wire binding) cover of your choice
- Tri-fold display board 36" x 48" (needed in March and will be available for purchase at WST)
- Office type items for projects (these would be purchased whenever needed throughout the program, some items for projects are provided by the school)
- Other supplies needed to create the state board kit averages around \$50
 - This list of supplies is given to the student during their second year of the program

Having your kit available is essential to being successful in this class. Please be prepared.

VII. CLASS FEES

- Esthetics High School Kit (Approx. \$260)
 - This covers materials, books and tools used for hands on training
 - We are a Dermalogica Partner School
 - We are a Bio-Therapeutic Partner School

VIII. ATTENDANCE

State law (RCW 28A.255.010) and school board policy recognizes regular attendance is the basis of success in the classroom. Attendance is especially important at WST because of the significant amount of demonstration and hands-on learning. Just as you would in the workplace, students **MUST** contact the instructor if the student is absent.

Steps to follow for absence:

Students Role:

1. Notify instructor using REMIND
2. Mark out your calendar on the VAGARO scheduling app
3. Note: this excuses student **ONLY** for 21st Century skill grade
(Access for both are on smart phone or computer.)

Parents Role:(must include student name, date of absence and reason for absence to have student excused)

1. Contact the WST via:

- email: susan.witherow@westsoundtech.org
- phone call (Front Office Registrar: 360-473-0557)
- written dated and signed documentation with the reason for the absence

IX. SIMULATED WORKPLACE REQUIREMENTS

Group Work:

Teamwork is a vital part of class. It is expected that everyone take part in-group work. If group work is assigned, all grades will be based on individual and group participation. Once formed, groups cannot be changed, except with the permission of an instructor.

Professionalism:

Class grades are based heavily on employability. Students are asked to be respectful and professional. Those not following this rule will be asked to leave the classroom/lab immediately so as to not disrupt the learning environment. Please arrive on time for all class. Students who habitually disturb the class by talking, arriving late, *etc.*, and have been verbally warned, may suffer a reduction in their final class grade. Cell phones may be used at the discretion of the instructor during class time but never in the spa or reception area. Spa voices must be used at all times in the spa area and 'professional' conversations only. Jewelry must be removed during services (ex. Rings, bracelets, and long necklaces that may scratch or hit the client during services) Hair must be pulled back while performing services

Ethics:

Stealing, plagiarism, cheating, defacing or damaging property may result in termination and may require monetary restitution.

Dress code:

Here at West Sound Tech we serve the public through our working spa. We represent our industry to the clients and must look professional at all times. This includes hair and makeup.

The dress code requirements are as follows:

Black Scrub Top, Black Scrub Bottom & Closed toe shoes. Students may wear an undershirt with long sleeves, any solid color without writing. This does not include hoodies or sweatshirts of any kind.

Being out of dress code will result in:

- Loss of daily points
- WA State Esthetics hours will not be accrued
- Student will be given a project or written work to do separately from the class.
- 3 violations will result in parents being contacted for discussion about proceeding.

We HIGHLY suggest leaving extra scrubs in your locker as a back up!

Housekeeping:

All students are expected to work together as a team to keep all housekeeping duties done. Job lists will be posted with daily jobs for each student; however, housekeeping duties are a continuous ongoing need that play a role in safety as well. It is expected that each student look for opportunities to help the team throughout the day. The classroom and spa clinic

area is to be maintained and sanitary at all times. Students are expected to clean lockers and equipment daily. Inspections of lockers and equipment will be conducted randomly.

Students are given a checklist of requirements for the spa and classroom clean up expectations for student work areas.

Food and Drink:

Food and Drink are not permitted in the spa or reception area at any time. There will be occasions where food is permitted only in designated areas of the classroom, per directives from the instructors. Beverages are allowed in the classroom.

Safety:

All students are encouraged to take an active role in maintaining a safe environment. To avoid accidents and injuries, students are required to take preventative measures by:

- Using equipment properly
- Follow all directions given by instructors
- Following manufacturer's directions when using chemicals and products
- Immediately wiping spills found on the floor
- Keeping all work areas free of personal items and debris
- Immediately report building and equipment safety hazards to administration personnel

Safety Reports: For all minor or serious accidents, report immediately to an instructor, gather all necessary information and submit a written accident report.

For medical emergencies: call 911 (if appropriate) and notify the instructor or director immediately. Gather information to give to the medical response team.

BRINGING IN MODELS AND TAKING CLIENTS IS A REQUIREMENT OF THE PROGRAM

VIII. ACADEMIC INTEGRITY

Cheating is by definition, an action done by a student to supply work for another student, or turn in work, use work, or rely on work that is not her/his own, other than in circumstances clearly understood to involve collaborative or group learning. District policy requires that the teacher will record a 'zero' in the gradebook to communicate lack of evidence. Parents will be notified if a student is caught cheating in the classroom or lab. Subsequent cheating may result in an "F" in the class and possible removal from WST.

IX. INSTRUCTIONAL STRATEGIES

- Class Discussions
- Hands on Experience
- Partner Work
- Pop Quizzes
- Teach Back/Leadership
- Chapter Review and Tests
- Open Clinic for Industry Type Experience

X. ASSESSMENT STRATEGIES

Students will be assessed in the following areas:

- Chapter Review and Tests

- Completion and Understanding of Workbook Assignments
- Completion of Projects
- Demonstration of Esthetic Services
- Demonstration and Understanding of 21st Century Skills

XI. GRADING CRITERIA

Students receive progress reports each 30 day period. Grading periods are broken into 2 semesters consisting of 90 days each. Grades are available through your family access account and are updated regularly.

Students may earn up to 1.5 credits per Semester.

Grades are based on the following:

Attain identified knowledge, skills, and abilities as well as industry standards

Demonstrate knowledge and application of related theory

Demonstrate attainment of 21st century skills

Demonstrate Practical Esthetics skills

Quality of work completed

Adherence to all safety rules and expectations

Categories and percentage or points from each category:

Written Work

45%

- Online Workbook Completion
- Chapter Tests
- Projects
 - Major Projects Include: Procedure/Protocol Book, Skin Layer Project, Diseases & Disorders Book, Portfolio, Ingredient Book, WA State Laws Test, State Board Kit Assemble, and Resume/Cover Letter/Reference Page

Practical Work

45%

- Lab Protocols Completion (state requirements)
- Term Practice Requirements
- Clinical Evaluations
 - Test Outs Include: Eyebrow Tinting, Eyelash Tinting, Lower Leg Wax, Underarm Wax, 30 Min Facial, 60 Min Facial, BT-Micro Facial, High Frequency, Microdermabrasion, Eyebrow Wax, Upper Lip Wax, Body Treatment, Make-Up Application with Strip Lashes Lash and Brow Enhancements

21st Century Skills

10%

- Participation
- Dress Code
- Professionalism

Late Work

- Due dates for projects, assignments, and test outs are given at the beginning of each term, written on the calendar in the classroom and within the MindTap online program and will be emailed upon request, our classwork scheduling platform is Vagaro (students will receive a login for this application). Projects are subject to losing 20 percentage pts if it is turned in late. Assignments turned in beyond 5 days late will receive no more than 50% of the earned score. Please see instructor if circumstance arises.

XII. GRADING SCALE

Standards-Based Grading Description		
	Letter Grade	Percentage Value
Exceeds Standards	A	93-100
	A-	90-92
Meets Standards	B+	87-89
	B	83-86
	B-	80-82
Approaching Standards	C+	77-79
	C	73-76
	C-	70-72
	D+	67-69
	D	60-66
Does Not Meet Standard	F	Below 60

XIII. NON-DISCRIMINATION

Nondiscrimination Statement: The Bremerton School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups. Lack of English Language proficiency will not be a barrier to admission and participation in Career and Technical Education programs. The following personnel have been designated to handle inquiries regarding the nondiscrimination policies:

Section 504 Coordinator: John Welsh (360) 473-4107
john.welsh@bremertonschools.org

Title X and ADA Compliance: Dr. Garth Steedman (360) 473-1031
Garth.steedman@bremertonschools.org



Please review, then sign, and return to the instructor:

• **Review and follow student handbook AND Esthetics Syllabus expectations: every student at West Sound Tech is expected to adhere to all policies and expectations outlined in the student handbook and Esthetics Syllabus.**

- Attendance: Attendance is expected daily. Students that are absent **MUST** follow the requirements in the WST student handbook
- Student Drivers: Must follow policy outlined in student handbook
- Plagiarism policy
- Dress Code/Uniform Requirement: Follow classroom requirements and expectations for your program as outlined in the student handbook and Esthetics Syllabus
- Safety Policy: workplace safety is paramount. Students are expected to follow all safety expectations. Each classroom must meet industry safety requirements.

I have read, understand, and agree to the class rules, grading, and expectations outlined in this syllabus.

_____	_____	_____
Student Name	Student Signature	Date

_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date

Communication between parent/guardians and instructor is extremely important for student success. Please complete the information below and indicate preferred contact method:

Parent/Guardian Cell # _____ Home # _____

Parent/Guardian Email: _____