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## ESTH 0000 Esthetician Orientation

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Cosmetology School & Salon Coordinator: Carol Anderson    carol.anderson@davistech.edu    (801)593-2351

Faculty: Shelly Morgan    shelly.morgan@davistech.edu    (801)593-2254  
Baillie Chapman    baillie.chapman@davistech.edu    (801)593-2254

Rooms: 1002, 1004, 1006

Advisement Hours: Before or after class

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### Introduction

Welcome to the Esthetician program at the Davis Technical College (Davis Tech). The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any unclear sections with your instructor or a Career and Academic Advisor. You may also review college policies on the Davis Tech website ([www.davistech.edu](http://www.davistech.edu)).

### Program Description

The Esthetician program prepares students to enter one of the fastest growing fields in the beauty industry by teaching them the skills they need to take the State of Utah's written and practical exams for the Esthetician license. Students will recognize the basic structure and composition of the skin, maintenance of healthy skin, and factors that influence aging of the skin. Students will also perform basic procedures in skin care such as facials, basic hair removal, basic chemical peels, makeup application, and natural nail manicures and pedicures. Upon completion of the program, our students will be qualified to find employment in salons, spas, and many other businesses related to the beauty industry.

### Program Objectives

Students will develop skills by working through hands on experience, instructional videos, information sheets, and competency tests. Upon completion of this program or a given certificate, students will have received specialized training as an Esthetician. Students will learn and apply the following while enrolled in the Esthetician program:

- Demonstrate effective communication skills with clients and co-workers
- Demonstrate personal, salon, and client safety
- Describe the various structure, compositions, and functions of the skin
- Demonstrate proper skin analysis

- Properly perform facials, chemical exfoliation treatments, masques, massage movements, and temporary hair removal
- Demonstrate competency in all implements and tools for master esthetics
- Demonstrate a basic and advanced makeup techniques Practice common business and salon management skills

## General Information

You can access this orientation on the Davis Tech program web site, as well as current information on the following items:

- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification

## Advisement

Teacher advisement is important for your success at Davis Tech. You will be assigned an advisor at the beginning of your program to assist you through your course. Your instructor will:

- Review your performance and attendance.
- Define and clarify training and career goals.
- Select appropriate courses according to your interest and aptitude and that achieve program completion requirements.
- Discuss professional work ethic in performance, attendance, attitude, dress, behavior, and communication
- Discuss challenges and Davis Tech support services that can help improve your success.

## Scheduling

ESTH 1150 Esthetician I and ESTH 1250 Esthetician II courses have defined-start/defined-end schedules, meaning that you must begin and end these courses on their designated start and end dates.

Students may start clinicals after successful completion of ESTH 1150 and ESTH 1250, Esthetician Levels 01-03, have an externship schedule. Following course enrollment, you will receive a



schedule that shows the date (3 months from date of purchase) by which time you must complete the course.

Each clinical will have minimum service requirement that must be completed while you have attended the length of that clinical (Esthetician 120 hours). If you fail to complete these minimum requirements you will need to purchase a time block of extra time to finish your required work. You must fulfill both the minimum required services as well as the attended hours to complete the course. You must attend a minimum of 15 hours per week. Davis Tech scheduling options for the clinic floor may be subject to change.

## **Campus Technology**

Each time that you attend class, you will log in to and out of the Northstar Classroom Login Station using your 10-digit student number. You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal as well. Your instructor will provide you with information on Canvas access.

You will learn more about Guest Vision, a salon management system during your time in this program. Your instructor will provide an orientation to this system in your first course.

You can access Canvas from any internet-connected computer at the following URL: <https://davistech.instructure.com/login>. If you have problems logging in to Canvas, please see your instructor or email [online.support@davistech.edu](mailto:online.support@davistech.edu). If you encounter technical problems while in Canvas, use the Help button in Canvas and the “Report a Problem” link.

## **Learning Resources**

### **Student Resource Center**

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

### **Electronic Student Resources**

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

### **First Aid Supplies**

The classroom also includes first aid kit, and other supplies needed in case of emergency. Evacuation maps can be found in strategic locations throughout the college.

## **Instructor Response Time**

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.



## Student Policies and Procedures

You may find further information on institutional student policies and procedures here:  
<http://www.davistech.edu/student-policies>.

### Students with Disabilities

If you have a disability and have questions about the process of obtaining accommodations or need further explanation of these requirements, please meet with your program counselor at Student Services to discuss your concerns.

### Students with Disabilities

If you have a disability that may require some accommodation by the instructor, you should document the disability through a Davis Tech Counselor in Student Services.

### Grading

For all courses, you are required to achieve an 80 percent average or higher to pass assignments and tests. You must pass skill demonstrations with 100 percent competency. You will receive a grade for each course, and the assignments and activities that will be used to calculate your grade will vary according to the course. The specific details for each course can be found in the course curriculum.

The grading scale used throughout this program will be:

A	94 – 100%	A-	90 – 93%		
B+	87 – 89%	B	85 – 86%	B-	80 – 84%
C+	77 – 79%	C	74 – 76%	C-	70 – 73%

*\*Please note that some high schools do not use a letter grade from our program and will only accept a pass or fail. See your CTE Coordinator at your high school for questions.*

### Testing

You will be required to maintain an average of 80% on your chapter tests during your class time. You have three attempts per test to receive a passing score. On the course final you must score 80% or above.

### Performance Standards

#### Competency-Based Training

Davis Tech courses are competency based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. Course lengths are based on actual clock-hours and are calculated on the average length students are expected to complete designated coursework. At the beginning of each course, you will purchase or receive course curriculum, which provides guided learning modules to follow. This includes the amount of time you should spend on each learning activity. This will help you meet industry time standards and complete coursework in an appropriate amount of time.



## Skill Demonstration

In your course, an instructor will demonstrate each skill to you. You will observe, practice, and then master a skill. **All skills must be demonstrated at the required competency before the end of each course.** If you demonstrate the skill at a low competency, it will be considered practice. You will not have your modules signed off until the required competency level is reached. If you miss class you will need to schedule time with the floor instructor to learn and perform the skill that you missed. You will need to do this in your make up hour time.

## Attendance

**PLEASE NOTE:** The Certificate of Program of Completion is set at the **minimum** hours that is required by DOPL (Utah Division of Occupational & Professional Licensing). This requirement **does not match the Esthetics program attendance policy.** The Esthetics program allows for 85% attendance to pass each course and clinical.

If you miss a class or clinical you can still fall within allowable absences for the course, but you will need to make up the course work to meet DOPL and graduation requirements. To make up any days missed to meet DOPL and graduation requirements, you will need to purchase extra time in the blocks of 20, 40, & 60 hours. Unless you have 100% attendance, your models have 100% attendance, and you are not more than 15 minutes late for the entire program, you will need to purchase extra blocks of time to meet graduation requirements.

## Academic Probation and Termination

Your success in this program is important to us. We will work with you to help you succeed, but if you are not meeting the minimum standards as described in this orientation, we are committed to taking appropriate actions to help you improve.

Probation, termination, or retaking of a course is based on the following:

- **Academic:** Failure to maintain 80% or better on test scores.
- **Progress:** Failure to achieve 67% monthly progress.
- **Attendance:** Failure to achieve 85% attendance.

If you are put on probation for academic or attendance violations, you will have 30 days to improve (with the exception of cheating and stealing, in which case immediate action will take place). If you meet the required performance standards during that time, you will be taken off probation. If you are unable to comply with the required program performance standards, you will remain on probation and a Student Improvement Plan will be developed. The plan will include details of the unsatisfactory performance, outline a plan and timeframe for performance improvement, and describe the process that will be used to monitor and evaluate future performance. This plan will be submitted to Student Services to become part of your student record. The plan will be signed by you and the instructor. The instructor and a college counselor may also evaluate what barriers might prevent your success in the program and whether or not other training options should be considered.



If you fail to meet the performance standards outlined in the Student Improvement Plan, you will be required to participate in a Committee Review in order to continue as a student at Davis Tech. The committee will be composed of you, the instructor, the program director, an impartial program director, and a college counselor. The committee will evaluate the corrective actions taken by the college, the program, and you to determine a mutually beneficial course of action. Possible options may include but are not limited to: continued academic probation, additional assessment, recommended change to another educational program, suspension, or termination from the program.

If conditions do not improve, you may be terminated from the program. Termination will be a minimum of ten (10) weeks. After that period, you will be eligible to re-enter the program subject to the availability of an opening in the class. Only one termination will be allowed.

If you fail to appear for the Committee Review, you may be considered for disciplinary termination. If you have received a Student Improvement Plan or have been placed on academic probation and subsequently leave the institution, you may be considered for disciplinary termination. If you are terminated for academic performance, you must meet with a Career and Academic Advisor to discuss a plan for correction before being permitted to re-enroll at Davis Tech.

Students who are on academic probation may lose federal financial aid, scholarship eligibility, or sponsorship and benefits, as determined in accordance with college Financial Aid requirements and Department of Education regulations.

### **Problem Resolution**

If you are not satisfied for any reason with classroom management, grading or academic disciplinary actions taken, discuss your concerns with your instructor. If this does not resolve your concerns, please contact Student Services.

### **Off Campus Learning**

During the practical coursework, you may have opportunities to complete hands-on activities off campus in the following salon experiences:

- Davis Hospital Davis Tech Salon: Advanced students can go Tuesday- Friday to a Davis Tech Cosmetology salon located at Davis Hospital and perform various services to gain a “salon” experience and provide care for our community. To participate in this experience, Davis Hospital & Medical Center requires that Cosmetology students present immunization records for chicken pox, whooping cough (DTaP), and influenza.

The same Davis Tech performance/attendance rules apply to all of our "off-campus" learning opportunities. For your protection, we strongly recommend immunization records for all “off-campus” activities.

### **Placement Services**

Placement services are available to you when you complete your program. These services include resume review, interview skills, and job placement assistance.



## Student Follow-up

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify us of your employment status. If you are already employed, become employed, or if your employment status changes, please notify your instructor. You may also report current military service, the pursuit of additional education, or indicate reasons that may prevent you from completing your program or finding employment. If we don't receive a response from you, a Davis Tech employee will contact you to request your employment status.

## Program Safety

You will learn about industrial safety in your courses and are expected to follow the safety standards:

- If you cut yourself or a client (or if blood is ever involved), you will be required to complete a blood spill procedure. You are required to have a **complete** blood spill kit in your cart/bag at all times. You can purchase your own blood spill items or you can buy them from Davis Tech Cosmetology for a minimal cost.
- If evacuation is necessary while performing an esthetic service, you will direct your clients to quickly evacuate the building.

## Course Evaluations

At the end of each course, your curriculum will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. The results of the actual survey are anonymous. Feedback is used for program improvement and professional development.

## Professionalism

The salon is a social and creative environment that allows us to become more personal with each other than most businesses. This closeness makes our industry special but it also makes it challenging for a stylist to maintain professionalism, yet it is an absolute must in the salon workplace. To help you become successful, you have to understand that professionalism is as important as learning the techniques of the industry. The rules we have in place are to help you act professionally in the workplace when you graduate. The most important part of professionalism is to accept others, even those who are different from us. We need to avoid negative behaviors by others and ourselves and show respect to clients, students, other instructors, and ourselves. The important thing to remember is that healthy relationships are not based on judging or ridiculing people when they are different or seem unfriendly. Instead, find a way to create a healthy relationship with them and all people with whom you associate.

## Dress Code

### What to wear:

- Always attend class looking clean and professional and observe all the rules of good hygiene. Hair and nails should always be neat and fashionable.



- Your name tag should be visible at all times while on campus. (Nametags can be purchased from the Davis Tech Bookstore.)
- You should wear black or gray Davis Tech Esthetician or Master Esthetician scrubs. These should be purchased from the campus bookstore.
- *Professional looking* makeup and jewelry is allowed to the point that it does not affect your ability to perform services. Excessive jewelry and makeup are not appropriate.
- You must wear closed-toe shoes.
- Refer to Davis Tech code of conduct for further questions.

**Failure to adhere to the dress code will result in a written warning. You will be sent home to change and will be marked absent.**

### Cheating/Stealing

Any documented episode of cheating or stealing will result in mandatory visit with the head of student services, as per the code of conduct.

### Food and Drink Policy

In keeping with federal guidelines, **OSHA** (Occupational Safety and Health Administration) standards and **CLIA** (Clinical Laboratory Improvement Amendments) regulations, **NO FOOD or DRINKS** will be allowed in the **salon area** except on those days when we have a special event. You are not allowed to leave food or drinks anywhere in the classroom. A water bottle with a tightly closed lid is acceptable. Arrangements may be made with an instructor in case of special circumstances such as health reasons.

### Clean-up

At the end of each service, you will sanitize your work area and implements and clean out your barbicide jars. When you are signed off at the end of the day, you are required to follow the general cleaning schedule. Plan your time so you have ten minutes to do a general clean up before you leave.

### Children/Visitors in the Classroom

Uninvited guests in the classroom are not accepted. Friends, family, and children can come and receive a service, but cannot be here to “visit or hang out.”

### Cellphone/Portable Electronic Devices Use

With the growing use of technology in all aspects of life, it is vital that we learn to use these technologies in an appropriate and professional manner. Cellphones/tablets/computers may be utilized in our Business Technology Center to do research for class projects, continuing education, turning in assignments, etc. Cellphones may be allowed on the service floor only in times deemed appropriate by your instructor. This includes but is not limited to: timing chemical processes, showing your guest your portfolio, looking at pictures during the consultation, taking before and after photos, etc. **Note: Texting, playing games, taking phone calls, or any other unprofessional behavior is never appropriate or allowed while on the salon floor or in the classroom.** Should you need to take a phone call or text message, you may step into the hallway. Failure to comply with





this policy will result in a write up and a meeting with your advisor for disciplinary action and/or success planning.

### **Biometric (Fingerprint) Scanning**

Hours and appointments are tracked using our salon schedule management system. It records this with your fingerprint to document your time.

### **Parking**

Students are only allowed to park in designated parking stalls on campus. There are parking stalls designated for Cosmetology/Esthetic clients only. They are located in the west parking lot marked “Cosmetology Patrons Only.” **Students are not allowed to park in these stalls**—they are there for the convenience of our clients. If your car is found in one of these parking stalls, or anywhere else on campus where parking is not allowed, you will be ticketed.

### **Restroom**

The restroom located in the Cosmetology Salon is for instructor and customer use only. Students must go down the hall to use the public restroom.

### **Transferring Between Cosmetology Related Programs**

If you transfer between cosmetology related programs (Cosmetology, Hair Designer, Esthetician, Advanced Esthetician, or Nail Technician) your courses, transcripts and/or skill demonstrations will be evaluated individually, and plans will be developed individually for graduation. Courses in your program may not transfer to your new program. You may need additional clinical(s) to ensure your skill level and total training time matches the licensure of your new program.

Transferring into a different program may also impact your financial aid. Before transferring, take time to meet with a financial aid advisor to determine if your costs will increase or decrease, additional dollars can be distributed, or you will need to pay back dollars to the financial aid program due to changes.

### **Statement of Responsibility**

**Must be reviewed and signed WITH instructor.**

### **Esthetics Code of Conduct**

- I understand that I need to show all instructors courtesy and respect. If I disagree with an instructor, I will talk directly to her in a respectful manner to solve my issue or talk to Carol Anderson.
- I agree to be respectful and courteous of others by not using foul language, having inappropriate conversations, or spreading rumors.
- I agree to not use, possess, distribute, or be under the influence of alcohol or controlled substances.
- I understand the confidentiality I have toward my clients and I will not repeat any information they give me.



- I will not spread “rumors” that I hear in the salon/classroom about other students/instructors since this causes a hostile atmosphere. If I have any issues or hear something that is of concern, I will talk to my instructor or Carol Anderson.

## Customer Service Conduct

As a student, I realize that customer service is related to my training, and is necessary for me to become proficient in all skills pertaining to esthetician licensure.

All students must follow these Customer Service Rules:

- I will accept all salon and spa guests. Declining to provide a service without an instructor’s approval is inappropriate and will be written up.
- I will not change or move any appointments without an instructor’s approval; it is inappropriate and will be written up.
- I will be in class at my scheduled date and time and arrive fifteen minutes before my appointment.
- I will make arrangements to stay and finish my appointments if they take longer than I expected.
- I will keep my treatment area clean and orderly for each salon and spa guest I serve.
- I will always try to exceed any salon and spa guest's expectations by treating him/her as a 5-star guest.
- I will always educate my guest about what products work for their skin or nails. I will provide them with written instructions and product recommendations for their home maintenance routine.
- I will always greet the salon and spa guest in a friendly manner.
- I will always do a complete consultation with an instructor before I begin and end a service and make sure I have my ticket signed. If I fail to get signed off for a service, I will not receive credit for that service and may be referred to my advisor for disciplinary action/success planning.
- I will always sanitize my treatment area after each salon and spa guest and clean up after myself. If I fail to do so, I may not receive credit for that service.

## Utah Rules and Regulations

**This program leads to a Utah state licensure that requires a valid Social Security Number (SSN). You will not be able to work in this profession in Utah, unless you have a SSN. For more information, you may visit the following government websites:**

- [https://www.ssa.gov/ssnvisa/Handout\\_11\\_1.html](https://www.ssa.gov/ssnvisa/Handout_11_1.html) (Social Security Numbers for U.S. Permanent Residents)
- <https://www.ssa.gov/pubs/EN-05-10096.pdf> (Social Security Numbers for Noncitizens)
- The full text of the Barber, Cosmetologist/Barber, Esthetician, Electrologist, and Nail Technician Licensing Act Rule R156-11a may be accessed at:  
<http://www.rules.utah.gov/publicat/code/r156/r156-11a.htm#T8>.

