

## **Apprenticeship I & II**

### **Student Manual for Practical Labs**

The lab portion of your program is to be a real-life scenario of an actual salon/spa. Here is where we apply the knowledge gained in theory to practical applications. At various intervals throughout your program you will be expected to perform various services on mannequins, each other, and clients from the general public. These experiences are what will help you demonstrate your understanding and ability to perform each of your course learning requirements.

In an effort to achieve consistency in the labs this manual will be used as a reference. This manual is broken down into 5 areas:

1. Attendance
2. Dress code
3. Code of conduct in the lab
4. Lab safety and sanitation practices
5. Assessment in the lab

## 1. Attendance

You have just entered an exciting practical, hands-on program. With that considered the hands on training that your teachers will be providing will help you succeed in your chosen career. Therefore attendance in all scheduled labs is a must and will be taken/monitored and graded throughout your time at Algonquin. You are expected to be on time and attend all scheduled labs. In the event that you are ill and miss a lab, you are to make arrangements with your instructor to sit in on another lab on a different day to make up the information that you missed.

In the event that you miss a lab you must provide documentation from a doctor within 48hrs of returning to school. You must also make up this time/material missed\*. If absences are in excess of more than 20% of practical labs, you will receive an automatic "F".

\*Any student who has missed a lab, without making up the course learning requirements and or assessments within a reasonable amount of time, must meet with the Coordinator of the program.

## 2. Dress code

The lab is considered the Algonquin College Spa/Salon therefore, students are to adhere to the college dress code for lab which consists of:

- **Black Algonquin lab coat** (purchased at College Bookstore no exceptions) zipped up, clean and free of wrinkles
- **Name tag** (purchased at the College bookstore)
- **Black bottoms only**. You must have black straight legged dress pants clean and free of wrinkles. **Tops** can be of any colour however, should be of professional nature, should not be revealing and should not contain any provocative language or graphics.
- **Cosmetics** the cosmetics chosen should be complimentary to the skin, face shape and time of day.
- **Nails** are required to be clean and manicured
- **Hair:** is required to be clean and styled each day
- **NO HATS are permitted in the lab at any time!**
- Jewellery worn should be minimal as to not interfere in services
- Chewing gum is not permitted in the lab
- Students are to attend all labs with required supplies (kit) to participate in services and instructional material

Any student that does not adhere to these rules will be asked to leave class and a loss of hours will apply without the opportunity to make up these lost hours and material missed.

### 3. Code of Conduct in the lab

The lab is a team based environment. In order for everyone to get the most out of the experience and readiness for the salon/spa environment it is crucial that everyone work together much as you would in a real salon/spa. Therefore the following expectations will be enforced throughout your time at Algonquin while attending lab:

- Appropriate professional language at all times (no swearing, gossip, conversations that would be seen as offensive)
- Proper professional manners will be observed at all times
- **No cell phones, ipods, or other such electronic devices are to be in the lab at any given time**
- Controlled volume of conversation (should not be heard throughout the lab)
- Respect for fellow students and staff
- Respect for client/student confidentiality
- Respect for college property and equipment
- **Bullying will not be tolerated at any time**
- Practice proper use and amount of college product and supplies
- Follow instructors/technologists instructions when asked
- Interact with clients/students on a professional level
- Participate in the overall function of the lab
- No food or personal belongings (purses, coats etc)in the lab at any time
- Students are expected to check their Algonquin College Live account and Blackboard site 2-3 times a week

Any student that does not adhere to these rules will be asked to leave class and a loss of hours will apply without the opportunity to make up these lost hours and material missed.

#### **4. Lab Safety and Sanitation Practices**

As you are entering into a career in which you are in contact with various hazardous chemicals, sharps, and the general public it is imperative that we all follow strict health and safety practices. We are Green Circle Salon Certified which means we recycle everything in our classrooms where possible. It is sent to Green Circle and made into other products.

In order to maintain our lab to be of the safest and cleanest for students, staff and guests there will be duties assigned and cleaning routines followed daily. Duties assigned will include:

- **Laundry:** Each student/staff will participate in maintaining a supply of clean linen for lab functions
- **Work Stations:** Each student will be responsible to disinfect their work station and the end of each day using proper procedures.
- **Sweep Floors:** the entire lab will be swept at the end of each lab in preparation for the next class to enter. All hair is recycled so please use the appropriate receptacle and don't mix litter in with the hair. Example bobby pins
- **Inventory:** all products/supplies will be properly returned to appropriate area at the end of each lab
- **Product use:** product will be used as indicated by manufacturer under the instructors supervision to ensure that there is no product waste or misuse
- **Hand washing:** students/staff will demonstrate proper hand sanitation after each service
- **College and student implements:** Will be properly sanitized and disinfected after each use, demonstrating proper disinfection and storage procedures.
- **Razors:** will be disposed of in the proper hazardous (sharps) container after use.
- **Common areas ( shampoo basins/sinks):** will be properly disinfected at the end of each lab

**\*At no time will excess product, colour be put down the sinks. These items will be disposed of properly in either the colour recycle station or a garbage can. Any student putting unauthorized items down the sinks will be asked to leave lab.**

## **5. Assessment in the lab**

The evaluations of skills are part of the overall grade for specific classes which include a lab component.

### **Specific Skill Evaluation**

At various intervals throughout each level of your apprenticeship the instructor will assess you specifically on each service demonstrated that term. The purpose of these assessments is to assess your level of understanding and competency of the specific knowledge and skill. These assessments will be outlined in your course section information as to the dates of each assessment and will have varying weights in your overall final grade (eg. Lab assessments, mid-terms, final exams.)

Should a student miss a scheduled assessment they will be expected to provide documentation from a doctor and submit that documentation within 48hrs of returning to school. The student must make arrangements to complete the assessment within a reasonable amount of time with the instructor of that particular lab when possible.