

# OLYMPIA SCHOOL OF ADVANCED SKINCARE

In partnership with New Market Skills Center

## Esthetics Program Syllabus | 2026–2027

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Program length: 750 clock hours • School year: 2026–2027 • Student population: High school / CTE

Instructor(s): Courtney Roberts and assigned instructional staff | Class schedule: Provided separately by the school

### Course Description

This 750-hour esthetics program develops foundational knowledge and practical skills in skin care, infection control, skin analysis, facial treatments, hair removal, makeup, client consultation, professional conduct, and salon/spa operations. Students learn through Milady Standard Esthetics coursework, demonstrations, guided practice, clinic experiences, projects, and assessments. Instruction is designed to support entry-level esthetics readiness and preparation for applicable Washington State licensing examinations, subject to state and school approval.

### Required Course Materials

Milady Standard Foundations and Milady Standard Esthetics: Fundamentals (school-assigned editions), corresponding student workbooks and instructor-assigned learning materials. Advanced Esthetics content may be introduced for awareness only, where permitted, and does not imply authorization to perform master-esthetics procedures.

### Learning Outcomes

- Describe anatomy, physiology, histology, and common disorders of the skin.
- Apply infection-control, sanitation, safety, and blood-exposure procedures.
- Conduct consultations, skin analysis, recordkeeping, and identify contraindications and referral needs.
- Select appropriate products, ingredients, treatments, and home-care recommendations.
- Demonstrate safe foundational facials, facial massage, hair removal, and makeup services.
- Practice professionalism, client communication, time management, retail ethics, and employability skills.
- Complete assigned written, practical, clinic, and examination-preparation requirements.

### Proposed 750-Hour Curriculum Allocation

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| Instructional area | Clock hours |
|--------------------|-------------|
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|-------------------------------------------------------------------------------------|------------|
| Foundations: professional image, communication, career planning and business basics | 75         |
| Infection control, safety, laws, and professional responsibilities                  | 75         |
| Anatomy, physiology, skin histology, disorders and chemistry                        | 130        |
| Skin analysis, consultation, treatment planning and product knowledge               | 100        |
| Facial treatments, massage, modalities and treatment-room procedures                | 165        |
| Hair removal, makeup and specialty introductory services                            | 80         |
| Supervised practical clinic, client care and service documentation                  | 85         |
| Review, written/practical assessments and state board preparation                   | 40         |
| <b>TOTAL</b>                                                                        | <b>750</b> |

Hour allocations are a proposed school-level plan, not a reproduction of an official Milady hour chart or confirmation of Washington licensing approval. Individual topics overlap across lecture, demonstration, and clinic. All clock hours must be documented and reconciled with the approved school calendar and state requirements.

## Course Sequence and Milady-Aligned Topics

| Phase                          | Core content and learning evidence                                                                                                                           |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Professional foundations    | Orientation, professional image, communication, healthy professional practices, infection control, safety, career pathways; workbook and demonstrations.     |
| 2. Scientific foundations      | Anatomy, physiology and histology of skin, disorders and diseases, chemistry and ingredients; chapter quizzes, skin-condition case studies.                  |
| 3. Client assessment           | Consultation, skin typing, analysis, contraindications, documentation, product selection and treatment planning; mock consultations.                         |
| 4. Core services               | Treatment room setup, facials, cleansing, exfoliation, massage, masks, devices permitted within scope, hair removal, makeup; instructor-observed practicals. |
| 5. Clinic and career readiness | Supervised services, sanitation audits, client communication, retail/home care, resume and interview skills, cumulative theory and practical review.         |

## Instruction and Evaluation

Methods: lectures, Milady textbook and workbook assignments, demonstrations, hands-on labs, partner practice, clinic services, group projects, case studies, quizzes, tests, and practical skills checks.

Proposed grading categories (subject to school approval): Theory and written assessments 40%; practical/lab skills 40%; professionalism and employability 20%. Minimum passing academic grade: 76%. Instructor feedback, retakes, and missing-work deadlines follow published school procedures. Attendance and clock-hour completion are tracked separately from academic grades.

| Grade     | Descriptor             |
|-----------|------------------------|
| 93–100%   | Excellent              |
| 85–92%    | Very good              |
| 76–84%    | Satisfactory / passing |
| Below 76% | Unsatisfactory         |

## Attendance, Hours, and Student Expectations

Students are expected to attend all scheduled classes and meet the program attendance standard of 96%, subject to the current written school policy and approved accommodations.

The 750-hour requirement is based on verified instructional clock hours; lunch, breaks, and unapproved absences do not count as instruction.

Students must clock in/out accurately, report missed punches promptly, and follow the office's timecard correction procedure. Hours are not automatically forfeited solely because of a correctable missed punch.

Students must arrive prepared, follow dress code and professional conduct expectations, complete assignments on time, and participate safely in lab and clinic.

Students may perform services only after receiving instructor approval, completing prerequisites, obtaining appropriate consent, and following sanitation and scope-of-practice rules.

Missed work, makeup hours, corrective action, and any program dismissal procedures follow the school handbook and applicable school-district requirements.

## Health, Safety, and Scope of Practice

Students must follow current infection-control protocols, use appropriate personal protective equipment, document contraindications, and refer conditions outside esthetician scope to a qualified healthcare professional. Medical diagnosis, invasive procedures, and advanced/master-esthetic treatments are not authorized merely by completing this course. Any service offered must be within the school's approvals, supervision requirements, and applicable Washington law.

## Completion Requirements

Successful completion requires 750 verified instructional hours; satisfactory theory, practical, and clinic performance; completion of required assignments and competencies; compliance with

safety and professional standards; and satisfaction of all applicable school and regulatory requirements. Course completion does not itself confer a professional license.

## **Student and Parent/Guardian Acknowledgment**

By signing, we acknowledge receipt of this syllabus, understand that the school handbook and approved policies provide additional requirements, and agree to seek clarification when needed.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor/school representative: \_\_\_\_\_ Date: \_\_\_\_\_