WELL 785 JA Syllabus

Instructor: Rachel Gaeta/Evelyn Smith
Office Location: Mrs. Gaeta: PH-305
Ms. Smith: PH-305
Office Hours: Mrs. Gaeta: 5-6 PM MW;
Ms. Smith: 5-6 PM Tues.
Class Duration: 6:00 – 10:00 PM

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Email: gaeta@smccd.edu or smithev@smccd.edu
Website: www.skylinecollege.edu/wellness

COURSE DESCRIPTION: WELL 785 JA – Spa Technician Training

Units: 8. Two hours lecture; two hours lab per week, Monday, Tuesday, Wednesdays for one semester
Designed to develop skills and knowledge for employment in spa environments. Training includes treatments, body therapies, scheduling of services, product knowledge, and professional polish.

STUDENT LEARNING OUTCOMES:

Upon successful completion of the course the student will be able to:

- Entry level spa body therapies
- Students will be able to work in a clinical environment with clients
- Students will be able to work a reception desk and use coordinating skills
- Students will also have product knowledge, retail and marketing skills

TEXTBOOK AND OTHER MATERIALS:

Required:

- Class assignment schedule made available by the instructors.

ASSIGNMENTS:

Typical examples of assignments may include:

- Project # 1 – Marketing and Sales
- Project # 2 – Marketing and Sales
- Project # 3 – Spa Menu
- Project # 4 – Design a Spa Package
- Report – Green Spas
- Spa Treatment Profile Sheets
- Ingredient List
- Speaker Notes
- Reading Assignments
CLASS FORMAT: (lecture/lab/project, etc.)
Class will meet Monday through Wednesday from 6 – 10 pm. Please contact either of your teachers if you will not be attending class. A break will be given after the lecture portion of the class followed by practical hands-on demo and practice. This course is designed to introduce you to theory and practical operations to establish a foundation for more advanced techniques. You must be prepared for each class period; if you are unsure of what is required for the upcoming class please ask for clarification. Anyone not prepared will be excused from class.

- All beepers and phones must be muted during instruction
- No food or drink allowed in the lab and classroom area (except water)

Class Participation:
Students are responsible for all necessary equipment for class participation. Students are required to model and reverse in practical applications.

GRADING POLICY:
This course is letter graded.
Typical methods of evaluation may include:
- Homework – Projects & Profile Sheets
- Weekly Practical Review
- Midterm
- Written and Practical Final Exam

Withdrawal Policy
To withdraw from a class students should access WebSMART registration or obtain an Add/Drop form from the Office of Admissions and Records in Building 2. Official withdrawal is the responsibility of the student. A withdrawal with a refund is subject to refund deadlines. A student who does not withdraw in accordance with established procedures may receive a penalty grade. Refer to the Student Handbook for more information.

RESOURCES:
DSPS
The Disabled Student Program and Services is designed to equalize the educational opportunities for students with disabilities. Further information may be obtained from the DSPS office, Bldg 2, Room 2350. The telephone number is 650-738-4280 and Fax number is 650-738-4228.

Academic Integrity
Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill, which he or she does not possess. The two most common kinds of academic dishonesty are "Cheating" and "Plagiarism." Cheating is the act of obtaining or attempting to obtain academic work through the use of
dishonest, deceptive or fraudulent acts. Plagiarism is representing the work of someone else as his/her own and submitting it to fulfill academic requirements.

**Student Services**
Support services available to students include the Library and Learning Center (Bldg.5), Student Services, One Stop Center, Housing, Registration, Financial Aid, Placement Testing, Admissions, Counseling, DSPS, Special Programs, Health Center and CALT Labs. In coordination with the DSPS office, reasonable accommodation will be provided for eligible students with disabilities. If you do not yet have an accommodation letter, please contact the DSPS office at 650-738-4280.