

## TEES 1010 - Foundations (1 Credit)

### Course Description

This course prepares students to enter the world of skin care, and natural nail care, by teaching the required skills for success in a competitive industry.

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### Course Objectives

- Demonstrate communication skills and professional behavior.
  - Develop the core skills of working in or building a spa business.
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### Course Outline

- Orientation
  - Soft Skills
  - Career Communications
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### Textbook & Reading Materials

Basic Textbook (Fundamental and Foundations Textbook Bundle), Milady, ISBN: 9780357263792  
Basic Work Book (Fundamental and Foundations Workbook), Milady, ISBN: 9780357482841

## Assignments and Assessments

Orientation

Orientation Acknowledgement

Southwest Tech Master Esthetician Handbook 2025.pdf

Program Orientation

A Promise to Myself Agreement

Foundations Chapter 1: Life Skills Reading and Workbook

Personal !Mission Statement

Foundations Chapter 2: Professional Image Reading and Workbook

Design Your Estie

Foundations Chapter 3: Communicating for Success Reading and Workbook

Client Consult Form.pdf

Client Consultation Scenarios

Esthetics Chapter 1: Career Opportunities Reading and Workbook

Foundations Chapter 10: The Beauty Business Reading and Workbook

Vision Board

Foundations End-of-Course Test

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*Subject to change. Please consult your Canvas course for the most current instructions and updates.*

## Classroom Hours

Start: 07-01-2025

End: 07-09-2025

Tu, W, Th

8:00 AM - 11:00 AM

1:00 PM - 4:00 PM

For a full list of course hours visit: [Course Schedule](#)

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## Instructor Contact Information

Brittany Del Toro — [bdeltoro@stech.edu](mailto:bdeltoro@stech.edu)

Roshni Mehta — [rmehta@stech.edu](mailto:rmehta@stech.edu)

Jenna West — [jwest@stech.edu](mailto:jwest@stech.edu)

Office Hours: By appointment

Email is the preferred method of communication; you will receive a response within 24 hours during regular business hours.

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## Canvas Information

Canvas is the where course content, grades, and communication will reside for this course.

- [stech.instructure.com](https://stech.instructure.com)
- For Canvas passwords or any other computer-related technical support contact Student Services.
- For regular Hours and Weekdays call (435) 586 - 2899.
- For after Hours & Weekends call (435) 865 - 3929 (Leave a message if no response).

## Course Policies

Students are expected to maintain a minimum grade of 80% to pass all coursework. Any assignments that do not meet this standard must be redone. Attendance is mandatory for all scheduled classes and lab sessions, as this is a hands-on, in-person program. While some assignments may be completed at home via Canvas, students must be present to participate in demonstrations, client services, and lab work. Professional appearance is required—students must wear scrubs in both the classroom and spa areas, with hair secured when working on students and models, and in the student spa when working on clients. Closed-toe, non-slip athletic shoes are mandatory in both the classroom and student spa. Safety protocols must be followed at all times when handling equipment and products, including proper sanitation and disinfection practices. Any use of substances that impair judgment or performance is strictly prohibited and may result in removal from the program. Cell phones should be put away during class and lab unless being used for course-related purposes. Further Policies adheres to the guidelines and standards outlined in the Master Esthetician Program Handbook. A more detailed description of program requirements, expectations, grading policy, attendance protocols, and uniform guidelines can be found in the handbook. Students are responsible for reviewing these policies to ensure compliance and successful completion of the program. If you have questions about these guidelines, please contact your instructor.

High School Power School Grades: Quarter student grades will be determined by student progress percentage. Faculty will use the higher percentage of either 1) quarter progress, or 2) cumulative progress for the current training plan year. The progress percentage will be used with the grading scale to determine the minimum grade. High School Grade Scale: The following grading scale will be used to determine a letter grade from the progress percentage:

• A : 94 - 100%	• B : 83 - 86%	• C : 73 - 76%	• D : 63 - 66%
• A- : 90 - 93%	• B- : 80 - 82%	• C- : 70 - 72%	• D- : 60 - 62%
• B+ : 87 - 89%	• C+ : 77 - 79%	• D+ : 67 - 69%	• F : 0 - 59%

## Additional Information

InformaCast Statement: Southwest Tech uses InformaCast to ensure the safety and well-being of our students. In times of emergency, such as weather closures and delays, this app allows us to promptly deliver notifications directly to your mobile devices. To stay informed and receive real-time updates, we encourage all students to sign up for notifications. Your safety is our priority, and staying connected ensures a swift response to any unforeseen circumstances. More information and directions for signing up are available at: <https://stech.edu/emergency-notifications/>

Internet Acceptable Use Policy: The student is expected to review and follow the Southwest Technical College Internet Safety Policy at: <https://stech.edu/students/policies/>

Student Code of Conduct Policy: The student is expected to review and follow the Southwest Technical College Student Code of Conduct Policy at: <https://stech.edu/students/policies/>

Accommodations: Students with medical, psychological, learning, or other disabilities desiring accommodations or services under ADA, must contact the Student Services Office. Student Services determines eligibility for and authorizes the provision of these accommodations and services. Students must voluntarily disclose that they have a disability, request an accommodation, and provide documentation of their disability. Students with disabilities may apply for accommodations, based on an eligible disability, through the Student Services office located at 757 W. 800 S., Cedar City, UT 84720, and by phone at (435) 586-2899. No diagnostic services are currently available through Southwest Technical College.

Safety and Building Maintenance: The College has developed and follows a variety of plans to ensure the safe and effective operation of its facilities and programs. The following plans are available online:

1) Facilities Operations and Maintenance Plan; 2) Technical Infrastructure Plan; and 3) Health and Safety Plan.

Withdrawals and Refunds: Please refer to the Southwest Technical College Refund Policy at: <https://stech.edu/students/policies/>

Any high school or adult student, who declares a technical training objective is eligible for admission at Southwest Technical College (Southwest Tech). Program-specific admissions requirements may exist and will be listed on the Southwest Tech website. A high school diploma or equivalent is not required for admission but is mandatory for students seeking Title IV Federal Financial Aid.

Non-Discriminatory Policy: Southwest Technical College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise, and bases its policies on the idea of global human dignity.

Southwest Tech is committed to a policy of nondiscrimination. No otherwise qualified person may be excluded from participation in or be subjected to discrimination in any course, program or activity because of race, age, color, religion, sex, pregnancy, national origin or disability. Southwest Technical College does not discriminate on the basis of sex in the education programs or activities that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about Title IX and its regulations to STECH may be referred to the Title IX Coordinator, to the Department of Education, and/or to the Office for Civil rights.

If you believe you have experienced discrimination or harassment on our campus, please contact the Title IX Coordinator, Cory Estes: [cestes@stech.edu](mailto:cestes@stech.edu), (435) 865-3938.

For special accommodations, please contact the ADA Coordinator, Cyndie Tracy: [ctracy@stech.edu](mailto:ctracy@stech.edu), (435) 865-3944.

Southwest Technical College

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