San Francisco Institute of Esthetics & Cosmetology

DISTANCE EDUCATION AND HYBRID PROGRAM REQUIREMENTS

San Francisco Institute of Esthetics and Cosmetology provides each Future Professional the opportunity to enroll in a hybrid program of study that provides for both on-campus education, as well as distance learning. Future Professionals also have the opportunity to select a program of study that encompasses only on-campus education. Both delivery methods offer the same educational quality, it is up to the individual learner to determine which delivery method best works for their particular educational needs. At least 54% of the program must be completed on campus.

Upon completion of all curriculum requirements, Future Professionals who are enrolled in a hybrid program must demonstrate competency by taking and passing written comprehensive Academic exams and Practical assessments, which are administered on-site. All school transcripts will specifically outline those course hours completed via distance education. Please note, that in accordance with the school's accrediting agency, practical experiences on a live model or service guest can only occur on-campus.

As a part of distance education, the school will ensure the content is delivered in a manner that meets the school's mission statement and educational objectives by assessing each Future Professional's competence. Participation will be documented in a log of all student activity. The Future Professional's qualitative academic performance for the distance education (modules) will be evaluated through testing and educational assignments. Future Professional surveys (Core, Adaptive, Creative and upon graduation), Learning Leader evaluations during distance learning, and a comparison of outcome rates for those who were enrolled in the hybrid program versus on-campus learning only, will be compared to validate the quality of the distance learning.

In order to enroll in the hybrid program of study, the Future Professional must have the following minimum hardware, software, and network requirements:

Minimum Student Skills Requirements: Future Professionals are expected to have at least the following skills before taking distance education courses:

- Basic keyboarding competence
- Elementary knowledge of their computer operating system
- Basic knowledge of:
    - Word processor
    - Sending and receiving emails with attachments
    - Using an Internet browser and search engine
    - Ability to download and use apps

HARDWARE REQUIREMENTS

- Tablet- Ether Apple or Android.
  Laptop or Desktop Computer (macOS 10.9 or Later, Windows 10 or Later).
- Internet access with a high-speed broadband connection: 2 Mbps up and 6 Mbps download minimum.
- Access to the distance education environment for a minimum of ten (10) hours per week.
- Students must be able to video conference in real-time. Appropriate equipment may include:
    - Camera (could be built into the laptop).
    - Microphone (could be built into the laptop).

SOFTWARE REQUIREMENTS

- Access the following apps:
  - The Skill Cards app, The Cutting System app (includes The Cutting Book), The Short Haircutting System app (includes Barbering Fundamentals), The Color System app (includes The Coloring Book), The Makeup System app, Business Fundamentals:
    Connecting to My Future iBook, Plugged In (access to MASTERS library).
  - Pivot Point LAB or Milady CIMA for theory instruction, activities, quizzes, and exams
- MacOS Browsers: Latest versions of Safari, Firefox, or Chrome
- Windows Browsers: Latest versions of Edge, Firefox, or Chrome
- Conference Tool- Zoom (latest version)
- Note Taking Software or app (Word, Pages, Notability app)

DISTANCE LEARNING HOUR ACCRUAL REQUIREMENTS

- While participating Synchronous:
  - Camera must be on at all times with the Future Professional's face visible in the frame
  - Future Professionals must participate in the class chat at the minimum every 5-8 minutes
  - Future Professionals must be on time and follow dress code requirements
  - Student is responsible to keep iPad charged and ready for use
  - Provide a space for class that ensures quietness. Students may not participate in distance learning while driving, walking, working, engaging in conversations with others, etc.
- While participating Asynchronous:
  - Participate in individual chat at a minimum every 50 minutes and provide an update of current work with a picture for documentation.

ASYNCHRONOUS ASSIGNMENTS

- Follow the assignment guidelines/requirements to receive full credit. Assignments are provided the week before the due date.
- Plagiarism, Cheating & Artificial Intelligence: Students are expected to exercise academic honesty and integrity. Violations such as cheating and plagiarism will result in disciplinary action, which may include recommendation for dismissal. Plagiarism is presenting the words or ideas of someone else as your own without proper acknowledgment of the source, including paraphrasing without crediting sources. This includes Artificial Intelligence (AI) generated material, such as that of ChatGPT.

The approximate turnaround time for reviewing and responding to student lessons, projects, or dissertations is seven (7) business days from receipt.