

How to Complete Your Work-Based Learning Activity

1. Research various salons, choose a salon you are interested in observing at.
2. Get teacher approval prior to contacting salon.
3. Contact salon to see if there is availability for you to job-shadow; remember you are representing The Tech Center, so be polite.
4. Construct a tentative schedule for **20 hours** of job-shadow times with the salon **owner or manager** (times and dates you will visit).
5. Complete the following documents provided by your instructor to set up your work based learning experience: Students training plan, memorandum of agreement, request for certificate of insurance, driving release form and emergency contact.
6. On the due date, submit your complete work based learning activity report.

Do Not's of Work Based Learning Activity

1. Your work based learning activity cannot be done at the salon where you work and must be completed after school but before 10:00p.m.
2. This is an observation activity; under NYS law an unlicensed person cannot have physical contact with a client. You may not perform services of any type on salon clientele.
3. If any portion of the work based learning activity is incomplete and your report does not receive a grade of 65% or higher, no credit/Cosmetology hours will be given.

Please Note: no more than one student will be allowed to job-shadow at a salon at the same time. You are not permitted to job-shadow at a salon that is owned by someone who is related to you.

Work based Learning Activity Report

1. Write a report describing the salon you observed in and your experience
2. Type a report (double spaced, font size 12, Times Roman, 1 inch margins all around, ^{67.8}~~75~~ page minimum)
3. Attach at least one piece of literature from the salon (may be a business card with phone number and address of contact person or an advertisement flyer)
4. Reflect on your observations by writing about your personal experience. Use the following questions to collect information about the salon. This essay would cover several topics, some or all of the following questions:
 - ✓ What level of education is needed to gain employment in this occupation?
 - ✓ What, if any, post secondary institutions offer programs to prepare for this occupation?
 - ✓ What is the salary range for individuals who work in this occupation? How are employees paid? Salary, Commission or salary and commission?
 - ✓ What is the projected short-term and long-term employment demand for individuals entering this career field?
 - ✓ Are state or federal testing and certification requirements needed for this occupation?
 - ✓ How did your mentor progress to their current career level?
 - ✓ What are the possibilities for career advancement in this field?
 - ✓ What is the level of employee turnover in this field?
 - ✓ What general and specific industry regulations are required related to the health and safety of employees?
 - ✓ How are employees in this career area generally evaluated? How often? How is the evaluation discussed with the employee?
 - ✓ How well do employees interact with each other? How are conflicts resolved?
 - ✓ Draw the salon layout on graph paper, document with photos
 - ✓ What benefits does this salon offer? Examples include: paid vacation, health benefits, paid sick time.

In addition, please write about your observations on the following:

- ✓ Professionalism
- ✓ Increasing and maintaining clientele
- ✓ Customer service
- ✓ Inventory and stock management
- ✓ Continuing education
- ✓ Hiring and firing policies
- ✓ Employee duties
- ✓ Dress code