



DERMAL SCIENCE INTERNATIONAL AESTHETICS & NAIL ACADEMY

ADDENDUM TO POLICIES CONTAINED IN STUDENT HANDBOOK – July 1, 2020

This addendum to the Student Handbook is to share specific details and clarify information relating to distance learning during Coronavirus here at DSI Academy. DSI Academy has been approved by NACCAS for 75% of classes to be taught via temporary distance learning. DSI Academy follows all Federal, State and local laws and regulations as well as NACCAS Standards and Criteria.

The following operating guidelines have been adopted by DSI Academy to meet all required laws and regulations:

1. *Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client. **Instruction of practical application of facial procedures in the student clinic will utilize mannequin heads, students, family and friends, and demonstrations by the instructors.***
2. *The interaction with the instructor must be validated by regular measurable participation (Clock hour and competency based) in the academic programs. Participation must be documented within a log of all student activity comprised of a record of regular and substantive interaction between the student(s) and instructor(s). **DSI Academy utilizes performance logs and skill evaluations on a regular basis throughout the program. Instructors look for progress in proficiency on a daily basis and work with students to improve daily. A written performance evaluation is done at the midpoint of the course and becomes part of the student's record.***
3. *The institution must evaluate the student's qualitative academic performance for each 10% of the Distance Education (modules) component actually completed within the program at the institution (in-person) by a qualified instructor. **At DSI Academy the student's are being tested and evaluated for each 10% or less of the Distance Education in person.***
4. *Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam to include any applicable competencies required by the State licensure agency prior to graduation from the program. **DSI Academy prides itself on the superior instruction provided to all students to prepare them for the State Board licensing examinations – both written and practical. They are required to pass a final examination with 75% or higher score and pass a practical test following the stringent State Board guidelines.***
5. *All transcripts or other documents (official or unofficial) listing academic attainment received must identify the distance education component. **Academic transcripts identify the distance education component.***
6. *Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. **DSI Academy provides this disclosure to the student and a signed/dated acknowledgement is kept as a part of the student record.***
7. **Instructors (including substitutes) who teach via Distance Education are provided training on teaching modalities and technological resources utilized in the Distance Education environment. All Distance Learning is done via Zoom.**

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- 8. Before enrollment, each applicant is provided with and will acknowledge receipt of written information that clearly describes the distance education technologies (Laptop, PC, Cell phone, Internet) that will be required to successfully complete the course. All distance learning is done via Zoom.**

- 9. The course and/or program outlines(s) must include each of the following elements:**
 - 1. Basic Esthetics Program – full course description can be found in the Student Handbook along with the education objectives.**
 - **Milady’s Standard Fundamental Textbook by Joel Gerson 23 Chapters**
 - **Milady’s Standard Workbook**
 - **Instructional methods used are live classes via Zoom taught by an instructor and Mindtap workbooks via online.**
 - 2. Master Esthetics Program - – full course description can be found in the Student Handbook along with the education objectives.**
 - **Milady’s Standard Esthetics Advanced Textbook by Joel Gerson 30 Chapters**
 - **Milady’s Advanced Workbook**
 - **Instructional methods used are live classes via Zoom taught by an instructor and Mindtap workbooks via online.**

- 10. The quality of education provided via Distance Education within courses and/or programs is measured through a variety of methods to ensure the content is effectively delivered to students in a manner that is congruent with the mission of the institution and its educational objectives through:**
 - **Assessments of student competence upon completion of Distance Education curriculum;**
 - **Student assessments (written exams, quizzes, projects, etc.) during the delivery of Distance Education curriculum;**
 - **Student surveys;**
 - **Instructor Self-Assessments; and**
 - **Comparative analysis of student academic performance through components of program curriculum delivered via Distance Education, as opposed to on-campus.**

- 11. Clock Hour: The number of clock hours required of a student is based on individual state requirements. A minimum of 50 minutes of instruction during a 60 minute period. A clock hour may consist of:**
 - **In Distance Education, a class lecture or recitation where there is opportunity for direct interaction between the instructor and students. DSI Academy is capable of verifying a student’s virtual clock hours by monitoring attendance (live via Zoom) and verifying activities on Mindtap.**