

## Distance Learning Policy

This policy outlines details and clarifies information relating to distance learning offered here at DSI Academy. Distance learning may be utilized to teach up to 300 hours of training here at DSI Academy – utilized mainly during the theory portion of training.

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

1. The course and/or program outlines(s) must include each of the following elements:
  - Basic Esthetics Program – full course description can be found in the Student Handbook along with the education objectives and grading procedures.
    - 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.
  - 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.
2. 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. At DSI Academy all chapter tests will be administered during in-person learning.
4. 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. Academic transcripts identify the distance education component.
6. 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 and/or MindTap.
7. 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