



# INTERIOR ACADEMY

school · spa · salon

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## Re: Student Practicum at your Salon

Dear Salon Owner and/or Manager,

Thank you for giving our student an opportunity to do their practicum in your salon.

The purpose of the practicum (maximum 40 hours) is to allow the student to experience hands-on application of their training in a real salon setting. We encourage you as their coach/mentor to enroll the student in becoming as active and as involved in all processes of daily activities. Some suggestions we offer is job shadowing one stylist per day, retail knowledge training, client relations and general salon support such as; shampoo, dispensary duties, reception etc. The objective is to present the student with many diverse aspects required to succeed in this industry.

Regarding the practicum evaluation sheet, we recommend your evaluation to be as honest as possible in order to support continued enhancement of the student training.

Thank you for your participation as partners in developing the best in our trade.

Sincerely,

Mrs. Rammy Hans  
Director of Operations  
beauty@interioracademy.com



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## Practicum Joint Evaluation

Interior Academy

(250) 374-5565

\_\_\_\_\_  
Institution Name

\_\_\_\_\_  
Institution Contact Number

\_\_\_\_\_  
Host Salon

\_\_\_\_\_  
Host Contact Name

\_\_\_\_\_  
Host Salon Address

\_\_\_\_\_  
Host Phone Number

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Contact Number

\_\_\_\_\_  
Practicum Start Date

\_\_\_\_\_  
Practicum End Date

### Student Evaluation of Practicum:

Please indicate your level of agreement with each statement below by circling the appropriate number:

1 = Strongly Agree      2 = Agree      3 = Disagree      4 = Strongly Disagree

The host made his/her expectation clear.	1	2	3	4
The host outlined the site's policies and procedures to me.	1	2	3	4
The host made sure I was supervised.	1	2	3	4
Completions of this work experience has enhanced my ability and made me more confident in the skills I learned during my program.	1	2	3	4

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date Signed



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**Host Evaluation of Student:**

Please indicate your level of agreement with each statement below by circling the appropriate number:  
 1 = Strongly Agree                    2 = Agree                    3 = Disagree                    4 = Strongly Disagree

The student’s attendance was excellent: 1     2     3     4

The student met performance and time expectations when completing the following tasks during their work experience:

Shampooing: 1     2     3     4

Meet and Greet: 1     2     3     4

Assisting Chemical Work 1     2     3     4

Hair Cutting: 1     2     3     4

Organizational Behavior/Communication: 1     2     3     4

Reception: 1     2     3     4

The student was helpful and willing to take on tasks: 1     2     3     4

The student displayed a professional image and attitude: 1     2     3     4

The student demonstrated a solid understanding of retail sales: 1     2     3     4

If you were looking to hire a new stylist in your salon, would this student be someone you would choose to employ? If no, please explain why. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Institution Representative

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Practicum Host  
\*\*\*please attach attendance sheet

\_\_\_\_\_  
Date Signed

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**Students Daily Summary/Follow Up**

**Monitored By:** \_\_\_\_\_

**Day 1 Hours:** \_\_\_\_\_

**Summary:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Day 2 Hours:** \_\_\_\_\_

**Summary:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Day 3 Hours:** \_\_\_\_\_

**Summary:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Day 4 Hours:** \_\_\_\_\_

**Summary:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Day 5 Hours:** \_\_\_\_\_

**Summary:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Day 6 Hours:** \_\_\_\_\_

**Summary:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_