# Paul Mitchell The School Pasadena

## EXTERNSHIP PROGRAM GUIDELINES

**PAUL MITCHELL THE SCHOOL - PASADENA EXTERNSHIP PROGRAM GUIDELINES**

The Externship Program at Paul Mitchell The School - Pasadena provides Future Professionals with an opportunity to gain hands-on experience in a professional salon, spa, or barbershop environment. The goal is to bridge classroom education with real-world application under the supervision of licensed industry professionals.

### EXTERNSHIP SITE REQUIREMENTS

The school must have a written agreement with each participating salon, spa, or barbershop prior to placement. The establishment must be licensed by the state, if required; or hold a valid business license to operate if the state does not require licensure. Each supervisor at the externship site must hold an active state license or certification in their field; or have at least one year of verified professional experience in the area of supervision.

### PROGRAM HOURS AND LIMITATIONS

Students may not complete more than 10% of their total contracted program hours (competencies, credits, or clock hours) in an externship setting. Externship hours will be recognized only after verification and documentation by both the site and the school.

### STUDENT ELIGIBILITY

To qualify for participation in the externship program, a student must:
 be in good academic and attendance standing.
 have completed the required portion of their program as outlined by the school.

 pass a comprehensive written and practical exam demonstrating readiness for professional-level work.

 meet all other written selection criteria established by the institution. Note: Students utilizing Veterans Affairs (VA) education benefits are not eligible to participate in the externship program, per VA regulations.

### EXTERNSHIP TRAINING PLAN

Each externship placement must include a written training plan outlining specific learning objectives and hands-on skill goals, expected professional conduct and daily performance standards, and a clear schedule of activities and evaluation methods. This plan must be signed and approved by the student, the externship supervisor, and a school official prior to participation.

### MONITORING AND SUPERVISION

A designated school representative will conduct periodic visits to the externship site to ensure compliance with the approved training plan, safety and sanitation standards, and proper supervision and learning outcomes. Site supervisors must provide ongoing feedback to both the student and the school throughout the externship period.

### EVALUATION AND DOCUMENTATION

Externship supervisors must evaluate students based on technical performance, professionalism, customer service, teamwork, and achievement of training goals. Upon completion, the externship site must submit a Certificate of Attendance and Training verifying total hours completed, competencies achieved, and overall performance rating.

The school will review all documentation before applying externship hours toward program completion.

## INSTITUTIONAL RESPONSIBILITIES

Paul Mitchell The School - Pasadena is responsible for securing all externship agreements, maintaining compliance with state and accreditor standards, tracking and documenting all student progress, and verifying externship hours and competencies before applying them toward graduation requirements.

## PROFESSIONAL CONDUCT

While participating in the externship program, students are representatives of Paul Mitchell The School - Pasadena and must adhere to all salon and school policies, maintain sanitation and safety standards, and demonstrate professionalism, respect, and teamwork at all times.

## COMPLETION AND RECOGNITION

Upon successful completion of the externship, students will receive credit for verified hours and competencies, and the experience may be documented as part of the student's career portfolio or resume.