Course Syllabus

NOTE: This syllabus is subject to change during the semester . Please check this syllabus on a regular basis for any updates.

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

Department   : Cosmetology

Course Title   : Cosmetology Instructor I

Section Name : CSME_1534_109

Start Date   : 01/22/2013

End Date   : 05/16/2013
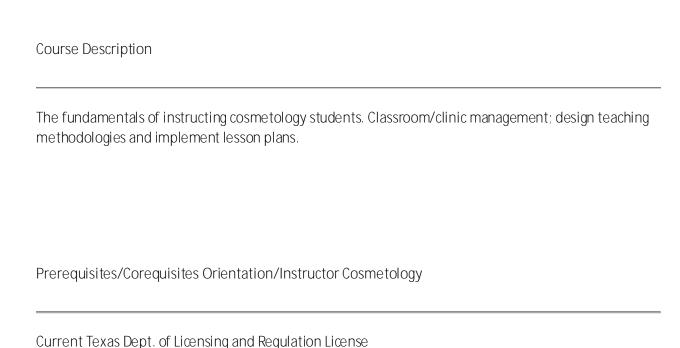
Modality   : FACE-TO-FACE

Credits   : 5

Instructor Information

Name   : Jerrie Sovil

OC Email   : jsovil@odessa.edu

OC Phone # : (432) 335-6452

  Office Hours: MTWTH 3:00-4:30pm   TWTHF 11:00am-12:00pm

Course Description

The fundamentals of instructing cosmetology students. Classroom/clinic management; design teaching methodologies and implement lesson plans.

Prerequisites/Corequisites Orientation/Instructor Cosmetology

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Current Texas Dept. of Licensing and Regulation License

Pass the reading portion of the Compass or TAKS tests.

Description of Institutional Core Objectives (ICO's)
Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: Odessa College Catalog of Courses 2012-2013, page 73)

Odessa College's Institutional Core Objectives (ICOs):
1) Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2) Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3) Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4) Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5) Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making
6) Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Learning Outcomes for ___3 (Source: Odessa College Catalog of Courses)

Outcome	ICO
	Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
	Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
Writing assignment using analysis of data and facts to conclude what type of teaching skills, instructors can use with students	Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
	Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
	Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

	Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

ICO's 3

*ICO 3 Empirical and Quantitative Skills- Students will successfully complete an assignment involving a real-world situation that includes the manipulation and analysis of numerical data or observable facts resulting in an informed conclusion.

Course Objectives

After completing this course, the student instructor should be able to demonstrate competency in:

26.00 Professionalism

30.00 Lesson Plans

31.00 Methods of Teaching

33.00 Classroom Management

Required Readings/Materials

a)You must purchase the following required readings/materials: Milady's Master Educator

b)You are encouraged to buy the following optional books/materials

Course Requirements (Lectures, Assignments and Assessments)

 "This course, Cosmetology Instructor 1, has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the cosmetology program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor."

All students must:

 *Attendance Policy- You must attend 90% of class to receive credit. If you are absent more than 6 days you may lose credit for some or all classes, PLEASE see your INSTRUCTOR. You will only be allowed to make-up 4 excused absences.

1. Attend class on a regular basis, whenever absent notify instructor.

2. Bring supplies and textbook daily.

3. Display desirable professional habits, attitudes, ethics, and personal appearance.

4. Practice appreciation and respect for the teaching profession.

5. Display personal qualities necessary to succeed as a cosmetology instructor.

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
   - provided my contact information at the beginning of the syllabus;
   - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
   - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies **during the time I'm unavailable.**

2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
   - provide clear information about grading policies and assignment requirements in the course syllabus, and
   - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
   - return classroom activities and homework within one week of the due date and
   - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
   - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
   - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
   - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.

2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,

    - missing class when a major test is planned or a major assignment is due;
    - having trouble submitting assignments;
    - dealing with a traumatic personal event; and,
    - having my work or childcare schedule changed so that my classroom attendance is affected.

3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will

    - seek out help from my instructor and/or from tutors;
    - ask **questions if I don't understand; and,**
    - attend class regularly to keep up with assignments and announcements.

Grading Policy

Each week, I will provide grades or scores and comments on assignments within 6 days of when they were submitted. After I send feedback each week, I will post a notification in the Main forum.

Late assignments receive a 10% deduction for each day they are late if assignments are not posted by 11:59 p.m. central on the day they are due. Assignments more than 5 days late will not be accepted. Technological issues will not be considered as valid grounds for late assignment submission. In the event of a server outage, students should submit assignments to the instructor.

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

Percentage %	Grade
Theory/Unit Exams/St. Board 50%	70
Attendance and lab assisting 25 %	70
Lesson Plans/Skill Sheets/Performance 25%	70

Special Needs

 Special Populations/Disability Services/Learning Assistance
Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to

your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA), unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at www.odessa.edu/dept/counseling/disabilities.htm. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: Odessa College Catalog of Courses 2012-2013, page 52)

Dropping a Course or Withdrawing from College
Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F." (Source: Odessa College Catalog of Courses 2012-2013, page 36)

Learning Resource Center (LRC; Library)
The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.

Student Success Center (SCC)

Located in the LRC, the Student Success Center (SSC) provides assistance to students in meeting their academic and career goals. We strive to provide new and updated resources and services at no charge to OC students. Academic support services include tutoring, study skills training, workshops, and the mentoring program. Tutoring is available for a variety of subjects including college mathematics, English, government, history, speech, chemistry, biology, and all developmental coursework. Appointments are preferred, but walk-ins will be served as soon as possible. Smarthinking online tutoring is also available. All computers in the center have Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing and mathematical skills. The center also offers special assistance to students preparing for the THEA/COMPASS test. Computer lab assistants are available to assist students with student email, Blackboard, OC portal, Course Compass and more. For more information or to make an appointment, please call 432-335-6673 or visit www.odessa.edu/dept/ssc/ (Source: Odessa College Catalog of Courses 2012-2013, page 54)

Student E-mail

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: http://www.odessa.edu/gmail/. Correspondence will be submitted using your Odessa College email as an alternative method to contact you with information regarding this course.

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Student E-mail

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: http://www.odessa.edu/gmail/. All assignments or correspondence will be submitted using your Odessa College email.

Student Portal

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: http://www.odessa.edu/gmail/. All assignments or correspondence will be submitted using your Odessa College email.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

Academic Policies

Note that the OC Student Handbook states (page 32) that "[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104)."

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities http://www.odessa.edu/dept/studenthandbook/handbook.pdf

Scholastic Dishonesty
Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:
• Copying from another student's test paper
• Using test materials not authorized by the person administering the test.
• Collaborating with or seeking aid from another student during a test without permission from the test administrator.
• Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
• The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
• Substituting for another student, or permitting another student to substitute for one's self, to take a test.
• Bribing another person to obtain an unadministered test or information about an unadministered test.
• "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
• "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: Odessa College Student Handbook 2012-2013, page 29-30)

Disclaimers:
This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

Original Effort:
The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

Description of Students:
Students enrolled in this course __CSME 1534 _____

Digital Protocol:
Cell phones must be placed on either vibrate or silent mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. The electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure **that your assignments are submitted on "Blackboard" time.** Back-up and/or

additional copies of all assignments submitted is encouraged. Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments. If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically need to be WORD documents (doc or docx).

Institutional Calendar Spring 2013

http://www.odessa.edu/college-calendar12-13.pdf

NOTE: College business offices are closed from Dec 21 (Fri. at 1pm) - Jan 6 (Sun.)
FALL & SPRING BUSINESS HOURS:
Wrangler Express Center: M-Th: 7:30 am-7 pm; Fri: 7:30 am-5 pm; Sat: 9 am-noon
Other offices: M-Th: 8 am-5:30 pm; Fri: 8 am-1 pm
SUMMER BUSINESS HOURS
Wrangler Express Center: (beginning May 14) M-Th: 7:30 am-7 pm; Fri: 8 am-5 pm: Closed Saturdays
(beginning Aug 3, Wrangler Express will also be open 9 am-noon on Saturdays)
Other offices: May 20-Aug 17 (M-Th: 7:30 am-5:30 pm; closed Fridays)

Registration:
On the Web (5 am to Midnight, 7 days a week)..Nov 12-Jan 21
In Person (See Business Hours Above)..Nov 12-Jan 18
***REGISTRATION PAYMENT DEADLINE
* For students registered who register prior to Jan 7...Payment is DUE Jan 7 (Mon)
* For students who register on or after Jan 7... Due on Day of Registration
Holiday (Martin Luther King Day - Offices closed except for Wrangler Express)... Jan 21 (Mon)
Classes Begin..Jan 22(Tue)
Late Registration & Schedule Changes (Add/Drop):
On the Web (5 am to Midnight, 7 days a week).. Jan 22-23 (Tue-Wed)
In Person (See Business Hours Above)... Jan 22-23 (Tues-Wed)
** Late Registration & Add/Drop Payment Deadline... Due on Day of Registration
Census Day...Feb 6 (Wed)
Deadline for Spring Degree Application... Mar 20 (Wed)
First Eight Weeks End..Mar 22 (Fri)
Spring Break (Offices Closed – No Classes)...Mar 11-16 (Mon-Sat)
Second Eight Weeks Begin...Mar 25 (Mon)
Holiday (Good Friday)..Mar 29 (Fri)
Last Day to Drop or Withdraw with a "W" (full semester length courses)...Apr 16 (Tues)
Student Evaluation of Instruction Survey Available Online.. April 28-May 4
Last Day to Drop or Withdraw with a "W" (2nd eight week courses)..Apr 30 (Tues)
Last Class Day.. May 11 (Sat)
Final Exams.. May 13-16 (Mon-Thurs)
Spring Graduation... May 17 (Fri)
End of Semester.. May 17 (Fri)

Week One

Item(Name)	Type	Description	Due
Lesson Plans	Topics will be given	Choose Topic	1/23/2013
Methods of Teaching	Discussion/Quiz	Demonstration	01/25/2013
Classroom Management	Discussion/Quiz	Demonstration/Discussion/Quiz	01/29/2013

Week 2

Topic/Overview: This week focuses on

 Educator Relationships

Summary of Week 1 Assignments & Activities

Chp. 3 Enabling Exercise and Test on Computer

Item(Name)	Type	Description	Due
Continue with lesson plans	Students will prepare lesson plan	Student will present lesson plan	01/31/2013

Week 3

Topic/Overview: This week focuses on

Developing a Dynamic Program Study

Review, Worksheets and Lesson Plans

Item(Name)	Type	Description	Due
Lecture and apply learned teaching skills	Presentation	Presentation	02/04/2013

Week 4

Topic/Overview: This week focuses on

 Review over Chp. 2, 3, and 4

Review and Test

Item(Name)	Type	Description	Due
Educator Relationships	Workbook	Application	02/07/2013

Week 5

Topic/Overview: This week focuses on: Educator Relationships

Item(Name)	Type	Description	Due
About Teaching	Lesson Plan	Develop a Lesson Plan	02/14/2013

Week 6

Topic/Overview: This week focuses on: Lesson Plan

Item(Name)	Type	Description	Due
Creating and Using Educational Aids	Writing Assignment	List examples of Educational Aids	02/21/2013

Week 7

Topic/Overview: This week focuses on: Creating and Using Educational Aids

Item(Name)	Type	Description	Due
Teaching Skills And Presentation Techniques	Application	Demonstrate and Practice Teaching Tech.	02/27/2013

Week 8

Topic/Overview: This week focuses on: Teaching Skills and Presentation Techniques

Item(Name)	Type	Description	Due
Classroom Management	Teaching during classroom	Theory	03/07/2013

Week 9

Topic/Overview: This week focuses on: Classroom Management

Item(Name)	Type	Description	Due
Teaching in a Dynamic Clinic	Workbook	Theory	03/14/2013

Week 10

Topic/Overview: This week focuses on: Teaching in a Dynamic Clinic

Item(Name)	Type	Description	Due
Teaching in the lab w/Instructor	Application	Application	This will be done throughout the semester

Week 11

Topic/Overview: This week focuses on: Lab Instruction

Item(Name)	Type	Description	Due
Continue Classroom Management	Application	Demonstration	03/29/2013

Week 12

Topic/Overview: This week focuses on: Classroom Management

Item(Name)	Type	Description	Due
Continue Educator Relationships	Application	Demonstrate	04/04/2013

Week 13

Topic/Overview: This week focuses on: continue Educator Relationships

Item(Name)	Type	Description	Due
Developing a Dynamic Program of Study	Workbook	Workbook : Cornell Notes	04/18/2013

Week 14

Topic/Overview: This week focuses on: Developing a Dynamic Program of Study

Item(Name)	Type	Description	Due
Lab Teaching	Application	Demonstrate	05/16/2013

Week 15

Topic/Overview: This week focuses on: Teaching

Item(Name)	Type	Description	Due
Lesson Plan	Write lesson plan	Develop a lesson plan	05/07/2012
Give and Demo	Demo Lesson Plan	Practical Exam	05/16/2013

Week 16

Topic/Overview: This week focuses on: Semester Exam