

## Course Syllabus

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

<b>Department</b>	:	Cosmetology
<b>Course Title</b>	:	Cosmetology Instructor IV
<b>Section Name</b>	:	CSME_2544_705
<b>Start Date</b>	:	08/22/2011
<b>End Date</b>	:	12/16/2011
<b>Modality</b>	:	FACE-TO-FACE
<b>Credits</b>	:	5

## Instructor Information

<b>Name</b>	:	Jerrie Sovil
<b>OC Email</b>	:	jsovil@odessa.edu
<b>OC Phone #</b>	:	(432) 335-6450

## Course Description

Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development and implementation of advanced evaluation and assessment techniques. The student will practice instructional, skills, develop assessment and evaluation techniques that promote student learning; and implement evaluation tools to measure student outcome.

**Prerequisites/Corequisites**

**Current Texas Dept. of Licensing and Regulation License**

**Scans**

(1,2,6,9)

**Course Objectives**

26.00 Professionalism/Student Instructors

30.00 Lesson Plans

31.00 Methods of Teaching

33.00 Classroom Management

34.00 Evaluation Techniques

1. Attend class on a regular basis, whenever absent notify instructor.
2. Record clock hours required by TDLR by clocking-in on a computer.
3. Wear required uniform to be permitted to attend class and to receive hours.
4. Bring supplies and textbook daily.
5. Display desirable professional habits, attitudes, ethics, and personal appearance.
6. Practice appreciation and respect for the teaching profession.
7. Display personal qualities necessary to succeed as a cosmetology instructor.

### **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)**

*Week 1*

**Topic/Overview:** This week focuses on

Lesson Plans

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Lesson Plans	Lecture/discussion	Workbooks	08/26/2011
Methods of Teaching	Lecture/Discussion	Worksheets/Lesson Plans	08/31/2011

*Week 2*

**Topic/Overview:** This week focuses on

Classroom Management

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Classroom Management	Discussion/Quiz	vocabulary/workbooks	09/01/2011
Evaluation Techniques	Demonstration	Compile written exams/ Develop a grade key/ Record Tests	09/01/2011

*Week 3*

**Topic/Overview:** This week focuses on

Continue classroom management, Evaluation Techniques

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Explain the difference between a panel discussion and a symposium	Discussion	Workbook	09/08/2011

*Week 4*

**Topic/Overview:** This week focuses on

Review, go over lesson plans

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Compile a written exam based on the curriculum objectives to be tested.	Develop a test	<i>Develop a test</i>	<i>09/15/2011</i>
Lesson plan to be completed	<i>Actual lesson plan</i>	<i>Develop a lesson plan</i>	<i>09/15/2011</i>

*Week 5*

**Topic/Overview:** This week focuses on

Chp. 10 Student Evaluation and Testing Methods

**Summary of Week 1 Assignments & Activities**



Item(Name)	Type	Description	Due
Grading Methods	The Test Plan	Workbook	<i>09/22/2011</i>

*Week 6*

**Topic/Overview:** This week focuses on

Descriptive Performance Evaluations

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Likert Scale	Application	worksheets	09/22/2011

*Week 7*

**Topic/Overview:** This week focuses on

Chp. 11 Teaching to Diverse Learning Styles

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Adult Learner Characteristics	<i>Discussion</i>	<i>Workbook</i>	<i>09/29/2011</i>
About Different Kinds of Learners	Discussion	Workbook	09/29/2011

*Week 8*

**Topic/Overview:** This week focuses on

Powerful Teaching and Learning Methods

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Define teaching, learning, and teaching methods.	Discussion	Define terms	10/6/2011
Explain the purpose and use of lectures, demonstrations, group discussions, peer coaching, role playing, and discovery method of learning.	<i>Discussion</i>	<i>Workbook</i>	<i>10/06/2011</i>

Week 9

**Topic/Overview:** This week focuses on

Chp. 12 Powerful Teaching and Learning Methods

**Summary of Week 1 Assignments & Activities**

Item( Name)	Type	Description	Due
Lecture	<i>Demonstrate</i>	<i>Practice</i>	<i>10/13/2011</i>
Group Discussion and Discovery	Demonstrate	Practice actual role-play	10/13/2011

*Week 10*

**Topic/Overview:** This week focuses on : Chp. 12 cont.

Teaching and Learning Tools and Techniques

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Concept connectors	Discussion	Connect/learner	10/20/2011

*Week 11*

**Topic/Overview:** This week focuses on

Chp. 14 Achieving Learner Results

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Understand the importance of handling learner's lack of motivation	<i>Discussion</i>	<i>Workbook</i>	<i>10/27/2011</i>
Know the elements of active listening		worksheets	10/27/2011
Fifteen effective study habits		worksheets	10/27/2011

*Week 12*

**Topic/Overview:** This week focuses on

Barriers to Learning

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Learner Apprehension			TBA

*Week 13*

**Topic/Overview:** This week focuses on

Chp. 14 Professional Performance Evaluation

**Summary of Week 1 Assignments & Activities**



Item(Name)	Type	Description	Due
<i>Understand the purpose of performance evaluation</i>	Discussion	Workbook	11/10/2011
Understand the importance of pursuing continuing education as a professional educator	<i>Discussion</i>	<i>Workbook</i>	<i>11/10/2011</i>

*Week 14*

**Topic/Overview:** This week focuses on

General Standards of Evaluation

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Production	<i>Discussion</i>	Workbook	11/17/2011
Thoroughness and accuracy			11/17/2011

*Week 15*

**Topic/Overview:** This week focuses on

Review for Semester Exam Chp. 10, 11, 12, 13, and 14

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Semester Exam /Review	<i>Review</i>		<i>11/30/2011</i>

*Week 16*

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Semester Exam	<i>Exam</i>	Written /Practical	<i>12/07/2011</i>

**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.

Percentage %	Grade
Theory/ Unit Exams	25%
Attendance	25%
Participation/Skill Sheets	50%

### **Special Needs**

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.

## Learning Resource Center (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 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.**

## 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](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## **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](#).